

Promotion: timetable and guidelines for Continuing Lecturer Faculty
Promotion to Professor of Instruction
2009-10

October:

If a department is considering a member of the Continuing Lecturer Faculty for **promotion at any rank**, please notify the Associate Dean for Lecturer Faculty, Mónica Russel y Rodríguez, by **October 9, 2009**. Please see the procedures set out in the WCAS Policy and Procedures (formerly the Chair's Handbook), for Review of Position (chapter 6).

A department or program wishing to put forth a member of their faculty for promotion to the rank of **professor of instruction** should obtain at least two and no more than three confidential evaluations from external referees, who should be asked to assess the candidate's national reputation and standing among peers in the pedagogy of his or her field. Because these letters must be available to members of the department promotion committee prior to the vote on the candidate in early January, the chair must contact potential external referees ten or twelve weeks before the vote, that is, no later than the end of October. By the third week in October, therefore, the candidate should give the department the names of several potential external referees, and the department should, on its own, have compiled a short list of possible referees in the case. These letters will be used to assist a department in its deliberations.

Forwarding the names of potential Continuing Lecturer Faculty as candidates for promotion at this time in the early fall is not committing a department to a final recommendation.

End of Fall quarter:

Chairs, having already requested from a candidate for promotion to professor of instruction a list of external referees, will then request that the candidate supply a complete dossier to the department by **December 1, 2009**:

The dossier compiled by the candidate should include:

1. A quarter-by-quarter list of courses taught by the candidate in the last three years
2. A copy of the grade report for each course taught by the candidate in the last three years. These lists of students provide the confidential faculty review committee with the names of additional students who will be asked to comment on the teaching of the candidate.
3. Syllabi for each differently numbered course taught by the candidate in the last three years.
4. Names and verified e-mail addresses of seven of the candidate's former students, together with the name and number (and the quarter and academic year) of each course the student took with the candidate. The confidential faculty review committee appointed by the Dean will likely ask these students to comment in confidence on the teaching of the candidate.

5. The candidate's up-to-date curriculum vitae. For useful guidelines, see "Preparing a CV," a section of the College's *Weinberg Policies and Procedures* (formerly *The Chair's Handbook*) at the end of Chapter V. Many of these guidelines, which are designed for use by tenure-line faculty, also apply to CLF candidates for promotion.
6. The candidate's statement presenting his or her case for the promotion (not longer than five pages, double spaced) describing his or her time in rank. A statement describing pedagogical research or scholarly or creative publication should demonstrate how that work has informed the success of the candidate's teaching and the fulfillment of the department's teaching mission. The statement should outline plans for the coming years.
7. Teaching evaluations: the statistical reports and students' comments for all the courses the candidate has taught in the last three years. Included are all CTECs, including any that might not have been published, and including those for classes taught in the fall quarter 2009-10.
8. Evidence of contributions by the candidates beyond the classroom teaching as noted above. In cases of promotion to the rank of professor of instruction, evidence of national recognition for the candidates' contribution to the improvement of pedagogy in his or her field should be provided.

The department is responsible for verifying that the dossier is complete and obtain any missing material from the candidate.

Winter Quarter-

Department Recommendation

A department committee comprising all tenure-line faculty and those CLF members at a rank higher than the candidate's reviews the dossier, discusses the candidate's strengths and weaknesses, and votes by secret ballot. In the case of candidates for promotion to the rank of professor of instruction, the discussion of the candidate's strengths and weaknesses must take into account the testimony of external reviewers. Committee members who have close personal relationships with the candidate or who otherwise feel they cannot maintain proper professional distance should recuse themselves from the discussion and vote on that candidate. If fewer than three faculty members are eligible to serve on this committee, the Dean appoints additional members to form a surrogate committee.

As soon as a department or program reaches a decision to recommend promotion, but in any case not later than **January 22, 2010** the department or program will notify the Associate Dean of Lecturer faculty. Further, the department or program should 1) upload through the PA/DA server* and 2) submit one hard copy to the Dean's office of the following also by **January 22, 2010**:

- The candidate's dossier as listed above (numbers 1-8) and
9. The letter from the department chair or program director recommending the promotion and giving a detailed account of the discussion of the case by the department's/program's promotion committee. In this letter, please name all

- eligible members of the promotion committee, and indicate whether each was present or absent for the discussion and the vote. The vote totals should be specified, including the number for, against, abstaining, and absent. The chair and several members of the committee who were present for the discussion should sign the letter.
10. A list of four potential external referees who have not been contacted by the department, and no more than two of whom have been recommended by the candidate, with their verified addresses, phone numbers, and e-mail addresses. These referees and others may be contacted by the ad hoc promotion committee appointed by the Dean.
 11. Any other relevant material, e.g., letters received by the department/program about the candidate's teaching, written reports by the faculty members who have team-taught courses with the candidate or otherwise sat in on his or her classes. All such material, whether about strengths or weaknesses, should be included.
 12. Any books, workbook, or materials that cannot be appropriately uploaded with the candidate's dossier can be submitted in hard copy only to the Dean's Office.

Ad hoc committee.

The Dean appoints a confidential ad hoc promotion committee typically drawn from both the tenure-line faculty and members of the Continuing Lecturer Faculty at a rank higher than that of the candidates in question and seeks that committee's advice. (As members of the CLF are promoted to the rank of professor of instruction, they may in future join members of the ad hoc promotion committee in considering candidates for promotion to this rank.) A member of the ad hoc committee belonging to the department of a candidate for promotion does not participate in the deliberations on that candidate. Through the agency of the Dean's Office, the committee solicits confidential teaching evaluations from students. In the case of candidates for promotion to the rank of professor of instruction, the committee seeks, again through the agency of the Dean's Office, confidential opinions about the candidate's national standing from colleagues at peer institutions and other experts. The committee reviews each candidate's dossier, assesses each candidate's strengths and weaknesses, votes by secret ballot on each, and forwards its recommendations, positive and negative, together with vote totals and background materials, to the Dean. The department is not informed of the committee's vote, and does not read its report or see the letters it has collected.

Professor of instruction: further consideration. By agreement of University and College administrations, if the ad hoc committee recommends a distinguished senior lecturer for promotion to the rank of professor of instruction, or recommends an outside appointment at that rank, the Dean forwards that candidate's materials and the ad hoc committee's report to the College's promotion committee (the elected group that considers the promotion of tenure-line faculty to the rank of professor). A member of the promotion committee belonging to the department of a candidate for promotion does not participate in the deliberations on that candidate. This committee discusses the recommendation from department and ad hoc committee, and makes its report to the Dean. The department is informed of the substance of the promotion committee's recommendation, and may

comment as desired. The department does not read the letters collected by the ad hoc committee or the reports of the ad hoc committee and promotion committee, and is not informed of the votes of those committees. (As members of the CLF are promoted to the rank of professor of instruction, they may stand for election to the promotion committee for the specific purpose of reviewing candidates for promotion to this rank.)

Consideration by the Dean. If the Dean has reservations about a recommended promotion, the chair of the department is notified, and the chair notifies the candidate. The Dean may ask the ad hoc committee—or the promotion committee in the case of a faculty member recommended for promotion to the rank of professor of instruction—to elaborate on the case and the reasoning behind a recommendation, or may request additional information about any aspect of the candidate's record from his or her department. When the Dean decides against a recommended advancement, the promotion process ends in the College. The dossiers of candidates whom the Dean recommends for promotion are forwarded to the Provost, who has the authority to decide negatively about a promotion. The Dean writes to each candidate about the decision in his or her case, and sends a copy of that letter to the candidate's department chair.

*Department assistants and program assistants will get more information on the shared Dean's office DA/PA server in late Fall.