

Guidelines for Promotion to Senior Lecturer

Developed by the Lecture-Track Promotion Committee and approved by the Dean of Emory College and the Provost of Emory University, January 22, 2009. Revised, May 2010.

These guidelines describe the promotion procedures for faculty in the rank of Lecturer to the rank of Senior Lecturer. For a fuller discussion of lecture-track faculty appointments, please refer to "Appointment and Review of Lecture-Track Faculty in Emory College."

1. Eligibility.

Lecturers in their *sixth year* of service at that rank are eligible for promotion to the rank of Senior Lecturer. If successful, the promotion takes effect in the following academic year. Appointments at the rank of Senior Lecturer may be for terms up to five years.

2. Timeline and Process.

- a. The candidate should notify his or her chair of the desire to be considered for promotion no later than *January 15* of the final year of his or her appointment.
- b. Candidates should submit their promotion packages (see item 3, below) to their departments or programs no later than *February 1*.
- c. The department should make its recommendation known to the candidate and the Senior Associate Dean for Faculty in Emory College no later than *February 28*. The department's recommendation should include a term for the appointment, up to five years.
- d. The Lecture-Track Promotion Committee then meets to deliberate on the promotion materials and departmental recommendation, preferably no later than *April 25*. The Lecture-Track Promotion Committee then forwards its recommendation to the Dean of Emory College.
- e. The Dean of Emory College makes the final decision regarding reappointment and promotion.
- f. Candidates have the right to appeal a negative departmental decision or a negative decision of the Dean using the same procedures outlined in Section VI of the Emory College "Principles and Procedures for Promotion and Tenure."
- g. Candidates who are denied promotion may be reappointed at their current rank. Except in unusual circumstances, candidates who are denied promotion must wait for three years before another application for promotion.

3. Promotion Materials

The candidate should supply a dossier to the department or program that includes the following:

- a. *A curriculum vita.*
- b. A teaching portfolio that provides evidence of excellence in teaching and advising
- c. A statement regarding service to the department/program, College, and University.
- d. The candidate may also wish to provide evidence of accomplishment in scholarship, but such evidence is *not* required for promotion to Senior Lecturer.

The kind of materials that a candidate might provide are defined at greater length in the Appendix, below.

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APPENDIX: Defining excellence, providing evidence.

In the course of its development of these guidelines, the Lecture-Track Promotion Committee produced the following advice about how candidates for promotion might furnish the appropriate evidence. This advice is meant to be suggestive, and not exhaustive. Candidates should realize that their own disciplines and activities may require that they modify how they produce evidence for their promotion cases. All candidates for promotion are required to build their own case, and every discipline has a different and evolving definition of excellence.

A. Teaching and advising, and pedagogical development.

The teaching record of all LTF is of paramount importance in the evaluation process, and the faculty member should demonstrate excellence in this area, both for renewal of contract and for advancement.

Candidates for promotion should develop a Teaching Portfolio as outlined below.

The portfolio should include:

- i. *Teaching:*
Student and peer evaluation of teaching
- ii. *Advising*

Pre-major advising, majors, minors, number of advisees, evaluation letters from students formally solicited by the chairs, etc.

The portfolio might also include:

i. *Teaching:*

- Information on new courses, pedagogies, content developed
- Work on interdisciplinary courses
- Mentoring honors theses, internships or research
- Courses abroad, in other specialized situations
- Participation on the pedagogical training of graduate students
- Grants written, obtained for courses
- Evaluation letters from students formally solicited by the chairs
- Teaching awards received

ii. *Advising*

- Informal advising time, evaluation of it
- Grants written, obtained for advising/mentoring

iii. *Pedagogical and program development*

- Elucidation and evaluation of programs developed or reworked, such as majors, minors, internships, courses abroad
- Training or education of colleagues in teaching
- Grants written, obtained for program development

iv. *Professional development in teaching*

- Significant participation in workshops and conferences to improve teaching content, pedagogy or technology Implementation or dissemination of new developments

B. Department, College, University, and public or professional Service.

LTF service records will be evaluated at the level of the department in which they teach, as well as within the College, University, and greater academic and societal communities. Therefore, promotion to Senior Lecturer requires at least very good performance in one of the four areas (i-iv) below.

i. *Department, College, and University committees:* Include lists of all committee memberships, positions held, time served, and evidence of accomplishments.

ii. *Emory community engagement:* This category might include administrative posts such as DUS, Chair, Director of college programs; creating new programs or

sustaining existing programs; coordination of multi-section courses; mentorship of graduate students; service to student organizations.

iii. *External academic community engagement*: This category might include the organization of conferences, panels, speaker series; service to professional organizations; policy and strategic studies; inter-institutional committees; activities related to accreditation.

iv. *Public engagement*: This category might include community partnerships; public advocacy; service to the community through engagement in economic or cultural development, public education, etc.