

Policies and Procedures for Promotion to Senior Lecturer and to Clinical Assistant Professor

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Approved by the Provost June 2, 2008.

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This policy applies to Lecturers and to Clinical faculty in Nursing who are not represented by Collective Bargaining.

I. Definitions

A. The **Promotion Document** 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. The candidate review statement (Appendix A)
2. Evidence of outstanding teaching and service during the candidate's career at Wright State University
 - a. Annual performance evaluations for at least the six most recent years
 - b. Peer evaluations of teaching (two in a given academic year for at least the six most recent academic years)
 - c. Statistical summary and frequency distributions of all required student evaluations of teaching during the past six years
 - d. List of 15 or more positive teaching-related activities from the list below
 - e. Other evidence of outstanding service and leadership (optional)
3. Evidence of sustained outstanding performance in service
 - a. List of significant service activities from the list below
 - b. List and description of major initiatives
 - c. List and description of significant leadership contributions
4. Other evidence of outstanding service and leadership (optional)

The **Promotion File** consists of the Promotion Document and the following items that are added during the review process.

1. A written statement of the department chair
2. The form shown in Appendix B used to record votes and recommendations
3. A record of the College Senior Lecturer Promotion Committee's vote and recommendation, or in the College of Nursing and Health a record of the College's Clinical Assistant Professor Promotion Committee's vote and recommendation
4. The recommendation letter of the college Dean
5. The recommendation statement of the Provost
6. Rebuttals and supporting material (if any) filed by the candidate

At any time throughout the process and after its completion, the candidate has the right to access and obtain copies of the Promotion File.

The Senior Lecturer Promotion Committee and Clinical Assistant Professor Promotion Committee review promotion cases at the college level and make recommendations to the college Dean.

Criteria for Promotion to Senior Lecturer and to Clinical Assistant Professor.

To be promoted to the rank of Senior Lecturer, a Lecturer must have served at least six years at the Lecturer rank. To be promoted to the rank of Clinical Assistant Professor, a Clinical Instructor must have served at least six years at the Clinical Instructor rank. During that time, the faculty member must have demonstrated a record of sustained outstanding performance in teaching and service for a minimum of six years, which is documented by the Chair's annual evaluations of the Member's performance, peer evaluations of teaching, student evaluations of teaching, and other available evidence as needed or desired. The amount of recent teaching may be limited, and effective completion of administrative responsibilities may be substituted for service work expected of non-administrative faculty.

Peer Evaluation of Teaching

Lecturers and Clinical Instructors will receive two peer evaluations of teaching in a given academic year if by September 15 the individual asks the Department Chair, in writing, that peer evaluations of teaching be done.

Each peer evaluation of teaching will involve classroom observation (except for distance learning courses) and may include a review of teaching materials such as syllabi, assignments, exams etc. Each completed peer evaluation shall be sent to the Department Chair (with a copy to the evaluated faculty member) and kept in the Department or College office.

Peer evaluators will be Senior Lecturers (Clinical Assistant Professors) or tenured faculty.

One peer evaluator will be chosen by the faculty member, and a second peer evaluator will be chosen by the Department Chair. Peer evaluators for a given academic year must be chosen no later than September 30, and one peer evaluation must be completed by the end of the fall semester.

Participants in Decisions of Promotion to Senior Lecturer and to Clinical Assistant Professor.

All grants of promotion to Senior Lecturer and to Clinical Assistant Professor are made by the Wright State University Board of Trustees based on review and recommendations from the following committees and individuals.

1. The candidate's Department Chair (not applicable in the College of Nursing and Health or at the Lake Campus)
2. A College Senior Lecturer (Clinical Assistant Professor) Promotion Committee consisting of the Dean as a non-voting member and five voting members who will be elected by the college's Bargaining Unit Faculty who hold the rank of Lecturer or Senior Lecturer (Clinical Instructor or Clinical Assistant Professor).
3. The candidate's Dean
4. The Provost

Procedures for Granting Promotion to Senior Lecturer (Clinical Assistant Professor)

The University will develop and publish the deadlines for completion of promotion documents and files that will apply during the upcoming academic year. The schedule shall be made available to department chairs, deans, and individual faculty members, and it shall incorporate the following deadlines:

To initiate the Promotion Process, a faculty member must submit the Promotion Document to the Department Chair (mid October). The Document becomes part of the candidate's Promotion File and may not be altered after the candidate has submitted it, without permission of the candidate and the Department Chair; also, after the candidate has been voted on by the College Senior Lecturer (Clinical Assistant Professor) Promotion Committee, the Document may not be altered under any circumstances. Once the promotion process has begun, only the candidate may terminate the process. To do so, the candidate must submit written notice of withdrawal to the Dean, who will then convey this information as appropriate.

The Department Chair will review the Promotion Document, add a letter recommending for or against the promotion to the Promotion File, give a copy of the letter to the candidate, and transmit the Promotion File to the Dean (early November). If the Chair reviews or otherwise takes into account materials that are not part of the individual's Promotion File, the Chair will promptly make such materials available to the candidate. The recommendation of the Chair must be based on criteria set forth in this policy and no other. The candidate will have ten (10) working days to add a rebuttal letter to the File by submitting the rebuttal letter to the Dean.

The College Senior Lecturer (Clinical Assistant Professor) Promotion Committee will review the candidate's File and make its written recommendation, adding this recommendation to the File (early January). The recommendation must be based on criteria set forth in this policy and no other. If the Committee reviews or otherwise takes into account materials that are not part of the individual's Promotion File, the chair of that committee will promptly make such materials available to the candidate.

The college Dean will inform the candidate in writing of the recommendation and vote of the College Senior Lecturer (Clinical Assistant Professor) Promotion Committee, and will provide a copy of the College Committee's written recommendation to the candidate (mid January). The candidate will have ten (10) working days to add a rebuttal letter to the File by submitting the rebuttal letter to the Dean.

The college Dean will review the File, add a letter recommending for or against the promotion to the File, give a copy of the letter to the candidate, and transmit the Promotion File to the Provost (mid February). The recommendation must be based on criteria set forth in this policy and no other. The candidate will have ten (10) working days to add a rebuttal letter to the File by submitting the rebuttal letter to the Provost.

The Provost will review the File, add a statement recommending for or against the promotion to the File, give the candidate a copy of the statement, and transmit the Promotion File to the University President for consideration and recommendation to the Board of Trustees (mid

March). If the Provost disagrees with the Dean's recommendation, he or she will add a written explanation to the File and promptly send a copy to the candidate.

The Board of Trustees will announce all promotions as soon as feasible.

The successful candidate for promotion to Senior Lecturer or Clinical Assistant Professor must demonstrate sustained outstanding performance in both teaching and in service for a minimum of six years as described, below.

Sustained Outstanding Performance in Teaching

1. Overwhelmingly positive student evaluations
2. Excellent peer evaluations of teaching
3. Satisfies all **essential** teaching related behaviors:
 - a) preparation and distribution of syllabi
 - b) meeting class on a consistent basis, including on-time arrival and dismissal
 - c) professional classroom behavior
 - d) effective organization of course content and lectures
 - e) effective communication with students in and out of the classroom
 - f) effective delivery of appropriate content material
 - g) effective processes and materials for evaluating student learning
 - h) meeting the reasonable needs of students and advisees through availability during scheduled office hours, appointments, and on line (when teaching distance learning)
 - i) teaching material that is current with the discipline
4. Has at least 15 **positive** teaching-related activities from the following list on behalf of students or the department. Each annual positive teaching-related activity counts toward the total.
 - a) creating innovative projects and assignments
 - b) teaching a larger than normal number of preparations or teaching section sizes that are larger than normal
 - c) conducting review sessions outside of normal class time
 - d) effective use of educational technology for students
 - e) serving as a teaching mentor for other faculty
 - f) being readily available to students beyond required office hours
 - g) developing a new course
 - h) developing a new teaching area
 - i) mentoring students
 - j) effectively supervising independent study projects
 - k) incorporating projects that involve service learning
 - l) the equivalent

Sustained Outstanding Performance in Service

Sustained outstanding performance involves (1) engaging in **significant service** over a minimum of a six year period and (2) engaging in leadership in teaching or service.

1. **Significant service** supports and furthers the mission, goals, or strategic plans of the department, college, or University, or addresses the needs of the community or the profession in ways that rely upon a faculty member's professional expertise. While the approximate equivalent of teaching one class per year, significant service is characterized more by quality than by quantity, and it should make a significant contribution to the department, college, University, community, or profession. Active and engaged involvement in appropriate committees, participation in appropriate faculty searches, participation in important college and university governance structures, leadership in aspects of department, college, or university life, work in professional organizations, and effective performance of administrative duties are all examples of significant service.
2. Leadership in teaching or service can be demonstrated by (a) **major initiatives** with substantial and ongoing impact, (b) a number of **significant leadership contributions that form a pattern of continuing engagement**, or (c) an equivalent combination of the two. One item from the **major initiatives** list might in itself be sufficient to confirm the individual's leadership or might only be sufficient if combined with two to four of the items from the **significant leadership contributions** list. Similarly, all items on the lists will not be of equal value. Some factors that might impact the value are:
 - The impact of the effort expended,
 - The relative prestige (of awards, publications, etc.), or
 - The differing levels of responsibility.

The candidate's combined activity and achievement must be of high quality, must exceed routinely assigned teaching, service and administrative duties, and must include demonstrated leadership.

- a) **Major initiatives** with substantial and ongoing impact include the following types of activities or the equivalent:
 - Developing and sustaining a study abroad experience for students,
 - Obtaining substantial internal or external funding or grant monies,
 - Spearheading a major university project,
 - Coordinating a major campus event involving several units within the university and continuing for multiple years,
 - Advising a significant organization or student activity that results in regional and/or national recognition,
 - Developing and editing a professional periodical,
 - Writing and publishing a text book or ancillary materials adopted by multiple universities;
 - Writing and publishing a scholarly book, article or discipline specific publication.
- b) **Significant leadership contributions** should include a variety of the following types of activities or the equivalent:
 - Developing a new course;

- Developing internships or service learning courses, projects and partnerships;
- Advising an Honors project;
- Obtaining moderate internal or external funding or grant monies;
- Providing formal and substantial faculty mentoring;
- Promoting student success through documented initiation of innovative strategies or a superior commitment to student advising;
- Receiving a university honor or recognition;
- Directing/coordinating a college or department program;
- Effectively chairing an active college or university committee;
- Actively serving on a college or university committee that is highly active and productive;
- Coordinating a college, campus or community event or a policy or process change within the college;
- Promoting alumni relations or engaging in fundraising
- Exercising leadership that draws on professional expertise outside the university
- Receiving a community honor or recognition;
- Holding an office in a professional or community organization;
- Effectively chairing a major government or community board;
- Effectively serving on a major government or community board that is highly active and productive;
- Providing professional consultation to community groups, government agencies or businesses;
- Presenting a competitively selected scholarly paper or serving as a reviewer in the competitive selection of scholarly work;
- Guest editing a professional journal.

