

# University of Minnesota Crookston Lecturer Promotion Process

November 2023<sup>1</sup>

This process addresses full-time Lecturers (9753)<sup>2</sup> at the University of Minnesota Crookston requesting promotion from Lecturer to Senior Lecturer (9770).

## A. Overview

This process recognizes that the Lecturer role generally includes a primary focus on teaching and may also include administration, advising, or supervision. Demonstration of credentials and dedication to all aspects of job responsibilities are considered when evaluating applications for promotion from Lecturer to Senior Lecturer.

Promotion is generally dependent upon a significant history of successful performance, increasing responsibility in all aspects of job duties, knowledge of the program and college, and continued contributions to the field.

## B. Position Responsibilities

Lecturers (9753) generally provide classroom, hybrid, and/or online instruction; advise students; engage in service within the department and across campus; and continue professional growth within the profession.

## C. Initiating the Promotion Process

Employees initiate the promotion process, in consultation with their Associate Vice Chancellor<sup>3</sup>. Applications for promotion from Lecturer to Senior Lecturer will be considered after completion of at least five years of full-time service as a Lecturer (9753) at UMN Crookston (i.e. with an annual, nine-month [or longer] ongoing appointment of at least 75% time)—i.e., employees are eligible to apply for consideration during their sixth year as a full-time employee. Lecturers seeking promotion to Senior Lecturer do so on a voluntary basis, in consultation with their Associate Vice Chancellor.

Up to three P&A Lecturers may be granted advancement to Senior Lecturer during each academic year this promotional review process is in effect.

---

<sup>1</sup> This process document refines draft versions generated by Vice Chancellor John Hoffman (April 2022) and Interim Vice Chancellor Anthony Kern (September 2023), both of which were produced after extensive consultation with faculty. The November 2023 document establishes the lecturer promotion process for UMN Crookston.

<sup>2</sup> As of Fall 2021, all full-time teaching staff at UMN Crookston have been classified as Lecturers. Lecturers are hired through a competitive national search with input by tenure-line faculty as well as other Lecturers. Lecturers are required to engage in service activity, and they serve as members of the UMN Crookston Faculty Assembly. The Teaching Specialist classification (9754) is reserved at UMN Crookston for instructors hired on a course by course basis. Some Teaching Specialists may carry a sufficient load to receive benefits as full-time employees. However, Teaching Specialists are hired directly by Divisional Associate Vice Chancellors, do not have service requirements, and are not members of the Faculty Assembly.

<sup>3</sup> The academic administrator with responsibility for the Lecturer's academic department. At the time this procedure was drafted, this position was defined as an "Associate Vice Chancellor".

## D. Privileges of Promotion<sup>4</sup>

Promotion from Lecturer to Senior Lecturer will be accompanied by an increase in base salary commensurate with promotion from Assistant Professor to Associate Professor as specified in the salary memo for the year when the Senior Lecturer status is effective (in 2023, this was \$4,100). Lecturers and Senior Lecturers shall retain their respective working title throughout their employment at the University of Minnesota Crookston.

## E. Criteria for Promotion

To be considered for promotion to Senior Lecturer, a candidate must compile and submit a dossier demonstrating excellence in the following areas:

1. A commitment to educational access, equity, and inclusion within the scope of the land-grant mission.
  - a) Your cover letter (see Section G) must address indicators of this commitment.
  - b) Commitment to access, equity, and inclusion can be demonstrated through any activities appropriate to Sections E2 through E6.
2. A significant history of instruction at a high level. It is expected that the effectiveness of teaching will be characterized by individual course innovation that enhances the program and by a sustained high level of performance and increasing expertise in teaching courses in the program which accommodates typical course enrollments and student demand.
  - a) Effectiveness in instruction and student interaction can be demonstrated by, but is not limited to, a record of consistently high evaluations of teaching, unsolicited student or alumni testimonials, effective lesson plans and syllabi, student credit hour generation, outputs from course quality reviews, and peer observation of teaching.
3. A significant contribution to the development of curriculum or instructional materials shared throughout the program, department, or campus.
  - a) Significant contributions to curriculum development can be demonstrated by, but is not limited to, leadership in curriculum development or revision, development of or assessment of instructional materials at the program or campus level, and development of liberal education courses or curriculum.
4. A demonstrated record of knowledge of and service to the program, UMN Crookston, and University.
  - a) Knowledge and commitment can be demonstrated by, but is not limited to, a sophisticated knowledge of program, campus, and University requirements, opportunities, and policies; committee participation and leadership; being recognized as an expert in your field within the program, campus, or University; documented service to student clubs, organizations, and competitions; serving as a mentor to your teaching peers (faculty and academic staff); leadership roles in collaborative work; and building program-community connections.
5. A record of professional development that demonstrates continued growth and improvement in the candidate's craft as an instructor.

---

<sup>4</sup> Adapted from College of Continuing Education's statement on promotion of Teaching Specialists and Lecturers.

- a) Professional development can be demonstrated by, but is not limited to, participation in professional learning communities, completion of educational training experiences, applications or development of pedagogy in the field, and systematic reflection upon multiple forms of feedback (e.g. peer reviews, SRTs, assessment reports) followed by action steps taken to improve instruction in light of this feedback.
6. A record of professional development that demonstrates continued growth and participation in the candidate's disciplinary field in order to maintain currency in the field, support best practices in disciplinary teaching, and enhance the student experience.
    - a) Professional development can be demonstrated through a variety of activities. Examples include, but are not limited to, earned terminal degree or current pursuit of terminal degree in a discipline related to your employment at the University from an accredited institution; attendance at professional conferences; presentations at the local, regional, and national level grounded in your disciplinary teaching expertise (e.g., Scholarship of Teaching and Learning); extension or outreach activities, such as non-technical writings or presentations to general groups, service to community organizations related to your field, or participation in community discussions related to your field; faculty group study projects; service to professional organizations; directing unit and community connections and relationship building; and research, academic, or trade publications relating to effective disciplinary teaching.

## F. Timeline and Process of Promotion

The general timeline and process is as follows. Specific dates will be published on an annual basis.

1. In the Spring Semester preceding the proposed application, the Associate Vice Chancellor and candidate will discuss the candidate's eligibility for and progress toward consideration for promotion.
2. When they mutually agree that the candidate is ready to apply for promotion, the Associate Vice Chancellor notifies Academic Affairs by May 10 of the candidate's intent to apply for promotion in the fall.
3. During the Fall Semester, the Senior Vice Chancellor appoints a 5-member Lecturer Promotion Review Committee to review the dossiers of all candidates for promotion in that year, ensuring committee membership consistent with [University policy](#). This committee will:
  - a) have campus-wide representation, including at least one member from the candidate's home department;
  - b) include at least one tenured faculty member at the level of Associate Professor or higher;
  - c) include at least one member with experience in online instruction and pedagogy;
  - d) be convened and chaired by a senior faculty or instructional staff member appointed by the Senior Vice Chancellor; the chair will be one of the 5 committee members.
5. By early Spring Semester, the Associate Vice Chancellor reviews the dossier to verify its accuracy, address missing information, and provide an independent recommendation for inclusion in the dossier.
6. In the Spring Semester, the campus Lecturer Promotion Review Committee reviews documentation provided from the list in section G and determines the strength of the promotion case, based on the criteria for promotion. If the Lecturer Promotion Review Committee determines that additional information is needed, they may make a request to the Senior Vice Chancellor.

Upon completing its review, the committee may recommend promotion or not recommend promotion. The committee submits a report outlining its deliberations to the candidate, Associate Vice Chancellor, and Academic Technology Support Services for upload to the candidate's site.

7. The Senior Vice Chancellor reviews documentation, consults with the Lecturer Promotion Review Committee or Associate Vice Chancellor as needed, and approves or denies the promotion. By May 1, the Senior Vice Chancellor provides a decision letter to the candidate and their Associate Vice Chancellor, outlining the reasons for approving or denying promotion.
8. Payroll receives approval from the Senior Vice Chancellor and initiates the base salary increases to take effect at the beginning of the next fiscal year.
9. Annually, within three weeks of the beginning of Fall Semester, the Senior Vice Chancellor will distribute a detailed promotion calendar specific to the academic year.

## G. Documentation Required in the Dossier

The dossier should document the candidate's growth within the position, mastery of the position requirements, and quality of performance that merits a promotion.

1. Current job description.
2. Complete and current curriculum vitae presented in the University of Minnesota standardized CV format.
3. Cover letter outlining your growth and accomplishments and aligning the dossier's contents with the criteria outlined in Section E (750 – 1000 words).
4. Statement of teaching philosophy (500 – 750 words).
5. List of all courses taught since the initial year of appointment (if not already included in the curriculum vitae).
6. A narrative on the candidate's service activities related to his or her position at UMN Crookston (350 - 500 words).
7. A set of documents, representative rather than exhaustive, supporting the candidate's performance in each of the criteria outlined in Section E. Priority should be given to materials from within the past 5 years.

## H. Related Information

Administrative Policy: [Academic Appointments with Teaching Functions](#)

Appendix: [Academic Appointment Category Details](#)