

Supplemental Promotion Guidelines for Lecturer to Senior Lecturer

Department of Horticulture, 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 are for the Department of Horticulture for promotion of Lecturer to Senior Lecturer. The Departmental T&P Committee 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 take precedence over those in this document.

Lecturers are expected to demonstrate effective teaching, to be committed to student learning, and to provide leadership in improving the department's academic programs.

Teaching

In general, a faculty member considering promotion from Lecturer to Senior Lecturer will require a minimum of three years of experience, but earlier consideration can be made at the discretion of the department head. Scholarly activity appropriate to the discipline, including courses taught and other assigned responsibilities, is expected and will be used to assess accomplishments of the Lecturer seeking promotion from Lecturer to Senior Lecturer. Scholarly activity is defined broadly 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 include but are not limited to:

- Curriculum development
- Curriculum that is accepted by peers
- Development of textbooks, laboratory manuals, or other pertinent materials or products
- Development of new courses
- Excellent internal/external peer reviews
- Excellent evaluation by students
- Developing and obtaining grants related to teaching
- Publishing peer-reviewed manuscripts on teaching methods and outcomes
- Developing external or internal funding for teaching program
- Recognition of teaching/teaching accomplishments by University and professional organizations
- Student participation in scholastic collegiate competitions
- Contributions to professional associations, local, regional, national conferences/meetings related to teaching through presentations, symposia, working groups, and workshops
- Students who exit courses or other educational experiences with a high level of competence. Depending on the level of courses taught, this could be validated by student awards, competitive internships and jobs, professional experiences, or proficiency in subsequent courses

Service and Outreach

Lecturers are expected to:

- Provide service at the department, college, and university levels. The level of service will be managed by the Department Chair and is typically related to teaching. Examples might include service on the curriculum committee at the department level and the writing committee at the university level
- Provide outreach related to the department's instruction and recruiting activities, and in support of the land-grant mission of Auburn University to stakeholders and the general public in the state, region, and nation
- Actively participate in students' life in the department
- Assist (and be successful) in securing high impact experiences and opportunities for Horticulture students such as internships, study abroad opportunities, and supervised undergraduate research
- Provide service to professional societies or organizations by serving as an officer or committee member

Mentoring

Early in the Lecturer's first year a mentor will be assigned who has a well-established program of teaching, research, or extension and is recognized in the department as an effective teacher. The Lecturer can choose a different mentor over time. This mentor will be responsible for informing the Lecturer of expectations, success strategies, and potential collaborative work. The mentor will be accessible to provide advice on program content and to review publications or other work products to assess quality and appropriateness relative to expectations. For Lecturers interested in promotion, the mentor will assist the Lecturer in developing the Lecture's dossier to be submitted to the Departmental P&T committee for evaluation. Mentoring by senior faculty will count as part of the faculty member's service appointment.

Schedule of Events for the Promotion from Lecturer to Senior Lecturer

The following schedule of events will be implemented for the development, evaluation, and submission of dossiers as allowed by the Provost's published schedule within the Department of Horticulture on or before:

- **March 15** – Consultation meeting between Lecturer to be considered for promotion to Senior Lecturer and Department Head to initiate the process. This meeting may be initiated by either the Lecturer or Department Head. Following the meeting the Department Head will begin the development of the material identified in the Faculty Handbook, Chapter 3, Section 11, Part C3 "Information to be Supplied by the Department Head."
- **June 1** – Lecturer presents Department Head with completed dossier as per guidelines set forth in the Faculty Handbook, Chapter 3, Section 11, Part C2, "Information to be Supplied by the Candidate."
- **July 1** – Department Head solicits external reviewers for evaluation of the candidate as set forth in the Faculty Handbook, Chapter 3, Section 11, Part C3 "Information to be Supplied by the Department Head."
- **August 15** – Receipt of letters by external reviewers by the Department Head.
- **September 1** – Candidate's dossier is made available for review at least two weeks prior to a meeting of eligible voting faculty.
- **September 15** – Departmental meeting of all eligible faculty to confidentially discuss candidate and vote by secret ballot. Immediately following the vote, the candidate's

mentor will write a consensus report incorporating the discussion from the faculty meeting into the report. The consensus report will include the secret ballot faculty vote as outlined by the Faculty Handbook.

- **October 1** – Candidate's dossier finalized, copied, and submitted to the Dean of the College of Agriculture for subsequent action.
- **Note: these dates are approximate and the Provost's annual schedule takes precedence.**

Meeting Attendance and Voting Faculty:

The Department of Horticulture faculty participating in the discussion of a Candidate and voting for promotion from Lecturer to Senior Lecturer will consist of the Department Head, Senior Lecturers, Associate Professors, and Professors. The candidate or an advocate may attend the meeting to present the packet and answer questions. After the packet is presented and questions answered, the presenter (if not an eligible voter) will be asked to leave the room. A vote to promote will be taken by a secret ballot.

Counseling procedures

If a candidate fails to achieve promotion, the Department Chair and P&T committee will work with the Lecturer and mentor to address the reasons for failure and to develop a plan for overcoming shortcomings.

The likelihood of continued and consistent excellence and productivity, based on the above guidelines, will be a major consideration in the recommendation for promotion of a Lecturer to Senior Lecturer. A candidate for promotion should consult the faculty handbook regarding the specifics of the information to be supplied in the dossier.