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DOC 2018-03 University Promotion Policy for Lecturers

University of Dayton. Faculty Affairs Committee

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TITLE: UNIVERSITY PROMOTION POLICY FOR LECTURERS

SUBMITTED BY: Faculty Affairs Committee

DATE: December 6, 2017

ACTION: Legislative authority (Approved March 16, 2018)

REFERENCE: II. B. 1.c.

Introduction

Most units within the university rely upon lecturers to fulfill critical teaching obligations. As defined in the faculty handbook: “Lecturer status is reserved for a person, primarily engaged as a teacher, who presents a genuine benefit to the University in a full-time capacity.” Lecturers’ contributions in teaching or librarianship are critical to the quality of the institution as a whole and the ability of the university to meet its teaching mission.

The quality of faculty accomplishments in teaching or librarianship as well as attendant contributions of service, professional development and/or scholarship, when that is required by departments or units, largely determines the quality of the institution as a whole. The University has recognized the importance of faculty development in its Promotion, Retention and Tenure Policy for Tenure-track faculty as well as its Promotion Policy for Clinical Faculty and Faculty of Practice. Promotion decisions also are extremely important to the life of the institution. They are a means by which the University retains excellence in instructional programs, trains and contributes to the development of professionals, and promotes its mission for service.

As with tenure-track faculty, clinical faculty and faculty of practice, it is essential that lecturers be treated fairly and granted due process in the deliberations that determine promotion. This policy establishes general guidelines that govern University-wide procedures for promotion of lecturers. These guidelines and procedures are designed to ensure communication, fairness, and due process throughout the review process. This policy includes opportunities to respond in the event of disagreements over promotion recommendations and provides an appeals procedure.

In addition, this policy provides a process for initial and periodic review of promotion documents for procedural consistency and clarity of substantive criteria both at the unit and department level. It should be noted that this policy applies to all academic units with the exception of the School of Law, which does not have lecturer positions and whose full-time non-tenure track positions are unique to the law school and are covered by a separate law school promotion policy.

I. Establishment, Review, and Approval of Promotion Criteria and Procedures

A. General University-wide Criteria and Eligibility for Promotion Evaluations

1. Criteria for promotion of lecturers focus on the academic credentials and the academic and professional performance of the applicant. The lecturer's performance will be evaluated on the basis of teaching effectiveness or

librarianship and within the parameters of her or his appointment. It is recognized that the parameters of a lecturers' appointments may vary from unit to unit as appropriate to the discipline. Although the primary responsibility of lecturers is on teaching or librarianship, where expectations beyond teaching may exist within a particular unit, appointment letters should also appropriately articulate scholarly or service expectations, if any. These responsibilities should be evaluated accordingly.

2. The evaluation of faculty teaching or librarianship for the purposes of promotion must be based on multiple measures drawn from multiple sources in accordance with department, program, or academic unit guidelines or bylaws.
3. Consistent with this policy as well, as each unit's accreditation standards and other professional objectives, unit promotion policies will set forth additional criteria and procedures for the granting of promotion.
4. Units will establish the criteria for appointment or promotion to lecturer, senior lecturer, principal lecturer. Units will also establish rights or privileges such as length of appointment, security of position, voting or participatory rights, professional development opportunities or other provisions that may be available and the criteria for attaining them as well as all the necessary procedures in the review and decision-making about level.
5. Promotions will generally take place on six-year intervals. The unit and department criteria for promotion to senior lecturer shall reflect teaching or librarianship and other expectations that would be consistent with six years of active full-time service. Similarly, criteria for promotion to principal lecturer should reflect sustained, differentiated expectations beyond the prior promotion. The decision to seek promotion is a voluntary one. In the event application for promotion is sought and denied, the applicant shall remain at the last approved level and may seek promotion at a future time. Credit for prior service may be granted. Time devoted to leaves of absence or other interruptions may affect the total period of evaluation and the timing of departmental reviews. The effects of such interruptions on the period of evaluation and timing of reviews must be agreed to in writing by the faculty member, chairperson, dean, and provost at the time that the interruption takes place or within six months of the initiation of the interruption.
6. Prior to submitting an application for promotion to the level of senior lecturer or principal lecturer, applicants should receive, in addition to annual reviews, at least one comprehensive review. The University Libraries will have only unit reviews.

7. A candidate who successfully completes the promotion process will be granted promotion with his or her next contract.

B. Unit and Departmental Authority and Responsibilities

1. Each academic department will adopt clear criteria and procedures for promotion of lecturer faculty.
2. The College of Arts and Sciences, School of Business Administration, School of Education and Health Sciences, and School of Engineering will each have an elected, representative unit lecturer promotion committee comprised of both tenured faculty and lecturers from the unit. Each unit's procedures may determine the size, composition between tenured and non-tenure track faculty, and allow for the dean to appoint up to two additional representatives in any given year. The University Libraries, because they have fewer than thirty (30) tenure and tenure-track members, will not be required to conduct elections. They will set appropriate processes in place to establish unit promotion committees, and those processes will be reviewed by the University Lecturer Promotion Committee (hereinafter, the University Lecturer Committee).
3. The Unit's Lecturer Promotion Committee will
 - a. make a recommendation for promotion on each individual candidate to the dean, and
 - b. review and approve its department-level criteria and procedures for promotion.
4. Any disagreements between a department and a unit promotion committee related to approval of departmental promotion criteria and procedures will be resolved by the appropriate dean.

C. University Academic Senate Authority and Responsibilities

1. The Academic Senate will establish the University Lecturer Committee and provide oversight of the elections of faculty members to the University Lecturer Committee.
2. The Academic Senate will determine all University-wide procedural policies on Promotion of Lecturers and explicate such policies in the Faculty Handbook. If the University Lecturer Committee notes inconsistencies between documents not covered by University-wide procedural policies on promotion of lecturers, those procedural inconsistencies will be submitted to the Academic Senate for resolution.

D. The University Lecturer Committee

1. The University Lecturer Committee will

a. review and approve the promotion policies of all units for consistency with University policies and procedures.

b. annually review the promotion process for adherence to appropriate procedures and present a report to the Chairperson of the Academic Affairs Committee of the Board of Trustees and the President of the Academic Senate. The President of the Academic Senate will annually present this report to the Executive Committee of the Academic Senate.

2. The University Lecturer Committee will consist of thirteen (13) members: seven (7) will be tenured faculty members and six (6) will be lecturers.

a. The seven (7) tenured members will be elected by tenured members of the University Faculty from all units except the School of Law. Three will be elected from the College of Arts & Science; one will be elected from each of the professional schools, except the School of Law, and the libraries.

b. The six (6) lecturer members will be elected from each of the academic units except the School of Law by the lecturers from their respective unit. The lecturer representative must have been promoted to a level higher than lecturer.

c. Departmental chairpersons, assistant and associate deans, and deans are ineligible to serve on this committee.

d. The University Lecturer Committee will elect a chairperson from those duly elected. The chairperson shall serve for one year and may serve consecutive terms.

e. All members of the University Lecturer Committee will serve three-year terms (maximum of two consecutive terms). Terms will begin effective June 1 of the year elected.

f. Individuals who cannot complete their term of office will be replaced from the list of candidates in the year in which the member was elected. Candidates not elected to the University Lecturer Committee will be listed by area in the order of votes received, beginning with the highest, and will, in that order, be asked to fill vacated positions.

g. The size and composition of the University Lecturer Committee shall be reviewed by the Academic Senate after three (3) years from adoption of this policy to determine whether the balance between tenured and lecturer faculty is appropriate as well as the balance of representation between different units and departments.

3. The University Lecturer Committee will approve those unit documents that define clear substantive criteria and procedures consistent with University policies, including mechanisms for communicating throughout the entire promotion process.
4. After the initial approval has been received by a unit, the University Lecturer Committee will review that unit's policies every three years. Whenever substantive changes are proposed, the unit promotion documents must be approved by the Lecturer Committee for consistency with University policies and procedures.
5. In the event the University Lecturer Committee does not approve unit documents or proposed changes to them, and if the dean of that unit disagrees with the decision of the University Lecturer Committee, the matter will be resolved by the President in consultation with the Provost.
6. The Provost's office will be responsible for providing administrative support for the work of this committee and assuring that all documents are distributed in a timely and appropriate manner.

II. Common Processes for Promotion Evaluations

A. Common process for pre-promotion review

1. The approved University Lecturer Promotion policy will be shared with the candidate by the Office of the Provost within the first month of the start of the candidate's initial contract. Similarly, the unit and department criteria and procedures will be shared with the candidate by his or her respective unit and department within the first month of the start of the candidate's initial full-time contract. These policies will be the basis of the promotion reviews.
2. Each unit dean will establish a timetable regarding the submission and review of materials.
3. During the pre-promotion period to the level of senior or principal lecturer, every candidate will receive a minimum of one review prior to the final departmental promotion recommendation. The University Libraries will have only a unit review.
4. Credit toward promotion granted for prior service

- a. The number of years credited toward promotion will be stated in a candidate's first letter of hire or appointment to a lecturer rank under this policy. The University Libraries will have only a unit review.
- b. Any changes in the promotion clock after this first letter of hire or appointment to the lecturer track may require a change in the review cycle. Such changes must be agreed to in writing by the faculty member, chairperson, dean, and Provost.

5. Pre-promotion review process

- a. A candidate will submit review materials and supporting documentation for review to the responsible persons (i.e., departmental chairperson, departmental lecturer promotion committee) at the departmental level. (The University Libraries will have only a unit review. Materials will be submitted directly to the unit dean.)
- b. After giving adequate consideration to the materials, each department/unit will provide written feedback to the candidate in a timely fashion as designated by the departmental (unit in the case of the University Libraries) lecturer promotion document. In addition to a statement regarding progress toward promotion, feedback will include comments of a developmental nature, in line with the criteria for *promotion*, indicating areas of concern and suggestions for improvement.
- c. The candidate's review materials, supporting documentation, and the written feedback will be forwarded to the appropriate unit dean. The dean will then review the materials and provide written feedback to the candidate in a timely fashion.

B. Common application and final review process for promotion

1. Each unit dean will establish a timetable regarding the submission and review of promotion materials.
2. The review materials for promotion will be cumulative. Materials generated as a result of review at the departmental level (unit in the case of the University Libraries), including letters from chairperson, lecturer promotion committee, departmental promotion committee, and response, will become part of the application package and will be forwarded to the unit for review. Likewise, materials generated in the unit review, including letters from dean, unit lecturer promotion committee, and responses, will be forwarded to the Provost for review.

3. Materials of a substantive nature which update the submitted application (e.g., acceptance or publication of a manuscript) can be added to the application by the candidate at any point in the promotion review process until the Provost's recommendation is made. It is expected that appropriate consultation will take place if materials are added that will affect the recommendation.
4. Each academic department (unit in the case of the University Libraries) will develop a "Procedural Form" that itemizes the promotion steps that are to be followed in the department and unit. As steps are completed, each of the responsible persons (e.g., departmental chairperson, lecturer promotion committee, chairperson of the unit promotion committee, and dean) in the unit will provide his or her signature, acknowledging that steps were completed in accordance with the departmental and unit procedural policies and indicating the date in which steps were completed. Each candidate will be provided an opportunity to sign, acknowledging receipt of written documentation and the date it was received. A candidate's signature will not indicate agreement with the feedback or recommendations at any given point.
5. Departmental Application and Review Process (does not apply to University Libraries)
 - a. A candidate will submit his or her application and supporting documentation for promotion to the departmental chairperson by the date specified by the departmental lecturer promotion documents.
 - b. After giving adequate consideration to each application, each department, in accordance with its unit promotion procedures, will make a promotion recommendation in writing to the appropriate unit lecturer promotion committee regarding each candidate. A letter from both the departmental chairperson and the lecturer promotion committee will go forward to the unit lecturer promotion committee. These letters will specify the reasons for the departmental recommendations and will be copied to the respective candidate.
 - c. If the candidate chooses, he or she can respond in writing. This response will be forwarded with all related materials to the unit lecturer promotion committee.
6. Unit Application and Final Review Process (applies to all units)
 - a. The specific administrative process for submitting material, including to whom, must be specified in each unit's lecturer promotion policies.
 - b. After giving adequate consideration to each application, each unit promotion committee will make promotion recommendations regarding

each candidate in writing to the appropriate dean by the date specified in the unit lecturer promotion documents.

c. After giving adequate consideration to the application, the unit dean will inform each candidate, in writing, of the recommendation and the reasons for it no later than the first business day following December 14. In units that conduct departmental reviews, this letter will be copied to the departmental chairperson. After ensuring the candidate has received notification, the departmental chairperson will share the recommendation with the departmental lecturer promotion committee. The dean will also inform the unit lecturer promotion committee of the recommendation.

d. Candidates or concerned individuals (e.g. departmental chairpersons, lecturer promotion committee) who wish to submit a written response to the dean have until the first business day following December 21 to do so.

e. The dean will then consider any additional evidence and responses and send a recommendation in writing to the Provost, along with the completed “Procedural Form,” cumulative file, and the response(s) of any candidate or concerned individuals no later than the first business day after January 1. In units that conduct departmental reviews, this letter will be copied to the departmental chairperson, no later than the first business day following

January 1. After ensuring the candidate has received notification, the departmental chairperson will share the recommendation with the departmental lecturer promotion committee. The dean will also inform the unit lecturer promotion committee of the recommendation.

7. Provost Recommendation Process

a. Candidates or any other concerned individuals (e.g. departmental chairpersons, lecturer promotion committee members) have until the first business day following January 15 to file a written response to the dean’s recommendation with the Provost.

b. The Provost will review all materials and make recommendations to the President no later than the first business day following January 30. Each candidate will be informed in writing of the Provost’s recommendation. Candidates or any other concerned individuals (e.g. departmental chairpersons, lecturer promotion committee members) who wish to submit a written response to the Provost will have until the first business day following February 15 to do so.

8. Final Administrative Authority

Final administrative authority rests with the President. Each candidate will be informed in writing of the President's decision. This decision will also be copied to the Provost, the appropriate dean, and the appropriate departmental chairperson.

9. Mediation and Appeals

If the candidate chooses to appeal the President's decision, he or she may begin the mediation process in accord with the Faculty Handbook, Section IV.E. If mediation does not resolve the complaint, the candidate may make use of the grievance processes set out in the Faculty Hearing Committee on Grievances Bylaws and Operating Procedures. The Board of Trustees will serve as the court of last resort in the appeals process.

10. Report to the Board of Trustees

a. The President will provide the Board of Trustees with a report of promotion actions at the spring meeting. The summary report will minimally include statistics regarding the gender and minority status of candidates.

b. The University Lecturer Committee will receive a copy of the President's summary report on promotion no later than two weeks prior to the spring Board meeting.

c. The Lecturer Committee will review the lecturer promotion process for adherence to appropriate procedures and will examine the President's summary report before compiling a report of its own to present to the Academic Affairs Committee of the Board of Trustees at the Board's spring meeting. This report will also be provided to the President of the Academic Senate who will present it to the Executive Committee of the Academic Senate.

III. Implementation of the University lecturer promotion policy

A. Lecturer positions prior to the adoption of this policy.

Deans of each unit are charged to identify faculty members who may be eligible for appointment as lecturers and eligible for promotion under this policy. These designations should be approved by the Office of the Provost. Consistent with Section I(A)(4), these faculty members will be eligible for consideration for assignment to a level following the approval of this policy and the adoption of unit and departmental policies and procedures for promotion of lecturer faculty or faculty of practice.

B. Work of the Lecturer Committee

1. Elections for Lecturer Committee members will be conducted in Fall 2018.
2. Each unit will submit its procedural policies for lecturer promotion to the Provost's office. Those materials should be submitted as early as January 1 and no later than April 1, 2019.
3. The Lecturer Committee will review all lecturer promotion procedures by May 15, 2019.

C. Composition and Rotation of members

1. Starting with the first election, one member of the Lecturer Committee will be elected to serve a one-year term, two will be elected to serve two-year term, and two more will be elected to serve three-year terms.
2. For initial implementation lecturers with at least three (3) years of continuous service will be eligible.