

Promotion of Paul College Lecturer Faculty

Revised May 2021

The lecturer promotion policy is defined by the Collective Bargaining Agreement (CBA) entered into by the University of New Hampshire Lecturers United (UNHLU-AAUP) and the University System of New Hampshire (USNH) Board of Trustees effective July 1, 2017 through June 30, 2022. This document is intended to add clarity to these policies as they apply to the Peter T. Paul College of Business and Economics; it is explicitly not intended to alter or replace any policy set forth in the CBA. In cases of conflicting policy, the CBA will be used to resolve the policy.

I. Eligibility for Promotion

This policy will take effect at the start of the 2021-2022 academic year.

A lecturer faculty member must be qualified with respect to AACSB following the criteria detailed in Paul College's Faculty Qualifications Policy in order to apply for promotion to Senior or Principal Lecturer.

Promotion to Senior Lecturer can be initiated in or after the fifth year of continuous or cumulative employment at the rank of Lecturer. Promotion to Principal Lecturer can be initiated in or after the fifth year of continuous or cumulative employment at the rank of Senior Lecturer. A different promotion time frame may be negotiated at the time of hiring for lecturers with prior teaching and professional experience (Articles 13.5.2 & 13.5.2.1 of the UNHLU-AAUP CBA).

There is no requirement for a lecturer to come up for promotion, no limit after which a lecturer faculty member can no longer come up for promotion, and no limit on the number of times a lecturer faculty member can be considered for promotion, nor is a requirement to depart associated with not receiving a promotion. (13.5.8)

Lecturer faculty are responsible for the assembly and submission of their own materials for consideration of promotion to Senior and Principal Lecturer. (13.3)

II. Criteria for Promotion

Positive recommendations for promotion should be made for individuals who meet the below described criteria. By elevating this lecturer, the College is recognizing their distinctive value and contributions to the College now and in the future.

A. Promotion from Lecturer to Senior Lecturer

For promotion to Senior Lecturer, an individual shall:

- a. have a track record of successful teaching experience AND
- b. evidence of a strong commitment to professional development, either pedagogical or in field of practice AND
- c. a demonstrated record of helping the department strengthen its educational program(s).

B. Promotion from Senior Lecturer to Principal Lecturer

The rank of Principal Lecturer is the highest *possible lecturer* rank. Recommendations for promotion to this rank must reflect *this high* distinction. For promotion to Principal Lecturer, an individual, after successful service as a Senior Lecturer shall:

- a. have a track record of consistently excellent teaching experience AND
- b. evidence of a sustained strong commitment to professional development, either pedagogical or in field of practice AND
- c. a demonstrated record of leadership in helping the department and the college strengthen its educational program(s).

Table 1 highlights a holistic rubric that candidates and promotion committees may use to assess readiness for promotion. This table also serves as a checklist for common types of evidence expected in a dossier. Desired and expected items are not required but are weighed with all items. Required items may be judged on how well a requirement is met. Satisfying required items alone may be insufficient to achieve promotion. Not meeting a requirement alone may be insufficient to deny promotion, given that desired and expected items may overwhelm the absence of a requirement.

Table 1 – Expectations and Requirements by Lecturer Rank

Metric	Lecturer	Senior Lecturer ≈ 5+ yrs as L	Principal Lecturer ≈ 5+ yrs as SL
Commitment / Role	Full-Time	Full-Time	Full-Time
a. Teaching:			
Teaching Awards		Desirable	Expected
Student Evals-Quantitative	Required	Required	Required
Student Evals-Qualitative	Required	Required	Required
Department Head Classroom Evals	Required	Required	Required
Promotion Committee Syllabi Evaluations	Required	Required	Required
Development or Incorporation of Innovations	Required	Required	Required
Teaching Load Information	Required	Required	Required
Portfolio of Current Preps	Required	Required	Required
b. Professional Development:			
Pedagogical Training or Leadership on campus (Paul, CEITL, FITSI, etc.)	Desirable	Expected	Expected
Pedagogical Training provided externally (ACUE, Georgia State workshop, other national organizations, etc.)	Desirable	Desirable	Expected
Continuing Education Course Work	Desirable	Expected	Expected
Licenses & Certification Maintenance Activities/Courses	Expected	Expected	Expected
Scholarly activity including presentations/publications	Desirable	Desirable	Desirable
Paid Professional Service	Desirable	Expected	Expected
Association/Non-Profit Board service	Desirable	Desirable	Desirable
Association / Non-Profit Service as Officer	Desirable	Desirable	Desirable
Professional awards	Desirable	Desirable	Desirable
c. Service to Dept / College / University:			
Significant Role in Major Student Events or Competitions	Desirable	Expected	Expected
New Course Development	Desirable	Expected	Expected
Major Course Revisions	Desirable	Expected	Expected
Coordination of Activities That Bring Professionals to the College Community	Desirable	Expected	Expected
Advising of Independent Study and Honors Project or Theses	Required	Required	Required
Peer Resource (formal or informal mentoring)	Desirable	Expected	Expected
Program Director	Desirable	Desirable	Desirable
Program Coordinator	Desirable	Expected	Expected
Course Coordinator	Desirable	Expected	Expected
College Committee Work	Desirable	Expected	Expected
University Committee Work	Desirable	Desirable	Expected

Required = An activity that must be met (supported by the given evidence), or a category that must be fulfilled by the evidence related to activities.

Expected = Is not required, the totality of expected activities can meet the requirement

Desirable = Is not required, the activity is considered part of the totality for meeting the requirement

* = AACSB Qualification Assessment is over the last 5 years and term of service at current level is roughly 5 years, so materials used in promotion package is usually the last 5 years.

III. Process for Evaluating Lecturer Faculty for Promotion

It is the responsibility of the candidate to initiate the promotion evaluation process as well as assemble and submit the required material in the required format by the established deadlines. (13.3, 13.5.4)

An adequate evaluation of a promotion candidate's qualifications and professional contributions requires the judgment of both the candidate's faculty colleagues and responsible administrators. Typically, there are two levels of review: the department and the Dean of the college.

A. Departmental Committee Review and Recommendation (13.5.1)

1. The candidate and department chair should discuss promotion as part of the annual performance review. This will give the candidate sufficient time to gather the required materials for the dossier and meet the established deadlines.
2. The candidate shall notify his or her chair of the desire to be considered for promotion according to Section V. Promotion Review Timeline. (13.5.4.1)
3. For promotion from Lecturer to Senior Lecturer, the department committee shall consist of no fewer than three members: at least one Lecturer at a higher rank and at least one tenure-track faculty at Associate or Full Professor rank in that department or program selected in accordance with article 13.5.1 of the UNHLU CBA. Department chairs may serve on committees.
4. For promotion from Senior to Principal Lecturer, the committee should be comprised of no fewer than three members: at least one Principal lecturer and at least one faculty member at the Full Professor rank in that department or program selected in accordance with article sections 13.5.1 of the UNHLU CBA. Department chairs may serve on committees.
5. The department committee will review the candidacy, vote for or against promotion by majority vote, and add to the dossier a letter summarizing the committee's decision. The letter must be signed by all members of the department committee. The vote of the committee is advisory to the Dean.
6. The Department Chair shall review the departmental committee's recommendation, and add a letter stating their recommendation on the case before forwarding the dossier to the Dean's office.
7. A candidate whose application for promotion is denied at the department level will be provided a written explanation of the grounds for the denial by February 15.
8. Candidates not recommended for promotion by their departments may appeal the decision to the Dean or the Dean's designee in writing within 10 days. If a candidate chooses not to appeal, the application is considered withdrawn and the promotion process ends.

B. College Level Review and Decision

1. The Dean may—at her/his sole discretion—delegate the review and recommendation regarding promotion of lecturer faculty to a designee. The final promotion decision will remain with the Dean.
2. The Dean shall decide on the promotion candidacy and do the following:
 - a. Write a letter summarizing his/her assessment and add it to the dossier.
 - b. Notify the candidate, department chair and Provost in writing of the final decision.
 - c. If a candidate is not promoted, the Dean will communicate in writing a development plan to achieve goals.

- C. If the Dean does not approve the promotion, the lecturer has the right to follow the grievance process as stated in Article 14 of the UNHLU-AAUP CBA.

IV. Contents of the Dossier

The candidate, in consultation with the department chair, will assemble a promotion dossier according to the guidelines listed below. The candidate is expected to collect the required materials and submit the dossier to the department chair or administrative assistant for upload to the promotion folder. This dossier must describe the responsibilities assigned to the Lecturer/Senior Lecturer and must include an appropriate subset of the following materials. (13.3, 13.5.3)

The evidence in the dossier is to document the three types of activities outlined in Table 1, Teaching, Professional Development and Service to Department/College/University (13.1, 13.2).

Required, recommended, and optional items to be included in the Dossier by the candidate:

- A. Evidence of excellence in Teaching activities (as defined in UNHLU-AAUP CBA 12.6.1) to include information relevant to activities in Table 1., section a.
 1. A 3 – 5 page narrative discussing the following:
 - The types of courses they have taught;
 - Their approach to teaching those courses (lecturers, cases, experiential, etc.) and why it is appropriate for the subject matter and section size;
 - Continuous quality improvement efforts undertaken in their own teaching;
 - Effectiveness as a teacher based on teaching evaluation data;
 - Teaching awards (if any);
 - Other ways they support student learning and development in courses;
 - Any examples of course and/or pedagogical innovation;
 2. Table of responses from the official teaching evaluations for all classes taught during the five years prior to the date of the application for promotion (***N.B. Due to Covid-19, student course evaluations from Spring 2020 through Spring 2021 are not required yet may be included at the candidate's discretion; committees should take care not to over-interpret the presence or absence of such data from this time period:***)
 - Course title, Course number, and section number
 - Required or elective
 - Enrollment
 - Response rate
 - Reported hours worked (mean and mode)
 - Expected grade
 - Any special designation such as Writing Intensive or Inquiry Attribute
 - Average scores on quantitative questions
 - Narrative comments from student evaluations
 3. Table of final grade distributions from all classes taught during the five years prior to the application for promotion. The final grade distributions will be provided by the Dean's Office with a two-week lead time.
 4. Most recent syllabi for each course taught. The candidate may include additional syllabi (e.g., to demonstrate how courses have evolved and improved).
- B. Evidence of professional development activities to include information relevant to activities in Table 1., section b.:
 1. A description of participation in college/university teaching workshops or pedagogical training
 2. Leadership of college/university teaching workshops or pedagogical training

3. A description of participation in regional or national workshop or conference related to pedagogy
 4. Professional development in field of practice through maintenance of professional certifications
 5. Continuing education via coursework (e.g. graduate certificate or degree courses)
 6. Service to professional organization/association or non-profit board
 7. Organization/association or non-profit service as Officer
 8. Award or other recognition for professional engagement or contributions to the field of professional expertise
- C. Evidence of service contributions defined in UNHLU-AAUP CBA (12.6.2) to the department and/or college to include information relevant to activities in Table 1., section c.:
1. Course revision/coordination/development leadership activities
 2. Organization of major departmental/college events
 3. Supervision of undergraduate or graduate projects (independent studies, honors projects, and honors theses)
 4. Advising student organizations/activities
 5. Coordination of activities bringing professionals to the college community
 6. Peer mentorship of other faculty
 7. College and/or University committee work
 8. Substantial administrative service (such as program leadership) activity. As service activities are not required of all lecturer faculty, this is not required for the dossier.
- D. Candidate's complete curriculum vitae
- E. Copies of annual reviews for a minimum of the past 4 years performed in accordance with UNHLU-AAUP CBA 13.4
1. Written assessments from classroom observations by the chair or the dean's designee.
 2. (If applicable) Classroom observations by peers (CBA 13.4.4.1.2)

V. Promotion Review Timeline

The following is a timeline for the lecturer promotion review process. The Dean can elect to extend non-CBA deadlines prior to September 30 if the faculty are notified by September 30 of the revised deadlines; however, the deadlines of February 1, February 15, and March 15 are set by the UNHLU-AAUP CBA in Article 13.5.4 and cannot be adjusted.

December 1 – The candidate notifies their chair of the desire to be considered for promotion. (13.5.3)

January 10 – Eligible lecturer faculty wishing to be considered for promotion submit their dossiers to their departments. (13.5.3)

February 1 – Promotion committee submits recommendation to the Department Chair. (13.5.3.2)

February 15 – Department Chair submits recommendations and dossiers to the Dean. (13.5.3.3)

March 15 – The Dean makes decisions and communicates them to the promotion candidates, their department chairs, and the Provost. (13.5.3.2)

VI. Technical Guidance for Dossier Assembly, Handling, and Storage

The candidate is expected to package the dossier in a single PDF document with table of contents and submit it to the department chair for upload to the candidate's official promotion folder. The candidate's department chair is responsible for ensuring that the dossier is complete. The department chair may ask the department administrative assistant to assist. (sections 13.3, 13.5.3)

1. The candidate's department chair creates and owns the shared folder and grants access to the promotion committee. The candidate shall not have access.

2. The folder contains two (2) PDF documents:
 - a. The dossier as one PDF, with table of contents;
 - b. The committee and chair recommendations as a single PDF. A recommendation from the Department Chair is also required as stated in section 13.5.4.3 of the UNH LU-AAUP CBA. Both the committee and chair recommendations can be packaged in a single PDF.
3. By February 15, the fully assembled dossier and recommendations are uploaded to a shared folder on the network and the candidate's department grants access to the Dean, both Associate Deans, Executive Assistant, Assistant Manager for Faculty Administration, and Administrative Assistant. (*section 13.5.4.3*)
4. The Dean will reach a decision by March 15 and notify all parties. The Dean will draft a formal letter which may be e-mailed to the candidate with copies to the department chair, Assistant Manager for Faculty Administration, UNH's Associate Provost for Finance and Academic Administration, and the college's Director of Finance and Administration. (*section 13.5.4.4*)
 - a. If a candidate is not promoted, the Dean will communicate in writing a development plan to achieve goals.
5. The Dean's Office will copy the contents into a restricted Dean's Office folder, and all Dean's Office staff and administrators' permissions will be removed from the candidate's department folder. The Dean's letter will be uploaded to the candidate's official personnel folder and bookmarked in the candidate's promotion folder.