

# Promotion of UNH Manchester Lecturer Faculty

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# Promotion of UNH Manchester Lecturer Faculty

## A. Eligibility for Promotion

1. Expectations: Promotion to Senior or Principal Lecturer, from Lecturer rank, will recognize the lecturer's trajectory of meeting or exceeding expectations overall in the performance of one's assigned duties as detailed in the lecturer's appointment letter. Promotion, especially in the initial assignment of rank, may take into account the added value that the lecturer brings to the department and college. Evidence of added value must be considered if and only if the lecturer provides such evidence in the dossier.
  1. FTE status is not a determining factor in promotion; .75, .88 and 100% FTE Lecturers are all eligible for promotion.
  2. Promotion reflects that the lecturer competently meets or exceeds expectations. Doing "more" work or going "above and beyond" are principally issues of workload assignment. If a lecturer is doing such additional work, their workload assignment should be revised by increasing their FTE and corresponding salary or by reducing their course load in accordance with the CBA.
  3. Nevertheless, evidence of added value must be considered if and only if the lecturer provides such evidence in the dossier. This will be especially important in consideration of initial assignment of rank. It is important to note that prior to the initial lecturer faculty CBA, appointment "contract" letters did not typically list the activities of a lecturer and this added value must be recognized in calculating promotion rank.
2. Once lecturers meet the criteria required for promotion, they may initiate the promotion process. There is no minimum or maximum number of years of service for eligibility for promotion. (13.4.2) There is no requirement that a lecturer must come up for promotion. Likewise, there is no limit on the number of times a lecturer faculty member can be considered for promotion. There is no "up or out" policy. (13.4.6)
3. Previous experience, previous awards, previous appointments, etc., count toward promotion determinations as they all contribute to the overall profile of the lecturer.
4. A lecturer with no senior rank may initiate the promotion process for principal rank. Lecturers should state what rank they seek, but can still be promoted to senior rank if they aren't assigned principal in such cases.
5. Any lecturer faculty member has the right to appeal directly to the department chair or college dean (see II. below) and file a letter of rebuttal in response to a declined promotion. Furthermore, the lecturer may, after an appeal, file a grievance if the processes were not properly followed or if the criteria were applied in an arbitrary or capricious manner. (13.4.5)

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## B. Promotion Review Calendar

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|-------------|---|
| November 1  | The lecturer notifies his or her chair of the desire to be considered for promotion.                                      |
| December 15 | Eligible lecturer faculty wishing to be considered for promotion submit their dossiers to their departments.              |
| February 1  | The Promotion Committee will submit its recommendations to the Dean by February 1 of the year in which the case is heard. |
| March 15    | The Dean will inform the promotion candidates, their division chairs, and the provost of her/his decision by March 15.    |

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## C. Process for Evaluating Lecturer Faculty

An adequate evaluation of a promotion lecturer's qualifications and professional contributions requires the judgment of both the lecturer's faculty colleagues at the division level, and responsible administrators at the college level. There are two levels of review: the division and the dean of the college.

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### I. Division Level Review and Recommendation

1. The lecturer faculty member and division chair or program coordinator should discuss promotion as part of the annual performance review in order to give the lecturer sufficient time to gather the required materials and assemble the dossier.
  2. The lecturer should notify his or her chair of the desire to be considered for promotion according to the Promotion Review Calendar.
  3. The promotion process begins when a dossier for promotion to Senior or Principal Lecturer is submitted to the promotion committee for consideration.
  4. The promotion committee will be comprised of faculty members as delineated:
    - For Promotion to Senior Lecturer: the division chair or program coordinator, at least one lecturer of higher rank, and at least one other tenure track faculty member at the Associate or Full Professor rank in that department or program (13.4.1.1).
    - For promotion to Principal: the division chair or program coordinator faculty member, at least one principal lecturer, and at least one tenure track faculty member at Full Professor rank (13.4.1.2) This will be problematic at least initially for us since we do not have Principal Lecturers and we don't have full professors in each Division/Department. Suggestions?
  5. The promotion committee will review the candidacy, vote in favor or against promotion by majority vote and add to the dossier a letter summarizing the assessment and documenting the vote. The letter must be signed by all members of the promotion committee. A copy of the letter will be provided to the candidate.
  6. Candidates not recommended for promotion by their divisions may appeal that decision to the dean or the chair (e.g. in cases where the chair was not on the committee) and candidates may add a rebuttal letter to the dossier. Any lecturer faculty member has the right to file a grievance if the processes were not properly followed or if the criteria were applied in an arbitrary or capricious manner.
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### II. College Level Review and Decision

1. Promotion will be granted by the College Dean, based on the recommendation of the promotion committee and the judgment of the Dean. (13.4.1.1)
2. After making a decision on the promotion candidacy, the Dean shall:
  1. Write a letter summarizing his/her assessment and add it to the dossier.
  2. Notify the lecturer, department chair and Provost in writing of the final decision.
3. Candidates not recommended for promotion by the dean may appeal that decision to the dean and candidates may add a rebuttal letter to the dossier. Any lecturer faculty member has the right to file a grievance if the processes were not properly followed or if the criteria were applied in an arbitrary or capricious manner.

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## D. Notification of Candidates during the Process and Candidates' Right to Respond

1. A lecturer whose application for promotion is denied at the division level will be provided a written explanation of the grounds for the denial at the time of notification.
2. Promotion applications that are not approved by the promotion committee will not be forwarded to the Dean unless the lecturer submits a written appeal to Dean within ten working days of the date of receipt of written notification of a negative promotion decision. The appeal must make an explicit request for further review of the application and give reasons for that request.

## E. Overview of Promotion Standards

1. Promotion to Senior or Principal Lecturer, from Lecturer rank, will recognize the lecturer's trajectory of meeting or exceeding expectations overall in the performance of one's assigned duties as detailed in the lecturer's appointment letter. Promotion, , may take into account the added value that the lecturer brings to the division and college. Evidence of added value must be considered if and only if the lecturer provides such evidence in the dossier.

1. FTE status is not a determining factor in promotion; .75, .88 and 100% FTE Lecturers are all eligible for promotion.

2. Promotion reflects that the lecturer competently meets or exceeds expectations. Doing "more" work or going "above and beyond" are principally issues of workload assignment. If a lecturer is doing such additional work, their workload assignment should be revised by increasing their FTE and corresponding salary or by reducing their course load in accordance with the CBA.

3. Nevertheless, evidence of added value must be considered if and only if the lecturer provides such evidence in the dossier. This will be especially important in consideration of initial assignment of rank. It is important to note that prior to the initial lecturer faculty CBA, appointment "contract" letters did not typically list the activities of a lecturer and this added value must be recognized in calculating promotion rank.

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## F. Contents of the Dossier

The lecturer faculty will work with the division head or designee to assemble a promotion dossier according to the guidelines listed below. Previous experience, previous awards, previous appointments, etc., count toward promotion determinations as they all contribute to the overall profile of the lecturer.

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### Required items to be added to the dossier by the Division chair

1. All appointment Letters: Copies of the lecturer's appointment letters
2. Chair/Coordinator Letter: Before the promotion committee reviews the dossier, the division chair, program coordinator, or designee will write a letter regarding the lecturer's being on a trajectory to meeting or exceeding expectations overall, how the lecturer brings value to the department, and their overall competence and add it to the dossier.
3. Promotion Committee Letter: After the promotion committee makes a decision, the promotion committee will write a summation of the promotion committee's decision and justification and add it to the dossier before it is sent to the dean's office.
4. All Summary Reports: Copies of annual reviews' summary reports (13.3.4)

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### Required items to be added to the dossier by the lecturer

This includes evidence of being on a trajectory to meeting or exceeding expectations in the performance of one's assigned duties as detailed in the lecturer's appointment letter.

1. A curriculum vitae
2. Statement of teaching philosophy
3. A copy of the most recent syllabus for each course taught
4. FAR (or its replacement)

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### Optional items to be added to the dossier by the lecturer

Optional evidence must be considered if and only if the lecturer provides such evidence in the dossier. The following list is not intended to be limiting, but to provide a sense of the range of possible evidence that may be provided in a range of disciplines. This will be especially important in consideration of initial assignment of rank. It is important to note that prior to the initial lecturer faculty CBA, appointment "contract" letters did not typically list the activities of a lecturer and this added value must be recognized in calculating promotion rank.

1. Department Evaluation Materials
  - a. Chair's/Designee's teaching observation assessments
  - b. Peer teaching observation assessments
  - c. Rebuttal letters (13.3.4)
  - d. Self evaluations
  - e. Letters/emails from colleagues with whom the lecturer has served on committees and/or from individuals, organizations, etc., which document service
2. Teaching Materials (further evidence of preparation)
  - a. Assignments, exams
  - b. Samples of student work
  - c. Course descriptions (e.g. including different areas the course supports)
  - d. Summary of development of new courses

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- e. Course websites and videos promoting them
  - f. Samples of commentary on student work
3. Further evidence of ongoing development
  - a. Summary of course material revision and innovation
  - b. A description of participation in teaching workshops or pedagogical training
4. Further evidence of enthusiasm: Student Comments
  - a. Narrative comments from student evaluations
  - b. Correspondence with students
  - c. Thank you letters and emails
  - d. Letters/emails from student groups the lecturer has advised or mentored
5. Mentoring
  - a. Summary of supervision of undergraduate projects
  - b. A description of formal or informal mentoring
  - c. Evidence of advising student organizations
6. Further evidence of enthusiasm for, and knowledge of, subjects taught and pedagogical innovation
  - a. Evidence of lectures, panels, talks and presiding as a guest at other institutions, conferences, etc.,
  - b. Evidence of performances, shows, readings, recitals, poster sessions and other relevant endeavors
  - c. Evidence of previous awards, publications, appointments, etc.,
  - d. Publications — including but not limited to scholarly, professional, and creative publications
  - e. Additional work, shows, etc., as adds value to the department
  - f. Promotional materials for workshops the lecturer has organized
  - g. External letters/emails
7. Any other materials which demonstrate the lecturer's work in teaching and service and how the lecturer adds value to the department, college, and/or larger university community