


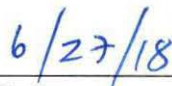


<b>College</b>	<b>ASU Colleges at Lake Havasu City</b>
<b>Unit</b>	
<b>Document</b>	<b>ASU Colleges at Lake Havasu City Guidelines for Promotion of Fixed-Term Instructional Faculty</b>

**Unit and college approval**

<b>Date of approval by the faculty</b>	<b>June 30th, 2018</b>
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**Provost office approval**

	
<b>Vice Provost for Academic Personnel</b>	<b>Date</b>

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## **ASU Colleges at Lake Havasu City Guidelines for Promotion of Fixed-Term Instructional Faculty**

**Approved June 2018**

### **1. Definition of Instructional Faculty Appointments Eligible for Promotion**

Instructional faculty appointments include lecturers with appointments of "Principal Lecturer, Senior Lecturer, Lecturer."

According to ACD 505-02:

"Lecturers are fixed-term faculty members with responsibilities that may include teaching service responsibilities, supervising supplemental kinds of student learning, professional development, and/or administrative duties related to teaching."

### **2. Membership of Lake Havasu Campus Faculty Promotions Committee**

The Faculty Promotions Committee has responsibility related to fixed-term faculty promotion at Lake Havasu campus. The committee shall be responsible for reviewing all fixed term promotion files and making a recommendation to the Lake Havasu Campus Director.

The Faculty Promotions Committee shall consist of three faculty at the rank of Principal Lecturer whenever possible. Lake Havasu committee members will be elected by the Lake Havasu faculty. Committee members shall serve a three-year term. If Principal Lecturers are not available, Senior Lecturers may be elected. If a faculty member is being reviewed for promotion to principal lecturer, we may seek Principal Lecturer substitutes for committee members of lower rank from another appropriate unit at ASU. The substitute(s) may be drawn from the tenured or fixed-term faculty ranks. A Principal or Senior Lecturer alternate member shall be appointed at-large to the committee to serve in the event that a committee member must recuse him/herself. The alternate shall serve a one-year term.

#### **3a. Promotion of Lecturers: Eligibility**

Schools will follow uniform college level guidelines for promotion of lecturers. Promotion to Senior Lecturer for Lake Havasu (the college) instructional faculty generally requires a doctorate or appropriate terminal degree specific to the discipline and/or teaching assignment plus a minimum of five years of full-time college-level teaching experience at ASU. Promotion to Principal Lecturer generally requires a doctorate or appropriate terminal degree plus a substantial and sustained record of excellent performance since the previous promotion. The majority of that service should be at ASU. A Principal Lecturer will have a minimum of seven years of college-level teaching experience or equivalent qualifications and experience.

### **3b. Standard for Evaluation of Lecturers**

Because of the nature of the position, evaluation for promotion to Senior Lecturer and Principal Lecturer will be based on the candidate's pedagogical, service, and administrative contributions. The candidate may work with their campus director to identify appropriate materials that would effectively demonstrate an engaged effort to improve/sustain excellence in teaching and mentoring. Evidence supporting excellence in teaching and mentoring and the multiple professional endeavors and experiences that enhance the quality of teaching and related activities should be included in the file presented by the candidate. Specifically, the evaluation of instructional materials must take into account relevant factors such as adherence of syllabi to student learning outcomes, course content that is appropriate and up-to-date with standards of the field, and the contribution of the course to the unit's curriculum, pedagogy, and the scholarship of instruction. Aspects of pedagogical performance such as peer and student evaluations, course development, and student mentoring should be consistently meritorious to help advance the overall mission of the college.

### **3c. Criteria for Promotion of Lecturers**

i) **Promotion from Lecturer to Senior Lecturer:** The promotion of Lecturer to Senior Lecturer is based on the quality of evidence presented to demonstrate excellence in teaching and mentoring, and any other position responsibilities. Such materials should include pedagogical contributions, innovations, or activities beyond the classroom (such as pedagogical publications, workshop presentations, and creative activities) that inform one's teaching and advance the mission of the college. Promotion recognizes a quality of work higher than that expected for renewal and is not based solely on time in rank.

In addition to the basic expectations for the rank of Lecturer, successful candidates for Senior Lecturer will demonstrate excellence in teaching and mentoring through a combination of the lines of evidence listed below. Excellence in teaching and mentoring should be documented by the candidate for promotion with reference to:

- Lake Havasu standardized teaching evaluation by students:
  - o A teaching portfolio that includes student teaching evaluation scores and analysis/description of how these scores demonstrate excellence in teaching (institutional comparative data will be provided as available);
- High-quality pedagogical techniques (use of appropriate and current instructional technologies; active learning principles);
- Scholarly activities and pursuits that enhance the academic experience for students;
- Student mentoring through student participation in faculty scholarly activities;
- Innovation and breadth of contribution (new courses taught/developed); number and variety of different courses taught (e.g., introductory and advanced);
- Director and/or peer reviews of instruction by appropriate faculty members of equivalent or higher rank;

- Peer reviews of student portfolios or other student work;
- Numbers of students taught or mentored per year;
- Annual performance evaluations;
- Evidence of continuing professional development through participation in workshops, panels, and seminars;
- Mentoring activities such as capstones, honors thesis committees, independent studies, etc.;
- Evidence of student success through a sequence of courses, or student career success related to the candidate's teaching and/or mentoring; and
- Other indicators might include teaching awards or other external recognition from appropriate agencies and professional associations

Candidates are encouraged to consult the latest Process Guide for a complete list of items that may be included.

ii) **Promotion from Senior Lecturer to Principal Lecturer:** The promotion of Senior Lecturer to Principal Lecturer is based on the quality of evidence presented to demonstrate exceptional contributions in teaching service responsibilities including significant leadership in those roles and a distinguished and recognized record of contributions. Such materials must include pedagogical contributions, innovations, and activities beyond the classroom (such as pedagogical publications, workshop presentations, and creative activities) that inform one's teaching and advance the mission of the college. Principal Lecturers should have consistent contributions to college and university service, or professional organizations, scholarship and/or pedagogy, or similar activities. Promotion recognizes a quality of work higher than that expected for renewal and is not based solely on time in rank.

Exceptional contributions in teaching and mentoring service responsibilities should demonstrate a sustained and substantial pattern of engagement with the undergraduate (and if appropriate graduate) population of the college and increasing knowledge of the craft of teaching, as represented by one or more (or a combination of) the following criteria. The strongest cases will show a pattern of these activities throughout the promotion period:

- Course or curricular development or the development of new pedagogies. For example, contributions to textbooks, archival course materials, or online teaching materials available to others (beyond the instructor's own classes), helping to develop the online instructional program of the unit, developing and teaching a new course title; participating in the redesign of large or required courses in the unit (e.g., introductory or methodology courses).
- Substantial contributions to instruction in the form of advising or mentoring students (e.g., peer mentoring, service-learning programs, study abroad programs, advising student organizations).

Administration, service, and/or grantsmanship related to the instructional mission of Lake Havasu. For example, leading or developing programs promoting undergraduate research or internship programs, capstone mentoring, training programs for teaching assistants, diversity or outreach initiatives, active participation in college and school committees relating to undergraduate programs, instruction, community-college articulation, student retention, undergraduate student life, etc.

### **3d. Procedures for Promotion of Lecturers**

The review and included materials follow the procedures set out in ACD 506-05 (Faculty Promotion) and those specified by the Office of the Provost (P6: Fixed-Term Faculty Promotion Process Guide). In the event that the process changes, the Process Guide will take precedence over these guidelines. Review materials provided by the faculty member are reviewed by the Lake Havasu Campus Faculty Promotions Committee, the Lake Havasu Campus Director, and the appropriate College Dean before the materials and reviews are forwarded to the Office of the University Provost who makes the final decision.

The following materials should be submitted:

- i) The Request for Academic Personnel Action form, along with any additional forms used by the college;
- ii) Job description that includes the position description for each fixed-term faculty member and the duties specific to their position;
- iii) A personal statement provided by the candidate (up to four pages long);
- iv) A current Curriculum Vitae for the candidate;
- v) Evidence from the candidate of excellence in the areas of Teaching and Mentoring which includes a minimum of three (3) different types of evidence, with the Summary of Student Evaluation of Instruction (which reflects all student evaluations releasable to the instructor) being one of the evidence pieces. Additional pieces of evidence may include but are not limited to:
  - Teaching statement or philosophy
  - Teaching or mentoring honors/awards
  - Peer Evaluations
  - Scholarship with a focus on pedagogy;
- vi) Optional Supporting Materials to demonstrate excellence in other areas of assignment (e.g. research and/or service);
- vii) Evaluation(s) by the Faculty Promotions committee(s);
- viii) Evaluation letters from the Campus Director and appropriate College Dean;
- ix) A current copy of the campus and/or college approved performance review criteria as appropriate.

Any promotion becomes effective during the following academic year. Any promotion, regardless of length of appointment, also will be contingent upon the offer of a contract the following academic year.