

Promotion: timetable and guidelines for Continuing Lecturer Faculty  
Promotion to Senior Lecturer or Distinguished Senior Lecturer  
2009-10

*FALL*

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).

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.

A candidate should provide a dossier to his/her 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. Teaching evaluations for courses in the last three years. Needed are copies of the University's statistical summaries and compilations of students' discursive remarks.
5. 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.
6. 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.
7. The candidate's statement presenting his or her case for the promotion (not longer than five pages, double spaced).
8. 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.

(The department should verify that the dossier is complete. It should then convert this material into PDFs\*)

#### *WINTER*

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 by **February 2, 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. 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.
11. 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.

Decisions are typically announced late in the spring quarter or early in the summer. Promotions become effective on September 1, the start of the University's academic and fiscal year.

General guidelines dictate that a candidate shall have been a full-time member of the Continuing Lecturer Faculty in a given rank for six or more years, although exceptions may be made in special cases. Should a continuing lecturer be recommended for promotion and fail to be promoted, no rule or expectation holds that he or she shall leave the faculty.

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