

## Indiana University School of Education IUPUI

### Long-Term Contract and Promotion Criteria for Lecturer Ranks

This document outlines the IUPUI School of Education's criteria for Lecturer promotion to Senior Lecturer with a renewable multiyear contract, along with general guidelines for dossier preparation, a dossier checklist, a routing and action form, and a timeline information sheet.

Lecturers are eligible for promotion to Senior Lecturer with a renewable multiyear contract after six years of employment in the lecturer ranks. However, in exceptional cases, the department chairperson can recommend that promotion with a multiyear contract be considered before the sixth year. It should be noted that Lecturers may apply for promotion/multiyear contract later than the sixth year of employment or may elect not to seek promotion/multiyear contract. However, Lecturers will only be eligible for short-term contracts (normally a one year renewable contract) until they have submitted a promotion/multiyear contract dossier through the school and campus process and have received a positive recommendation. A decision to delay or forgo application for promotion/long-term contract should be made only after careful consideration and consultation with the department chairperson and other mentors or advisors.

Dossiers for the awarding of promotion/long-term contracts to lecturer faculty are normally submitted, and decisions made, in the sixth year of employment. **In order to receive a positive recommendation, lecturers must meet the criteria for excellent performance in teaching; satisfactory or higher performance in service; and the additional criteria described below.** Research is not a category for evaluation of lecturer performance; however, research and scholarly contributions may be used to support the categories of teaching and service where appropriate.

#### Criteria for Promotion/Long-Term Contract

In order to be promoted to Senior Lecturer with a multiyear renewable contract, the candidate must be judged as **Excellent in teaching and either Satisfactory or Excellent in service.**

#### Teaching

**Excellent Performance in Teaching.** The candidate must successfully document consistent outstanding performance in classroom teaching. Additionally, the candidate must document a solid record of publicly disseminated and peer reviewed scholarship in teaching (includes publications and/or other forms of dissemination such as presentations, in-service work with

teachers or colleagues, coaching of professionals in the field, etc.), continued improvement in teaching, competence in leadership (formal or informal) related to the teaching mission of the unit, significant involvement in course and program development where appropriate, and outstanding performance of organizational and oversight responsibilities.

**Less than Excellent in Teaching.** The candidate's record may be characterized by good or above average classroom teaching performance, though at a level that falls short of excellence. Additionally, a candidate should be judged as less than excellent in the overall teaching category if classroom teaching is excellent but performance is significantly below average on such dimensions as publicly disseminated scholarship in teaching, continued improvement in teaching, competence in leadership, involvement in course and program development, and/or performance of organizational and oversight responsibilities.

### **Service**

**Excellent Performance in Service.** The candidate has documented significantly more than a routine amount of involvement in service activities of outstanding quality or effectiveness. Additionally, evidence of a developing reputation for excellence in professional service (service that is directly tied to the candidate's field of knowledge) beyond the campus level must be evident.

**Satisfactory Performance in Service.** The candidate must document a record of acceptance, in a spirit of willing cooperation, of a normal number of departmental, school, or university committee assignments and some participation in professional organizations or service to outside groups.

**Less than Satisfactory Performance in Service.** The candidate has not adequately documented at least a normal number of departmental, school, or university committee assignments; displays a consistent unwilling attitude toward service assignments; and/or has not documented participation in professional organizations or service to outside groups.

### **Additional Criteria**

In addition to consideration of teaching and service activities, promotion/long-term contract recommendations should be based on a prognosis of the candidate's future achievements, as determined by dependability, growth, originality, potential, and versatility of the candidate's work in relation to the mission of the School of Education at IUPUI and of the particular unit within the School to which the faculty member is assigned. That is, careful consideration should be given to the individual faculty member's potential contribution to the unit and School missions.

## **Teaching and Service Activities**

The following teaching and service activities and dossier preparation guidelines have been adapted from the “Indiana University Purdue University Indianapolis Dean of the Faculties’ Guidelines for Preparing and Reviewing Promotion and Tenure Dossiers 2006-2007” [<http://www.opd.iupui.edu/uploads/library/APPD/APPD3325.pdf>.] It should be noted, however, that these guidelines may change from year to year. Therefore it is important to locate the most current version of this document and to review it carefully for additional details on teaching and service as well as preparation of the dossier. Each promotion/long-term contract candidate should work closely with her/his department chairperson, beginning at the time of employment, to properly document teaching and service activities and, ultimately, to prepare the dossier for submission.

### **Teaching Activities**

Teaching may include a variety of instructional and related activities such as:

- All forms of university-level instructional activity on or off campus
- Preparation of course materials
- In-service instruction
- Course or program development
- Mentoring and supervision of students
- Advising students
- Dissemination of scholarly work related to teaching
- Teaching presentations at professional meetings
- Development of Web pages and other electronic learning aids
- Participation in the peer review of teaching process (documentation of ongoing peer review is required)
- Participation in development/implementation of teaching grants
- Other contributions to teaching as deemed appropriate by the faculty member’s department

### **Service Activities**

Service may include a variety of activities such as:

- Serving on department, school, campus, or professional organization committees, boards, etc.
- Service to student organizations or groups
- Professionally related consultation
- Administrative service
- Dissemination of scholarly publications or presentations that are service related
- Professional service to community and/or professional development sites
- Other contributions to service as deemed appropriate by the faculty member’s department

## **The Promotion/Long-Term Contract Dossier**

The candidate for long-term contract/Senior Lecturer is required to submit a dossier that includes all the following required materials plus any additional supporting materials that the candidate believes will appropriately document their work. Required materials and examples of supporting materials are listed below. **Please refer to the current version of the document entitled “Indiana University Purdue University Indianapolis Dean of the Faculties’ Guidelines for Preparing and Reviewing Promotion and Tenure Dossiers 2006-2007” for full details [<http://www.opd.iupui.edu/uploads/library/APPD/APPD3325.pdf>.]**

### **Required Materials:**

#### **Provided by the candidate:**

- Candidate’s curriculum vitae (clearly indicate teaching and service activities)
- Candidate’s statement (not to exceed five pages) providing candidate’s own assessment of accomplishments in teaching and service and prospects for continued development. This statement should also address the impact, significance, or value of the candidate’s work to the profession, to the unit or campus, and to society as a whole.
- Teaching load information (courses taught, semester/year, number of students)
- Ongoing peer evaluations of teaching
- Peer review of overall teaching record (may include internal and external letters)
- Summary of student course evaluations (in table form)
- List of all program, department, school, university, community, and professional service activities
- List of professional development activities
- Evidence of scholarly dissemination of work related to teaching

#### **Added to the dossier after submission and before the review:**

- Six external letters of recommendation (external to the School of Education) supporting excellence in teaching (the candidate’s department chairperson will solicit these letters)
- Department Chair’s recommendation and evaluation of candidate’s work
- Executive Associate Dean’s recommendation and evaluation of candidate’s work

### **Other Supporting Materials:**

- Documentation of any teaching or service awards
- List of presentations or consultations
- Copies of publications

- Evidence of course/program development or revision
- Evidence of leadership activities
- Course syllabi
- Documentation of development/implementation activities related to grant proposals
- Other materials the candidate believes will support the areas of teaching and/or service

Candidate \_\_\_\_\_

School \_\_\_\_\_

Department \_\_\_\_\_

Area of Excellence Teaching

**Lecturer Promotion/Long-Term Contract  
Dossier Checklist**

*Note: Not every item is required in every case, but most items are required in most cases; check all items that are included.*

Submit three copies of dossier without appendices

- \*Completed checklist
- \*Routing and action form
- \*Dean's recommendation and summary evaluation of candidate's work
- If a candidate has an adjunct or joint appointment in another school, letter of recommendation from that school's dean.

**General  
Summary:**

- \*School committee's recommendation and evaluation of candidate's work
- If a candidate has a joint appointment in another school, recommendation from that school's committee (optional-decided by that school)
- \*Chair's recommendation and evaluation of candidate's work
- External letters of evaluation and statement of expertise of letter writers
- \*Copy of candidate's *curriculum vitae*

**Personal  
Statement:**

- \*Candidate's own statement on work, including plans for future work in the intended areas of excellence

**Teaching:**

- Teaching load information; graduate committees served on or chaired
- Peer evaluation of teaching
- Student evaluation of teaching
- Evidence of student learning and match with unit and IUPUI student outcome goals
- Evidence of scholarly dissemination of work and leadership on teaching
- Department evaluation of stature of journals in which teaching publication appear
- Evidence of undergraduate or graduate student research or mentoring
- Evidence of quality of course development or innovation efforts
- Listing of teaching awards and grants
- Evidence of teaching development efforts

- Professional Service:**
- Evidence of scholarly publications, presentations, or other means of dissemination
  - Departmental evaluation of stature of journals in which publications appear
  - Evaluation by chair of quality and quantity of professional service

- University Service:**
- Evaluation by chair of the adequacy of University service

- Appendices:**
- As determined by candidate and department (do not forward to campus).

*\*These materials will be retained by Dean of the Faculties Office for permanent file.*

**Important:** At the department or school level, a person well-informed about requirements for dossiers should review the complete dossier, ensure that all required materials are included, and place materials in the proper order. This reviewer may be an administrative assistant, designated faculty member, or other person specified by the chair or dean. The reviewer is required to sign this checklist indicating that to the best of his or her ability the requirements of dossier preparation have been met. This certification may **not** be provided by the candidate. In instances where campus-level reviewers have questions about the content or form of the dossier, this is the person who will first be contacted for assistance.

\_\_\_\_\_  
signature

\_\_\_\_\_  
title

\_\_\_\_\_  
telephone

\_\_\_\_\_  
e-mail

\_\_\_\_\_  
date

# **Indiana University School of Education, IUPUI**

## **Promotion and Long-Term Contract Timeline for Lecturers**

### **Year 1**

Establish **mentor relationship(s)** as articulated in the "Mentoring in the School of Education at IUPUI" document

Submit **annual review** as required by unit

Review School of Education promotion and long-term contract **criteria**.

Review the most current IUPUI Dean of the Faculties' guidelines for preparing promotion and tenure dossiers. (Available on web at [www.academicaffairs.iupui.edu](http://www.academicaffairs.iupui.edu))

### **Years 2-5**

Submit **annual review and vitae** as required by unit

### **Years 6 or Thereafter**

Submit **Dossier** for promotion or long-term contract review to department by Sept 1

**School committee vote** goes to IUPUI School of Education Dean by Oct 1

**Dossier** goes to Dean of the Faculties by Nov 1

Submit **annual review** as required by unit

**Note:** Candidates may choose to seek promotion/long-term contract in year 6 or later. Earlier submission may be made with recommendation of Chair.



Academic Year \_\_\_\_\_

**INDIANA UNIVERSITY PURDUE UNIVERSITY INDIANAPOLIS  
FACULTY ROUTING AND ACTION LONG-TERM CONTRACT FORM  
FOR PROMOTION REVIEW**

Name:

School:

Promotion/Long-term contract  
Effective:

Years Credit toward Promotion/  
Long-term contract:

Employee ID #

Degrees: *Degree*

*Year*

*Institution*

*Field*

Professional Service Prior to IUPUI:

*Rank/Title*

*Years*

*Institution*

Faculty Service at IUPUI:

*Rank*

*Years*

*Program Area:*

\*\*\*\*\*

**Candidate's Review of Dossier**

I have reviewed the contents of the dossier and have had an opportunity to provide necessary information in accord with the guidelines for preparing dossiers issued by the Dean of the faculties and in accord with school and department guidelines.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date

The upper portion of this routing form should be completed before the dossier is evaluated at the department or school level.

**Review Process**

As applicable, Department Chairperson, Unit Committee, and dean should attach supporting statements for their recommendation. The final votes in each committee should be recorded below; if there are abstentions, this fact may be explained, but an abstention is neither negative nor positive. If new materials were added, please indicate at what level and certify that earlier reviewers and the candidate have received copies of the new materials.

Promotion/Long-Term Contract Recommendation (record actual committee votes):

Date Candidate Notified:

Department Chairperson	Approval _____	Disapproval _____	Abstention _____
Unit Committee	Approval _____	Disapproval _____	Abstention _____
Dean	Approval _____	Disapproval _____	Abstention _____
IUPUI Committee	Approval _____	Disapproval _____	Abstention _____
Dean of the Faculties	Approval _____	Disapproval _____	Abstention _____
Chancellor	Approval _____	Disapproval _____	Abstention _____

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_