

APPENDIX 9

I. Procedures for Promotion to the Rank of Senior Lecturer

A. Information supplied by the candidate is the information that the candidate seeking promotion submits to the department chair summarizing his or her case for promotion. It consists of the following items:

1. Standard Biographical Data Sheet
2. Candidate's CV
3. Statement of Teaching Philosophy
4. Courses taught over the last three years with student enrollments and contact hours for each course
5. Evidence of outstanding teaching and teaching related service during the candidate's career at Auburn University.
 - a. Annual performance evaluations for at least the three most recent years as a Lecturer
 - b. Optional additional evidence of outstanding teaching and service. This may include internal or external letters of support that speak directly to the value of the candidate's teaching accomplishments, contributions to teaching including course innovations and development of new courses and curricula, and teaching awards received by the candidate.
6. Evidence of leadership during the candidate's career at Auburn University.
 - a. List of leadership activities, including dates
 - b. At least two internal or external letters of support that speak directly to the value of the candidate's leadership contributions
 - c. Other optional evidence of leadership

B. The Promotion Dossier consists of the information supplied by the candidate and the following items that are added during the review process.

1. A written evaluation of the candidate from the department chair and a recommendation for or against promotion to the rank of Senior Lecturer.
2. Student teaching evaluations to include all evaluations from one class per semester for each of the three preceding years covering a full range of courses taught by the candidate as follows: For each class include a copy of the questions asked, a summary indicating the spread of numerical responses to all questions, and all student comments in unedited form. If the University form is submitted, submit information on the required questions only and all student comments in unedited form. Indicate the grade distribution in each of these classes. The evaluations must reflect the candidate's teaching in the different kinds of courses he or she is assigned to teach.
3. Peer evaluations for one class for each of the three preceding years. These should include assessment of syllabi, handouts, and exams, and assessment of the

candidate's conduct of the class. Reports based on team teaching are an acceptable form of peer review.

4. A record of the vote of the eligible faculty. See C below.

5. Any letters submitted by faculty members explaining why they do or do not favor promotion to the rank of senior lecturer. Letters should address the candidate's teaching effectiveness, service contributions, and leadership accomplishments. Faculty should bear in mind that letters are an important source of information, and all such evaluative letters should be addressed to the department chair. The department chair shall submit all letters received to the Dean.

C. Promotion Committee is composed of tenure track faculty members in the Department of Foreign Languages. Whenever possible, Senior Lecturers will be included in promotion deliberations involving Lecturers seeking promotion to the rank of Senior Lecturer. Tenure-track faculty in FLL are eligible to vote on promotions from Lecturer to Senior Lecturer and thereby form the promotion Committee.

D. Consideration of the Candidate

The candidate's dossier (consisting of the information supplied by the candidate and the information supplied by the department head) and supporting material shall be available for review exclusively by faculty eligible to vote on the candidate. After the faculty has had time to review the dossier and supporting material, the department chair shall convene a meeting of all eligible faculty to discuss nomination of the candidate.

Confidentiality and the right of faculty members to express their viewpoints openly without fear of retaliation shall be the hallmarks of the discussion.

Departmental deliberations shall be confidential to the extent permitted by law, as shall all documents and testimonies involved in the promotion process. All copies of the candidate's dossier shall be destroyed after the department deliberations are completed and the Dean has made a final recommendation.

E. Recommendation of the Department and the Dean's Final Determination

After the candidate has made a presentation of his or her credentials if he or she so wishes, and after the faculty eligible to vote have discussed the candidate's qualifications in a closed meeting, a secret ballot shall be taken at the meeting of eligible faculty to determine the final recommendation of the faculty. Faculty members may participate in the promotion recommendation in one of the following ways:

1. present and voting,

2. present and abstaining,
3. absent but submitting a written vote prior to the meeting, or
4. absent and not voting (This response does not count as part of the total vote.).

If of appropriate academic rank and status, the department chair shall vote by secret ballot with the faculty. Immediate family members shall excuse themselves from voting.

The department chair shall announce the vote at the meeting and communicate the department's recommendation to the candidate so that the candidate can make an informed decision about whether or not to continue with the process of seeking promotion. If the candidate wishes to continue the process despite a negative recommendation, the department chair shall honor the candidate's request, and the vote shall be sent in writing, to the Dean along with the other information requested in this document.

The Dean will then make a final determination on promotion and communicate the decision to the candidate in writing, with a courtesy copy to the department chair. The determination of the Dean of the College of Liberal Arts is final.

II. Criteria for Promotion to Senior Lecturer

The successful candidate for promotion to Senior Lecturer will have a sustained exemplary record of performance in instruction and teaching, which includes related work such as contributing to extracurricular student enrichment. Performance will be evaluated using criteria that are considered appropriate within the discipline and approved by the Provost.

Criteria may include, but may not be limited to:

1. Knowledge of the subject and evidence of professional growth in the field of specialization and the target language area;
2. Teaching excellence as evidenced by awards and peer and student evaluations, new course and material development, teaching portfolio, independent study projects, published pedagogical material and statement of teaching philosophy; and
3. Contributions to extracurricular student enrichment