

**DEPARTMENT OF LEGAL STUDIES
COLLEGE OF HEALTH AND PUBLIC AFFAIRS
UNIVERSITY OF CENTRAL FLORIDA
CRITERIA FOR PROMOTION OF INSTRUCTORS AND LECTURERS**

I. Introduction

Department-specific guidelines for promotion are intended to serve as standards for the recommendation to grant promotion to eligible faculty seeking such determinations by the Department of Legal Studies (LS) Instructor and Lecturer Promotion Committee. This document describes the core principles and procedures for promotion. They are designed to support high academic standards and to ensure a comprehensive, rigorous, and fair review of the candidates. The criteria outlined herein have attempted to reflect the broad disciplinary and academic interests of the LS and its three major fields of study, as well as any future sub-fields. This document should be read and interpreted in conjunction with the LS's Annual Evaluation Standards and Procedures (AESP) documents. The departmental AESP is attached to this document as an attachment for ease of reference.

The Department of Legal Studies adheres to the University of Central Florida Instructor and Lecturer Promotion Guidelines. Faculty should consult the University of Central Florida Instructor and Lecturer Promotion Guidelines with regard to the following:

1. Definitions of titles and ranks;
2. General guidelines including eligibility timeline, salary increases, qualifying years of service, the transition process (the first few years of this new classification);
3. Department and college committee structure; and
4. Overall process initiated by the faculty request and proceeding through the final provost decision.
5. In addition to the descriptions of accomplishments already required by the University, the following items should be attached for support:
 - a. SPI summary and narratives for the past three years
 - b. List of titles, dates, and number of pages of any articles published in scholarly or professional journals or other publications
 - c. Student grade distribution should be included for classes taught in the last three years.
6. Narratives should include a list of dates of presentations whenever possible or these should be included as attachments for supporting documentation.

II. Performance Categories for Promotion

The Department of Legal Studies recognizes three basic categories of activities as essential to the promotion process. They are Instruction & Advisement; Research & Creative Activities; and Service, Professional Development & Governance. Below, typical activities for each area of activity are listed, although in some cases other non-specified activities may be considered acceptable. These are based upon the annual assignments of the individual faculty members. Those seeking promotion should have a consistent record of excellence in assigned duties ("consistent record of excellence" as defined by the departmental AESP).

1. Instruction & Advisement Activities
 - Course instruction (face-to-face, online, mixed-mode)
 - Direction of independent studies, student research projects, internships, theses, and dissertations
 - Academic advising
 - Involvement and participation in workshops, seminars, and other forums that aim to improve instruction and advisement
 - Program and course development
 - Teaching awards
 - Pedagogical publications

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- Professional presentations
2. Research & Creative Activities (This area is only evaluated if the faculty member has had a research assignment that was considered consistent and substantive enough to require evaluation as part of the Annual Evaluation Standards and Procedures (AESP) process.) While instructors and lecturers are not evaluated on this area since it is not part of their assignment in the AESP process, any research and creative activities included will be considered as service if not otherwise evaluated. Failure to have research or other scholarly activity shall not be considered negatively when the faculty member does not have a this requirement. See below under service.
 - Publications
 - Preparation or acquisition of grants or contracts to conduct research (This is encouraged but not necessarily expected of all candidates.)
 - Presentations at national and regional meetings, invited lectures
 - Other scholarly activity
 - Bar, professional or other journal articles
 3. Service, Professional Development & Governance Activities (not all will be included for every person's list; failure to have something within the group will not be interpreted negatively)
 - Service to the Department, College, and/or University
 - Activity devoted to improving the administrative functions of the Department, College, and/or University
 - Activity that furthers the mission and academic objectives of the Department, College, and/or University
 - Seeking and developing new ways to improve student performance and make long-lasting contributions to the Department, College, and/or University
 - Participation in conferences, courses, workshops, seminars
 - Acquisition of academic degrees or clinical certifications designed to enhance faculty and student competence and understanding of academic or scholarly material
 - Participation in committees at the department, college or University level
 - Attendance at graduations or advisory board meetings
 - Service to the scholarly/professional discipline
 - Participation in professional organizations related to faculty member's discipline or general faculty roles
 - Holding office in scholarly and/or professional organizations
 - Serving on or chairing committees in scholarly or professional organizations
 - Reviews or other critical assessments of scholarly work, including reviews of journal articles, books, and grant applications
 - Preparation and/or acquisition of non-research grants and contracts
 - Mentoring faculty and students
 - Service to the community
 - Presentations to community groups
 - Participation on boards or working groups that seek to improve, directly deliver health care services or develop health care policy
 - Service on or holding office in civic organizations
 - Activity that utilizes professional background and/or expertise to serve the community outside of the University
 - Research and Creative Activities (Failure to have research or other scholarly activity shall not be considered negatively when the faculty member does not have this requirement.)
 - Publications
 - Preparation or acquisition of grants or contracts to conduct research (This is encouraged but not necessarily expected of all candidates.)

- Presentations at national and regional meetings, invited lectures
- Other scholarly activity
- Bar, professional or other journal articles

Other activities may be included by negotiation or special circumstance recognized by the Department Chair or the LS Instructor and Lecturer Promotion Committee. In the Department of Legal Studies, these activities are generally administrative fall under the heading of “other university duties”.

III. Guidelines for Promotion

The broad range of legitimate activities possible for faculty to participate in and the multi-disciplinary character of the Department precludes extensive specification of criteria for promotion. Beyond the general criteria provided here, faculty excellence must be considered on a case-by-case basis and candidates are required to consult with the Department Chair and LS Instructor and Lecturer Promotion Committee for advice and approval (in writing) if they feel that criteria should be considered that are outside of what is outlined here.

Assessment for promotion will be based on the candidate’s annual assignments. The following criteria assume a standard instructional-teaching role. Exceptions require an explanation and should be noted in the dossier.

1. Associate Instructor/Lecturer

- The expectations for promotion to the rank of associate instructor/lecturer shall include the demonstration of a consistent record of excellence in the quality of assigned duties and the potential for continued excellence (“consistent record of excellence” as defined by the departmental AESP).
- In teaching, the faculty must provide evidence of sustained quality that is above satisfactory (“sustained quality that is above satisfactory” as defined by the departmental AESP).
- Evaluation in the area of research will only occur if the faculty member has had an assignment that was consistent and substantive enough to require evaluation as part of the Annual Evaluation Standards and Procedures (AESP) process. The evaluation of a faculty member’s research should be benchmarked against other faculty within the same/similar discipline/agenda.
- In service, faculty must have a strong record of excellence. This may take the form of service to the discipline through its professional organizations, Department, College, University, and/or community.
- Evaluation in the area of “other university duties” will only occur if an faculty member has had an assignment, such as an administrative or clinical assignment, that was consistent and substantive enough to require evaluation as part of the Annual Evaluation Standards and Procedures (AESP) process. The evaluation of “other duties as assigned” should take into account the size and nature of the assignment.

2. Senior Instructor/Lecturer

- The expectations for promotion to the rank of senior instructor/lecturer shall include the demonstration of a consistent level of excellence in the quality of assigned duties and the potential for continued excellence (“consistent level of excellence” as defined by the departmental AESP). Additionally, faculty must have demonstrated evidence of leadership in the university and/or profession.
- In teaching, the faculty must provide evidence of sustained quality that is above satisfactory.
- Evaluation in the area of research will only occur if the faculty member has had an assignment that was consistent and substantive enough to require evaluation as part of the Annual Evaluation Standards and Procedures (AESP) process. The evaluation of a faculty member’s

research should be benchmarked against other faculty within the same/similar discipline/agenda.

- In service, faculty must have a strong record of excellence that includes leadership to the university and/or profession. This may take the form of exemplary service to the discipline through its professional organizations, Department, College, University, and/or community.
- Evaluation in the area of “other university duties” will only occur if the faculty member has had an assignment, such as an administrative or clinical assignment, that was consistent and substantive enough to require evaluation as part of the Annual Evaluation Standards and Procedures (AESP) process. The evaluation of “other duties as assigned” should take into account the size and nature of the assignment.

IV. Committee Procedures

The LS Instructor and Lecturer Promotion Committee shall be created according to the current UCF Instructor and Lecturer Promotion Guidelines and the Collective Bargaining Agreement stipulations.

Each fall, the Promotion Committee shall elect a Committee Chair to serve for a period of one calendar year. The individual elected to Chair the Committee shall assume duties immediately after being elected in the fall Semester. After being elected, the Committee Chair shall contact the Department Chair and request the names of faculty who require review during his/her tenure as Committee Chair.

The Committee Chair will be responsible to call meetings and perform other necessary functions associated with completion of the required forms on behalf of the Committee. The Committee Chair will further be responsible for exercising due diligence in verifying the accuracy of the information contained in a candidate’s dossier, verifying the completeness of the dossier, and notifying the candidate if additional materials are required to be submitted. If the candidate does not submit the additional materials within a reasonable amount of time, the Committee will proceed with its review based on the documents available.

The Committee shall meet in accordance with the University deadlines to consider candidates for promotion and make appropriate recommendations. The Committee Chair shall facilitate these meetings.

All material submitted for review by each candidate is the responsibility of the candidate in consultation with the Department Chair.

The Candidate’s dossier is confidential, must be kept in a secure location in the LS office when not under review, and must be checked in and out by voting eligible faculty. When the ongoing efforts to have candidates submit their materials electronically, the LS will establish new safeguards to maintain the confidentiality of the candidate’s portfolio. Multiple copies of the dossier should not be made. The dossier may not be taken off campus for review. The materials in the dossier may not be discussed or shared by email, which might result in the loss of confidentiality and subject the information to a public records request.

V. Evaluation and Recommendation Procedures

1. The discussions in the Committee meetings shall be conducted professionally, and all Committee deliberations shall be confidential.
2. The candidate may not be present during Committee deliberations, except by invitation from the Committee to answer any questions that may arise during the dossier review and Committee deliberations.
3. The evaluation is to be restricted to material contained in the dossier.
4. Each Committee member should vote on each case considered unless there is a conflict of interest or if personal factors might impair objectivity regarding an individual applicant.
5. Faculty who vote on the dossier must have personally reviewed it.

6. For purposes of voting, a quorum shall be two-thirds of the number of Committee members eligible to vote, but no less than three members.
7. All votes pertaining directly to Committee personnel recommendations shall be conducted by secret ballot.
8. Decisions and recommendations of the Committee shall be the result of a simple majority vote.
9. A written evaluation and recommendation by the appropriate faculty shall be completed for each faculty member reviewed.
10. The Committee Chair shall be responsible for drafting the evaluation and recommendation explanation, giving a full and accurate assessment of a candidate's dossier, including explanations for each vote, including split votes and abstentions.
11. The Committee Chair shall forward all required materials to the Department Chair and follow all further instructions as outlined in the UCF Instructor and Lecturer Promotion Guidelines.