

## **Guidelines for promotion from lecturer to senior lecturer:**

Faculty Handbook language provides guidance regarding when promotion to senior lecturer can take place (after at least four years of teaching with at least four courses per year). The handbook also states that promotion requires review by the department and DAC and that it “is based on a continuing institutional need for the position and demonstrated excellence in teaching.” However, the handbook does not specify how this review should occur and what is required to demonstrate excellence in teaching. This document provides guidance from the DAC on the process by which departments, programs, and Core components should review lecturers for promotion to senior lecturer.

### **Department/Program/Core component evaluation and review of teaching:**

1. Collection of information providing evidence of excellence in teaching:
  - a. SET form responses from the past four semesters with a minimum of 8 courses.
  - b. Peer observation of teaching.
  - c. For those lecturers being brought forward by one department/program/Core component who have also taught in another department/program/Core component, a review of teaching provided by the chair/director/Core-UP in the secondary department.
2. Submission of a CV by the candidate that includes an indication of all courses taught at Colgate and the semesters in which they were taught.
3. Submission of a personal statement (maximum 3 pages) by the candidate in support of their own promotion to senior lecturer.
4. Full discussion by tenured and tenure-stream members of the department/program/Core component\* after review of the above information\*\*, with all members given the opportunity to provide input. The review will be based solely on teaching, with a firm requirement of demonstrated excellence. At conclusion of the discussion, a vote should be taken and the outcome recorded.

The outcome of departmental review will be either:

1. The candidate is recommended by the department for promotion to senior lecturer, with documentation forwarded to the Division Director for presentation to the DAC as described in the section below,  
OR
2. The department determines that the candidate has not reached the level of excellence expected for promotion to senior lecturer. In this case, the department chair will inform the candidate of this decision and the lecturer must wait two years (including a minimum of 8 courses) before being reviewed again for promotion.

\*Core component “tenure-stream members” will be the five Core-UPs and UNST Division Director.

\*\*Note that the written document resulting from annual consultations cannot be included in the materials reviewed, as the intent of this document is to provide mentoring, not be evaluative.

Submission from the Department/Program/Core component to the Division Director for review by DAC will include:

1. A summary of departmental discussion of the candidate for promotion written by the chair and circulated for review to department members (but no need for individual letters from department members). This summary should include explicit discussion of the conversation around all items included in the "Evaluation and Review of Teaching" section above and a record of the outcome of the department/program vote.
2. SET forms for all courses (minimum of 8 courses) taught in the last four semesters.
3. Candidate's CV.
4. Candidate's personal statement.
5. Summary of institutional need for position, including all courses taught by the lecturer up for promotion and enrollments in those courses over the past five years.

The Division Director will bring this information to the DAC for consideration. The DAC will take into account the evidence for both teaching excellence and institutional need.

If the DAC supports the request for promotion, the promotion to senior lecturer will take place at the beginning of the next semester following approval. If the department/program/Core component or the DAC determines that a candidate brought up for review is not ready for promotion, the candidate must wait two years before coming up again for promotion so that four new semesters (at least 8 courses) of SET forms and other evidence of excellence in teaching can be collected for review.

---