

General Guidelines for Promotion to the Rank of Senior Lecturer

1. The criteria for promotion from the rank of Lecturer II to Senior Lecturer are as follows:
 - Demonstrated evidence in classroom or laboratory teaching (and advising, when applicable).
 - Demonstrated contributions of importance to the undergraduate educational mission of the department beyond classroom teaching. This evidence should be manifest in such areas as new course development, curriculum development, and extracurricular activities, but need not be limited to these areas.
 - Demonstrated contributions to the undergraduate mission of the University through activities that go beyond the department, as manifest by the significance of their participation in Dietrich School-wide or University-wide initiatives and/or the candidate's contributions to national pedagogy in their discipline.
 - A title reserved for persons of considerable professional attainment, of eminence, or with recognized expertise in their fields of scholarship or in the creative arts. Renewable appointments are for five years.
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 will be by a vote of tenured and tenure stream faculty, and NTS faculty at the rank of 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 Senior Lecturer.
 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. ____ External Letters of Reference (selected by the candidate, minimum of 3 letters external from department or program of primary appointment, must submit signed original).
5. ____ Referee List (must include a brief description of each and why they were selected.)
6. ____ Employee Record Form.
7. ____ Course Enrollment Sheets (provided by Dean's Office).
8. ____ Departmental Committee Report (if reviewed prior to discussion by full faculty).
9. ____ Copies of annual letters of evaluation by Dept. Chair since most recent reappointment and most recent letter of reappointment. Make sure no salary information is included.
10. ____ 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).
11. ____ Ballots/Signature Sheet (use keycoded tabulation without faculty names because candidate is allowed access to personnel files)