

**University Procedures for Promotion to Senior Lecturer
2011-12**

During the 2010-11 academic year, the University began implementation of the faculty appointment model endorsed by the Faculty Senate and approved by the Board of Trustees in June 2010. The Provost's Office has developed the following procedures for promotion to Senior Lecturer in 2011-12. After one promotion cycle, this procedure will be revised and finalized in 2012 for future promotion cycles.

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 two 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. 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. Equivalent academic experience is determined on a case-by-case basis by the Provost.

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

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 of February 28, 2011. Notification must be in writing and may be done via email.

Candidates must provide application materials to their department chairs for departmental review by the deadline of April 4, 2011. The application should include supporting documentation that will provide evidence of an exemplary record of achievement, including a record of extraordinary teaching. The

application must include an annotated CV (Appendix I); a listing of courses taught by year for the past nine years, including enrollments, samples of syllabi, and other course materials; evidence of student learning; and copies of student evaluations and peer evaluations. Other supporting materials might include evidence of advising and mentoring, evidence of student research, instructional development activity, other contributions to the learning environment, evidence of professional activity, evidence of service contributions, and any awards or honors. 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 April 4, 2011 deadline.

The dean will notify the candidate in writing if the departmental recommendation is positive or negative. If the recommendation is negative, then the candidate can then obtain the promotion materials he or she submitted from the department chair.

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 of the final decision.

On request, the Provost shall give unsuccessful candidates the fullest and fairest statement of reasons that is consistent with the confidentiality of the specific recommendations of those who have participated in the evaluations (3.4A.2.4).

For the Department and Chair

The department chair must keep all promotion materials in a secure location.

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 of February 28, 2011. It is recommended that such a committee consist of three tenured faculty members and two Senior Lecturers.

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. The ballot must indicate "highly recommend," "recommend," or "do not recommend" promotion. A report on the meeting must include a summary of major points raised in the discussion

without attribution and a tally of the confidential ballots. All faculty participating in the discussion must vote and must sign the report. A faculty member must attend the meeting to vote.

The department chair will then complete a cover sheet for the report that lists the tally of the ballots and the overall recommendation of the department.

By June 14, 2011, the chair will submit the cover sheet and departmental report to the dean.

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 department chair will provide the promotion materials to the dean for review by the Committee.

The dean will notify the candidate if the recommendation is positive or negative in writing within a week. If the decision is negative, then the candidate can then obtain the promotion materials he or she submitted from the department chair.

For the Promotion to Senior Lecturer Committee

This committee shall be different from the college or school Rank and Tenure Committee. It shall consist of three tenured faculty members and two Senior Lecturers who are elected by their respective peers in the college or school. If fewer than two Senior Lecturers in the college or school are eligible to serve, the committee shall consist of the three tenured faculty members and either one or no Senior Lecturer.

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 who have voted on the application at the department level may participate in the committee's discussion but may not cast a ballot in the committee.

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 by January 2, 2012.

By February 3, 2012, each dean will submit materials as completed with his or her recommendations to Provost. By May 1, 2012, the Provost will make final decisions and will notify candidates of decisions. Appointments will begin in September 2012 for newly promoted Senior Lecturers.

Appendix I

Annotated CV

Please indicate with an asterisk (*) in the *curriculum vitae* which accomplishments – teaching awards, publications, artistic works, papers, professional services, and so forth -- have been achieved since your initial appointment at Santa Clara.

Precede all headings with the numeral or letter it carries in the outline below. If no information is to be listed under a particular heading, list the heading followed by the word “none.”

1. Education

- a) Institutions of Higher Education. List in chronological order all institutions of higher education you have attended, together with major and minor subjects, degrees received and the dates of those degrees, and the dates of attendance at institutions from which you have not obtained degrees.
- b) Titles of Theses and Dissertations. List the titles of all doctor's, master's, and other theses and dissertations you have written, with names of thesis directors.
- c) Academic Honors. List fellowships, awards, elections to honorary societies, and other academic honors, together with dates and clarifying comments if any are needed.

2. Teaching and Related Experience

- a) Teaching Experience. List in chronological order all institutions at which you have taught, the academic ranks or other titles you have held, and the dates of your appointments. If any experience is part-time, please indicate.
- b) Other Academic Experience. List directorships of programs, and other administrative or quasi-administrative experience you have had. Do not list here memberships on academic committees or in professional organizations.
- c) Relevant Non-Academic Professional Experience. List any experience in publishing, editing, scientific or technological work, business, or the arts that amounts to professional qualification or qualification for promotion to Senior Lecturer.
- d) Advising and Mentoring. List advising and mentoring experience at Santa Clara. Give numbers of advisees annually assigned and number of students mentored each year
- e) Curriculum Development. List contributions to departmental and University curricula, such as the development of new courses or significant modification of existing ones, and the creation of pedagogical materials that may be of use to other teachers.

3. Professional Activity

- a) Professional activity. List attendance or presentations at conferences, occasional publications that contribute to scholarship or pedagogy in the field, creative work in the arts, and examples of practice in a relevant professional field. Give full bibliographical data and, if titles do not clearly indicate the nature of the work or if some qualification is called for, annotate the entries.

4. Service to the University, the Profession, and the Community

a) Service to University. List committees and other service activities under the headings of Department, College or School, and University. Give dates and indicate any chairmanships you have held.

b) Service to Profession. List dates and offices held in professional organizations.

c) Community Service. Clearly describe, with dates, any community or public service that would serve as a qualification for tenure or promotion in academic rank.