



ARIZONA STATE UNIVERSITY

Confirmation of Approval

College/Unit	College of Liberal Arts and Sciences
Unit	Department of Psychology
Document	Criteria for Lecturers

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

	11/28/18
Deborah Clarke, Vice Provost for Academic Personnel	Date

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College of Liberal Arts & Sciences
Criteria for promotion of Lecturers
Department of Psychology

Approved by the faculty of the Department of Psychology June 2018.
Reviewed by the dean on September 14, 2018.

**Expectations and Criteria for Promotion of Lecturers
Department of Psychology
Arizona State University**

Expectations Lecturers at all Ranks:

- Effective teaching, as evidenced by such measures as the standard in-class departmental student evaluations, student responses to any other systematic measurement, peer reviews, or other indices.
- Annual performance reviews with a rating of “Satisfactory” or higher.
- Participation in departmental activities and workshops related to programs of instruction
- Well-developed, up-to-date syllabi and course materials that reflect program goals and requirements
- Use of assessment techniques that tap into students’ conceptual understanding of the course content
- Professional demeanor in the classroom and other interactions with students, in and out of the classroom, including TAs.
- Maintaining regular office hours and meeting the administrative expectations of the Psychology Department for its instructional staff (including timely responses to requests for course planning and book orders, providing the department with copies of syllabi and course evaluations.)
- Adherence to ASU Academic Affairs Manual.

Promotion to Senior Lecturer

In addition to the basic expectations for the rank of Lecturer, candidates seeking promotion to Senior Lecturer must have a minimum of five years’ experience at the rank of Lecturer at ASU – or equivalent qualifications and experience - and will demonstrate outstanding teaching as evidenced by criteria in *Section I: Excellence in Teaching* below as well as one or more of the achievements in *Section II*.

I. Excellence in teaching (required)

Excellence in teaching should be evidenced by reference to all of the following:

- a) Standard departmental student teaching evaluations
- b) High-quality pedagogical techniques (use of appropriate and current instructional technologies; active learning principles)

- c) Innovation and breadth of contribution (new courses taught/developed, variety of courses taught)
- d) Peer observations / ratings
- e) Annual departmental performance evaluations, and
- f) Participation in ongoing professional development in relation to the teaching process and course content

II. Additional teaching-related achievements (at least one required)

Candidates for promotion to the rank of Senior Lecturer should show effective engagement with the undergraduate program in the ASU Department of Psychology and increasing knowledge of the teaching discipline, 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 years in rank.

- a) **Active engagement in professional development related to the teaching assignment.** For example, University workshops or study groups on teaching, short courses related to pedagogy or the subject matter of psychology, professional conferences on Teaching of Psychology.
- b) **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), preparing a course for online delivery, teaching a new course title.
- c) **Substantial contributions to the Psychology Department Instructional Program in such forms as advising or mentoring students.** For example, academic advising of undergraduate students, advising/mentoring graduate TAs, peer mentoring, or advising psychology-related student organizations.
- d) **Administration and service related to the instructional mission of the Psychology Department.** For example, management of programs, promoting undergraduate research, diversity or outreach initiatives, active participation in department committees dealing with undergraduate instruction.
- e) **Exceptional recognitions or contributions beyond the department.** For example, teaching awards, grants, publications, presentations, or community outreach.

Promotion to Principal Lecturer

Candidates seeking promotion to **Principal Lecturer** position must have a minimum of seven years of college-level teaching experience and demonstrate sustained excellence in teaching as described in Section I above as well as meet multiple criteria delineated in Section II above.

Procedure for Promotion of Lecturers

A three-person committee of faculty members will be formed to evaluate the candidate's credentials for promotion. Typically, the Director of Undergraduate Studies shall serve as the chair of the committee and the remainder of the committee shall consist of one tenured faculty member and one lecturer holding the rank the candidate is seeking (or a higher rank). This committee should review the candidate's materials. The Committee chair should ensure that all aspects of the case are thoroughly discussed at a face-to-face meeting. The chair of the committee should draft a letter summarizing the strengths and weaknesses of the case and should make a recommendation regarding promotion. This letter should be reviewed by the other committee members and all three committee members should affix their signature to the letter. The committee's letter is forwarded to the department chair and becomes part of the official case file.
