



Promotion to Senior Lecturer

Principles, Standards, Procedures, & Best Practices

Office of the Provost

Fall 2023



Principles Underlying Senior Lecturer Promotion Review

- SCU's process for evaluating a candidate's petition for promotion to Senior Lecturer should be:
 - **Rigorous** – Ensure that the candidate has met or exceeded University standards in teaching, professional activity and service
 - **Well-informed** – Base judgments on strong evidence in the file
 - **Fair and impartial** – Follow University processes meticulously and conduct deliberations impartially and free of potential conflicts of interest
- Those charged with evaluating a candidate's petition for Senior Lecturer should not advocate for a particular outcome but formulate their recommendation after completing a balanced assessment of the evidence.



University Standards for Reappointment of Lecturers

- Candidates “must demonstrate superior performance in teaching, in service, and in professional activity that is appropriate to the academic discipline or professional field and that contributes to their primary responsibility for teaching.”
- “It is the responsibility of the candidate to demonstrate superior, not merely competent, performance in the criteria described above.”

Faculty Handbook 3.4A.1.1



University Standards for Senior Lecturer Promotion

- “Promotion to Senior Lecturer is not automatically granted for length of service; it is a recognition of an exemplary record of achievement. In addition to meeting the requirements set in 3.1.2.1.3, candidates shall be expected to demonstrate a record of extraordinary teaching and to meet or exceed the standards for reappointment of Lecturers as described in 3.4A.1.1.”

Faculty Handbook 3.4A.2

- “Standards for promotion to Senior Lecturer must be broad enough to accommodate differences in academic disciplines and fields, the needs of different departments, and the nature of the specific appointment.”

Faculty Handbook 3.4A.2.1





Evaluation of Teaching

- “Teaching is to be judged in a teacher's total effect upon the education of his or her students. Teaching includes not only classroom instruction, but also academic advising and curriculum development.”
Faculty Handbook 3.4A.1.1
- “Those entrusted with evaluating a candidate’s teaching are to consider all evidence of achievement in each of the three components. The candidate’s course materials form part of this evidence.”
Faculty Handbook 3.4A.1.1
- The evaluation of teaching should be based, *at a minimum*, on two distinct sources of evidence: student evaluations and peer evaluations (Task Force on the Evaluation of Teaching). Note that the Interfolio case includes the Provost’s Office summary SET reports.



Evaluation of Teaching

- Best Practice - multiple sources of evidence, including:
 - Peer teaching observations
 - Review of relevant teaching materials
 - “Other supporting evidence of teaching...might include evidence of advising and mentoring, evidence of student research, instructional development activity, other contributions to the learning environment, and any awards or honors.”
University Procedures for Promotion to Senior Lecturer
- *Substantive, specific peer evaluation letters* (including reports on direct observation of the candidate's teaching) are especially valued by the A&S Committee for the Promotion to Senior Lecturer.





Standards for Professional Activity

“Professional activity refers to scholarly or creative work, professional practice, or other active engagement in a discipline or field that enables a Lecturer to remain current in that area and vital as a teacher. Examples of professional activity include attendance or presentations at conferences, occasional publications that contribute to scholarship or pedagogy in the field, creative work in the arts, and practice in a professional field. Lecturers shall not be held to the same standards of scholarship as tenure-track faculty.”

Faculty Handbook 3.4A.1.1



Evaluation of Service

- “Service is work other than teaching and professional activity that fosters and advances the missions and goals of the department, the college or school, or the University. It may also include service to the profession, and service to the community performed in virtue of a Lecturer’s professional expertise or association with the University.”

Faculty Handbook 3.4A.1.1

- “The service expected of Lecturers will be appropriate to their expertise and experience.”

Faculty Handbook 3.4A.1.1





Department Participation

- “Each department shall review applications for promotion to Senior Lecturer in accordance with procedures set by the dean. All tenured faculty and Senior Lecturers shall be eligible to participate in the review of applications.”

Faculty Handbook 3.4A.2.3

- “With the approval of the dean, faculty in a large department who are eligible to participate may elect a committee of eligible faculty to conduct the review on behalf of the whole department.”

Faculty Handbook 3.4A.2.3



Department Evaluation of Candidates

- **Department Role** - The Department’s comments in the evaluation report are critical to the full evaluation process. Departments are encouraged to provide thorough analysis of the candidate's performance.
- “The department or committee must meet to discuss the strengths and weaknesses of the candidate and to conduct a confidential ballot on the promotion of the candidate. A majority must be present to conduct the meeting. A faculty member must attend the meeting to vote.”

University Procedures for Promotion to Senior Lecturer

- “The ballot must indicate ‘highly recommend,’ ‘recommend,’ or ‘do not recommend’ promotion.”

University Procedures for Promotion to Senior Lecturer





Department Recommendation

- A “do not recommend” decision from the department stops the application process:
“If the recommendation of the department is negative, the chair shall convey that recommendation along with a report explaining it to the dean. The dean shall notify the candidate of the negative decision in writing; the faculty member will be advised upon request of the reasons that contributed to the decision. This decision is not subject to appeal.”
Faculty Handbook 3.4A.2.3
- “If the recommendation of the department is positive, the chair shall convey that recommendation along with a report explaining it to a Committee on Promotion to Senior Lecturer.”
Faculty Handbook 3.4A.2.3



Department Report

- “A form in Interfolio must be completed that includes:
 - 1) the overall recommendation of the department;
 - 2) the tally of the confidential ballot without attribution; and
 - 3) a report on the meeting with a summary of major points raised in the discussion, with a signature page (this report can be uploaded).”
- The chair will submit all materials through Interfolio by **November 1, 2023**

University Procedures for Promotion to Senior Lecturer

University Procedures for Promotion to Senior Lecturer



Promotion to Senior Lecturer Committee

- “The college or school Committee . . . shall thoroughly review all aspects of the candidate’s application and the report of the department. Informed by this review, its members shall cast secret ballots indicating their judgment of the strength of the application.”
Faculty Handbook 3.4A.2.3
- **NEW IN 2023-24:** “Committee members from a candidate’s department must recuse themselves entirely from the committee’s review of the candidate’s case. They shall not view any materials associated with the candidate’s case, beyond what they examined as a participant in the department review. They shall not be present in the room, participate in the committee’s deliberations, answer questions, vote, or sign the committee’s report. They participate fully and cast a ballot only at the department level.”
Faculty Handbook 3.4A.2.3
- “The committee shall prepare a report of its evaluation and recommendation that reflects and includes the results of the balloting. It shall submit this report to the dean, who shall make a recommendation to the Provost. The Provost shall make the final decision after consideration of the recommendations made and of the needs of the University.”
Faculty Handbook 3.4A.2.3



Confidentiality

“Deliberations and recommendations by persons or groups charged in this Handbook with the evaluation of candidates shall have confidential status and shall not be divulged to persons not so charged. Evaluative material received from others, whether solicited or volunteered, shall likewise have confidential status and shall not be divulged to persons outside the review process.”

Faculty Handbook 3.4A.3.3



Policies, Procedures, and Timeline for Senior Lecturer Promotion Processes

<https://www.scu.edu/provost/faculty-affairs/evaluation-promotion/>

SANTA CLARA UNIVERSITY
OFFICE OF THE PROVOST

TEACHING AND LEARNING RESEARCH **FACULTY AFFAIRS** INSTITUTIONAL EFFECTIVENESS ABOUT THE PROVOST

Evaluation, Reappointment & Promotion

Home Office of the Provost Faculty Affairs Evaluation, Reappointment & Promotion

Evaluation
Faculty Handbook 3.3 describes the standards and processes for the periodic evaluation of faculty. Periods of review and forms and requirements for the Faculty Activities Report (FAR) may differ by rank and school.

Faculty Activities Reporting

Reappointment
Adjunct Lecturer Reappointment
Lecturer Reappointment
Mid-Probationary Review (MPR) and Junior Faculty Development Leave (JFDL)

Promotion
Promotion to Senior Lecturer
Tenure and Promotion Policies and Procedures for Tenure-Track Faculty
Faculty Senate Rank, Tenure & Promotion Committees

Faculty Affairs
Faculty Handbook
Recruitment & Appointment
Evaluation, Reappointment & Promotion
Standards
Interfolio
Other Policies & Procedures
Compensation & Support
Contact Us

Upcoming Events
13 Promotion to Senior Lecturer petitions due 8:55pm
14 Senior Lecturer Promotion Procedure Meeting 1:05pm - Lucas 200
A review of procedures for department and process chairs, deans, and members of school Promotion to Senior Lecturer Committees, hosted by the Acting Provosts.
View the full Faculty Affairs Calendar

Promotion

Promotion to Senior Lecturer

- University Procedures for Promotion to Senior Lecturer 2023-24
- Promotion Resources from Faculty Development (for Candidates)
- Senior Lecturer Promotion - Procedures (for Department Chairs, School Committees, Deans)

Guide Video Tutorial

Faculty - Evidence Entry & Case Review (go to link at left)

Department

- Senior Lecturer Promotion Department Guide
- Department Report Templates (optional resource: you may use your own format)

 Department Review & Chair's Submission 5:39

School Committee

- Senior Lecturer Promotion School Committee Guide

 School Committee Review of Vita & Packet 3:4

Dean

- Senior Lecturer Promotion Dean Guide

 Dean Review of Vita & Packet 2:40

Provost

- Senior Lecturer Promotion Provost Guide

 Provost Review & Submission 3:20



Submission of Material - Interfolio

- Uploading Activities** - Candidates add evidence for teaching, professional activity and service through the "Activities" section of Faculty180, including additional material if they choose (e.g., personal statement).
- Submission** - The Provost's Office has created a case for each candidate in Interfolio, adding the comparative summary SET analysis. The candidate reviews all materials in their case, making adjustments as needed, and then submits the complete senior lecturer promotion application in Interfolio. **The candidate cannot add new material once the application is submitted.**
- Process** - Interfolio routes the case to the chair and committee for their review. The department will submit its report there, too, as will the school committee. The dean submits their recommendation to the Provost in Interfolio; the Provost makes the final decision and notifies the candidate.



Interfolio Changes

The screenshot shows the 'Bucky Bronco' interface. On the left is a sidebar with a 'Packet' tab selected, containing a list of uploaded files under categories like 'Faculty180 Vitae', 'Lecturer Reappointment', 'Course Reduction', 'Professional Development', and 'Teaching'. The main window displays a sample vita document with sections for 'Current Position', 'Degrees', 'Biography', 'Professional Licenses & Certifications', 'Membership', 'Course Reduction', and 'Academic Honors & Awards'.

- Candidates upload materials the same way, but you view it differently
- The documents uploaded by the candidate are accessible from the sidebar; click, and they appear in the main window.
- You can download the candidate's vita and packet as a zip file or single PDF.



Interfolio Guides for Senior Lecturer Promotion Processes

<https://www.scu.edu/provost/faculty-affairs/evaluation-promotion/>

The screenshot shows the 'Promotion' section of the Interfolio interface. It lists various guides and video tutorials for the promotion process, including 'Faculty - Evidence Entry & Case Review', 'Department' (with a 'Senior Lecturer Promotion Department Guide' video), 'School Committee' (with a 'Senior Lecturer Promotion School Committee Guide' video), 'Dean' (with a 'Senior Lecturer Promotion Dean Guide' video), and 'Provost' (with a 'Senior Lecturer Promotion Provost Guide' video).