MASSACHUSETTS SOCIETY OF PROFESSORS

SENIOR LECTURER PROMOTION WORKSHOP
FALL 2019
# TABLE OF CONTENTS

2019-2020 Review Timelines................................................................. 1

Promotion Standards, Eligibility, Timing and Procedures for Senior Lecturer Promotions (MSP Contract Language) ........................................... 2-3

Frequently Asked Questions ........................................................................ 4-7

What MSP Can Do For You ........................................................................... 8

“The Basics” -- An example of what one college (CBSB) offers as guidance regarding the review ................................................................. 9
# 2019-2020

**SENIOR LECTURER PROMOTION REVIEW TIMELINES**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 23, 2020</td>
<td>Faculty members applying for promotion to Senior Lecturer or Senior Lecturer II submit their portfolio through APWS to the department chair/head</td>
</tr>
<tr>
<td>March 5, 2020</td>
<td>Deadline for department personnel committee to advance their recommendation through APWS to the department chair/head</td>
</tr>
<tr>
<td>March 19, 2020</td>
<td>Deadline for department chair/head to advance his/her recommendation through APWS to the college-level NTT review committee (College Review Committee)</td>
</tr>
<tr>
<td>April 16, 2020</td>
<td>Deadline for college-level NTT review committee (CRC) to advance their recommendation through APWS to the dean</td>
</tr>
<tr>
<td>May 15, 2020</td>
<td>Deadline for dean to advance his/her recommendation through APWS to the provost</td>
</tr>
<tr>
<td>August 15, 2020</td>
<td>Deadline for provost to notify candidate of decision</td>
</tr>
</tbody>
</table>

The promotion of a successful candidate will take effect on September 1st of the academic year following the provost’s decision.
Promotion Standards & Criteria, Eligibility, Timing and Procedures
For Senior Lecturer Promotions
MSP Contract Language (Article 21.10)

21.10.1 **Progressive Lecturer Titles.** The progressive ranks of non-tenure track faculty shall be: Lecturer, Senior Lecturer, and Senior Lecturer II.

21.10.2 **Progression in ranks.**

(a) Lecturers who have completed six years of full-time equivalent service are eligible for promotion to Senior Lecturer.

(b) Senior Lecturers who have completed six years of full-time equivalent service in that title are eligible for promotion to Senior Lecturer II.

21.10.3 **Eligibility for promotion.**
All Lecturers with at least six years of full-time-equivalent service as a Lecturer, Lecturer II, Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor, Instructors, or in a position, excluding student employment, with duties and responsibilities substantially the same as Lecturer, will be eligible for consideration for promotion to the rank of Senior Lecturer. All Senior Lecturers with at least six years of full-time-equivalent service as a Senior Lecturer or in a position, excluding student employment, with duties and responsibilities substantially the same as Senior Lecturers, will be eligible for consideration for promotion to the rank of Senior Lecturer II. Service in other titles not explicitly enumerated herein or service in comparable positions at other institutions may be credited towards eligibility for promotion at the time of appointment to a lecturer position if it is included in the offer letter or written agreement. If a faculty member doesn’t have credit for prior service in their respective offer letter than the parties agree to review a request for credit of prior service on a case by case basis.

21.10.4 **Promotion Standards and Criteria:** In addition to having accrued the necessary service credit, a candidate for promotion to Senior Lecturer or Senior Lecturer II must demonstrate evidence of:

(a) Meritorious performance in the area(s) of the candidate’s responsibility

(b) Promise of continuing professional development and achievement

21.10.5 **Review Process:** Candidates for promotion to the rank of Senior Lecturer or Senior Lecturer II shall follow this review process:

(a) Candidates who believe they are eligible to apply for promotion consult with the Department Chair/Head to confirm eligibility.

(b) The candidate assembles a portfolio of accomplishments in his/her
area(s) of responsibility, including a personal statement, a current curriculum vitae, and all other materials that he or she believes will be essential to an adequate consideration of the case and submits the portfolio to his/her Department Head/Chair.

(c) If the candidate wishes to include in the portfolio letters of evaluation from scholars or professionals in other University departments or from outside the University, he/she supplies a list of such evaluators to the Department Head/Chair with the portfolio. The Head/Chair solicits evaluations from the individuals suggested by the candidate and may solicit evaluations from other relevant scholars and professionals.

(d) The Department Head/Chair adds to the file all available evaluations of teaching effectiveness.

(e) The Department Personnel Committee reviews the portfolio and forwards its vote and recommendation to the Department Head/Chair, simultaneously sending a copy to the candidate.

(f) The Department Head/Chair reviews the portfolio and forwards his/her recommendation to the relevant college review committee (as described in paragraph 21.10.7(g) below), simultaneously sending a copy to the candidate.

(g) College Review Committees shall be constituted from three to five lecturers, elected by the lecturers in the respective schools and colleges. These committees review the portfolio and forward their votes and recommendations to the Dean, simultaneously sending a copy to the candidate.

(h) The Dean reviews the portfolio and forwards his/her recommendation to the Provost, simultaneously sending a copy to the candidate.

(i) The Provost reviews the portfolio and informs the candidate and all previous levels of review of his/her decision.

21.10.6 **Timing**: The candidate may submit his/her portfolio no later than the first day of the spring semester of the academic year in which he or she has accrued or will accrue the equivalent of six years of full-time service in his/her current rank. The review process will be conducted during the spring semester of that academic year; resulting promotions will be effective on the following September 1st. The candidate will be notified of the Provost’s decision no later than August 15 of the summer after the academic year in which the review takes place.

21.10.7 **Effective Date of Promotion**: The promotion of a successful candidate will take effect on September 1 of the academic year following the Provost’s decision.
FREQUENTLY ASKED QUESTIONS

Q: When am I eligible to be considered for promotion to Senior Lecturer? Senior Lecturer II?
A: Any lecturer on campus (full or part-time) with at least 6 years of full-time equivalent (FTE) service as a lecturer is eligible for consideration for promotion to the rank of senior lecturer.

A: Any senior lecturer on campus (full or part-time) with at least 6 years of full-time equivalent (FTE) service as a senior lecturer is eligible for consideration for promotion to the rank of senior lecturer II.

Q: I have performed service to the University under other titles. Can this service count toward eligibility for promotion to senior lecturer or senior lecturer II?
A: All service as a Lecturer, Lecturer II, Instructor, Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor counts toward your promotion to senior lecturer. In addition, service you performed under a different title where you did work substantially the same as lecturer or senior lecturer can count toward your promotion. You should talk with MSP if the latter applies to you.

Q: I have taught courses for CPE (Division of Continuing and Professional Education). Do they count toward my promotion?
A: Yes, if your CPE courses were taught during the fall or spring semesters, they are to be included in the calculation of FTE service for promotion.

Q: I think I’m eligible for promotion. What do I do?
A: If you think you have the requisite numbers of FTE years necessary for promotion, you should consult with your department chair/head to confirm eligibility.

Q: I’ve been deemed eligible for promotion. When should I begin to assemble my application materials?
A: You should begin to prepare your application in the summer before the fall of your sixth year of FTE service.

Q: When and to whom should I submit my portfolio for the review?
A: You should submit your portfolio (through APWS – Academic Personnel Workflow System) to the department chair/head no later than the first day of the spring semester of the academic year in which you accrued or will accrue the required FTE years of service. The review will happen during that spring semester.

Q: I’m having trouble understanding or have technical difficulties with the APWS system. Who do I contact?
A: For questions about policies related to APWS, contact provost office personnel at academic.personnel@umass.edu. For technical support, contact the Center for Educational Software Development (CEDS) at apws-help@cesd.umass.edu
Q: What is my department chair responsible to add to the file for my promotion review?
A: Your department chair/head is responsible for adding the following to the file:

- All available evaluations of your teaching effectiveness. In reality that means your SRTIs, but you may want to add other items that speak to your teaching effectiveness such as letters from students or midterm assessment reports from CTL (Center for Teaching & Learning). Article 33 of the MSP Collective Bargaining Agreement calls for departments to take a more holistic approach to assessing teaching effectiveness, to not rely solely on SRTI scores but to attempt to capture the total contribution of the candidate to the instructional mission, both inside and/or outside the classroom, through multiple modes of evaluation.
- Your department chair/head is also responsible for uploading your job description into APWS prior to your DPC review. Check with him/her to make sure that the description to be uploaded accurately reflects your current assigned duties and job responsibilities. Ideally this is something you should be looking at annually with your department chair (at AFR time) to make sure the job description is up-to-date.

Q: What do I include in my promotion portfolio?
A: You (the candidate) assemble a portfolio of accomplishments in your area(s) of responsibility and submit them (through APWS) to the department chair/head. This includes:

- A personal statement (normally 3-5 pages). Consider having separate sections by job duty such as teaching, service, etc. and be sure to fashion your narrative around teaching in a holistic manner (capturing your total contribution to the instructional mission, both inside and/or outside the classroom, through multiple modes of evaluation, not just student evaluations).
- A current CV
- Any other materials you think are essential for an adequate consideration of your case. Please consult the MSP office if you are being told you have to submit something you feel is unnecessary or irrelevant.

Q: What “other materials” might I consider adding so that my case can be adequately considered?
A: Below are items you might consider adding to your file even though they are not contractually mandated. But remember that you get to decide what other materials are essential for your colleagues/administration to see. Again, if there’s something you are feeling pressured to add that you don’t want to/don’t feel is relevant, please be in touch with MSP so we can discuss it with you:

- If there’s no official job description, we encourage candidates to lay out job duties in their personal statement so it’s clear what you have been contracted to do and therefore what you are to be evaluated on. Make sure you articulate any summer duties if those are different from what you do during the academic year.
• Letters of evaluation from scholars or professionals in other University departments or from outside the University. This includes letters that the candidate can upload him/herself or those he/she would ask the chair/head to individually solicit. Only those individually solicited can be subject to a waiver of right to access. (See more below about review letters.)
• Annual Faculty Reviews (AFRs)
• List of courses taught/syllabi
• Statement highlighting meritorious performance and promise for continuing achievement.

Q: Are reviewer letters from scholars/professionals in other University departments or from outside the University required as part of my review?
A: No, it is the choice of the candidate to include them. If you would like your department chair/head to solicit such letters, you will need to provide names to your chair/head ahead of time so they can be solicited in time to be included with your application. Decide carefully. If you choose this option, it’s important to know that your department chair/head must solicit from every person you suggest but may also solicit evaluations from other relevant scholars and professionals not on your list so you do lose some control.

Q: What are the standards and criteria for this review?
A: Standards and criteria for both promotions are the same and can be found in the MSP Collective Bargaining Agreement under Article 21. They state that in addition to accruing the required length of service, a candidate must also show

• Meritorious performance in the area(s) of the candidate’s responsibility and
• Promise of continuing professional development and achievement

Q: How is this review different from the University’s tenure and promotion process?
A: This review is different from the tenure review in many ways. Be proactive about educating your chair/head about the review if necessary. Often times there is still a need to explain the process to those evaluating you.

1. It’s not an up-or-out review. Tenure candidates who don’t receive the award of tenure and promotion are given a terminal year and must leave the University at the end of that year. This is not the case for lecturers. If you are not successful the first time you come up for promotion, you can be reviewed again.
2. A lecturer or senior lecturer who is eligible to be considered for promotion doesn’t have to go through the review if they decide not to. Please come and talk to MSP if you are considering not putting forward your application or if you have been discouraged from doing so. We are happy to speak with you confidentially before you make this choice. And it’s important to note that it’s YOUR choice and not anyone else’s.
3. The standards and rigor of review for lecturer promotions are very different from tenure. Lecturer promotional opportunities were negotiated by MSP as a way to recognize years of service to the University. Candidates do not have to show evidence of excellence in at least two areas of service as with tenure reviews. In
fact, the ratings of excellence/strength/no strength are not to be used in this review at all.

Q: What do I do if I receive a recommendation letter that is negative or includes misinformation or items I disagree with?
A: The first thing you do is call MSP. We will be happy to look over any recommendation letter and talk with you about an appropriate response (if warranted). You do have the absolute right to respond to any recommendation letter or decision concerning your review and have it added to your file going forward. We will not only advise and help construct your response, but we can also request that the process be delayed to allow time for your comments to be added before the next level begins its review.

Q: If I’m successful, what will be the effective date of my promotion?
A: The promotion of a successful candidate (including the requisite salary increase) will take effect on September 1 of the academic year following the Provost’s decision.

Q: What is the current promotional salary increase associated with these reviews?
A: Both the promotions to senior lecturer and senior lecturer II carry with them an on-base salary increase of $6500.

Q: What rights do I have with regard to this review?
A: You have the right to:
- present all materials you believe are essential to an adequate consideration of your case and the opportunity to supplement the original presentation with additional relevant information in the event that a review indicates shortcomings in the presentation
- equitable treatment in personnel matters so as to ensure generally consistent recognition to departmental faculty members whose chosen field, overall professional development, period of service on the campus, and quality of contributions, all taken as a whole, are judged to be approximately equal
- discuss your professional progress and any personnel matter of concern with your department chair/head; and, if such discussions prove unsatisfactory, with the Dean; and, if still unsatisfied, with the Provost
- have access to all materials in your basic file upon your request
- see and receive a copy of all materials added to your file (including recommendations made at the department, college and upper administrative levels) when they are added so you have the opportunity to respond to their substance and appropriateness
- a decision from the Provost no later than August 15 of the summer after the academic year in with the review takes place
WHAT MSP CAN DO FOR YOU

Attending a Workshop on the Promotion Process is a good way to get information and begin taking charge of your promotion. But there is a lot more that the MSP Faculty Advocates and staff can do for you! Here are a few of the most commonly sought services:

1) Consulting on any issue of eligibility for the promotion review.

2) Looking over personal statements before promotion packet submission.

3) Reading and evaluating promotion review letters at each stage and advising about appropriate responses (if any).

4) Seeking additional time in which to respond to any level of promotion review if needed.

5) Helping to construct and revise a response to any letter containing a negative recommendation or inaccurate information.

6) Troubleshooting and/or intervening when the promotion process is in question.

7) Talking to the administration, on the candidate’s behalf.

8) Seeking and negotiating settlements when appropriate.

9) Providing a confidential sounding board and an objective perspective for any concerns regarding the promotion review process.
Promotion to Senior Lecturer

The Basics

1. Eligible for promotion to Senior Lecturer I after six years of full-time equivalent service as an instructor or lecturer (or other position excluding student employment, with duties and responsibilities substantially the same as Lecturer), will be eligible for consideration for promotion to the rank of Senior Lecturer.

2. Eligible for promotion to Senior Lecturer II after six years of full-time equivalent service as Senior Lecturer (or similar position).

3. Meritorious performance in the area(s) of the individual’s responsibility.

4. Promise of continuing professional development and achievement.

Because there is so much variation across campus with respect to lecturers’ job responsibilities, it is especially important to provide a detailed job description of the individual’s job responsibilities and/or course load over the time period in which they are being evaluated.

The applicant should provide a personal statement detailing their job description, either as described in the hiring letter or in subsequent evolution of the position’s departmental role, and showing how they have achieved points #3 and #4. They should provide a current CV and any other materials that support their case. If a primary job task is teaching, for example, then the full SRTI quantitative and qualitative teaching evaluations and syllabi from at least the last five years should be uploaded onto the APWS system. It is also preferable to create an overall table summarizing courses taught each semester, class size, and average SRTI scores. Including the full qualitative comments from SRTIs that capture elements of teaching and learning not seen in the quantitative scores are strongly encouraged, as is any record of student mentorship and advising outside the classroom.

If the candidate wishes to have letters of evaluation from scholars, students or professionals from inside or outside the University, the candidate supplies a list of such evaluators to the department head or chair. The head or chair solicits evaluations from the individuals suggested by the candidate and may solicit evaluations from other students, scholars and professionals.