

## Guidelines for Promotion to Senior Lecturer

Promotion from lecturer to senior lecturer in the College of Agriculture, Food and Environment is directed by AR 2:9 <http://www.uky.edu/Regs/files/ar/ar2-9.pdf>, Lecturer Series Faculty.

AR 2:9 states promotion to Senior Lecturer is elective, that is, undertaken by the unit administrator in consultation with the unit faculty:

A Lecturer Series faculty employee may be considered for promotion (without tenure) from the rank of Lecturer to the rank of Senior Lecturer at any time after five (5) years of continuous full-time service. In preparing a recommendation to the dean on a promotion case in the Lecturer Series, the educational unit administrator shall consult with the appropriate faculty employees of the unit and obtain their written judgments (see AR 2:1-1 Appendix I).

Before consideration of a promotion from lecturer to senior lecturer, "The Faculties of the educational units that employ full-time Lecturer Series faculty shall establish unit criteria and procedures for appointment, reappointment, nonrenewal of appointment, terminal reappointment, promotion, and faculty performance review (pursuant to GR VII.A.6). The criteria for appointment shall include an earned terminal degree appropriate to the field of assignment. Evidence of the appropriate professional experience or credentials may substitute for a terminal degree with the approval of the Provost. These unit criteria and procedures shall be submitted to the dean of the college for approval." (AR 2:9)

In the College of Agriculture, Food and Environment candidates for senior lecturers must have earned a terminal degree appropriate to the field of assignment.

### Steps:

Department establishes unit criteria and procedures for appointment, promotion, etc., as outlined in AR 2:9. Dean approves.



Department chair notifies dean of intent and submits CV, as well as consults with unit faculty on the preparedness of the candidate for consideration for promotion to senior lecturer.



Chair works with candidate to prepare dossier (original in binder; copy in binder, copy—minus teaching portfolio—in manila file folder). Dossier binders supplied by Office of Assistant Dean for Academic Administration.

Dossier contents: 1. Recommendation of college dean (school director consults with dean as appropriate)  
(in this order) 2. Recommendation of department chair  
3. Recommendations of directors of centers (as appropriate)  
4. CV  
5. List of names and ranks of all faculty in the department  
6. Written opinions of departmental faculty (see AR 2:1-1 Appendix 1 for more information)  
7. Copies of merit reviews since the date of hire  
8. Description of procedural steps used within the department and how these were communicated to the lecturer  
9. Departmental lecturer evidences statement (as appropriate)  
10. Teaching portfolio

11. Candidate's personal statement on teaching
12. Candidate's personal statement on research (as appropriate)
13. Candidate's personal statement on service (as appropriate)
14. Letters from students pertaining to candidate's instruction
15. Representative samples from articles or other creative productivity (as appropriate)
16. List of proposals submitted and grants received (as appropriate)
17. Information or materials relating to professional status, awards
18. Information or materials relating to university and public service (as appropriate)
19. All DOE agreements since date of hire (top page only)



Associate Dean for Faculty Resources, Planning & Assessment



CAFE Appointment, Promotion, and Tenure Committee



Dean



Provost

The Provost makes the final decision on promotion to the rank of senior lecturer without reference to an Academic Area Advisory Committee. The final action of the Provost shall be communicated in writing to the dean. The dean shall notify the educational unit administrator.

For additional information about Lecturers, see:

- GR VII.A6 <http://www.uky.edu/Regs/files/gr/gr7.pdf>
- AR: 2:1-1 <http://www.uky.edu/Regs/files/ar/ar2-1-1.pdf>
- COA Web Site <http://www2.ca.uky.edu/deanadmin/faculty/appointments/lecturers>

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