

EDWARDS COLLEGE OF HUMANITIES AND FINE ARTS

2018-2019

Elaborations on CCU Faculty Manual Qualifications for Promotion to Senior Teaching Lecturer

Lecturers are evaluated for merit considerations primarily on their teaching performance.

Therefore, promotion to Senior Teaching Lecturer depends on a clear demonstration of effective teaching, based on departmental and disciplinary standards. Evidence to be included in the promotion file may include student evaluations, peer evaluation, Chair evaluation, teaching portfolios, assessment of student learning, review of syllabi and innovative teaching strategies, student research or creative activities, and curriculum development.

In addition, Lecturers seeking promotion to Senior Teaching Lecturer should also submit evidence of their ability, once promoted, to contribute to the department, college, university, or discipline in the areas of service or scholarship.

Promotion Process

The candidate should meet with the Department Chair in the fall of the academic year in which he/she wishes to apply for promotion to Senior Teaching Lecturer. Once the Chair and the Dean have agreed to support the application, the candidate should compile a promotion file for review containing the following items (at a minimum): a cover letter explaining the candidate's accomplishments and supporting reasons for promotion, a current CV, copies of the past five years of Annual Performance Reviews, copies of all student evaluations, copies of any peer review evaluations, and any related materials that help document teaching excellence and any service to the department.

No later than the second Friday in February, the candidate should present the completed file to the Department Chair for review.

The Chair of the faculty member's home department writes a letter of summary review of the file and submits the letter and file to the Dean, who then forwards both to the Peer Review Committee by the last Friday in February.

The Peer Review Committee writes a summary review of the file and submits all to the Dean by the fourth Friday in March..

The Dean writes a summary review of the file and submits all to the Provost by the fourth Monday in April.

(Note: These deadlines are established by the Provost Office and may change.)

Requirements for the Promotion File

3-5 page introductory statement/letter of application discussing the candidate's record of teaching, and if applicable, scholarship/creative activity and service

Current curriculum vitae

Annual Faculty Performance Reviews: Dean's and Chair's Evaluations; letters of support

Documentation of teaching effectiveness: statistical summary sheets, teaching evaluations by students, peers, and Chair; copies of syllabi, writing assignments, examinations; other materials required by home department

Reprints of published works (optional)

Documentation of creative activity and performance (optional)

Documentation of service (optional)

The summary volume containing these materials should fit in a binder no larger than 1.5 inches in thickness. An additional volume may include supporting documentation.