

Guidelines for Promotion to Senior Lecturer Department of History

Approved by the Faculty February 11, 2015

Promotion to Senior Lecturer is intended to acknowledge a lecturer's commitment to the Department and its students, and to recognize his or her pedagogical and professional contributions and accomplishments. In accordance with the requirements outlined by the College of Liberal Arts and Sciences, this document outlines the policies and procedures for the promotion of lecturers to the position of Senior Lecturer in the Department of History.

Eligibility

As specified by the College, lecturers are eligible to be considered for promotion after 3.5 academic years of 100% appointment as a lecturer occurring within a five-year span. In unusual cases, Executive Officers may petition the Dean to have a lecturer who has not met these criteria considered for promotion (e.g. an outstanding lecturer with many years of service in a unit where 100% appointments are not available.) The Department can recommend lecturers for promotion as early as the spring semester immediately following completion of the 3.5 year requirement. Promotion review will take place during the spring semester, with promotion, if granted, effective at the beginning of the next fall semester.

Criteria

In order to be promoted to Senior Lecturer candidates must:

1. Show sustained excellence in teaching, to be assessed as in P and T cases, with student response forms, class visits, awards in teaching, etc.
2. Provide minimal service to the Department.
3. Demonstrate continued engagement with the discipline of History.

The Review Process

As specified by the College, the Department must:

1. Undertake peer evaluation of a Lecturer's teaching at least once a year until promotion, including during the fall semester of the year in which promotion review

takes place. Such evaluations will be the responsibility of the Department's Teaching Advisory Committee and must be performed by a tenure-track faculty member at least once before promotion.

2. Require the Executive Committee of the Department to, at the end of each academic year, evaluate the overall performance of each Lecturer, including reviewing SIT forms and the written evaluation from the Department's Teaching Advisory Committee, in order to make decisions about renewal.
3. Upon occasion of a Lecturer opting to be promoted, convene a committee of three people, at least two of whom must be tenure-track faculty members. The committee will review five documents required to be provided by the candidate as spelled out by the College (1. a transmittal form; 2. a copy of the unit's norms for promotion, 3. contract history at UIC; 4. a table of courses taught and selected SIT scores; and 5. a 3-5 page [1500-3000 word] teaching statement describing the candidate's approach to teaching, including detailed descriptions of the candidate's pedagogical style and accomplishments, and concrete examples of what the candidate does in the classroom, teaching challenges he or she has faced and how they were overcome, specific examples of steps the candidate has taken to improve his or her teaching, including response to feedback or use of campus or other teaching support resources. The statement should also describe the candidate's understanding of how his or her teaching fits into the overall curricular organization of the unit and of UIC, and how it meets the needs of our students). The three-person committee will also review copies of the annual reviews and a portfolio made up of syllabi, all peer teaching evaluations, evidence of excellent in teaching (such as a list of awards or honors, and examples of student outcomes such as student awards, publications, performance on common exams, performance at the next level, major student projects, etc.), and evidence of engagement with the discipline and service to the Department.
4. After reviewing the materials, the committee will make a presentation to the Department, which will then vote on the candidate as per the Department's norms regarding all other promotion and tenure cases.
5. If the vote is positive, the Chair of the Department of History will draft a statement referring to the departmental criteria for promotion and include specific reasons for the recommendation, including information about teaching challenges faced by the candidate (including any student complaints) and how they were overcome as well as descriptions of the candidate's particular strengths and contributions to the unit. Scholarly profile will also be noted as an important component in the successful teaching of history.