

Guidelines for Promotion of Lecturers

Approved by the Dean of CLAS effective June 30, 2004 and in effect for 2004-05 cases.

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 or national stature as a scholar.

For promotion to Senior Lecturer there must be evidence of consistent meritorious achievements in teaching, advising, and in other assigned administrative or service activities. Student evaluations of teaching should be superior. In addition, the evaluation will consider such items as strong peer reviews of one's teaching, one's importance to, and role in improving, the unit's instructional or academic program or 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 superior 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. Refer to V(7) that states that Lecturers do not need external letters, to VII (29) that refers to the biosketches for the internal letters writers, and to VII(32) that refers to including samples of materials documenting instructional

accomplishments as described in Section 8, of the University Guidelines from the Provost at www.aa.ufl.edu/of_interest/TPGuidelines2004-2005.pdf.

4. No external letters of evaluation are required for Lecturers' promotions:
 - a. The College expects a minimum of 4 and maximum of 6 internal letters of evaluation.
 - b. The candidate may suggest writers of evaluation letters but the final selection is determined by the Chair, with no more than half of the letter writers chosen exclusively from the candidate's list.
 - c. Chairs should follow the general guidelines for the biosketches of the internal letter writers (section 29 of the packet).
5. Peer evaluations of teaching, including visitations to classes (along with review of syllabi, examinations and other instructional material) performed in at least two courses a year, are 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 superior 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 superior 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. Lecturers of whatever rank may not vote on promotion for tenure track or tenured faculty.
 - e. Lecturer promotion cases may be discussed at the same faculty meeting in which other T&P cases in the department are discussed and voting may proceed after twenty four hours following that meeting in the same way.

See the CLAS T&P Guidelines at <http://www.clas.ufl.edu/dean/memos/index.html>.

A note on promotion of Associate In to Senior Associate In

Under VI (3) of the Provost's University guidelines, it is now possible for one to be promoted from the rank of Associate In to the rank of Senior Associate In. The final decision on these cases will be made by the Dean, with advice from the College T&P Committee, (as is true for promotion from Assistant In to Associate In). That is, the packet will not go forward to the Provost. The Dean will require a packet to be prepared following College guidelines with Full Professors, Scientists, Scholars in the unit voting on the promotion.