

**College of Liberal Arts & Sciences**  
**Criteria for promotion of Lecturers**  
**Department of English**

Approved by the dean on March 14, 2016

Approved by the unit committee on March 14, 2016

Approved by the faculty assembly of the school on (will present to the faculty for approval once any provost changes are made)

## **Guidelines for Promotion and Evaluation of Lecturers (all ranks/types)**

### **I. Appointment and Renewal**

Lecturers in the Department of English will typically hold a doctorate or other terminal degree and have a minimum of five years of college-level teaching experience or equivalent qualifications/experience at the time of appointment.

Lecturers at all ranks and appointment types will be evaluated annually based on the following performance expectations. All lecturers in the department are expected to:

- Deliver consistent, effective teaching which shall be evaluated by standard instruments of measurement, including standard department student evaluations, student responses to university evaluations, peer reviews and/or other forms of measurement
- Be accessible and responsive to students (including online students) through regular office hours and/or other regular, reliable means of access
- Meet administrative responsibilities and deadlines related to area of assignment (e.g. timely responses to requests for course planning and book orders, submission of copies of syllabi, administration of course evaluations)
- Develop and maintain effective, up-to-date syllabi, course materials, and course design that reflect degree program goals and requirements
- Effectively employ the use of appropriate current educational technologies
- Maintain a professional demeanor when interacting with students, TAs, and colleagues
- Engage in effective mentoring which may include mentoring of students, TA, and colleagues as appropriate.
- Implement assessment techniques that tap into students' conceptual understanding of the course content and provide a means for incorporating student critique
- Actively participate in unit, college, and/or university activities that enhance the lecturer's professional development as it relates to his/her program/s of instruction
- Actively participate in unit/college/university/community service activities as assigned.

### **II. Promotion**

Candidates for promotion to Senior Lecturer or Principal Lecturer should consult departmental administration, the Academic Affairs Manual [ACD506-05: Faculty Promotion](http://www.asu.edu/aad/manuals/acd/acd506-05.html) (<http://www.asu.edu/aad/manuals/acd/acd506-05.html>), and the [provost's website](#) for process, timeline, and policy information governing fixed-term faculty promotion.

#### **1. Criteria for Promotion to Senior Lecturer**

Lecturers seeking promotion to Senior Lecturer are expected to have five years' successful teaching experience in rank, with a significant amount of teaching at Arizona State University. Candidates may count the year in which they apply toward meeting this eligibility requirement. Those wishing to apply

for promotion should indicate their intent during the spring semester prior to, but no later than the beginning of, the academic year during which their cases will be reviewed.

Promotion requires a higher quality or scope of work beyond the baseline expectation articulated above. Cases for promotion will rest heavily on demonstrated excellence in teaching. As appropriate to the candidate's job description, administration and service responsibilities related to teaching will be considered important as will grants, scholarship, and other indicators of research productivity.

Candidates for promotion to Senior Lecturer are required to provide evidence of excellence over the period in rank as follows:

- a. Annual evaluations that consistently demonstrate a record of overall performance at or above satisfactory levels (i.e. "meritorious" or "highly meritorious")
- b. Standard teaching evaluations that demonstrate effective teaching at or above the departmental mean
- c. Participation on unit committee when either appointed or elected
- d. Participation on college- and university-level committees when either appointed or elected
- e. Participation on special initiatives within the unit

Candidates for promotion to Senior Lecturer must also provide evidence of excellence during the period in rank in at least four of the following categories:

- a. Demonstrated high quality pedagogical techniques which may include, but is not limited to, innovative use of technology or innovative approaches to classroom instruction
- b. Unit-sanctioned peer reviews of classroom performance conducted by peers or those of higher rank
- c. Creation/significant modification of courses (including online), contribution to redesign of degree programs, and/or design of new methods of instruction or mentoring which can be shared with colleagues within or beyond the department.
- d. Receipt of teaching awards or other external recognitions of teaching excellence
- e. Receipt of external support that advances departmental mission, initiatives, or objectives;
- f. Demonstrated leadership in a distinct area or service assignment (e.g. directing online degree programs, chairing a committee, supervising students during study abroad programs, etc.)
- g. Commitment to improvement through participation in professional development opportunities (i.e. university, college and department workshops), presentation of research focused on teaching, and/or attendance at profession-centric conferences
- h. Publication of research related to the area of teaching or expertise.

## **2. Criteria for Promotion to Principal Lecturer**

While there is no minimum period in rank required for promotion, Senior Lecturers seeking promotion to Principal Lecturer are expected to document a substantial and sustained record of excellent performance since the previous promotion/appointment, with a majority of service occurring at Arizona

State University. Candidates may count the year in which they apply toward meeting this eligibility requirement. Those wishing to apply for promotion should indicate their intent during the spring semester prior to, but no later than the beginning of, the academic year during which their case will be reviewed.

Promotion requires a higher quality or scope of work beyond the baseline expectation articulated above. As appropriate to the candidate's job description, administration and service responsibilities related to teaching will be considered important as will grants, scholarship, and other indicators of research productivity. However, cases for promotion will rest heavily on demonstrated excellence in teaching and a demonstrated progression beyond the expectations of Senior Lecturer, although unique elements (such as assumption and performance of large administrative responsibilities or stellar achievements in research or other aspects beyond the traditional role of Senior Lecturer) would support such an application.

Candidates for promotion to Principal Lecturer are required to provide evidence of excellence during the period in rank as follows:

- a. Annual evaluations that consistently demonstrate a record of overall performance at or above satisfactory levels (i.e. "meritorious", "highly meritorious")
- b. Standard teaching evaluations that demonstrate effective teaching at or above the departmental mean
- c. Significant, effective mentoring over the period in rank which may include, but is not limited to, participation on student committees, mentoring through study abroad programs or within community-based programs, mentoring and observation of teaching associates, and/or other forms of intensive mentoring
- d. Demonstrated significant engagement across multiple instructional/mentoring aspects of a degree program/area.

Candidates for promotion to Principal Lecturer must also provide evidence of excellence over the period in rank in at least two of the following categories:

- a. Demonstrated leadership in a specific area of teaching, instruction, mentoring, or service
- b. Nomination and/or receipt of a teaching award within the unit, college, or university
- c. Unit-sanctioned peer reviews of classroom performance conducted by peers or those of higher rank
- d. Participation in professional activities that advance the department which may include, but are not limited to, conducting/facilitating workshop
- e. Delivery of conference presentations at national or international venues;
- f. Publication of research findings in top-tier journal/s during the period in rank
- g. Demonstrated leadership during the period in rank in a distinct area or service assignment (e.g. directing online degree programs, chairing a committee, supervising students during study abroad programs, etc.)