

Department of Exercise and Sport Science
Procedures Governing the Promotion of a Lecturer to Senior Lecturer

August 23, 2010

September 2010 – Approved by Dean’s Office with endorsement of College Committee on Promotion to Senior Lecturer

Eligibility for Senior Lecturer

A lecturer is eligible for recommendation for promotion to senior lecturer on the following bases:

- The candidate must have a minimum of six consecutive years’ full-time (i.e., 1 FTE) service as a lecturer in the same College department, or, if the candidate is from another institution, six consecutive years of full-time (1 FTE) service as a lecturer or faculty equivalent.
- The candidate must provide demonstrable evidence of extraordinary teaching and service to the appointing department, beyond that which is expected of a lecturer, in accordance with standards of extraordinary teaching and service defined by the unit in which the candidate is appointed.

In the Department of Exercise and Sport Science, evidence of extraordinary teaching may include: a university teaching award, consistent teaching evaluations in the top 10% of the department, regular service on undergraduate honors theses committees, exceptionally high peer teaching reviews, success in writing and/or administering grants that improve teaching in a unit, innovative course development or improvements using technology, administrative oversight and training of teaching assistants and/or other fixed-term faculty in a unit.

In the Department of Exercise and Sport Science, evidence of extraordinary service may include: a university service award, service as departmental undergraduate advising coordinator, service on the UNC Faculty Council and/or its subcommittees, service on university committees (such as Teaching Award Committee, Staff Award Committee, university search committees), chairing unit committees or task forces, membership on the advisory board of a professional journal, publication which may include editing textbooks or writing case studies, invitations for speaking engagements at other institutions of higher learning, service through Carolina Speakers Bureau.

Procedure for review of candidates for senior lecturer in the Department of Exercise and Sport Science

Only a lecturer who has completed a minimum of six consecutive years of full-time (1 FTE) service in the Department of Exercise and Sport Science is eligible to be considered for promotion to senior lecturer.

A candidate eligible for promotion to senior lecturer in the Department of Exercise and Sport Science will be reviewed by a unit committee appointed by the Chair. This review committee will be composed of at least three tenured faculty members and at least one senior lecturer, provided one or more senior lecturers are part of the departmental faculty. If the departmental faculty contains no senior lecturers, a senior lecturer from another department may be included on a review committee, with the approval of the Dean’s office. This committee is responsible for

reviewing any eligible candidate's dossier and submitting a report on each candidate under consideration.

To be reviewed by the department's review committee, eligible candidates for senior lecturer must submit a dossier containing the following:

1. the candidate's current curriculum vitae;
2. the candidate's statement of teaching and service;
3. documentation of the candidate's teaching and service activities;
4. annual summaries of teaching, annual summaries of student evaluations, and periodic peer teaching evaluations.
5. evidence of extraordinary teaching and service.
6. the names of two individuals (from UNC or external) who may serve as referees as to the candidate's qualifications for the rank of senior lecturer.
7. additional materials, such as observations of classroom teaching, student recommendations, nominations for teaching awards, grant applications, and other materials relevant to the case.

Upon receipt of a complete dossier, the Chair will solicit letters from two referees, one from a list provided by the candidate and one from a list developed by the Chair, as to the candidate's qualifications for promotion to the rank of senior lecturer. Upon receipt of the two letters, the Chair will include them in the candidate's dossier.

After reviewing each dossier, the departmental review committee will submit to the Chair a report concerning each candidate for promotion to senior lecturer. The Chair will make this report available to the assembled eligible faculty of the department, whom the Chair will consult in a manner analogous to the process whereby the unit Chair consults the unit's faculty on the promotion of faculty members on the tenure track. This consultation will result in a vote of the eligible faculty of the department, recorded by rank, on each case for promotion to senior lecturer. To ensure confidentiality, reports of the faculty vote, other than the report submitted to the Dean, will include only the total vote of the eligible faculty. Exercise and Sport Science faculty eligible to vote on the promotion of a lecturer to senior lecturer include the following: tenured and tenure track faculty and senior lecturers.

The Chair of the department may decide to accept or reject the advice given by the eligible faculty. In either case, the candidate's complete dossier must be forwarded to the Dean with a letter from the Chair either recommending or denying promotion. Besides reporting the vote of the faculty, the Chair's letter should highlight factors concerning teaching and service that most influenced the recommendation. Regardless of the Chair's recommendation, the Chair must communicate that decision in writing to the candidate.

The dossier for the candidate forwarded to the Dean will contain the following:

1. the chair's letter, noting the review committee's role and vote, and the vote of the eligible faculty, recorded by rank;
2. the report of the unit review committee on the candidate;
3. the candidate's current curriculum vitae;

4. the candidate's statement of teaching and service;
5. documentation of the candidate's teaching and service activities;
6. annual teaching summaries and summaries of student evaluations;
7. a minimum of two letters from referees (UNC or external) that address the candidate's qualifications for the rank of senior lecturer.