

## General Guidelines for Promotion to the Rank of Lecturer II

1. The criteria for promotion from the rank of Lecturer I to the rank of Lecturer II are as follows:

A full-time faculty appointment outside the tenure stream whose duties are the same as those of Lecturer I, but who has demonstrated consistent excellence as a teacher, and, if appropriate, as an advisor, or in other assigned service to a department. Appointments are for three years, and are renewable.

2. Review for possible promotion begins at the department level. The Faculty member and the Chair of the department should consult the "Criteria for Appointment, Evaluation, and Reappointment of Non-Tenure Stream Faculty." <https://as.pitt.edu/faculty/governance/criteria-appointment-evaluation-and-reappointment-non-tenure-stream-faculty>.
3. A departmental review committee should be charged with assembling a promotion dossier.
4. Recommendation for promotion to Lecturer II may be made by a vote of tenured and tenure stream faculty, and NTS faculty at the rank of Lecturer II and Senior Lecturer.
5. The Chair should submit a recommendation to the Associate Dean of Faculty Affairs on behalf of the department, with an appropriate supporting dossier.
6. Checklist for dossier for promotion to Lecturer II.

1. \_\_\_\_ Cover Letter from the Departmental Chair to Associate Dean of Faculty Affairs, which includes: the promotion process; internal committee recommendation and vote; faculty recommendation and vote; and chair recommendation.
2. \_\_\_\_ Candidate's Current Curriculum Vita.
3. \_\_\_\_ Candidate's Personal Statement with respect to his/her demonstrated excellence regarding the criteria for promotion delineated above.
4. \_\_\_\_ Employee Record Form.
5. \_\_\_\_ Course Enrollment Sheets (provided by Dean's Office).
6. \_\_\_\_ Departmental Committee Report (if reviewed prior to discussion by full faculty).
7. \_\_\_\_ Copies of annual letters of evaluation by Dept. Chair since most recent reappointment and most recent letter of reappointment.
8. \_\_\_\_ Teaching/Course Materials.

a. \_\_\_\_ OMETs for all courses including summary sheets since most recent reappointment.

b. \_\_\_\_ Peer evaluation of teaching (two dept. evaluations required).

c. \_\_\_\_ Candidate's response to peer evaluation of teaching and/or OMETs.

d. \_\_\_\_ Selected course materials (ie, syllabi for new courses).

9. \_\_\_\_ Ballots/Signature Sheet (use keycoded tabulation without faculty names because candidate is allowed access to personnel files.