

Advancement of Full-Time, Non-Tenure-Track Lecturers:  
Criteria and Process

Peer Group Committee

Approved March 28, 2003  
December 17, 2003 (Revisions approved)  
January 12, 2004 (Revised)  
Revised July 29, 2004 (Revised)

Introduction

To support full-time lectureships, the College has established opportunities for promotion and a corresponding set of salary increases: the rank of Lecturer 1; the rank of Lecturer 2, with a \$1000 increase in salary from Lecturer 1; the rank of Lecturer 3, with a \$1200 increase in salary from Lecturer 2; and the rank of Lecturer 4, with a \$1400 increase in salary from Lecturer 3. The College has provided that a candidate is eligible for promotion one rank at a time.

A Peer Group Committee has developed criteria for these promotions and a process for awarding them. It oversees the process, and it has a role in making recommendations. The full-time lecturers elect the members of the Committee to terms of three years. Places are allocated per School, and they are to be reviewed by the College and by UUP, with assistance from the Committee, as numbers change within Schools.

General Principles

This document is based on a *Memorandum of Understanding, Evaluation of Full-time Lecturers*, dated July 6, 2001 and revised July 29, 2004, between the College and United University Professions [see Appendix].

1. The criteria for advancement are based on the quality of instruction and on activities related to instruction.
2. The process is nonquantifiable. It does not require a minimum or a maximum number of activities or accomplishments. Lecturer A may apply for promotion on the basis of three, and Lecturer B may apply for promotion on the basis of one.
3. The process is continuing. The criteria for promotion are identical at every level, as standards of teaching excellence. Lecturers who continue to meet these standards will continue to advance professionally.
4. The process is noncompetitive. Each application represents work unique to the lecturer, work that will be judged on its own merit and not in comparison with, or in contrast to, the work of other lecturers.

5. The process is collegial. In meetings with the Peer Group Committee and in roundtable discussions under its sponsorship, lecturers may help one another to generate, develop, implement, and assess proposals for the advancement of teaching. The PGC represents this mutual commitment across the College.
6. The criteria for promotion describe teaching. Lecturers demonstrate their abilities as teachers on the basis of discipline-appropriate work. As the Memorandum on reappointment states, the main responsibility of full-time lecturers is “instruction [...] suitable to discipline,” which includes teaching in the classroom, student teacher supervision, and clinical supervision. Lecturers in some departments are expected to participate in certain committees and to serve other departmental functions, and such work may also be evaluated for advancement provided that the applicant demonstrates its relevance to teaching.

The Memorandum also stipulates that scholarship and “committee work/service outside the department [...] is not expected” and that “it may be considered for reappointment only at the lecturer’s request and as a form of faculty development appropriate to instruction and/or performance in the subject area.” In keeping with the Memorandum, the process described below allows the applicant to demonstrate the relevance of any faculty development activities that have contributed to advancements in teaching, even if that work might otherwise be considered outside the criteria for evaluating full-time lecturers.

7. The process is nonprescriptive. It does not establish a set of conventions for lecturers to observe in demonstrating their effectiveness, because success in teaching often involves innovation and nontraditional forms.
8. The process is inclusive. Lecturers may include in their first application any relevant work within a three-year limit, whether they were teaching at SUNY Cortland part-time or full-time. Under special circumstances, to be negotiated with the department by the PGC, an applicant may include exceptional work performed between four and five years previously.
9. The process is distinct from DSI. A lecturer who applies for promotion may also apply for DSI.

#### Application Process and Criteria

A lecturer may apply for promotion during his/her current contract period, in accordance with the schedule for applications that the Provost shall publish every year.

1. A lecturer who wishes to apply for promotion self-recommends to the department personnel committee. An application has three parts:

- A brief cover-letter summarizes a) the lecturer's current status, b) the courses taught since the previous application, and c) the principal reason that promotion is now appropriate.
  - A reflective essay, one or two pages long, explores the lecturer's accomplishments as a teacher. It draws specifically on the semesters under review, and it focuses on the quality of the lecturer's engagement with students and vice versa. Any activities that define excellent teaching, in or out of the classroom, are relevant here provided that the lecturer demonstrates their significance for students. Such activities may include one or more of the following, but are not limited to them: a) accessibility, b) collaboration, c) contribution to professional organizations, d) curriculum development, e) expertise or scholarship, f) innovative teaching strategies, g) mentoring or supervision, h) promotion of diversity, i) uses of technology.
  - The lecturer presents documentation that he or she finds relevant to the application, either as evidence of continued excellence in teaching or as evidence of a significant innovation: for example, a) abstracts of presentations or articles, b) assignments, c) classroom observations, d) course-teacher evaluations, e) diskettes that show computer-mediated communications, such as PowerPoint presentations or exchanges on the Internet, f) lesson plans, g) recordings, audiotape and/or videotape, h) references by colleagues, i) reviews of publications or displays, j) special recognitions or honors, k) student work, with or without the lecturer's comments, l) syllabi, m) unsolicited letters or notes from students. A reviewer may request additional materials but not of a specific type.
2. The department personnel committee makes a recommendation on the lecturer's application and forwards it, along with the application, to the department chair.

The department chair serves on the department personnel committee without a vote, to represent to voting members that lectureships are dedicated to teaching and that applications for promotion are to be evaluated solely on this basis.

3. The department chair makes an independent recommendation on the lecturer's application and forwards it, along with the application and the department personnel committee's recommendation, to the Peer Group Committee.
4. The Peer Group Committee makes an independent recommendation on the lecturer's application and forwards it, along with the application and the preceding recommendations, to the appropriate Dean.

Since the PGC is charged with helping to develop the institution of full-time lectureships, it has a particular interest in activities that demonstrate a commitment to professional growth.

A PGC member from the lecturer's School presents the specific merits of the application to the Committee. Having completed its review, the PGC votes to support or not to support an application. In the event of a tie vote, an application is not

supported. The Committee's decision, not the vote by which it was established, is reported to the appropriate Dean.

A PGC member who is also a member of the personnel committee in the lecturer's department and who has voted at the department level of the promotion process is recused from the PGC's vote.

5. The Dean makes an independent recommendation on the lecturer's application and forwards it, along with the application and all preceding recommendations, to the Provost.
6. The Provost makes an independent recommendation on the lecturer's application and forwards it, along with the application and all preceding recommendations, to the President.
7. The President decides on the lecturer's application for promotion and notifies the lecturer that the application has been approved or declined, with copies to the department personnel committee, the department chair, the Peer Group Committee, the Dean, and the Provost.
8. With the same rights of due process as other full-time faculty, the lecturer shall be provided with a copy of every recommendation and decision at each stage of this review. The lecturer's chair shall also be provided with such copies.

\_\_\_\_\_  
Erik J. Bitterbaum, President  
SUNY Cortland

\_\_\_\_\_  
Date

\_\_\_\_\_  
Larry Ashley  
President, UUP Cortland Chapter

\_\_\_\_\_  
Date

## Appendix

Memorandum of Understanding  
Evaluation of Full-time Lecturers  
(July 06, 2001)  
(Revised July 29, 2004)

NOTE: Nothing contained herein shall prevent the University, in its discretion, from granting further upward salary adjustments of individual employees.

### I. Criteria

- A. The necessary and sufficient criterion is instruction (teaching, student-teacher supervision, clinical supervision) suitable to discipline.
- B. Scholarship is not expected. It may be considered for reappointment only at the lecturer's request and as a form of faculty development appropriate to instruction and/or performance in the subject area.
- C. Committee work/service outside the department is not expected. It may be considered for reappointment only at the lecturer's request and as a form of faculty development appropriate to instruction and/or performance in the subject area. An instance of this is the work of the Peer Group Committee.
- D. Committee work/service within the department may be expected and may be considered for reappointment when it is consistent with departmental personnel policies.

### II. Process

- A. Evaluation of full-time lecturers follows the same cycle as the evaluation of tenure track faculty, on the schedule published by the Provost.
- B. A lecturer who is eligible for reappointment applies to the department personnel committee.
- C. The department chair joins the standing personnel committee without a vote to explain the criteria as described above. The personnel committee makes an independent recommendation on the lecturer's application and forwards it, along with the application, to the department chair.
- D. The department chair makes an independent recommendation on the lecturer's application and forwards it, along with the application and the department personnel committee's recommendation, to the School's Dean.
- E. At the level of the Dean and subsequently, the process follows the same steps as with tenure track faculty.
- F. With the same rights of due process as other full-time faculty, the lecturer shall be provided with a copy of every recommendation and decision at each stage of this review. The lecturer's chair shall also be provided with such copies.

III. The criteria and process are to be re-evaluated by the parties to this Memorandum, with assistance from the Peer Group Committee, every two years.