

College of Arts & Sciences
5th Year Review
Lecturers and Senior Lecturers

From the USG Policy Manual

(<http://www.usg.edu/policymanual/section8/C245/>)

([http://www.usg.edu/academic affairs handbook/section4/C689](http://www.usg.edu/academic%20affairs%20handbook/section4/C689))

- Lecturers and senior lecturers are appointed by institutions on a year-to-year basis.
- Lecturers are not eligible for the award of tenure.
- Reappointment of a lecturer who has completed six (6) consecutive years of service to an institution will be permitted only if the lecturer has demonstrated exceptional teaching ability and extraordinary value to the institution.
- Lecturers who have served for a period of at least six (6) years at the employing institution may be considered for promotion to senior lecturer if the institution has adopted this title and has clearly stated promotion criteria.
- Reappointment procedures for senior lecturers follow the same reappointment procedures as those for lecturers.
- The institutional timeline for the review of faculty for promotion must be completed by early February of a given academic year in order to meet the data entry deadline of the end of Feb. for the annual report to the BOR.
- Faculty are eligible for and may be reviewed for promotion during their 5th year of service in their current rank. If recommended for promotion, the new rank will go into effect at the beginning of their next contract period. Recommendations for promotion are not normally considered for individuals who are currently on leaves of absences.
 - Under special circumstances, faculty who are performing significantly above the expectations for their current rank may be considered for “early” promotion. At state universities and state colleges, “early” promotion may only be considered from Lecturer to Senior Lecturer, if the faculty member has served a min. of 3 years as a Lecturer.

From the Clayton State University Faculty Handbook (May 2013)

- A successful candidate for promotion to Senior Lecturer must have a rating of meets expectations in the criterion of Academic Achievement and have a rating of exceeds expectations or greater in the criterion of Teaching.

Review Process in the College of Arts & Sciences

By August 21, each lecturer undergoing promotion review will submit a portfolio, based upon the previous 3-5 years' performance and developed in accordance with the instructions outlined in the section Portfolio Contents, to the Dean of the College of Arts and Sciences. In consultation with the department chair, the dean will

determine whether a lecturer is eligible for reappointment and/or promotion to Senior Lecturer.

By September 21, a recommendation for reappointment and/or promotion to Senior Lecturer will be made to the Provost.

Portfolio Contents

1. Brief Cover Letter
2. Current CV, including credentials
3. A 3-5 year Summary of Professional Activity (from Digital Measures)
4. Annual Evaluations for the previous 3-5 years
5. Numerical Summary of Teaching Evaluation Data and Student Comments
6. Instructional Contributions: Provide a self-assessment narrative that describes any of the following that are applicable. Evidence to support these items can be included if the candidate chooses.
 - a. Course/Curriculum Development
 - b. Instructional innovations
 - c. Representative sample of instructional materials
 - d. Peer evaluations
 - e. Other materials or evidence related to teaching
7. Service Contributions: A candidate can choose to provide a self-assessment narrative that describes applicable service to the Department, College, University, System Office, Profession, and/or Community (discipline related). [Refer to your department specific criteria.] Evidence to support these items can be included if the candidate chooses.
8. Professional Development/Scholarship: A candidate can choose to provide a self-assessment narrative that describes applicable professional development activities, including but not limited to the following. [Refer to your department specific criteria.] Evidence to support these items can be included if the candidate chooses.
 - a. Professional development training or coursework beyond current credentials
 - b. Professional development training or coursework to maintain current credentials
 - c. Professional conferences (local, regional, national, international), if applicable
 - d. Professional memberships, if applicable
 - e. Publications
 - f. Presentations
 - g. Grants
 - h. Research activities

Candidates are encouraged to develop an electronic portfolio and submit on a USB drive. If a candidate develops a paper portfolio, the binder should not exceed 3.5 inches.