

Guidelines for Promotion from Instructor to Lecturer

Non-tenure track, full-time instructors are an important part of the academic enterprise. In the sixth year of appointment as Instructor, a full-time, non-tenure track faculty member must apply for and receive promotion to Lecturer in order to continue appointment in the College of Communication, Fine Arts and Media. See 4.4.1.:

<https://nebraska.edu/-/media/unca/docs/offices-and-policies/policies/board-governing-documents/bor.pdf>

Instructors should be informed of the required promotion process as part of their employment contract. In the third year of employment, the School Director and/or Unit Coordinator within the College of Communication, Fine Arts and Media should provide mentoring and guidance on the promotion process. Applications prior to the sixth year of appointment require approval in advance.

The following outlines the College's content (portfolio) requirements for promotion from Instructor to Lecturer. The information provided should include all standardized forms required by the University, copies of the Annual Reviews (including comments from the Director and Dean) for the previous five years, narrative, and a summary of the following sections addressing in order: (1) teaching and (2) service within and/or outside the University. Each candidate has the right and responsibility to use the narrative to explain their teaching philosophy and how the contents of the portfolio warrant promotion to Lecturer. Candidates will receive a rating of "outstanding," "above average," "average," or "below average" in (1) teaching and (2) service within and/or outside the University. In order to be promoted to Lecturer, the vote must reach at least "above average" in teaching and at least "average" in service within and/or outside the University. The faculty member should meet with the School Director to determine if any other school-specific materials are required.

1. A letter of application for promotion should discuss the faculty member's contributions to the School, including a summary of accomplishments in only teaching and service.
2. Research and creativity activity are not expected or required of instructors; therefore, the curriculum vita will suffice for documenting research and creative activity.
3. The faculty member must include a current CV. This can be generated through Digital Measures or be a standard CV designed by the candidate.
4. Annual Reviews, including comments from the Director and Dean for the previous five years, must be included.
5. All formal student course evaluations of teaching for the previous five years must be included. All comments from all given courses must be presented as a typed summary.
6. The narrative should be 1-3 double-spaced pages in 11 or 12-point font. The narrative should provide a brief overview of the faculty member's teaching philosophy, focusing on details of specific achievements, challenges, and steps that the faculty member has taken to improve their teaching relative to: a) classroom or studio teaching; b) teaching outside the classroom; c) service to teaching; and d) pedagogical research and creative activity. See "Suggested Measures to be used to Document RPT Related Accomplishments":
<https://www.unomaha.edu/college-of-communication-fine-arts-and-media/faculty-staff-resources/rpt.php>.
7. Supporting documentation of teaching could include but is not limited to the following:
 - a) Course outlines or syllabi
 - b) Student assignments
 - c) Innovative teaching materials
 - d) Peer evaluations of teaching
 - e) Curriculum development of new programs/courses
 - f) Innovative instructional techniques
 - g) Publications or grants related to teaching

- h) Participation in instructional improvement workshops
- i) Non-classroom teaching: undergraduate thesis supervision, honors student supervision, advising, independent studies, etc.

8. Service within and/or outside the University is expected of all instructors. The candidate must demonstrate evidence of active contribution in service activities. Supporting documentation of service could include but is not limited to the following:

- a) Administrative, committee, and special assignments at the department, school, college, or university level or levels
- b) Promotional activities that support the University's educational mission
- c) Recruitment/retention activities for the School, College, or University
- d) Institutional advancement activities
- e) Member of thesis, special project, recital, capstone, or doctoral committee
- f) Sponsorship of student professional clubs/societies
- g) Managing a speaker or performance series that supports the University's educational outreach mission
- h) Adjudication of a competition or festival
- i) Officer or active committee member of a professionally related organization
- j) Community engagement in a faculty member's professional area of expertise but outside professional conferences in the discipline (e.g. a speech to a Rotary Club about nonverbal communication, rather than to the National Communication Association)
- k) Participation in professional organizations devoted to teaching