Procedure for Promotion to Senior Lecturer

According to the lecturer ARs that went into effect June 8, 2010, a lecturer can be promoted to senior lecturer after five years of continuous service as lecturer. Note that the promotion process cannot be officially initiated until after the five year span has been completed.

To begin the process of promotion, construct 2 promotion dossiers similar to the ones constructed for promoting faculty in the regular title series. A list of dossier contents is found on another link one page up. The centerpiece of the dossier should be the teaching portfolio. Sections on professional development, administration, and service should be included only if these areas of activity have been part of the candidate’s DOE. Letters from all regular and special title series faculty and senior lecturers in the department are required, as is a chairs letter. No external letters are required.

After the dossiers have been compiled in the department, please submit the original and 1 copy to the Associate Dean of Faculty in the College. Due dates for dossiers are October 1 and February 1(for off-cycle cases), though you should let the Associate Dean know of your intention by no later than the beginning of the semester involved. Appointments are effective the following July1. The Associate Dean will release the dossiers to the appropriate Advisory Committee, who will advise the Dean on the merits of the promotion. The letters of the Dean and the Advisory Committee are added to the dossiers, which then proceeds to the Provost’s office. The Provost makes the final decision on the promotion, without reference to an Area Committee.