

Guidelines for Promotion to Lecturer II or Lecturer III

The following guidelines are to assist represented part time faculty members (Lecturer I) who are applying for promotion. This is NOT meant to supplant the Part Time Faculty CBA. Please

- Refer to the Part time CBA Article 14.1.b Formal Evaluation (pg, 27) for what must be included in the dossier
- Refer to the Part time CBA Article 12.1.c. (pg. 27) and for criteria for evaluation and measures and methods
- Refer to Part time CBA Article 18.1.b - g for eligibility and procedure
- Time of Application:
 - “A lecturer must notify his or her department chair no later than the start of the semester in which they want to be reviewed for promotion. The Lecturer I must be on active appointment for the semester in which they want to be reviewed. Once the Lecturer I applies for promotion review, the review will take place and be completed in that semester”. (Part time CBA Article 1.e.)
- Applicable guidelines are the following:
 - CBA governing PT faculty
 - The college or school Guidelines for Promotion to Senior Lecturer
 - Any approved departmental or college Guidelines for Lecturer II and III promotions specifically.

The Dossier - Guidelines:

The format is a ‘blue sheet’ dossier, i.e., a review of a dossier that stops at the dean level. Forms may be found at <http://www.uvm.edu/~facsrcs/?Page=RPTforms.html>. Below in bold is what *must* be in the dossier followed by comment or advice:

1. Evidence of eligibility for the promotion

Note: A Lecturer I is eligible to apply for Lecturer II or Lecturer III status depending on length of service and credit hour accumulation.

- a. Provide evidence that the faculty member is eligible for the promotion consideration which is preferably a list of compensated credit-bearing courses that notes the semester they were taught. Where possible, a print out of Banner indicating the courses and credit is desirable evidence. Courses taught prior to 1996 may be verified and documented with other source material.
- b. “A Lecturer I shall be eligible for promotion review to Lecturer II in the semester in which he or she becomes eligible based on 60 credits compensated by the University (excluding PEAC) and six years of active teaching service at the University, i.e. at least one semester or summer session with active teaching during that year.” “The Lecturer I must be on active appointment for the semester in which they are reviewed.” Art 18.1.e. pg 39.
- c. Eligibility to apply for promotion to Lecturer III “shall be ten years of active teaching service at the university and 100 credits compensated by the university (except for PEAC).” Art. 18.1g pg . 40

2. A self evaluation

A brief (3 to 5 pages) statement about the faculty member's teaching philosophy, goals, method, etc.

3. Review and summary of all previous student evaluations

- a. It is helpful to chart the quantitative data over time. Include all narrative comments and state that is the case. Ideally, the narrative comments are typed. If not, originals may be included in Tab 5
- b. The review might consist of a list of courses taught with a brief description of the content and intent (syllabi can also be placed in Tab 5). If there are anomalies or significant outliers in the quantitative data, it is appropriate to explain them. Obviously, continuous improvement or sustained excellence is what one hopes one's evaluation reveals – any variance from that is worthy of brief attention in the review narrative.

4. Classroom observation

The observation should be conducted by the chair or his or her designee. That person writes up the process and their observation. Place in Tab 5.

5. Description of your work in any other department or unit in which you teach.

- a. If the candidate has taught courses for another department, those courses must be described. They may be described in the same form as those in Number 2 (above) or even included in the description described in Number 2. If they are included in that description, they should be identified as being courses for a different unit. If the courses from a different unit are significantly different in discipline and/or pedagogy, the candidate may wish to present these courses under a separate sub heading.
- b. In all cases, there must be a written summary by an appropriate person of the candidate's teaching outside the primary unit which includes an assessment of your teaching. Place this document in Tab 5.

Proposed sub headings for dossier narrative:

- Eligibility
- Self Evaluation
 - Philosophy, goals etc
 - Any scholarly work in support of teaching
 - Courses taught
- Course evaluations
- Additional relevant information (Not required, but can be included)
 - Scholarship
 - Service