




ARIZONA STATE UNIVERSITY

Confirmation of Approval

College/Unit	College of Liberal Arts and Sciences
Unit	School of International Letters and Cultures
Document	Criteria for Lecturers

The attached document has been approved by the provost's office.

	10/24/18
Deborah Clarke, Vice Provost for Academic Personnel	Date

Office of the University Provost

300 East University Drive
P.O. Box 877805 Tempe, AZ 85287-7805
(480) 965-4995 Fax: (480) 965-0785
<https://provost.asu.edu/>

College of Liberal Arts & Sciences
Criteria for promotion of Lecturers
School of International Letters and Cultures

Approved by the faculty assembly of the school on October 17, 2018

Revised and returned to Provost's office by the unit executive committee on August 22, 2018

Reviewed and commented on by Provost's office June 19, 2018

Approved by the dean on October 22, 2015

Approved by the unit committee on September 23, 2015

**School of International Letters & Cultures
Criteria for Promotion or Multi-year Appointment of Lecturers**

A. CRITERIA FOR PROMOTION TO SENIOR LECTURER

Candidates for promotion to Senior Lecturer must have a minimum of five years' experience at the rank of Lecturer at ASU and should request consideration for promotion in the spring semester immediately preceding the academic year during which the case will be reviewed. The year the case is reviewed may count toward the five-year eligibility requirement. The case for promotion will rest heavily on demonstrated excellence in teaching. The Personnel Committee will look for indication of the candidate's past and potential contributions toward advancing excellence in the unit's instructional programs, activities, and offerings.

Instructional Activity

The candidate is expected to demonstrate excellence in teaching. Excellent teaching is determined through student evaluations consistently above unit norms *and* faculty peer evaluations. Additionally, teaching awards and honors are strong positive indicators. The candidate for promotion must have contributed to curriculum development through the creation of new courses, revision of existing courses, and ongoing program evaluation.

Service

Significant participation—both in terms of quality and quantity—in School, College, or University activities is important. Relevant work includes the following: supervision of multi-section courses; observing and evaluating other instructional personnel in their classrooms; examining, critiquing, and collaboratively constructing syllabi; mentoring teachers; handling student questions and complaints; engaging in community outreach; and providing service to professional organizations.

Professional Development

Evidence of ongoing professional development is required. Such evidence shall consist of several examples from among the following: mastering and adopting effective current pedagogical theories and practices; participation in appropriate professional workshops and conferences; receiving grants or honors; and publishing scholarly works, including editing or authoring textbooks. Professional development that improves instruction while also enhancing the reputation of the unit's language and culture programs is especially valued.

B. CRITERIA FOR PROMOTION TO PRINCIPAL LECTURER

While there is no minimum period in rank required for promotion, Senior Lecturers seeking promotion to Principal Lecturer are expected to document a substantial and sustained record of excellent performance since the previous promotion/appointment, with a majority of service occurring at Arizona State University. Candidates should request consideration for promotion in the spring semester immediately preceding the academic year during which the case will be reviewed. The case for promotion will rest heavily on demonstrated excellence in teaching. The Personnel Committee will look for indication of the candidate's past and potential contributions toward advancing excellence in the unit's instructional programs, activities, and offerings.

Instructional Activity

The candidate is expected not only to demonstrate excellence in teaching but also to have proven leadership qualities in curriculum development (such as development of new courses, course sequencing, or degree programs), pedagogical innovation (such as digital platforms; online corpora; mobile learning; student-centered learning), and supervision of instructional personnel. Proven leadership and the ability to advocate for changes in curriculum and pedagogy in response to new developments in the profession and to student needs differentiate the principal lecturer from the senior lecturer. Excellent teaching is determined through student evaluations consistently above unit norms *and* faculty peer evaluations. Additionally, teaching awards and honors are strong positive indicators. As in the case of promotion to senior lecturer, the candidate for promotion to principal lecturer must have contributed to curriculum development, typically exemplified through such activities the creation of new courses, revision of existing courses, and ongoing program evaluation.

Service

Significant participation—both in terms of quality and quantity—in School, College, or University activities is important. Relevant work includes the following: supervision of multi-section courses; observing, evaluating, and mentoring other instructional personnel in their classrooms; examining, critiquing, and collaboratively constructing syllabi; handling student questions and complaints; engaging in community outreach; and providing service to professional organizations. The candidate for promotion to principal lecturer will, as a function of time, experience, and leadership initiative, present a more robust list of such activities than a candidate for senior lecturer. Typically such a list could include evidence of expanded leadership roles (such as program coordination), publications, service outside of the unit, service for the profession, and significant outreach activities.

Professional Development

Evidence of ongoing professional development is required and should exceed what is expected of a senior lecturer in terms of volume and significance. Such evidence shall consist of several examples from among the following: mastering and adopting effective current pedagogical theories and practices; participation in appropriate professional workshops and conferences; receiving grants or honors; and publishing scholarly works, including editing or authoring textbooks. Professional development that improves instruction while also enhancing the reputation of the unit's language and culture programs is especially valued.

C. RENEWAL OF MULTI-YEAR APPOINTMENTS

Lecturers at any rank who have multiple-year (MY) appointments will be reviewed for renewal of their appointment during the second year of their three-year appointment. Lecturers with rolling multiple-year (RMY) appointments will be reviewed for renewal annually in conjunction with their annual performance evaluation. Review for renewal will be conducted in accordance with university process and policy, and is distinct from review for promotion.

Lecturers who are on year-to-year appointments are eligible for consideration of MY status after or concurrent with promotion/appointment to Senior Lecturer.

Consideration for MY status is limited by policy, subject to approval by the provost, and contingent upon satisfactory performance, the needs of the institution, and availability of funding.