

May 5, 2009

**FINAL**  
**College of Design, Construction and Planning**  
**2009-2010 Guidelines for Promotion of Lecturers**

**General**

The promotion from Lecturer to Senior Lecturer is analogous to promotion from Assistant to Associate Professor and promotion to Master Lecturer is analogous to promotion to Full Professor but without consideration of tenure or national stature as a scholar.

For promotion to Senior Lecturer there must be evidence of consistent meritorious achievements in teaching, advising, and in other assigned administrative or service activities. Student evaluations of teaching should be superior. In addition, the evaluation will consider such items as strong peer reviews of one's teaching, one's importance to, and role in improving the unit's instructional or academic program of course development (or in other areas of assignment), and use of innovative techniques or technologies. This may be accomplished through pursuit of research activities that inform the content/methods of teaching.

For promotion to Master Lecturer, in addition to the above, there should be evidence of superior achievements in teaching (or in other areas of assigned duties), development of innovative techniques or technology, nominations or receipt of teaching awards, grants, or other forms of recognition for achievements.

**Procedural**

1. The same promotion procedures including packet preparation and deadlines as for any faculty promotion to the next rank are followed as specified in university and college guidelines.
2. The assumption is that the primary activity of a Lecturer is teaching/advising. Hence, the summary of percent assignments shown in the portfolio should accurately reflect the Lecturer's actual assignments and activities. Lecturer assignments should not be shown as 100% instructional (including advising) if, in fact, service (governance, administrative, or other) or research activities have been assigned. If the assignment has been 100% instructional, then one should mark, "Not Applicable," where the packet calls for scholarly or scientific assignments and achievements or service accomplishments.
3. No external letters of evaluation are required for Lecturers' promotions, but they may be included if appropriate:
  - a. The College expects a minimum of 5 and maximum of 6 internal letters of evaluation, drawn from faculty, students and other academic personnel (e.g., advisors, administrators).

- b. The candidate may suggest writers of evaluation letters but the final selection is determined by the chair or director, with no more than half of the letter writers chosen exclusively from the candidate's list.
- c. Chairs should follow the general guidelines for the biosketches of the internal letter writers.

Please refer to the current's year University Guidelines (<http://www.aa.ufl.edu/tenure>) for further information about letters of evaluation and biosketches of evaluators. The *Further Information Section* of the packet can be used to provide samples of materials documenting the instructional accomplishments as described in the guidelines.

4. Peer evaluations of teaching, including visitations to classes (along with review of syllabi, examinations and other instructional material) performed in at least two courses a year, are required for promotion to Senior and to Master Lecturer. Course syllabi from all courses taught should be presented.
5. Faculty voting on promotion of Lecturers:
  - a. Faculty voting on promotion of Lecturer to Senior Lecturer will be by faculty of superior rank in the unit, that is, Senior and Master Lecturers, Associate and Full Professors, Associate and Full Scientists (but not including Associate In or Senior Associate In ranks), in the department or unit and recorded on the cover sheet of the packet.
  - b. Faculty voting on promotion of Senior to Master Lecturer will be by faculty of superior rank in the unit, that is, Master Lecturers, Full Professors and Full Scientists.
  - c. Faculty with the title of Lecturer, Assistant Professor equivalent or lower, may not vote on promotions to Senior or Master Lecturers.
  - d. Lecturers of whatever rank may not vote on promotion for tenure track or tenured faculty.
  - e. Lecturer promotion cases may be discussed at the same faculty meeting in which other T&P cases in the department are discussed and voting may proceed after twenty-four hours following that meeting in the same way. See the DCP T&P Guidelines at <http://www.dcp.ufl/faculty> .
6. Individuals promoted to Master Lecturer will become eligible for sabbaticals on the same basis as tenured faculty
7. Time table for consideration for promotions to Senior and Master Lecturers:

While the specified mix of teaching/practice will vary between candidates, the following offers a template to consider in gauging the appropriate rank based upon experience, and the possible timing for movement between ranks.

**Prior Experience in Teaching/Profession**

	<b><u>Teaching</u></b>	<b><u>Practice</u></b>
Lecturer	0-2	5-10
Senior	2-7	11-20
Master	7+	20+

8. For faculty in the bargaining unit, the same promotion procedures are used for faculty holding tenure and non-tenure accruing titles.