

**Supplemental Promotion Guidelines for
Lecturer to Senior Lecturer
Department of Animal Sciences
Auburn University**

These guidelines are to supplement those outlined in the Auburn University Faculty Handbook (Section 3.5.6 Provost's Guidelines for Unit Specific Lecturer Title Series Promotion Criteria, http://www.auburn.edu/academic/provost/pdf/Lecturer_Promotion_guidelines_final.pdf).

These guidelines shall be used by the Department of Animal Sciences for promotion of Lecturer to Senior Lecturer in the department. The departmental Full Professor committee (also known as the Departmental Faculty Tenure and Promotion Committee composed of tenured faculty holding the rank of Professor) will ensure that these guidelines are followed as a supplement to those outlined in the Faculty Handbook. Criteria and Consideration guidelines in the Faculty Handbook shall take precedence over those in this document.

Teaching:

Scholarly activity appropriate to the discipline, including courses taught and other assigned responsibilities, is expected of all faculty members and will be used to assess accomplishments of individual faculty members seeking promotion from Lecturer to Senior Lecturer. Scholarly activity is defined broadly when considering efforts at institutions of higher learning and is most often captured in the concept of creating new knowledge and/or transferring new knowledge to others. The act of transmission of knowledge is designated as teaching and can include activities such as classroom instruction, distance education, and advising students. Some examples of assessment associated with the evaluation of teaching are curriculum development, writing of textbooks and laboratory manuals, development of new courses, and evaluation by peers and students. Documentation of knowledge transferred via instruments and activities such as student evaluations and peer evaluations are important in assessing the candidate's activities in these areas. Scholarly activity in the area of teaching involves creative work such as (but not limited to) obtaining grants related to teaching and publishing peer-reviewed manuscripts on teaching methods and outcomes.

Evidence of a productive teaching program includes but is not limited to serving as a peer reviewer of manuscripts and grants related to teaching, and serving on teaching-related committees at the college, university, national and/or international levels. Teaching productivity shall be measured in terms of outputs presented in the *Criteria for Dossier Evaluation* section of this document. Student teaching evaluations may differ based upon the type of class and method of delivery (ie. classroom vs 'hands-on' laboratory). However, the general expectation of a candidate for promotion from Lecturer to Senior Lecturer is the delivery of up-to-date course material presented to students in a manner that enhances student learning. In addition, the candidate must be active in student life within the department and develop a learning environment for students in- and outside of the classroom.

Service:

All faculty members are expected to participate in the operation of the department, college, university and professional societies by serving in various capacities (examples: committees, boards, panels, task forces, commissions, and professional society leadership). Although there is a reasonable limit to the extent of involvement (to be managed by the department head), it is not unreasonable for service activities to occupy 5 to 10 percent of a Lecturer's time. Service productivity shall be measured by the value of the overall contribution in terms of outputs presented in the *Criteria for Dossier Evaluation* section of this document.

Outreach:

Lecturers in the Department of Animal Sciences will be expected to provide outreach to the public in the state, region and nation. This will include but not be limited to extending the intellectual resources of the department and its teaching programs to stakeholders. Scholarly, innovative and creative activity in outreach includes, but is not limited to, obtaining student recruiting grants, documentation of innovative development and delivery of recruiting information and programs to prospective students and other stakeholders, and publishing peer-reviewed results of successful/unsuccessful recruiting/outreach endeavors. Outreach productivity shall be measured in terms of outputs presented in the *Criteria for Dossier Evaluation* section of this document.

Lecturer Faculty Mentoring Committee

In consultation and agreement with each Lecturer, the Department Head shall appoint a minimum 2-member mentoring committee from departmental faculty for each Lecturer. The mentoring team shall be chosen within the first year after appointment of the faculty member. The mentoring team may be changed at any time by the request of Lecturer or by resignation of the mentor. The mentoring team may consist of more members than two at the request of the faculty member. Additional mentors on the team can be from other departments within the University; but the chair of the team must have their primary appointment in the Department of Animal Sciences. During the evaluation and discussion of the candidate for promotion by the voting faculty as described in the Faculty Handbook, the mentor team leader for the candidate will present an overall summary of the candidate's credentials to the voting faculty prior to open-floor discussion of the dossier. (NOTE: Any mentoring committee member who does not hold faculty rank in the Department of Animal Sciences will not be allowed to participate in this meeting.)

Schedule of Events for the Promotion from Lecturer to Senior Lecturer.

The university-approved schedule of events as determined by the Provost's Office and disseminated to the College and Department will be adhered to along with the following additional requirements:

January – May. Consultation Meeting:

A consultation meeting between the faculty member to be considered for promotion and the Department Head will be held to initiate the promotion process. This meeting may be initiated by either the faculty member or Department Head. Following this meeting the Department Head shall begin the process of preparing the Full Professor Committee/Faculty Promotion Committee to receive the necessary documentation

April- June. Departmental Seminar

For candidates making the decision to present their credentials for promotion to Senior Lecturer, a departmental seminar will be scheduled by the Department Head and presented by the candidate. This will be a comprehensive seminar outlining accomplishments and scholarly achievements in the candidate's position as Lecturer. The seminar will outline the importance and impact of the candidates teaching, outreach and service contributions with respect to the position held. The seminar may include lifetime accomplishments whether those were accomplished in the current position or from previous positions. This seminar will be moderated by the Department Head. During the question-and-answer session immediately following the formal presentation, questions will not be directed toward a critical review of the candidates program; rather, it is for an in-depth discussion for professional informational purposes.

August – September Full Professor Committee/Faculty Promotion Committee

The department head will call a meeting of the Full Professor Committee/Faculty Promotion Committee to identify the slate of candidates that will go forward for Promotion. The Department Head will take nominations from the floor for a current-year committee chairperson. After nominations close, those nominated will be voted upon by departmental faculty holding the rank of Professor to serve as the current-year Full Professor Committee Chairperson. Upon election, the Full Professor Committee Chairperson will call meetings and manage the business of the Full Professor Committee/Faculty Promotion Committee until the Department Head calls the committee meeting in August-September of the following year for election of the 'new' committee chairperson.

Meeting Attendance and Voting Faculty:

The Department of Animal Sciences faculty participating in the discussion of a candidate and voting for promotion from Lecturer to Senior Lecturer shall consist of the Department of Animal Sciences Department Head, Senior Lecturers, Associate Professors and Professors.

Criteria for Dossier Evaluation by voting faculty

The voting faculty evaluation of candidates for promotion from Lecturer to Senior Lecturer will be based upon the candidate's specific percentage responsibilities in teaching, outreach, service and other scholarly contributions as identified in the letter of offer and agreed upon changes made to these specific responsibilities by the candidate and department head during the candidate's annual evaluations. A candidate seeking promotion to senior lecturer will have established a regional, if not national reputation, in the animal science discipline related to his/her teaching, service, and/or outreach activities, with a primary emphasis on teaching. The candidate is expected to participate in, contribute to and provide leadership to their professional society(ies).

Teaching

Evaluations for teaching achievements will be based on the following:

- Publication Record
 - Refereed and non-refereed articles published related to teaching.
 - Societal impact of reported publications.
 - Abstracts of teaching-related scholarly activity presented to peers at scientific meetings.

- Books/laboratory manuals written for teaching
- Books/laboratory manuals adopted by peers at other universities for teaching
- Books/laboratory manuals edited for teaching
- Invited presentations at national/international symposia, congresses, conferences related to teaching.
- Committee assignments on national committees
 - As member
 - As chairman
- Student evaluations:
 - Student evaluations for each course the candidate teaches will be evaluated and compared with the average of the department faculty. Faculty voting on the candidate will take into account whether the courses taught are required or elective classes.
- Peer evaluations of teaching:
 - The mentoring team shall evaluate teaching materials used in class and report on the quality of this material during the voting faculty meeting
 - The mentoring team for each faculty member shall develop a written statement evaluating the effectiveness of the candidate's pedagogy. The effectiveness will be evaluated based on criteria such as delivery (speaking, use of technology, etc.), classroom presence, knowledge level, whether the information is current and relevant, and organization.
 - The mentoring team will evaluate classroom teaching effectiveness at least once per year starting at year 3, before the 3rd year evaluation, and yearly after that time until the candidate is promoted to Senior Lecturer or leaves the university.
- Development of new courses supporting the Department of Animal Sciences mission
- Development and fostering of partnerships with other land-grant and non-land grant departments of animal science in the exchange of information related to quality of teaching
- Development of experiential learning opportunities for students inside and outside of formal courses offered in the department.
- Evidence of innovative and effective teaching methods
- Awards in teaching and advising
 - College, University, State, and National awards
- Funding
 - Local teaching funds/grants/gifts acquired
 - State-level teaching funds/grants/gifts acquired
 - National-level teaching funds/grants/gifts acquired
- Advising
 - Number of undergraduate student advisees
 - Successful completion of meetings and forms for undergraduate student advisees

Service

Evaluation for service achievements will be based upon the following

- Committee assignments and contribution to committee

- Department committee service and leadership roles related to teaching
- College committee service and leadership roles related to teaching
- University committee service and leadership roles related to teaching
- State committee service and leadership roles related to teaching
- National committee service and leadership roles related to teaching
- International committee service and leadership roles related to teaching
- Leadership roles in
 - State organizations, associations, board of directors
 - National organizations, associations, board of directors
 - Professional societies related to teaching.

Outreach:

Evaluations for Outreach achievements will be based on the following:

- Engagement of stakeholders in the teaching goals and mission of the department
- Representation of the department's teaching program to stakeholders supporting the program.
- Incorporation of future employer involvement in support of teaching program and engagement with current students.
- Solicitation of internship and student shadowing opportunities for students with stakeholders