

**DEPARTMENT OF WRITING AND RHETORIC
INSTRUCTOR/LECTURER PROMOTION GUIDELINES
MARCH 16, 2016**

(Approved by department paper ballot vote, ending March 16)

Promotion to Associate Instructor/Lecturer

Promotion to Associate Instructor/Lecturer requires a consistent record of excellence in assigned duties. The committee will weight activities with higher FTE assignment more highly than those with lower FTE assignment. Duties or activities for which the faculty member does not have an assigned FTE will not be considered unless the applicant includes them in his or her statement and supporting materials. In other words, faculty members are not expected to complete work (such as scholarship) that is not part of their assigned duties.

Evidence of excellence in teaching may include departmental annual evaluations of teaching; chair, peer, or student evaluations of teaching; and evidence of successful student learning outcomes, classroom innovations and rigor in teaching. Additionally, evidence of mentoring and supporting students (who publish, present, receive grants, etc.) will be considered evidence of teaching excellence.

Evidence of departmental, college, or university service contributions should be included in the promotion application.

Officially assigned “Other Duties” such as advising, program coordinating, or scheduling will be evaluated via the evidence provided (including annual evaluations, letters from supervisors or colleagues, samples of work and achievements, etc.)

Pedagogical publications or professional presentations, discipline-related publications and/or creative activities may also be included at the applicant’s discretion, although these are rarely part of I/L assignments in our department.

Promotion to Senior Instructor/Lecturer is based on the same criteria as promotion to Associate Instructor/Lecturer. It carries an additional expectation of leadership in the department, university, and/or profession.

The application template and required/suggested materials may be found in the Instructor/Lecturer Promotion Dossier Format. Applicants are encouraged to carefully organize and curate their materials.