

## **FREQUENTLY ASKED QUESTIONS**

### **Q: When am I eligible to be considered for promotion to Senior Lecturer? Senior Lecturer II?**

A: Any lecturer on campus (full or part-time) with at least 6 years of full-time equivalent (FTE) service as a lecturer is eligible for consideration for promotion to the rank of senior lecturer.

A: Any senior lecturer on campus (full or part-time) with at least 6 years of full-time equivalent (FTE) service as a senior lecturer is eligible for consideration for promotion to the rank of senior lecturer II. This review focuses on the period of time since your last promotion.

### **Q: I have performed service to the University under other titles. Can this service count toward eligibility for promotion to senior lecturer or senior lecturer II?**

A: All service as a Lecturer, Lecturer II, Instructor, Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor counts toward your promotion to senior lecturer. In addition, service you performed under a different title where you did work substantially the same as a lecturer or senior lecturer can count toward your promotion. You should talk with MSP if the latter applies to you.

### **Q: I have taught courses for CPE/UWW. Do they count toward my promotion?**

A: Yes, if your CPE/UWW courses were taught during the fall or spring semesters, they are to be included in the calculation of FTE service for promotion.

### **Q: I think I'm eligible for promotion. What do I do?**

A: If you think you have the requisite numbers of FTE years necessary for promotion, you should consult with your department chair/head to confirm eligibility.

### **Q: I've been deemed eligible for promotion. When should I begin to assemble my application materials?**

A: Don't wait until the last minute! Ideally you should begin to prepare your application in November of the year in which you'll be reviewed but if you have a crazy fall semester with little time to focus on your promotion file, you may want to work on it the summer before your review year.

**Q: When and to whom should I submit my portfolio for the review?**

A: You should submit your portfolio (through APWS – Academic Personnel Workflow System) to the department chair/head no later than the first day of the spring semester of the academic year in which you accrued or will accrue the required FTE years of service. The review will happen during that spring semester.

**Q: I'm having trouble understanding or have technical difficulties with the APWS system. Who do I contact?**

A: For questions about policies related to APWS, contact provost office personnel at [academic.personnel@umass.edu](mailto:academic.personnel@umass.edu). For technical/system support questions such as moving files or making adjustments to your file, you should email [apws-support@provost.umass.edu](mailto:apws-support@provost.umass.edu)

**Q: What is my department chair responsible to add to the file for my promotion review?**

A: Your department chair/head is responsible for adding the following to the file:

- All available evaluations of your teaching effectiveness. In reality that means your SRTIs, but you may want to add other items that speak to your teaching effectiveness such as letters from students or midterm assessment reports from CTL (Center for Teaching & Learning). Article 33 of the MSP Collective Bargaining Agreement calls for departments to take a more holistic approach to assessing teaching effectiveness, to not rely solely on SRTI scores but to attempt to capture the total contribution of the candidate to the instructional mission, both inside and/or outside the classroom, through multiple modes of evaluation.
- Your department chair/head is also responsible for uploading your job description into APWS prior to your DPC review. Check with him/her to make sure that the description to be uploaded accurately reflects your current assigned duties and job responsibilities. Ideally this is something you should be looking at annually with your department chair (at AFR time) to make sure the job description is up-to-date.

**Q: What do I include in my promotion portfolio?**

A: You (the candidate) assemble a portfolio of accomplishments in your area(s) of responsibility and submit them (through APWS) to the department chair/head. This includes:

1. A personal statement (normally 3-5 pages). Consider having separate sections by job duty such as teaching and service. And be sure to include a statement highlighting how you've met the promotion criteria of meritorious performance and promise for

continuing achievement. This will make it easy for your DPC and other levels of review to see that you've met the criteria for this promotion.

- If there's no official job description, we encourage candidates to lay out job duties in their personal statement so it's clear what you have been contracted to do and therefore what you are to be evaluated on. Make sure you articulate any summer duties if those are different from what you do during the academic year.
- If there are weaknesses in your record, don't try to hide them. Instead frame them as opportunities for growth or things you've learned.

2. A current CV

3. Any other materials you think are essential for an adequate consideration of your case. *Please consult the MSP office if you are being told you have to submit something you feel is unnecessary or irrelevant.*

**Q: What "other materials" might I consider adding so that my case can be adequately considered?**

A: Below are items you might consider adding to your file even though they are not contractually mandated. But remember that you get to decide what other materials are essential for your colleagues/administration to see. If there's something you are feeling pressured to add that you don't want to/don't feel is relevant, please be in touch with MSP so we can discuss it with you:

- Letters of evaluation from scholars or professionals in other University departments or from outside the University. This includes letters that the candidate can upload themselves or those they would ask the chair/head to individually solicit. Only those individually solicited can be subject to a waiver of right to access. (See more below about review letters.)
- Annual Faculty Reviews (AFRs)
- List of courses taught/syllabi
- With regard to teaching, you should include more than just student evaluations. The idea is to capture your total contribution to the instructional mission, both inside and/or outside the classroom, in a holistic way using multiple modes of evaluation. For instance, you could request and include a mid-term assessment from CTL (Center for Teaching and Learning). You could ask a colleague to observe your teaching and consider writing a letter about that observation that you can add to your promotion file. Or you could ask students you've written letters of recommendation for to write for your promotion file.

**Q: Are reviewer letters from scholars/professionals in other University departments or from outside the University required as part of my review?**

A: No, it is the choice of the candidate to include them. If you would like your department chair/head to solicit such letters, you will need to provide names to your chair/head ahead of time so they can be solicited in time to be included with your application. Decide carefully. If you choose this option, it's important to know that your department chair/head must solicit from every person you suggest but may also solicit evaluations from other relevant scholars and professionals not on your list, so you do lose some control.

Another option is for the candidate to solicit and upload their own letters and include them with their file.

**Q: What are the standards and criteria for this review?**

A: Standards and criteria for both promotions are the same and can be found in the MSP Collective Bargaining Agreement under Article 21. They state that in addition to accruing the required length of service, a candidate must also show:

- Meritorious performance in the area(s) of the candidate's responsibility and
- Promise of continuing professional development and achievement

**Q: How is this review different from the University's tenure and promotion process?**

A: This review is different from the tenure review in many ways. Be proactive about educating your chair/head about the review if necessary. Often times there is still a need to explain the process to those evaluating you.

1. It's not an up-or-out review. Tenure candidates who don't receive the award of tenure and promotion are given a terminal year and must leave the University at the end of that year. This is not the case for lecturers. If you are not successful the first time you come up for promotion, you can be reviewed again. And you certainly don't lose your job!
2. A lecturer or senior lecturer who is eligible to be considered for promotion doesn't have to go through the review if they decide not to. Please come and talk to MSP if you are considering not putting forward your application or if you have been discouraged from doing so. We are happy to speak with you confidentially before you make this choice. And it's important to note that it's YOUR choice and not anyone else's.
3. The standards and rigor of review for lecturer promotions are very different from tenure. Lecturer promotional opportunities were negotiated by MSP as a way to recognize years of service to the University. Candidates do not have to show evidence of excellence in at least two areas as with tenure reviews. In fact, the ratings of excellence/strength/no strength are not to be used in this review at all.

**Q: What do I do if I receive a recommendation letter that is negative or includes misinformation or items I disagree with?**

A: The first thing you do is call MSP. We will be happy to look over any recommendation letter and talk with you about an appropriate response (if warranted). You do have the absolute right to respond to any recommendation letter or decision concerning your review and have it added to your file going forward. We will not only advise and help construct your response, but we can also request that the process be delayed to allow time for your comments to be added before the next level begins its review.

**Q: If I'm successful, what will be the effective date of my promotion?**

A: The promotion of a successful candidate (including the requisite salary increase) will take effect on September 1 of the academic year following the Provost's decision.

**Q: What is the current promotional salary increase associated with these reviews?**

A: Both the promotions to senior lecturer and senior lecturer II carry with them an on-base salary increase of \$6500.

**Q: What rights do I have with regard to this review?**

A: You have the right to:

- present all materials you believe are essential to an adequate consideration of your case and the opportunity to supplement the original presentation with additional relevant information in the event that a review indicates shortcomings in the presentation
- equitable treatment in personnel matters so as to ensure generally consistent recognition to departmental faculty members whose chosen field, overall professional development, period of service on the campus, and quality of contributions, all taken as a whole, are judged to be approximately equal
- discuss your professional progress and any personnel matter of concern with your department chair/head; and, if such discussions prove unsatisfactory, with the Dean; and , if still unsatisfied, with the Provost
- have access to all materials in your basic file upon your request
- see and receive a copy of all materials added to your file (including recommendations made at the department, college and upper administrative levels) when they are added so you have the opportunity to respond to their substance and appropriateness
- a decision from the Provost no later than August 15 of the summer after the academic year in with the review takes place