



Guidelines for Promotion to Lecturer II or Lecturer III

The following guidelines are to assist represented part time Lecturers who are applying for promotion. This is NOT meant to supplant the Part Time Faculty CBA. Please refer to:

- Part time CBA Article 15.1.D for eligibility and procedures
- Part time CBA Article 15.8 for criteria for evaluation and measures and methods
- Time of Application: A Lecturer must notify his or her department chair and the University's Contract Administrator no later than the start of the semester in which they want to be reviewed for promotion (i.e. October 1st for a Fall semester promotion review or February 10th for a Spring or Summer semester promotion review). The Lecturer must be on active appointment for the semester in which they want to be reviewed. Once the Lecturer applies for promotion review, the review will take place and be completed within that semester, except that Summer promotion reviews will be finalized in the Fall.
- Applicable guidelines are the following:
 - CBA governing PT faculty
 - Any approved departmental or college Guidelines for Lecturer II and III promotions specifically.

The Dossier - Guidelines:

The PT Lecturer dossier is college-level review with the Dean's decision being the final action of the University. The promotion form may be found at: <https://www.uvm.edu/provost/guidelines-and-forms-reappointment-promotion-and-tenure-rpt>

Below in bold is what *must* be in the dossier followed by comment or advice:

1. Evidence of eligibility for the promotion

NOTE: A PT represented Lecturer is eligible to apply for promotion depending on length of service and/or credit hours taught.

- a. Provide evidence that the faculty member is eligible for the promotion consideration which is preferably a list of compensated credit-bearing courses (except PEAC courses) that notes the semester they were taught. Note the department(s) to which the course was assigned and if it was a CE course.
- b. Where possible, a print out of Banner indicating the courses and credit is desirable evidence. Information about courses taught between Spring 1995 to present is accessible via this link: <http://www.uvm.edu/academics/courses/>. Courses taught prior to Spring 1995 may be verified and documented with other source material.
- c. **Promotion to Lecturer II:** Eligibility to apply shall be following six (6) years of active teaching service at the University plus thirty-six (36) credits taught **OR** 60 credits taught. Credits taught must be those compensated* by the University (except for PEAC). Art 15.1.D.2.
- d. **Promotion to Lecturer III:** Eligibility to apply shall be ten (10) years of active teaching service at the University plus sixty (60) credits **OR** 100 credits taught. Credits taught must be those compensated* by the University (except for PEAC). Art 15.1.D.5.
- e. Once the Lecturer applies for promotion review, the review will take place and be completed within that semester, except that Summer promotion reviews will be finalized in the Fall.
- f. *Eligible lecturers who, prior to December 2009, self-identified that they would like their "contract courses" included in the promotion consideration shall include evidence that such courses qualify for this exception.

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