

Lecturer Promotion Guidelines

I. Purpose

Lecturers who have taught a total of at least 30 course sections at Lafayette College in any role are eligible to apply for promotion to Senior Lecturer.

II. Pertinent Sections of the *Faculty Handbook*

The following sections of the *Faculty Handbook* address the policies and procedures govern continuing faculty review processes:

- 4.1 - Faculty Members and Other Officers of Instruction
- 4.1.5.5 – Continuing Faculty
- 4.2 - Faculty Standards
- 4.3.11 – Review Process for Continuing Faculty
- 4.3.12 – Process for Promotion of Lecturer to Senior Lecturer

Candidates may elect to have their teaching evaluated under the academic year 2020-21 or 2021-22 distinctive teaching criteria.

III. Secure Spaces Sites will be set up for each candidate. One will include the complete promotion file and will be available to the candidate, the Departmental/Program Review Committee (DRC/PRC), and the Promotion, Tenure, and Review Case Committee (PTR).

IV. Documentation provided by the Candidate

A. List of Letter of Support Writers (see 4.3.12.1) Due to DH/PC (copy Provost) by May 3, 2024

The candidate may prepare a list of persons (for example, former students, colleagues outside the candidate's department/program, scholars, and/or members of the local community) having pertinent knowledge of any aspect of the candidate's work to be invited to write letters of support (outlined in 4.3.4.7). This list is given to the Department Head/Program Chair who invites the persons to submit letters directly to the Provost for receipt no later than **August 2, 2024**.

V. Materials Provided by Candidate (see 4.3.12.2) **Due to DRC/PRC September 13, 2024**

The candidate will prepare the following materials and upload them to their Spaces site:

- Self-evaluation: The self-evaluation should be no more than 10 pages, single-spaced (see Section 4.3.4.1 for a description of the self-evaluation) - which may include a description and clarification of the circumstances under which the faculty member endeavored to make progress during the COVID-19 pandemic (see Section 4.2 preamble).
- Up-to-date curriculum vitae (see Section 4.3.4.2): This document should include (among other things) the dissertation title, date, and adviser; a list of courses taught, honors projects, independent study projects, internships, and other teaching activities;-and a chronological list of service to the department, the College, and the profession (if any).
- Portfolio of teaching including a statement of academic advising responsibilities - if any (see Sections 4.3.4.3).
- Any other documentation relevant to areas specified in the faculty member's Memorandum.

The **teaching portfolio** is designed to help provide as clear and accurate a picture as possible of the individual faculty member's teaching responsibilities, goals, strategies, achievements, and plans.

The faculty member should include in the teaching portfolio:

- a. a record of sections of courses taught, with enrollments;
- b. representative syllabi for all courses taught;
- c. a representative sampling of course materials that exemplifies the faculty member's teaching, particularly in relation to the College's teaching standards, rather than a comprehensive collection;
- d. a statement, including numbers, of academic advising responsibilities;
- e. a list of consulting projects (if any), when it can be demonstrated that such consulting enhanced teaching effectiveness

VI. Materials provided by Provost's Office

Due September 13, 2024

In order to facilitate the review of materials by the DRC/PRC, and in order to ensure that the DRC/PRC and the PTR Case Committees have access to similar files assembled for review purposes, the Provost will upload the following materials onto the candidate's Spaces site (Section 4.3.12.3):

- Memorandum (see Section 4.1.5.5.1.1);
- Letters of evaluation (if any) from other members of the Lafayette Faculty assessing the candidate's interdisciplinary teaching;
- Letters of support;
- Classroom observation summaries;
- A summary of the numerical medians and the aggregated numerical responses for each course's student evaluations;
- The comments on the course evaluation form submitted by students as part of the College-wide evaluation of teaching will be included in the file only upon the written request of the faculty member being evaluated. If the comments are released, then all the comments will be included from all courses for which there are evaluations in the required number of terms (including winter and summer sessions) so that the record contains the equivalent of at least 30 course sections (with laboratory teaching counting as a half course).

Student evaluations (see section 4.2.1.1.2): Student evaluations of teaching are to be considered by the PTR Committee as one of the important measures of a teacher's abilities in the classroom.

VII. Departmental/Program Review Committee Evaluation & Recommendation (4.3.12)

Due October 11, 2024

4.3.12.4 The faculty member inspects their review file and has the right to respond to any or all of the materials by memorandum to the file, and at the discretion of the faculty member, some or all of such response(s) will be made available to members of the Departmental/Program Review Committee. Once the faculty member has had an opportunity to respond and has authorized the release of the file, the Provost provides the file to the candidate's Departmental/Program Review Committee.

4.3.12.5 The Department Head/Program Chair will convene a Departmental/ Program Review Committee consisting of the Department Head/Program Chair plus the tenured members of the department/current Program Advisory Committee members which will review and meet to discuss the file. If a situation arises where there are fewer than three members on a Departmental/Program Review Committee, additional committee members should be appointed following the procedure of 4.3.1.3.3.

4.3.12.6 The Departmental/Program Review Committee will evaluate the faculty member according to the College's criteria on teaching, as well as any other relevant criteria specified in the faculty member's memorandum, using the procedures outlined in Section 4.3.6, subsections a, d, f, g, h, i, and j. The Departmental/Program Review Committee then writes a letter of evaluation (see Sections 4.3.1.3.1 and 4.3.6.h) and makes this letter available to the Provost, with copies to the candidate and to the Departmental/Program Review Committee. The Provost then requests individual letters of evaluation and recommendation from each member of the Departmental/Program Review Committee (see Section 4.3.6.g).

4.3.12.7 If the Departmental/Program Review Committee requests additional information, the following procedure will be followed. All communication concerning requests for additional information or documentation from the candidate must be in writing from the Chair of the Review Committee on behalf of that committee. Each of these requests must include a statement that contextualizes and clearly states the relevance of the request. All requests must be submitted to both the candidate and the Provost, who will determine the appropriateness of the request. The Provost may reject or limit requests for information or documentation within 2-3 business days of the initial request. Candidates may also seek the confidential advice of the Office of the Provost before responding to any request. If the Provost does not reject the request, the candidate will have 5 business days from the initial request date to provide information. Under rare circumstances, the candidate may request additional time, if necessary, from the Provost. The Committee will not conclude its deliberations until it is in receipt of the requested information or the candidate's time limit had expired. Additional information and responses (if any) from the candidate will be made part of the file, but the file will not include rejected requests for information.

4.3.12.8 The Provost adds to the file the letter from the Departmental/Program Review Committee and the individual letters from the members of the Departmental/Program Review Committee. The faculty member shall again inspect the file and may choose to add a written response to any or all of the materials in the file, and at the candidate's discretion, such response(s), or a subset of them, will be made available to the Departmental/Program Review Committee. The faculty member will authorize the release of the file to the Promotion, Tenure, and Review Case Committee.

4.3.12.9 The Promotion, Tenure, and Review Committee will assign the faculty member a Case Committee, which will evaluate the file according to the relevant College teaching criteria, as well as any other relevant criteria specified in the faculty member's memorandum, using the procedures outlined in Section 4.3.7. The Case Committee will be made up of four PTR members (two Associate Professors and two Full Professors), with each of the four Divisions represented.

4.3.12.10 Following the faculty member's review of the Promotion, Tenure, and Review Committee's evaluation, the faculty member may choose to add a written reply.

4.3.12.11 In consultation with the Department Head/Program Chair and the Dean of Faculty, the Provost makes a recommendation to the President on the faculty member's promotion to Senior Lecturer.

THE TIMELINE
(Section 4.3.3)

The following table represents the approximate dates for receipt and distribution of review materials. The Provost will announce the specific dates each year. The dates are intended to enable candidates to learn of the decisions as soon as possible. They are not deadlines in the strict sense that failure to meet them would constitute procedural impropriety.

DH/PC = Department Head/Program Chair
DRC/PRC = Departmental Review Committee/Program Review Committee

Materials listed are to be provided by the candidate except as otherwise noted.

	<u>*Promotion to Senior Lecturer</u>
To DH/PC: List of Individuals Invited to Write Letters of Support	May 3
To Provost: Letters from those invited to write Letters of Support	August 2
To Provost: Letters evaluating candidate's interdisciplinary teaching	August 2
To DRC/PRC from Candidate and Provost: Materials for Review	September 13
To Provost from DH/PC: DRC/PRC Evaluation and Recommendation	October 11
To Provost from DRC/PRC Members: Individual Letters of Evaluation	One week after submission of DRC/PRC letter

SAMPLE DEPARTMENT HEAD/PROGRAM CHAIR REQUEST FOR LETTERS OF SUPPORT

NOTE: Candidates may provide the Department Head/Program Chair with a list of individuals to be invited to write letters of support, for example, former students, colleagues outside the candidate's department/program, scholars, and/or members of the local community. The Department Head/Program Chair should send Marlene Vant Hoogt a copy of this list.

Letters of support should be mailed or emailed directly to the Provost Office. Letters received after the due date will not be accepted for the candidate's review file.

Dear _____:

Professor _____ will be considered this year for promotion to Senior Lecturer in the Department/Program of _____ at Lafayette College. The faculty committee that is charged with providing recommendations to the President on such matters asks that as much pertinent information as possible regarding the candidate be provided for review. The Committee is particularly interested in comments on teaching competence and if applicable service to the College and to the profession.

Since you have knowledge of Professor _____ as a scholar/colleague/etc. **OR** Since you have been a student of Professor _____, you are invited to contribute your comments regarding any of the above areas on which you feel qualified to comment. You are not being asked to make a specific recommendation with respect to the promotion of Professor _____.

Your letter must be received by email or delivered to the Provost **no later than August 2, 2024**:

Dr. John Meier
Provost
219 Markle Hall
Lafayette College
Easton, PA 18042-1768
Email: provostoffice@lafayette.edu

In accordance with Lafayette policy, candidates are provided access to any and all letters commenting on their candidacy and such letters will be made available to the tenured members of the candidate's department/program and the Promotion, Tenure, and Review Committee. Therefore, your letter should indicate that it may be shared with Professor _____, the tenured members of the department/program, and the Promotion, Tenure, and Review Committee.

We recognize the time and effort required in responding to requests such as this and extend our thanks in advance for your assistance.