

LLC Guidelines for Promotion of Lecturers – Approved version, 04/17/09

The policies and procedures of the Department of Languages, Literatures, and Cultures (hereafter LLC) are designed to complement those established by the College of Liberal Arts and Science (hereafter College) and the University of Florida (hereafter University), which take precedence. Should any part of LLC's published procedures conflict with, or not take into consideration any of those announced by the College or University, LLC's practices will be pre-empted/revised accordingly. Pursuant to College and University guidelines, the role of LLC in the promotion process is fact-finding and advisory.

In accordance with the College guidelines, 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. However, in neither case should tenure or national stature as a scholar be considered.

For promotion to Senior Lecturer, candidates will typically demonstrate consistent meritorious achievements in teaching, advising, and in other assigned administrative or service activities; superior student teaching evaluations; strong peer teaching reviews; important contributions in the areas of program and course development (or in other areas of assignment), also possibly involving the use of innovative techniques or technologies.

For promotion to Master Lecturer, candidates will typically demonstrate evidence of superior achievements in teaching (or in other areas of assigned duties), the development of innovative instructional techniques, technologies, and/or technological approaches; nominations or receipt of teaching awards, grants, or other such forms of recognition of superior performance in teaching and service.

The same promotion procedures including packet preparation and deadlines as for any faculty promotion to the next rank are followed (see LLC T&P procedures), with the exception of those pertaining to scholarship, since it is assumed that the primary activity of a Lecturer is teaching/advising. Hence, lecturers do not need external letters. Since the assumption is that the primary activity of a Lecturer is teaching/advising, the summary of percent assignments shown in the portfolio should accurately reflect the Lecturer's actual assignments and activities.

In lecturer-promotion cases, the departmental LLC T&P committee may choose, in consultation with the chair, an additional ad-hoc committee member with some expertise in the respective individual case. Additionally, the T&P committee will consult with the appropriate language specialist(s) among the tenured LLC faculty regarding the preparation of the case

Those candidates who are to be considered in the following fall should notify the LLC chair by March 1 of the calendar year in which they wish to be considered, at which time they shall complete the form regarding their decision about waiving access to various materials (e.g., internal reviews). The LLC chair will consult with the T&P committee members and the candidate about who should serve as internal reviewers. The College expects a minimum of 5 and maximum of 6 internal letters of evaluation. The candidate may submit a list of suggested writers of evaluation letters but the final selection is determined by the Chair, with no more than half of the letter writers chosen exclusively from the candidate's list.

The candidates will prepare their materials for submission according to College and University guidelines. The packet needs to be presented to the LLC office in August so that it can be reviewed carefully to ensure that it is both complete and correctly formatted. It will also be submitted for a preliminary review to the College office.

Early in September, the candidate's materials will be made available to those faculty members eligible to vote on the case. After the eligible voting faculty members have had the opportunity to review the materials, a meeting (or meetings, as necessary in view of the number of cases) of the eligible voting members of LLC will take place, at which the Tenure-and-Promotion committee will summarize the facts of the case(s), and at which the eligible voting members of LLC will have the opportunity to discuss the case(s). A vote will be conducted afterwards that comports with College and University guidelines.

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, and Associate and Full Professors (but not including Associate In or Senior Associate In ranks), and recorded on the cover sheet of the packet; faculty voting on promotion of Senior to Master Lecturer will also be by faculty of superior rank in the unit, that is, Master Lecturers and Full Professors; faculty with the title of Lecturer, Assistant Professor equivalent or lower, may not vote on promotions to Senior or Master Lecturers. 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 CLAS T&P Guidelines (see attached)

That vote will be reported in the materials submitted to the College. The LLC chair will write a letter of transmittal to the College that reports the vote and summarizes the case.

A copy of that letter is made available to the candidate (appropriately redacted as required by College and University guidelines).

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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.

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. Refer to IV(8) that states that Lecturers do not need external letters, to VI (30) that refers to the biosketches for the internal letters writers, and to VII(33) that refers to including samples of materials documenting instructional accomplishments as described in Section 8, of the University Guidelines from the Provost at: <http://www.aa.ufl.edu/tenure/2009-10/TPGuidelines2009-10.pdf>
4. 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.
 - 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.
5. Peer evaluations of teaching, including visitations to classes (along with review of

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syllabi, examinations and other instructional material) performed in at least two courses a year, are required for promotion to Senior and to Master Lecturer.

6. 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. 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 CLAS T&P Guidelines at:
<http://www.clas.ufl.edu/hr/forms/tp-clas-guidelines-0910.pdf>

University Criteria

The University's criteria for granting tenure, promotion, or permanent status shall be relevant to the performance of the work that the faculty member has been employed to do and to his/her performance of the duties and responsibilities expected of a member of the university community. These criteria recognize three broad categories of academic engagement:

- (A) Teaching - Instruction, including regular classroom teaching and distance/executive/continuing education, direction of theses and dissertations, and extension education programs.
- (B) Research - Research or other creative activity including peer-reviewed publications.
- (C) Service - Public and professional.

All tenure track faculty will have no less than 10 percent of their time assigned to research. Each faculty member shall be given assignments that provide equitable opportunities, in relation to other faculty members in the same department, to meet the required criteria for promotion tenure, and permanent status. Extension contributions in academic service may be inclusive of the three broad categories described above.

In most cases, tenure and promotion require distinction in at least two areas, one of which shall be that of the faculty member's primary responsibility, and those areas should be teaching and research unless the faculty member has an assignment that primarily reflects other responsibilities, such as the Cooperative Extension Service. Merit should be regarded as more important than variety of activity. "Distinction" in the categories is defined by the University and clarified by each college and department in terms tailored to the college and to department disciplines and consistent with University standards.