Department of Psychology Promotion Guidelines for Non-Tenure Faculty (Approved March 10, 2021)

Promotion in the non-tenure track ranks is based on "distinction" in assigned areas of effort that are identified in the Faculty Assignment Report (FAR). Other scholarly activities are not expected, but additional activities that enhance the merit of the candidate may be considered. "Distinction" is defined as an excellent and sustained record of accomplishment.
Promotion from Lecturer to Senior Lecturer is analogous to promotion from Assistant Professor to Associate Professor. Promotion from Senior Lecturer to Master Lecturer is analogous to promotion from Associate Professor to Professor, but without tenure in both cases.

In order to be promoted to Senior Lecturer the candidate must show evidence of consistent meritorious achievements in assigned effort areas (FAR). This may include, but is not limited to innovations in teaching methods, evidence of exemplary development of new courses, evidence of professional development, etc.

In order to be promoted to Master Lecturer, in addition to the above, there should be evidence of superior achievements since the last promotion in the areas of assignment (typically teaching and service). This may include, but is not limited, receipt of an award for teaching and/or advising, assuming a leadership role in curriculum redesign or development, online education, etc.

Procedure

The timeline for promotion for non-tenure track faculty is flexible, as candidates can be considered for promotion when ready, as determined in consultation with the mentoring committee and the Psychology Department Chair. Because some time is required to show a sustained advancement from the prior step, candidates should expect that promotion standards would be difficult to achieve in less than 4-5 years.

Non-tenure track faculty are not required to complete an official third year review but are encouraged to discuss this with the mentoring committee and may request such a review either during or after their third year.

Candidates will complete the University's standard promotion packet in accordance with the University guidelines regarding packet preparation and deadlines for submission; a modified version of these guidelines (adjusted to fit the requirements for non-tenure track faculty) is summarized below:

1. The summary of percent assignments shown in the portfolio should accurately reflect the non-tenure track faculty member's actual assignments and activities, in accordance with the FAR.

2. As per specifications in the Collective Bargaining Agreement (19.8 e), the packet will include five or six letters of evaluation solicited by the department chair. University guidelines allow non-tenure track faculty to substitute internal letters (i.e., from faculty in the department) for external letters (i.e., from outside the department/university), although external letters can be solicited if appropriate to the candidate's case. In accordance with University guidelines, the candidate provides a list of potential writers of evaluation letters, but the final selection is determined by the Department Chair such that at least half of the letters included in the packet come from the candidate's list.

3. Those candidates who wish to be considered in the following fall should notify the Department Chair as per deadlines posted by Academic Affairs/CBA, preferably by May 1 of the calendar year in which they wish to be considered. The Department Chair will consult with the relevant Area Director and/or mentoring committee members about selection of letter writers.

4. The candidate will prepare materials for submission according to University guidelines. The promotion packet needs to be submitted in the online system for a preliminary review by the College to ensure that it is both complete and correctly formatted. This should be done by deadlines established by the College.

5. Once the candidate has certified the packet, preferably by the beginning of September, the department will upload evaluation letters and make the packet available to those faculty members who are eligible to vote on the case. Academic Affairs determines which faculty are eligible to vote on a case.

6. The promotion materials will be made available to the eligible voting faculty members for a period of at least two weeks. After this period of review, one or more meetings will be held (as necessary in view of the number of cases) of the eligible voting members of the Department of Psychology. At this meeting, the Chair of the candidate's mentoring committee (or assigned substitute) will summarize the facts of the case(s), and the eligible voting members of the Department of Psychology will discuss the case(s). A vote will be conducted after conclusion of the meeting that comports with University guidelines.