

REVIEW AND PROMOTION OF LECTURERS

Ranks

Two ranks will be available to Lecturers: Lecturer, and Senior Lecturer. General criteria for the two ranks are:

Lecturer: Previous teaching experience, appropriate degree in the area

Senior Lecturer: Substantial and successful teaching experience, plus other specific considerations, which could include: designing or revising courses, participating in the design of curricula; training or supervision of other lecturers and/or teaching assistants

Units that employ Lecturers must determine, communicate, and manage their own specific criteria for promotion to Senior Lecturer.

Promotion and Merit Review

Lecturers will be reviewed comprehensively for promotion consideration at least every five years of their employment. These reviews will be conducted by the unit head along with a committee assembled by the head and consisting of: the unit Associate Head for Teaching and Learning (or equivalent); one or more faculty with teaching responsibilities in the same general area as the Lecturer; one or more Senior Lecturers (if not available in the unit, recruited for this purpose from another unit with similar teaching responsibilities).

Lecturers will collaborate with their unit leadership to prepare a full C.v. and a document that summarizes their duties and accomplishments, and these together will serve as the basis of the review. The focus of the document is on teaching performance and responsibilities, which will be assessed in a holistic manner (refer to section III.E of the [Criteria for Tenure and Promotion document](#) for tenure-track faculty for examples). Where relevant, the document also will present, and the review process will consider, Lecturers' other teaching-related activities. Decisions to promote or retain in rank are based on this review and the unit's criteria. Senior Lecturers will continue to be reviewed comprehensively at least every five years.

All Lecturers must also be reviewed annually as part of the merit process in the same fashion as other staff and faculty, allowing for performance-based salary increases within their rank.

FOR COMMUNICATION WITH DEPARTMENTS/SCHOOLS/COLLEGES when policy/procedures go into effect:

Upon approval of this policy revision, units will establish their criteria for holding the two lecturer ranks as described in the Procedures section "Review and Promotion of Lecturers." They will then use these criteria to assign their current Continuing Lecturers to the appropriate rank. This assignment will be based upon performance and responsibility, not simply time employed. However, those who have served as Continuing Lecturers for fewer than five years at the time the transition takes effect should be assigned to the Lecturer position, unless their unit

provides a justification for their appointment as Senior Lecturers. We expect that the two lecturer ranks and the review-and-promotion process will take effect at the beginning of the fall 2019 semester, to allow units to handle these tasks