**College of Liberal Arts & Sciences**

**Criteria for promotion of Lecturers**

**T. Denny Sanford School of Social and Family Dynamics**

Approved by the dean on August 27, 2015

Approved by the faculty assembly of the school on September 7, 2018



**Evaluation Criteria and Promotion Guidelines for Fixed Term Lecturers**

**Expectations at all levels of Lecturer (Includes Lecturers, Senior Lecturers, and Principal Lecturers on year-to-year, multi-year (MY), or rolling multi-year (RMY) appointments)**

* Effective teaching using best educational practices, as evidenced by such measures as the standard departmental student evaluations, student responses to any other systematic measurement, peer reviews, or other indices.
* Continuous record of excellence in teaching and mentoring.
* Participation in School of Social and Family Dynamics (SSFD) activities and workshops related to programs of instruction
* Well-developed, up-to-date syllabi, course materials, and course design that reflect program goals and requirements, and best practices in the use of current educational technology
* Use of assessment techniques that tap into students’ conceptual understanding of the course content
* Professional demeanor interacting with students, in and out of the classroom, including with Teaching Assistants.
* Maintaining regular office hours, or developing a systematic means of availability in cases of online course, and meeting the administrative expectations of SSFD for its instructional staff (including timely responses to requests for course planning and book orders, providing SSFD with copies of syllabi and course evaluations.)
* Appropriate participation in unit/college/university/community service activities.
* Adherence to unit, college, university, and Arizona Board of Regents’ policies and procedures.

**Criteria for Promotion**

Process Guide for promotion can be found at <https://provost.asu.edu/policies/procedures/p22.html>

1. **Promotion to Senior Lecturer**
Candidates seeking promotion to Senior Lecturer will have a minimum of 5 years’ experience in rank of Lecturer at ASU. In cases of extraordinary merit or under special circumstances, candidates may warrant earlier consideration as determined in consultation with the Director of SSFD. Typically, candidates for promotion to Senior Lecturer in the Sanford School are expected to have an earned doctorate in the discipline taught (or appropriate terminal degree in those disciplines that do not award a doctorate).

In addition to the basic expectations for the rank of Lecturer, candidates for Senior Lecturer will demonstrate excellence as required in Sections I.A and I.B below.
	1. **Excellence in teaching**

Excellence in teaching must be evidenced by both A.i and A.ii and at least two from the remaining indicators on the list (A.iii through A.vi):

* + 1. Required: Standard SSFD student teaching evaluations - Indicating—on average over the period in rank—above satisfactory ratings
		2. Required: Annual evaluations – must have achieved above satisfactory in Instruction on all annual evaluations over the period in rank.
		3. High quality pedagogical techniques (use of appropriate and current instructional technologies; active learning principles)
		4. Peer reviews – must be judged to be outstanding in written reviews conducted by peers or senior teaching mentors.
		5. Course or curricular development or the development of new pedagogies **--** Evidence of (but not limited to) 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.
		6. Teaching awards or other external recognition
	1. **Additional teaching-related achievements**

Candidates for promotion to the rank of Senior Lecturer should demonstrate engagement with SSFD and increasing knowledge of the teaching discipline, as represented by at least one of the following criteria. Evidence of achievement must be documented fully and carefully. The strongest cases will show a pattern of activity throughout the years in rank as Lecturer.

* + 1. **Evidence of extended professional development related to the teaching assignment, beyond school working groups.** For example (but not limited to), participation in University workshops or study groups on teaching, completion of short courses related to pedagogy or course content, participation in professional conferences.
		2. **Substantial contributions to mentoring related to the SSFD Instructional Program.** For example, mentoring of undergraduate students, mentoring graduate TAs, peer mentoring, or advising student organizations.
		3. **Administration and service related to the instructional mission of SSFD.**  For example, management of programs, promoting undergraduate research, diversity or outreach initiatives, active participation and/or leadership in school committees dealing with undergraduate instruction.
1. **Promotion to Principal Lecturer**
Candidates for promotion to Principal Lecturer will have at least seven years of college-level teaching experience, with five years of college-level teaching experience as a Senior Lecturer (or similar ranked appointment elsewhere) with most of that experience at ASU. They should also have a record of continued and sustained excellence since the previous promotion. In cases of extraordinary merit or under special circumstances, candidates may warrant earlier consideration as determined in consultation with the Director of SSFD. Typically, candidates for promotion to Principal Lecturer in the Sanford School are expected to have an earned doctorate in the discipline taught (or appropriate terminal degree in those disciplines that do not award a doctorate). Promotion to Principal Lecturer generally involves evidence of excellence and leadership that go beyond the merits achieved in promotion to Senior Lecturer.

In addition to the basic expectations for the rank of Senior Lecturer, candidates for Principal Lecturer will demonstrate excellence as required in Sections II.A and II.B below.

* 1. **Excellence in teaching**

Candidates for promotion to Principal Lecturer must demonstrate sustained excellence in teaching as described in Section I.A above since appointment/promotion to Senior Lecturer.

* 1. **Additional teaching-related achievements**

Candidates for promotion to the rank of Principal Lecturer should demonstrate engagement with SSFD and advanced knowledge of the teaching discipline, as represented by at least two of the following criteria. Evidence of these achievements must be documented fully and carefully. The strongest cases will show a pattern of these activities throughout the years in rank as Senior Lecturer.

* + 1. **Evidence of extended professional development related to the teaching assignment, beyond school working groups.** For example (but not limited to), participation in University workshops or study groups on teaching, completion of short courses related to pedagogy or course content, participation in professional conferences.
		2. **Substantial contributions to the SSFD Instructional Program in such forms as mentoring students.** For example, mentoring of undergraduate students, mentoring graduate TAs, peer mentoring, or advising student organizations.
		3. **Administration and service related to the instructional mission of SSFD.**For example, management of programs, promoting undergraduate research, diversity or outreach initiatives, active participation and/or leadership in school committees dealing with undergraduate instruction.