



University of New Hampshire

College of Professional Studies

College of Professional Studies at UNH Manchester Lecturer Promotion Guidelines

1. A lecturer pursuing promotion must declare their intent to seek promotion to a higher lecturer rank no later than May 1 in the faculty member's fourth year within their current rank by notifying their Department Chair in writing. The Department Chair will then initiate the formation of an appropriate committee, as designated by the CBA. The lecturer's Department Chair can also serve as a member of the lecturer's promotion committee but is not required to do so.

The committee will be comprised of no fewer than three members. For a promotion case to senior lecturer, the committee must include at least one lecturer of a higher rank, and at least one tenured faculty member in that department or program. For a promotion case to principal lecturer, the committee must include at least one lecturer of principal rank, and at least one full professor. Department Chairs (or program coordinators) may serve on committees. Efforts shall be made to include committee members with similar disciplinary background. If the department has no Principal Lecturers or Full Professors or if no suitable other faculty in the department are available, committee members will be selected by the Dean from a related department or College.

2. By October 1 of the subsequent academic year, the candidate will submit a dossier to their Department Chair, consisting of the following items:
 - a. Current curriculum vitae
 - b. Statement on teaching and service
 - c. All appointment letters
 - d. Faculty annual reports (FARs) from the immediate past four years
 - e. Department Chair class observation reports and annual evaluations from the immediate past four years
 - f. Minimum of one syllabus from each course taught within the past four years
 - g. All SEL reports from the past four years

The candidate's dossier can optionally include:

- a. Teaching observation letters from colleagues
 - b. Internal or external letters/emails of support
 - c. Any other materials that may indicate further evidence/enthusiasm of eligibility for promotion, such as development of new courses, professional affiliations and positions held therein, details of service to the university, department, students or other stakeholders.
2. By February 1 of the same academic year, the lecturer's promotion committee will provide their decision letter to the lecturer's Department Chair. While February 1 is the actual due date, the promotion committee is urged to complete their assessment and notify the lecturer's Department Chair of their decision by December 1.
 3. By February 15 of the same academic year, the lecturer's Department Chair will add a letter to the promotion dossier, summarizing the promotion committee's decision and the Chair's response thereto. The Department Chair will send the dossier to the Dean.
 4. By March 15 of the same academic year, the Dean will forward their decision to the lecturer's request for promotion to the UNH Provost's office, with all necessary materials attached.

Criteria for Promotion:

Professional performance is the overarching criterion that will be used to determine promotion recommendations. Since all Lecturer Faculty assignments are unique, evaluations and promotions must be based on the range of duties associated with each individual's appointment.

For promotion to Senior Lecturer, the candidate will demonstrate consistent and continued excellence in teaching and service. Demonstrated excellence in teaching is documented through the dean's annual letter, the chair's annual letter, chair and/or peer classroom evaluations, and student evaluations of teaching as well as sample teaching materials, samples of student products, innovative instructional methods, creative uses of technology, measurement of learning outcomes, and/or other examples of teaching performance. Demonstrated excellence in service activities will be evaluated consistent with the workload expectations specified in the individual lecturer's contract.

While not required or expected, the promotion process may also consider excellence in elective, uncompensated professional activities. Such activities might include notable contributions to on- or off-campus programs or organizations outside of the candidate's assigned workload.

For promotion to Principal Lecturer, the candidate will demonstrate consistent and continued excellence in teaching and service. Candidates for promotion to Principal Lecturer should be leaders in pedagogy within their academic unit and disciplinary area. Demonstrated teaching excellence is documented through the dean's annual letter, the chair's annual letter, chair and/or peer classroom evaluations, and student evaluations of teaching as well as sample teaching materials, samples of student products, innovative instructional methods, creative uses of technology, measurement of learning outcomes, and/or other examples of teaching performance. In addition to documenting teaching excellence through the same metrics as for promotion to Senior Lecturer, the candidate should provide evidence of: a) ongoing growth and/or professional development toward improving the craft of teaching; b) the active role the candidate plays in building the learning community and enhancing the student experience; and/or c) leadership in pedagogy within the department, college, university, or professional organizations. Demonstrated excellence in service activities will be evaluated consistent with the workload expectations specified in the individual lecturer's contract.

While not required or expected, the promotion process may also consider excellence in elective, uncompensated professional activities. Such activities might include notable contributions to on- and off-campus programs and organizations outside of the candidate's assigned workload.