

Lecturer Promotion Policies and Procedures
College of Life Sciences and Agriculture
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Contents

I.	INTRODUCTION	2
II.	ELIGIBILITY	2
III.	CRITERIA AND STANDARDS	2
IV.	SCHEDULE	4
V.	DEPARTMENT LECTURER PROMOTION COMMITTEE MEMBERSHIP	5
VI.	CANDIDATE'S RESPONSIBILITIES	6
VII.	PROMOTION COMMITTEE'S RESPONSIBILITIES	8
VIII.	DEAN'S RESPONSIBILITIES	11
IX.	SAVINGS CLAUSE	11

I. INTRODUCTION

- A. This document sets out the policies, procedures, criteria, and standards for evaluation of lecturer faculty for promotion to the ranks of Senior Lecturer or Principal Lecturer. These policies and procedures are adopted in accordance with Article 13 of the 2017-2022 Collective Bargaining Agreement (hereafter, CBA) of the USNH Board of Trustees, University of New Hampshire (UNH), and the University of New Hampshire Lecturers United - AAUP (UNHLU).
- B. The primary responsibility of a lecturer faculty member is teaching and, therefore, the promotion process will emphasize the candidate's teaching accomplishments. In assessing teaching, the college looks for a continuing record of accomplishment and innovation. Ongoing innovation, revision of courses, and excellence in pedagogy are important aspects of teaching to ensure that students receive a high-quality education. In addition, lecturer faculty will be evaluated on assigned service activities as defined in Article 12.6.2 of the CBA.
- C. For the purposes of this document and consistent with Article 2.12 of the CBA, "Dean" shall refer to the Dean or their designee including, but not limited to, an Associate Dean.
- D. With the assistance of the department chair, a lecturer faculty is expected to establish a mentor relationship with a faculty colleague within the first contract cycle for the purpose of providing guidance in working toward promotion.

II. ELIGIBILITY

- A. The timeline for promotion from the rank of lecturer to the rank of senior lecturer and from the rank of senior lecturer to principal lecturer is defined in Article 13.5.2 of the CBA. COLSA encourages lecturers to confer with their chair regarding the appropriate timing for applying for promotion. For those Lecturer Faculty with prior teaching and/or other relevant professional experience, a different time frame for promotion may be negotiated at the time of hiring (CBA Article 13.5.2.1).
- B. There is no requirement that a lecturer be considered for promotion. In addition, there is no time limit after which a lecturer faculty member can no longer be considered for promotion.
- C. If an application for promotion is unsuccessful, the applicant is not required to leave their position as a result. Subsequent applications require a new dossier, new or updated recommendation letters, and are to be judged de novo, as per CBA Article 13.5.8.

III. CRITERIA AND STANDARDS

- A. Professional performance is the overarching criterion that will be used to determine promotion to advanced ranks. Effectiveness in all facets of one's job is expected of all

COLSA faculty. For promotion above the rank of Lecturer, COLSA expects excellence in teaching and service. Evaluations and promotions will be based on the individual lecturer's assigned workload, with the primary emphasis on teaching performance.

B. Criteria and Standards for Promotion to Senior Lecturer

For promotion to Senior Lecturer, the candidate will demonstrate consistent and continued excellence in teaching and service.

1. Demonstrated teaching excellence is documented through the dean's annual letter, the chair's annual letter, chair and/or peer classroom evaluations, and student evaluations of teaching as well as sample teaching materials, samples of student products, innovative instructional methods, creative uses of technology, measurement of learning outcomes, and/or other examples of teaching performance.
2. Demonstrated excellence in service activities will be evaluated consistent with the workload expectations specified in the individual lecturer's contract. Excellence in service is demonstrated by accomplishments such as: a) notable contributions that advance the collective quality of the academic unit's instructional program; b) active and productive participation in and/or leadership roles in assigned committees, workgroups, and organizations, on- and/or off-campus; c) attentive advising of the assigned cohort of undergraduate students; d) effective management and leadership as coordinator of an undergraduate program; e) effective facilities management; f) engaged mentorship of colleagues and/or students; or g) other similar activities.
3. While not required or expected, the promotion process may also consider excellence in elective, uncompensated professional activities. Such activities might include notable contributions to on- or off-campus programs or organizations outside of the candidate's assigned workload.

C. Criteria and Standards for Promotion to Principal Lecturer

For promotion to Principal Lecturer, the candidate will demonstrate consistent and continued excellence in teaching and service. Candidates for promotion to Principal Lecturer should be leaders in pedagogy within their academic unit and disciplinary area.

1. Demonstrated teaching excellence is documented through the dean's annual letter, the chair's annual letter, chair and/or peer classroom evaluations, and student evaluations of teaching as well as sample teaching materials, samples of student products, innovative instructional methods, creative uses of technology, measurement of learning outcomes, and/or other examples of teaching performance.

In addition to documenting teaching excellence through the same metrics as for promotion to Senior Lecturer, the candidate should provide evidence of: a) ongoing growth and/or professional development toward improving the craft of teaching; b) the active role the candidate plays in building the learning community and enhancing the student experience; and/or c) leadership in pedagogy within the department, college, university, or professional organizations.

2. Demonstrated excellence in service activities will be evaluated consistent with the workload expectations specified in the individual lecturer's contract. Excellence in service is demonstrated by accomplishments such as: a) notable contributions that advance the collective quality of the academic unit's instructional program; b) active and productive participation in and/or leadership roles in assigned committees, workgroups, and organizations, on- and/or off-campus; c) attentive advising of the assigned cohort of undergraduate students; d) effective management and leadership as coordinator of an undergraduate program; e) effective facilities management; f) engaged mentorship of colleagues and/or students; or g) other similar activities.
3. While not required or expected, the promotion process may also consider excellence in elective, uncompensated professional activities. Such activities might include notable contributions to on- and off-campus programs and organizations outside of the candidate's assigned workload.

IV. SCHEDULE

- A. An individual intending to be considered for promotion to the rank of Senior Lecturer or Principal Lecturer during an upcoming academic year shall provide written notice to the dean and chair no later than the preceding April 1.
- B. In collaboration with the candidate, the chair may appoint a member of the faculty to advise the lecturer on the preparation of the promotion dossier.
- C. Subject to the committee membership requirements stipulated in the CBA, the promotion committee will be determined no later than September 1 of the academic year in which the candidate will be considered.
- D. The candidate shall submit their evaluation materials to the Promotion Committee by October 1 of the academic year in which they wish to be considered.
- E. The following decision timeline will be observed (CBA Article 13.5.4):
 1. The Promotion Committee will submit its written recommendation to the department chair by February 1 of the academic year in which the case is heard.

2. The department chair will forward the committee's recommendation and the chair's own independent evaluation to the dean by February 15.
3. The chair will inform the candidate in writing by February 15, with a copy sent to the dean, as to whether the promotion committee's recommendation and the chair's evaluation are positive or negative, and that the materials and recommendation have been sent to the dean.
4. The dean will inform the candidate, the department chair, and the provost of their decision on the case by March 15. The notification will be in the form of a signed and dated letter.
5. The salary increase associated with any promotion will become effective at the beginning of the following fall semester.

V. DEPARTMENT LECTURER PROMOTION COMMITTEE MEMBERSHIP

The committee shall have at least three members. There shall be a minimum of one lecturer and one tenure track faculty member on the committee, subject to the committee composition requirements stipulated in the CBA. While not prohibited in the CBA, a COLSA department chair should not serve on the promotion committee because the chair has a separate role in the promotion process as an independent evaluator of the candidate.

- A. A committee for promotion to Senior Lecturer shall have "at least one lecturer of higher rank, and at least one tenure track faculty member at the Associate or Full Professor rank in that department or program. Efforts shall be made to include committee members with similar disciplinary background. If the department has no Senior or Principal Lecturers, one will be selected by the dean from a closely related department." (CBA Article 13.5.1.1)
- B. The committee for promotion to the rank of Principal Lecturer shall have "at least one Principal Lecturer, and at least one other tenure track faculty member at the Full Professor rank in that department or program. Efforts shall be made to include committee members with similar disciplinary background. If the department has no Principal Lecturers, one will be selected by the dean from a closely related department." (CBA Article 13.5.1.2)
- C. Efforts shall be made to avoid potential conflicts of interest when assembling the Promotion Committee. (CBA Article 13.5.1.3)
- D. At the discretion of each department, the lecturer promotion committee may be the department's promotion and tenure committee, a subcommittee thereof, or an independent committee, all subject to the minimum representation requirements specified in the CBA.

VI. CANDIDATE'S RESPONSIBILITIES

- A. An individual intending to be considered for promotion to the rank of Senior Lecturer or Principal Lecturer during an upcoming academic year shall notify the dean and chair in writing by the date stipulated in Section IV.A. of this document and shall submit their evaluation materials to the Promotion Committee by the date stipulated in Section IV.D.
- B. The relevant time periods for evaluation materials are as follows:
1. For promotion to Senior Lecturer, the relevant period included in the evaluation materials will be from the date of initial appointment to the end of the academic year immediately preceding the academic year in which the promotion materials will be considered.
 2. For promotion to Principal Lecturer, the relevant period included in the evaluation materials will be from the date of promotion to the rank of Senior Lecturer to the end of the academic year immediately preceding the academic year in which the promotion materials will be considered. The candidate may include a summary of accomplishments prior to promotion to Senior Lecturer to provide context.
 3. The lecturer promotion process for COLSA recognizes that some evaluation material expected to be included in the candidate's dossier may not exist for time periods pre-dating the ratification of the initial CBA (July 1, 2014, to June 30, 2017) or for the pandemic-impacted academic years. The absence of such materials will not prejudice the candidate's case for promotion.
 4. The candidate may submit significant corrections and updates to the material already in the dossier until December 1. Submission should be to the chair, who will update the dossier as appropriate.
- C. The evaluation materials provided by the lecturer shall include:

1. Description of Teaching

Candidates for promotion to Senior or Principal Lecturer should include the following materials (a-f) in their Description of Teaching. Candidates for promotion to Principal Lecturer should incorporate a description of their ongoing growth and/or professional development, role in building the learning community, and/or leadership in pedagogy (see Section III.C.1. above).

The self-evaluation statements below (a, c, d) may be supported by additional documentation.

- a. Candidate's teaching philosophy and assessment of effectiveness in the assigned teaching responsibilities (~1-2 pages).

- b. Table of courses taught and when the faculty member taught them.
- c. Candidate's description of innovations or special methods used in teaching, including refinements in course content or changes to course offerings to meet evolving programmatic needs (~2-4 pages).
- d. Candidate's main fields of teaching interest and goals for future contributions to the learning community (~1 page).
- e. Summary of the results of student evaluations of all courses taught (during the relevant period of evaluation).
- f. Candidate's response(s) to positive and negative comments contained in the student course evaluations, announced observations, and/or peer observations.

2. Description of Service

Candidates for promotion to Senior or Principal Lecturer should include the following materials (a-f) in their Description of Service.

The self-evaluation statements below (a, b) may be supported by additional documentation.

- a. Candidate's assessment of effectiveness in assigned service activities (~1-2 pages). Examples of service include:
 - i. Departmental, school, college, and/or university committees and workgroups on which the candidate has served – Provide a table including the following information: committee names, years served, the role of the candidate on each committee, and a brief description of the purpose and accomplishments of each committee.
 - ii. Undergraduate academic advising – Provide a table of formal academic advising of undergraduates showing number by year and program.
 - iii. Program development work
 - iv. Responsibilities as coordinator of an academic program
 - v. Responsibilities in facilities management
 - vi. Mentorship of colleagues and/or students
 - vii. Activities in support of scholarly and professional organizations
 - viii. Other assigned activities
- b. While not required or expected, the candidate may also include a description of any elective, uncompensated professional activities. Such activities might include notable contributions to on- and off-campus programs and organizations outside of the candidate's assigned workload.

3. Supporting Materials (Appendices)

a. Curriculum Vitae

b. Copies of reviews and assessments as specified in CBA Article 13.4

- i. Copies of the dean's annual written performance review letters.
- ii. Copies of regular annual reviews conducted by the chair and rebuttal letters, if any.
- iii. Copies of announced/scheduled classroom observation assessments (by the chair or their designee, as per CBA Article 13.4.4).
- iv. Copies of peer classroom observation assessments, if any (as per CBA Article 13.4.4).

c. Most recent versions of syllabi for all courses taught. Additional supporting teaching material may include student comments from formal class evaluations or materials created specifically for classes as appropriate. Samples of student work products or documentation of innovative teaching practices, creative uses of technology, and measurement of learning outcomes may be included.

d. Information about student advising, number of recommendation letters written for students, off-campus service activities, and other materials which the candidate deems appropriate.

4. The candidate will provide a list of names of individuals who could evaluate the candidate in the areas of teaching and/or service. The relationship of each individual to the candidate shall be included (e.g., student, teaching assistant, collaborator, knows candidate's work but no direct involvement, etc.).

5. The candidate will inform the committee about any individuals who might have a conflict of interest or possible prejudice that could preclude an objective evaluation. The promotion committee will have decision authority as to whether a suggested conflict of interest or prejudice might disqualify an individual from inclusion.

D. The candidate may provide documentation of uncompensated value-added activities outside of assigned work.

VII. PROMOTION COMMITTEE'S RESPONSIBILITIES

A. Solicit letters of evaluation. In addition to individuals recommended by the candidate, the department committee will independently identify evaluators of the candidate in each area being documented. In general, all solicited letters are confidential, but under recent legal precedents, may be required to be disclosed during certain legal

proceedings. Individuals solicited for letters must be apprised of this fact.

1. To assist in evaluating the candidate's teaching performance and accomplishments, the committee will solicit at least 50 letters from a random sample of current or former undergraduate and graduate students who were enrolled in the candidate's classes.
2. If the lecturer has been assigned graduate teaching assistants, the committee will solicit letters from a subset of these individuals, provided that the total number of qualified current and graduated teaching assistants is greater than three.
3. Letters from all faculty who have co-taught with the candidate will be solicited.
4. If the candidate has been assigned undergraduate advising as part of their workload, the committee will solicit at least 20 letters from a random sample of current and former advisees.
5. The committee will solicit letters from faculty who have served as undergraduate program coordinators for the curriculum group(s) to which the candidate belongs.
6. To assist in evaluating service, the committee will solicit letters from individuals who are familiar with the candidate's on- and off-campus service activities.
7. The committee may solicit letters from undergraduate and graduate students who were mentored by the candidate during the evaluation period.
8. The committee, at its discretion, may solicit letters from other faculty or staff at the university.
9. Unsolicited/uninvited letters regarding the lecturer's candidacy for promotion may be accepted and considered by the committee. However, if an uninvited letter is received, the author must be asked whether the letter may be seen by the candidate. If so, the candidate is entitled to submit a written comment on the statements in the letter, and both the letter and the comment are added to the promotion documentation. If the author of the uninvited letter denies permission for the candidate to see the letter, the letter is not added to the documentation and may not be considered in the promotion process.

B. Evaluation

1. Teaching
 - a. The Committee shall evaluate the effectiveness of the candidate's teaching at the (a) undergraduate level and (b) graduate level, if appropriate, in the classroom, laboratory, studio, etc. The committee's evaluative statement will describe the candidate's strengths and weaknesses, incorporating the opinions of others as represented in the chair's annual review, in the dean's annual

review, in peer reviews, in student letters, in letters from faculty, and other relevant sources. In examining student evaluations of teaching, the committee should employ a thoughtful, contextual approach that is sensitive to nuances, including implicit bias, and also take into account a variety of pedagogical factors (e.g., course level, class size, Discovery, content complexity, Writing Intensive, and rigor). The above practices are in accordance with University-Level Guidance: Evaluation and Promotion Processes and Criteria for Lecturer Faculty (2016) available on the provost's website. Letters received from Section VII.A will be submitted as an appendix.

- b. The relationship between and importance of the candidate's teaching interests and expertise with the programs of the department, college/school, and university will be described, as well as the expected future roles of the candidate in the context of the probable future programmatic direction of the department.
- c. The process for soliciting and obtaining letters should be described and sample letters of solicitation must be included in the Appendix.

2. Service Activities

- a. The committee shall evaluate the candidate's contributions to the unit, college and university through their assigned service activities (as described in the candidate's workload letters). Letters received from Section VII.A will be submitted as an appendix.
- b. If such documentation is included by the candidate in their dossier, the committee shall evaluate elective uncompensated professional activities. Letters received from Section VII.A will be submitted as an appendix.
- c. The process for soliciting and obtaining letters should be described and sample letters of solicitation must be included in the Appendix.

C. Recommendation to the Chair and Dean

1. The promotion committee shall vote whether to recommend promotion. In the committee's letter to the chair, the committee will summarize its evaluation process, provide a rationale for its recommendation, and record the number of votes for and against promotion.
2. All committee members will sign the recommendation letter. Committee members in the minority position on the vote may include a concise response to the committee's recommendation, explaining their position. This may be an individual or collective response. Such responses will be included as an addendum to the recommendation to the chair.

3. The letter and supporting materials shall be submitted to the chair at which time the chair will conduct an independent, objective assessment of the candidate's performance. The chair's letter will be added to the candidate's dossier and the complete dossier will be sent to the dean for review. The chair will then inform the candidate that the promotion committee's and chair's recommendations and the complete dossier have been sent to the dean for review. Upon request from the candidate, the chair will inform the candidate in writing whether the committee's and chair's recommendations for promotion were supportive.

D. Promotion File

Promotion materials shall be maintained in a secure manner and means of storage determined by the college. Candidates, in the presence of the chair or dean, may have access to the non-evaluative promotion materials. To encourage participation and to assure candor, evaluations related to the promotion process are considered confidential and are not, therefore, available to the candidate.

VIII. DEAN'S RESPONSIBILITIES

- A. Promotion may be granted by the dean of the college after full consideration of the materials provided by the lecturer candidate, the recommendation of the departmental promotion committee, and the recommendation of the department chair.
- B. After making a decision regarding the candidate's promotion, the dean shall:
 1. Write a letter summarizing their decision and add it to the dossier.
 2. Notify the candidate, chair, and provost in writing of the final decision in accord with Section IV above.
- C. A candidate not recommended for promotion by the dean may appeal that decision to the dean and the candidate may add a rebuttal letter to the dossier. Any lecturer faculty member has the right to file a grievance if they "can prove that the processes were not properly followed or that the college's approved criteria were applied in an arbitrary or capricious manner" (CBA Article 13.5.7).

IX. SAVINGS CLAUSE

- A. If any part of this policy document is held to be contrary to law by a court of competent jurisdiction, the CBA, law, legislative action, or administrative agency (including UNH and USNH) having authority over these policies and procedures, such parts will be deemed invalid, but all other parts of this policy document will continue to be valid.
- B. The faculty and administration of the College of Life Sciences and Agriculture understand that these policies and procedures may be modified. The authority for final approval of COLSA's criteria and processes rests with the dean.

Approved by the Dean of the College of Life Sciences and Agriculture

March 1, 2016

March 30, 2018

June 9, 2022