

University Procedures for Promotion to Senior Lecturer

As noted in Section 3.4A.2.1 of the Faculty Handbook, candidates seeking promotion to Senior Lecturer must demonstrate an exemplary record of achievement and “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.”

Eligibility

There are three basic criteria for eligibility to apply for promotion to Senior Lecturer.

1. The candidate must currently be in a renewable-term Lecturer position. The Faculty Handbook (3.1.2.1) states that “faculty on renewable-term or continuing appointment are appointed primarily to teach in an area of persistent programmatic need.” Because persistent programmatic need must be established, only renewable-term Lecturers will be eligible to apply for promotion to Senior Lecturer.
2. Candidates must have nine years of full-time service as a Lecturer at the University or equivalent academic experience by the time the promotion would take effect. The nine years of service must be at seven courses or more per academic year each year. Equivalent academic experience is determined on a case-by-case basis by the Provost. To make a case for equivalent experience, candidates must work with their department chair and dean to propose how their other academic experience should be considered equivalent to nine years of full-time service.
3. The completion of at least one 3-year review cycle as a Lecturer is required (section 3.1.2.1.3 of the Faculty Handbook).

A Lecturer who is requesting to submit an application for promotion to Senior Lecturer must complete and submit this [form](#) no later than March 28, 2024. Requests received after March 28 will not be accepted for this petition cycle.

In accordance with the Faculty Handbook, faculty with renewable-term appointments in the School of Law are not eligible for promotion to Senior Lecturer.

Target Dates

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| 03/19/2024 | Faculty Development and Faculty Affairs host information session on petitioning for promotion to Senior Lecturer to support faculty candidates (12:15-1:15 p.m., Viewing & Taping A, Library & Learning Commons). |
| 03/28/2024 | A Lecturer who is requesting to submit an application for promotion to Senior Lecturer must complete and submit this form no later than March 28, 2024. Requests received after March 28 will not be accepted for this petition cycle. |
| 04/18/2024 | Provost’s Office confirms eligibility of candidate. |
| 08/09/2024 | Candidate completes Interfolio training (contact facultyaffairs@scu.edu). |
| 09/11/2024 | Candidate submits application via Interfolio by 8:59 p.m. No applications will be accepted after this date. |

- 10/30/2024 Department completes evaluation and submits recommendation to dean via Interfolio.
- 11/06/2024 Dean notifies candidate of department recommendation.
- 01/07/2025 School/College committee submits recommendation to dean via Interfolio.
- 02/13/2025 Dean submits recommendation to Provost via Interfolio.
- 03/13/2025 Provost notifies candidate of promotion decision via email.

For the Candidate

Candidates should carefully review the description of Senior Lecturer in Section 3.1.2.1.3 and the Policies and Procedures for Reappointment and Promotion of Non-Tenure-Track Faculty in Section 3.4A of the Faculty Handbook.

Candidates must notify their department chair, dean and Provost of their intent to apply for promotion by the deadline listed above. Notification must be in writing and may be done via email.

Candidates must provide application materials in Faculty180 by the deadline listed above. Candidates must complete training in Interfolio at least one month prior to submitting promotion materials.

The application should include supporting documentation from the past six years that will provide evidence of an exemplary record of achievement, including a record of extraordinary teaching. The application must include the following materials (in the Faculty180 categories noted):

Document	Faculty180 Location
<i>Teaching</i>	
<ul style="list-style-type: none"> ● Syllabi and selected course materials <i>for the 6-year period</i> 	<ul style="list-style-type: none"> ▼ Teaching: add chosen materials for each course (syllabi, course evaluations, selected assignments, exams, etc.)
<ul style="list-style-type: none"> ● Peer teaching observations 	<ul style="list-style-type: none"> ▼ Teaching: add to course section that was observed
<ul style="list-style-type: none"> ● Other evidence of teaching 	<ul style="list-style-type: none"> ▼ Other Teaching (evidence of curricular development, contributions to the learning environment, teaching awards or honors). <i>If most of a candidate's teaching is done outside of the traditional classroom, that candidate should provide additional evidence such as narrative evaluations from the students being taught/mentored outside the classroom.)</i> ▼ Mentoring (including of student research) ▼ Advising (indicate load, level, period)
<ul style="list-style-type: none"> ● Professional Activity 	<ul style="list-style-type: none"> ▼ Scholarly Contributions and Creative Productions ▼ Scholarly Plans (for publication/creative production) ▼ Other Professional Activity (conference attendance and presentations, professional practice, awards or honors)
	<ul style="list-style-type: none"> ▼ Professional Development (short courses, workshops, conferences designed to bring faculty up-to-date in their discipline or to advance pedagogical development)
	<ul style="list-style-type: none"> ▼ Grants - External (use if you have received grants) ▼ Grants - Internal (use if you have received grants)

Document	Faculty180 Location
<i>Service</i>	
<ul style="list-style-type: none"> ● Evidence of Service Contributions 	<ul style="list-style-type: none"> ▼ University, School, or Department Service ▼ Major Professional Service ▼ Major Community Service ▼ Administrative Service
<i>Additional Documents</i>	
<ul style="list-style-type: none"> ● Annual/departmental evaluations and FARs 	<ul style="list-style-type: none"> ▼ Historical FARs & FAR Evaluation Letters (include the evaluation letters you received in response to your FAR report. If the FAR you submitted was a document outside Faculty180, upload a scanned copy)
<ul style="list-style-type: none"> ● Provost Office SET Analysis 	<p>The Provost’s Office will upload a SET Analysis (Student Evaluation of Teaching) reflecting courses taught at SCU over the past six years. The document will be uploaded before the candidate’s deadline so that the candidate can view the report. <i>If the six-year period includes the initial COVID terms of Winter 2020, Spring 2020 or Summer 2020, these SET results will not appear in the Provost Office SET Analysis for any candidate.</i></p>

The dean may specify additional materials to be provided by the candidate in College- or School-specific protocols. For example, the College of Arts and Sciences requires all narrative evaluations.

The Leavey School of Business requires the inclusion of the Faculty Qualification category; there is an activity category in Faculty180 for this entry.

A personal statement may be submitted but is not required. Letters from external reviewers are not allowed as part of the file unless approved in advance by the dean.

Candidates may not add or remove any application materials after the deadline.

The dean will notify the candidate in writing and through Interfolio if the departmental recommendation is positive or negative.

If the departmental recommendation is positive, the candidate’s application then moves to the College or School Committee for Promotion to Senior Lecturer, then to the Dean and, finally, to the Provost for consideration. The Provost will notify the candidate in writing and through Interfolio of the final decision.

It is recommended that the candidate upload the notification letter to the “Reappointment & Promotion Decision Letters” activities category in Faculty180/Interfolio.

For the Department and Chair

All tenured faculty and Senior Lecturers are eligible to participate in the review of applications. Faculty on leave may choose either to be excused or to participate in the promotion process. A faculty member who asks to be excused may not participate in any part of the process.

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. If such a committee is to be elected, approval of the dean should be requested within a week of the notification deadline.

For candidates who also have an assignment or a joint appointment in a non-academic program, the department chair shall request and obtain an especially thorough evaluation of the candidate's performance in that non-academic role from the director of the non-academic program. This evaluation shall be added to the documents submitted by the candidate and shall be reviewed by the department.

Before reviewing applications for promotion to Senior Lecturer, all department members participating in the review should carefully review the description of Senior Lecturer in Section 3.1.2.1.3 and the Policies and Procedures for Reappointment and Promotion of Non-Tenure-Track Faculty in Section 3.4A of the Faculty Handbook.

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. The ballot must indicate "highly recommend," "recommend," or "do not recommend" promotion. 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 the deadline listed above.

If the recommendation of the department is positive, the dean, on behalf of the chair, will convey that recommendation along with the report to the Committee on Promotion to Senior Lecturer which has been elected by eligible faculty in the college or school.

The dean will notify the candidate if the recommendation is positive or negative through Interfolio within a week. If the decision is negative, the process will stop.

For the Promotion to Senior Lecturer Committee

This committee shall be different from the college or school Rank and Tenure Committee. When possible, each committee shall consist of five members, with the majority being Senior Lecturers and at least one tenured faculty member. If there are fewer than three Senior Lecturers in the college or school eligible to serve, the committee shall consist of the three tenured faculty members and two, one or no Senior Lecturers (Section 2.11.2.3 of the Faculty Handbook).

Before reviewing applications, the college or school Committee on Promotion to Senior Lecturer should carefully review the description of Senior Lecturer in Section 3.1.2.1.3 and the Policies and Procedures for Reappointment and Promotion of Non-Tenure-Track Faculty in Section 3.4A of the Faculty Handbook.

The 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 confidential ballots indicating their judgment of the strength of the application. Ballots shall be cast only once. 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.

The committee shall prepare a report of its evaluation and recommendation that reflects and includes the results of the balloting. The Committee report will be submitted to the dean through Interfolio by the deadline listed above.

By the deadlines listed above, each dean will forward candidates' cases along with their recommendations to the Provost in Interfolio. The Provost will make final decisions and notify candidates. Appointments will begin the following September for newly promoted Senior Lecturers.