

**Santa Clara University**  
**Office of the Provost**  
**April 1, 2019**

**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. 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).

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**

May 13, 2019	Candidates notify chair, dean and Provost of intent to apply.
June 3, 2019	Dean provides Provost’s Office with persistent programmatic need analysis.
June 10, 2019	Eligibility of candidate is confirmed by the Provost’s Office.
August 12, 2019	Candidate must have completed Faculty180 training. Email <a href="mailto:faculty180@scu.edu">faculty180@scu.edu</a> to arrange training.
September 16, 2019	Candidate submits application materials in Faculty180.
November 4, 2019	Department completes evaluation and submits recommendation to the dean in Faculty180.
January 6, 2020	School/College committee submits recommendations to the dean in Faculty180.

February 17, 2020      Dean submits recommendation to the Provost in Faculty180.  
March 16, 2020      Provost notifies candidates of promotion decision.

### **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 Faculty180 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:

- Peer teaching observations using Faculty180 section:
  - Other Teaching
  
- Annual/departmental evaluations and FARs using Faculty180 sections:
  - Historical FARs
  
- Evidence of professional activity using Faculty180 sections:
  - Professional Development
  - Scholarly Contributions and Creative Productions
  - Consulting
  - Scholarly Plans
  - Grants - External
  - Grants - Internal
  
- Evidence of service contributions using Faculty180 sections:
  - University, School, or Department Service
  - Major Professional Service
  - Major Community Service
  - Administrative Service
  
- Syllabi and appropriate course materials for courses taught for the 6-year period entered in Teaching section under each course. Further evidence of teaching can be entered using Faculty180 sections:
  - Other Teaching
  - Mentoring

- Advising Load

Note: The Provost's Office will provide to the Candidate and the Chair two Summary Reports of Student Evaluations of Teaching (SET): one reflecting courses taught from time of appointment as a renewable term Lecturer until S2014 (old SET), and a second reflecting courses taught between F2014 and Spring of the academic year just concluded (new SET). The candidate does not need to include the Summary Reports in the application since the Chair will have received a copy.

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

If most of a candidate's teaching is done outside of the traditional classroom then that candidate should provide additional evidence such as narrative evaluations from the students being taught/mentored outside the classroom. Other supporting materials provided through Faculty180 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. 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 via Faculty180 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 Faculty180 of the final decision.

### **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. 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. A faculty member must attend the meeting to vote. The ballot must indicate “highly recommend,” “recommend,” or “do not recommend” promotion. A form in Faculty180 must be completed that include: 1) a report on the meeting with a summary of major points raised in the discussion; 2) the overall recommendation of the department; 3) the tally of the confidential ballot without attribution; and 4) a signature page of all those voting (note: only the signature page can be uploaded).

By the deadline listed above, the chair will submit all materials through Faculty180.

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 in Faculty180 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. It shall consist of three tenured faculty members and two Senior Lecturers. 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 through Faculty180 by the deadline listed above.

By the deadlines listed above, each dean will submit materials as completed with his or her recommendations to the Provost, the Provost will make final decisions and will notify candidates of decisions. Appointments will begin the upcoming September for newly promoted Senior Lecturers.