**Criteria for Promotion of Lecturer to Senior Lecturer**

Lecturers who have completed **five** years of teaching at PFW are eligible for promotion to senior lecturer. Lecturers must demonstrate excellence in teaching and competency in service as defined in the *Enchiridion* (Teaching excellence, p. 26; Service competency, p. 27).

1. Process for promotion:

The candidate should submit to the department chair the following material for distribution to the departmental Promotion & Tenure & Sabbatical Committee:

The Promotion Dossier (maximum length, 15 pages) should contain the following components:

A. Candidate Statement: In no more than 1,000 words, the candidate will write an essay that synthesizes and lends coherence to the portfolio. The essay should provide readers with an orientation to key professional goals and accomplishments and should gain power from appropriate references to documentation appended to the dossier. Here, and throughout, the candidate should avoid extensive excerpting of appended materials. The statement should address such topics as the following:

* professional philosophy
* long-term goals in teaching and service
* area of excellence: teaching,
* activities related to teaching (research, service, etc.)
* overall significance of your accomplishments
* unusual terms and conditions of employment of which reviewers of your dossier should be aware

B. Reappointment recommendations from past five years

C. Evidence of Teaching performance (see bulleted points below)

D. Curriculum vitae

Promotion from lecturer to senior lecturer requires strong, consistent, and dedicated teaching that qualifies as “excellent” by the standards described in the *Enchiridion* and as evidenced from among the following components:

• Course and/or curriculum design, redesign, and consistent improvement of course materials

• Productive reflections on student feedback

• Three summative peer reviews from within the last five years, at least one of which must be a multi-semester longitudinal review

• Fostering teaching with other faculty within and beyond the department

• Participation in organizations promoting teaching

• Presentations and/or workshops on teaching locally, regionally and/or nationally

• Evidence of outstanding student learning

• Pedagogically related publications

• Exceptional and original classroom materials

• Recognized student achievements

• Internal and/or external recognition and/or awards for teaching

• Former student letters and/or surveys attesting to teaching effectiveness

• Mentoring of colleagues and students