

Promotion Standards & Criteria, Eligibility, Timing and Procedures  
For Senior Lecturer Promotions  
MSP Contract Language (Article 21.10)

- 21.10.1 Progressive Lecturer Titles. The progressive ranks of non-tenure track faculty shall be: Lecturer, Senior Lecturer, and Senior Lecturer II.
- 21.10.2 Progression in ranks.
- (a) Lecturers who have completed six years of full time equivalent service are eligible for promotion to Senior Lecturer.
  - (b) Senior Lecturers who have completed six years of full time equivalent service in that title are eligible for promotion to Senior Lecturer II.
- 21.10.3 Eligibility for promotion. All Lecturers with at least six years of full-time-equivalent service as a Lecturer, Lecturer II, Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor, Instructors, or in a position, excluding student employment, with duties and responsibilities substantially the same as Lecturer, will be eligible for consideration for promotion to the rank of Senior Lecturer. All Senior Lecturers with at least six years of full-time-equivalent service as a Senior Lecturer or in a position, excluding student employment, with duties and responsibilities substantially the same as Senior Lecturers, will be eligible for consideration for promotion to the rank of Senior Lecturer II. Service in other titles not explicitly enumerated herein or service in comparable positions at other institutions may be credited towards eligibility for promotion at the time of appointment to a lecturer position if it is included in the offer letter or written agreement. If a faculty member doesn't have credit for prior service in their respective offer letter than the parties agree to review a request for credit of prior service on a case by case basis.
- 21.10.4 Promotion Standards and Criteria: In addition to having accrued the necessary service credit, a candidate for promotion to Senior Lecturer or Senior Lecturer II must demonstrate evidence of:
- (a) Meritorious performance in the area(s) of the candidate's responsibility
  - (b) Promise of continuing professional development and achievement
- 21.10.5 Review Process: Candidates for promotion to the rank of Senior Lecturer or Senior Lecturer II shall follow this review process:
- (a) Candidates who believe they are eligible to apply for promotion consult with the Department Chair/Head to confirm eligibility.
  - (b) The candidate assembles a portfolio of accomplishments in their area(s) of responsibility, including a personal statement, a current

curriculum vitae, and all other materials that the candidate believes will be essential to an adequate consideration of the case and submits the portfolio to their Department Head/Chair.

- (c) If the candidate wishes to include in the portfolio letters of evaluation from scholars or professionals in other University departments or from outside the University, they supply a list of such evaluators to the Department Head/Chair with the portfolio. The Head/Chair solicits evaluations from the individuals suggested by the candidate and may solicit evaluations from other relevant scholars and professionals.
- (d) The Department Head/Chair adds to the file all available evaluations of teaching effectiveness.
- (e) The Department Personnel Committee reviews the portfolio and forwards its vote and recommendation to the Department Head/Chair, simultaneously sending a copy to the candidate.
- (f) The Department Head/Chair reviews the portfolio and forwards their recommendation to the relevant college review committee (as described in paragraph 21.10.7(g) below), simultaneously sending a copy to the candidate.
- (g) College Review Committees shall be constituted to include a minimum of three non-tenure-track faculty members, elected by the non-tenure-track faculty members in the respective schools and colleges. These committees review the portfolio and forward their votes and recommendations to the Dean, simultaneously sending a copy to the candidate.
- (h) The Dean reviews the portfolio and forwards their recommendation to the Provost, simultaneously sending a copy to the candidate.
- (i) The Provost reviews the portfolio and informs the candidate and all previous levels of review of his/her decision.

21.10.6 Timing: The candidate may submit their portfolio no later than the first day of the spring semester of the academic year in which the candidate has accrued or will accrue the equivalent of six years of full-time service in their current rank. The review process will be conducted during the spring semester of that academic year; resulting promotions will be effective on the following September 1<sup>st</sup>. The candidate will be notified of the Provost's decision no later than August 15 of the summer after the academic year in which the review takes place.

21.10.7 Effective Date of Promotion: The promotion of a successful candidate will take effect on September 1 of the academic year following the Provost's decision.