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Promotion to the position of Senior University Lecturer

1. Background

The Senior University Lecturer is a rank of distinction that can be attained either on initial appointment or through promotion. Appointment to the rank of Senior University Lecturer is offered to candidates with documented superior performance and credentials in their domain of expertise. Given the nature of instructional focus of these positions, promotion from the rank of University Lecturer to the rank of Senior University Lecturer is attained through successful teaching-related performance over a sustained period, demonstrating a record of substantial and continued effectiveness. To be eligible for promotion to the position of Senior University Lecturer, the candidate must have served for five consecutive years in the position of University Lecturer. Equivalent full-time teaching at the college level may be considered for two of the required five year period. The quality and significance of the candidate's work in instruction will be the primary determinant for promotion; however, professional development, scholarship, and service contributions may also be considered and evaluated.

2. Procedure

The promotion process is initiated by the candidate's department chair. The candidate is asked to submit a dossier for consideration at the departmental level. The dossier will contain information and supporting materials supplied by the candidate, department, and university. The department chair reviews the submitted materials and may consult with other faculty in the department who are familiar with the candidate's work or with the departmental Promotion and Tenure Committee. A recommendation from the chair, along with the dossier, is then submitted in writing to the dean of the candidate's school/college. The dean will, in turn, review the dossier and the chair's recommendation and will write a recommendation letter that is forwarded, also along with the dossier, to the Provost for final action. The Provost will notify the candidate regarding approval or denial of promotion in writing, with copies sent to the department chair and Dean. A candidate for promotion who contends unjust denial may appeal the decision in writing to the Provost through the department chair, and dean, within 14 calendar days of the date of receipt of written notification of denial. Grounds for appeal exist when the denial of promotion resulted from the fact that not all evidence in support of the candidate was presented at the time of the original consideration or when the denial resulted from procedural irregularities.

3. Required Materials

The dossier should be submitted in electronic form and must include the following components:

- 3.1 Information on the Candidate (required)
 - Candidate's Biographical Data (including CV in NJIT format)
 - Candidate's Personal Statement on Teaching (Max 2 typed pages)

3.2 Recommendations (required)

Summary report and recommendation of department chair
Annual reviews written by the Department Chair in the five preceding years.
Recommendation of dean

3.3 Assessment of Instruction (required)

List of all course taught by candidate in past five years inclusive of enrollment data
Sample of teaching materials (syllabi, notes, handouts, etc.)
Evaluative summary on quality of teaching
Tabular summary of student evaluations for all courses taught in the five preceding years, actual rating sheets, all student comments in uncited form, a summary indicating the spread of numerical responses, and grade distribution in each of these classes.
Courses and curriculum development involvement

3.4 Assessment of Scholarship (optional)

Grant activities related to teaching
Scholarly contributions, primarily related to teaching, including publications in the discipline, pedagogy, and in applications of research to educational contexts.
Presentations of scholarly work at conferences, professional meetings or workshops.

3.5 Assessment of Service (optional)

A statement addressing the candidate's work on departmental, college, and university committees as well as service external to the university including professional organizations.
Outreach contributions, including K-12 involvement, service to the community, and the profession.

4. Schedule

Submission of dossier to department chair: October 1st
Forwarding of department chair recommendation and candidate's dossier to dean: December 1st
Forwarding of dean's recommendation and candidate's dossier to Provost: February 1st
Written notification from provost to candidate: April 1st
Submission of appeal: April 15th
Response to appeal: May 30th
If awarded, promotion is effect Fall of the next academic year.

APPENDIX H

University Lecturer/ Senior University Lecturer Salary Matrix

Rank	Minimum*	Maximum
University Lecturer	\$36,507	\$74,883
Senior University Lecturer	\$41,375	\$100,380