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| **College** | **Watts College of Public Service and Community Solutions** | |
| **Unit** | **School of Social Work** | |
| **Document** | **Guidelines - Promotion Criteria for Lecturers** | |
| **Approved by**  **the faculty** |  | **Date:** May 7, 2019 |
| **Reviewed by the dean** |  | **Date:** May 21, 2019 |

Sent to Provost office for review 8/29/2019

**Provost office approval**

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| **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/

5-7-15



# Promotion Criteria for Lecturers, Senior Lecturers and Principal Lecturer

*Criteria approved by faculty May 7, 2019 at Faculty Council Meeting*

The School of Social Work recognizes the pedagogical and teaching contributions of non-tenured track faculty. These individuals are part of ASU's continuing effort to provide students with an outstanding academic experience that supports professional development and excellence in earning a Master's degree in Social Work. This document outlines performance expectations for promotion of Lecturer to the position of Senior Lecturer and Senior Lecturer to the position of Principal Lecturer in School of Social Work, Watts College of Public Service and Community Solutions. Persons appointed as Lecturers are fixed-term faculty members with responsibilities that may include teaching service responsibilities, supervising supplemental student learning, and services such as acting as Field Liaison, professional development, and/or administrative duties related to teaching while also being active members on department and College committees. Lecturers serve essential functions as part of our faculty, per university policy, they are not eligible for tenure or sabbatical leaves.

# General Eligibility Criteria:

At all levels, eligibility for promotion requires:

1. An MSW or terminal degree from a related field (Ph.D.) OR a master’s degree from a related field + at least 6 years of related experience (teaching and/or practitioner experience) demonstrating increasing levels of responsibility.
2. Continuous record of excellence in teaching, service and leadership evidenced by strong student evaluations,
3. Evidence of coursework development or improvement,
4. Evidence of service, which may include but are not limited to field, department and college committees, administrative duties, professional development (e.g. pedagogical workshops, trainings), evidence of commitment to student success through active mentorship and innovative learning experiences that prioritize access, inclusion, diversity, student retention, community engagement and excellence.



# Lecturer (Initial Appointment)

*According to ASU faculty definitions: Lecturer Faculty Appointments are "non-tenured, non-tenure-eligible faculty members who are qualified by training experience or education to direct or participate in university functions, including student internships, training, or practice components of degree programs."*

In the School of Social Work, appointment to the rank of Lecturer requires an MSW (or appropriate terminal degree). Such individuals will have a record demonstrating success in teaching and evidence of service to the school, university and/or community. The expectation of a Lecturer is to demonstrate professional growth and development with continuous improvement evidenced by increased refinement of teaching skills and classroom management.

Lecturers are expected to serve as voting members on academic committees and contribute continuous learning and improvement activities to both students and faculty while acting on those committees. Lecturers will be expected to engage students in course material and demonstrate efforts at promoting student success and retention.

# Promotion from Lecturer to Senior Lecturer

1. An individual seeking to apply for promotion from Lecturer to Senior Lecturer must be in the position for a minimum of five years at ASU.
2. Senior Lecturers demonstrate consistent and ongoing excellence in teaching as observed in a review of a series of indicators including but not limited to (a) student teaching evaluations,

(b) peer teaching evaluations, and (c) course syllabi and other material created by the applicant.

1. Senior Lecturers continue their responsibilities as outlined in their job description and employment contract of teaching and service responsibilities but in addition demonstrate significant intellectual contributions and expertise in subject matter that goes beyond teaching. For example, perform Lead duties on a course(s).
2. Senior Lecturers will continue to have responsibilities for teaching core courses and serving as voting members on academic committees while also expected to teach specialized courses and/ or to partake in activities that demonstrate expertise in a given area,

(Examples may be the creation of a certificate program in their area of expertise, such as development of curriculum for new courses or electives that highlight their expertise).

1. Senior Lecturers will continue their service responsibilities, but also demonstrate increased leadership roles within School, College, or University committees, or through administrative appointments.
2. Senior Lecturers will be expected to effectively engage students in course material and



demonstrate efforts at promoting student success and retention.

1. A Senior lecturer can apply for promotion to Principal Lecturer after being in the position of Senior Lecturer for a minimum of seven years.



# Promotion from Senior Lecturer to Principal Lecturer

1. A Senior Lecturer seeking promotion to the rank of Principal Lecturer must be in their position for a minimum of seven years at ASU
2. A Senior Lecturer seeking promotion to the rank of Principal Lecturer, must demonstrate a record of continued and sustained excellence in teaching, as well as increased leadership roles in service activities since the last promotion.
3. In addition to responsibilities outlined for the rank of Senior Lecturer, candidates seeking promotion to the rank of Principal Lecturer will demonstrate evidence of taking a leadership role in the department, or with community partnerships or pursue special projects (that do not include standard responsibilities) demonstrating significant leadership and contributions. For example, perform Lead duties on a course(s), Chair a department committee, demonstrate leadership and contribution in curriculum development, oversight of a certificate, participate in College or University level leadership (for example, serve on academic governance committees such as Faculty Senate, University Academic Council committee or act in the capacity of student organization advisor).
4. Principal Lecturers continue their responsibilities as outlined in their job description and employment contract of teaching and service responsibilities but in addition demonstrate ongoing and sustained leadership by mentoring students and or other faculty, professional development (for example independent mentoring, independent study, or oversight of a scholarly activity) as well as sharing innovative practices freely with others in the department or College.

# Process Guide for Promotion:

1. Candidates requesting promotion should provide a packet that aligns with Faculty Promotion [ACD 506-05](https://www.asu.edu/aad/manuals/acd/acd506-05.html) (Review for Promotion: Fixed-Term Faculty) to the School of Social Work, Non-tenured Committee Chair (NTC).
2. The candidate is responsible for providing requested information to the Non-Tenure Track Committee (NTC) within the period established by the School, College, and University. Candidate should work with the Chair of the NTC to identify what information the promotion application should contain and the format in which it should be submitted (i.e. promotion dossier should aligns with Faculty Promotion [ACD 506-05](https://www.asu.edu/aad/manuals/acd/acd506-05.html) (Review for Promotion: Fixed- Term Faculty) and [Process Guide for Promotion of Fixed-term Faculty](https://provost.asu.edu/sites/default/files/page/1562/p6-process-guide-fixed-term-faculty-promotion-20180808.pdf)).
3. For the School of Social Work, the Non-Tenured Committee (NTC) will review candidate’s dossier, and vote on the promotion. The vote and final recommendation are advisory to the



Director who will make the final decision.

# Promotion and Evaluation Procedures:

The purpose of the promotion review is to ascertain whether a Lecturer has met the criteria for promotion in the School of Social Work. The Non-tenure Track Committee (NTC) will review each candidate. The Chair of NTC will evaluate all relevant and required promotion material submitted by the candidate and by the unit. The Chair of the NTC will a letter to the Director of the School of Social Work, which includes a recommendation from the committee for or against promotion. The Director will make the final decision and in accordance with Faculty Promotion [ACD 506-05](https://www.asu.edu/aad/manuals/acd/acd506-05.html), [Process guide for Promotion of Fixed-Term Faculty](https://provost.asu.edu/sites/default/files/page/1562/p6-process-guide-fixed-term-faculty-promotion-20180808.pdf) and Academic Personnel Schedule policy, notify the candidate of the outcome.