College of Liberal Arts & Sciences

2011-2012 Guidelines for Promotion of Lecturers

General

The promotion from Lecturer to Senior Lecturer is analogous to promotion from Assistant to Associate Professor and promotion to Master Lecturer is analogous to promotion to Full Professor but without consideration of tenure.

For promotion to Senior Lecturer there must be evidence of distinction in teaching, advising, and in other duties. Student evaluations of teaching should be superior. In addition, the evaluation will consider such items as peer reviews of one's teaching, one's importance to, and role in improving, the unit's instructional or academic program of course development (or in other areas of assignment), and use of innovative techniques or technologies.

For promotion to Master Lecturer, in addition to the above, there should be evidence of outstanding achievements in teaching (or in other areas of assigned duties), development of innovative techniques or technology, nominations or receipt of teaching awards, grants, or other forms of recognition for achievements.

Procedural

1. The same promotion procedures including packet preparation and deadlines as for any faculty promotion to the next rank are followed as specified in university and college guidelines.

2. The assumption is that the primary activity of a Lecturer is teaching/advising. Hence, the summary of percent assignments shown in the portfolio should accurately reflect the Lecturer's actual assignments and activities. Lecturer assignments should not be shown as 100% instructional (including advising) if, in fact, service (governance, administrative, or other) or research activities have been assigned. If the assignment has been 100% instructional, then one should mark "Not Applicable" where the packet calls for scholarly or scientific assignments and achievements or service accomplishments.

3. In the university guidelines, refer to IV (8) that states that Lecturers do not need external letters. In the P&T packet template, refer to VI (30) that refers to the biosketches for the internal letter writers, and to VI (33) that refers to including samples of materials documenting instructional accomplishments. These documents are available at: http://www.aa.ufl.edu/tenure

4. Letters of evaluation
   a. External letters of evaluation are not required for Lecturers' promotions, but they may be included if appropriate in view of the assigned duties.
   b. The University requires a minimum of 5 and maximum of 6 letters of evaluation.
   c. The candidate must suggest a total of seven internal plus external (if applicable) evaluators, but the final selection is determined by the Chair or director, with at least one-half of the letter writers chosen from the candidate's list.
   d. Chairs should follow the general guidelines for the evaluators’ biosketches.
5. Peer evaluations of teaching, including visitations to classes (along with review of syllabi, examinations and other instructional material) performed in at least one course a year, are normally required for promotion to Senior and to Master Lecturer.

6. Faculty voting on promotion of Lecturers
   a. Faculty voting on promotion of Lecturer to Senior Lecturer will be by faculty of higher rank in the unit, that is, Senior and Master Lecturers, Associate and Full Professors, Associate and Full Scientists (but not including Associate In or Senior Associate In ranks), in the department or unit and recorded on the cover sheet of the packet.
   b. Faculty voting on promotion of Senior to Master Lecturer will be by faculty of higher rank in the unit, that is, Master Lecturers, Full Professors, and Full Scientists.
   c. Faculty with the title of Lecturer, Assistant Professor equivalent or lower may not vote on promotions to Senior or Master Lecturers.
   d. Lecturer promotion cases may be discussed at the same faculty meeting in which other T&P cases in the department are discussed. Voting is done as for all other T&P cases.