



# William & Mary Arts & Sciences

OFFICE OF THE DEAN

## Process for Promotion of Lecturer to Senior Lecturer

May 8, 2015

- I. Requests for promotion of a Lecturer to Senior Lecturer status should take place during the annual spring merit review cycle. The Department/Program submits their faculty member's CV and a memo outlining:
  - A. Department/Programs should meet, vote, and forward a memo to Ewell Hall with a record of the discussion, the vote, and the results of the latest evaluation of the candidate, based on the senior lecturer criteria in the A&S NTE Policy:  
*Senior Lecturers must show a sustained record of excellence and versatility in the classroom as well as leadership in the design, development, and supervision of curriculum in the discipline in addition to the qualifications expected for lecturers.*
  - B. Normally this process would occur no sooner than the spring of the fourth year so that the appointment to Senior Lecturer would be effective at the beginning of the sixth year.
  - C. Address "clear rationale...": *The department or program has communicated a clear rationale as to how a long-term NTE (Senior Lecturer) best meets the curricular demands of the department or program in ways that a TE line would not. Budgetary rationales alone are not sufficient for increasing the number of faculty in this category.*
  - D. Indicate any specific teaching and service/governance expectations of the Senior Lecturer. These expectations will be noted in the Senior Lecturer contract and will be part of the annual merit evaluation.
  
- II. Steps in the approval process:
  - A. Once the Dean's office approves the appointment, Department/Program shall submit a Faculty Appointment Form to the Dean's office to generate a contract (for former or new title).
  - B. An approved promotion to Senior Lecturer will become effective at the start of the subsequent academic year contract.
  - C. Upon vacancy of a Senior Lecturer appointment, any future Senior Lecturer appointment request will be reviewed on its own merit. Senior Lecturer designation applies to the person, not the position.

Enclosure: Arts & Sciences NTE Personnel Policies April 8, 2013.