

1/31/14

Lecturer/Advanced Lecturer Promotion Guidelines & Evaluation Procedures
The Department of Fine and Performing Arts
Loyola University Chicago

The following Guidelines have been established to provide orderly and equitable procedures for evaluating and recommending Lecturers and Advanced Lecturers in the Department of Fine and Performing Arts (DFPA) for promotion. The purpose of the evaluation is the appraisal of the extent to which each faculty member has met his or her professional obligations to the Department and the University. The recommendations pursuant to this evaluation may be considered by the Dean of the College of Arts and Sciences in making decisions with respect to promotions. Nothing contained herein will violate existing policies and procedures of the University, nor prevent the chief administrative officers from taking such action as may be deemed appropriate to the operating requirements of the University. The information and procedures set forth in this document are intended to clarify the responsibilities of the faculty members, the Chairperson, and the Lecturer/Advanced Lecturer Promotion Committee.

In consultation with the DFPA full-time faculty members, the DFPA Advisory Committee, which includes the Chairperson and Division Directors, has developed and reviewed the guidelines for promotion. All revisions of the guidelines must be approved using the same procedures as approval of the approved DFPA Lecturer/Advanced Lecturer Promotion Guidelines. The statements contained herein are superseded by all relevant CAS policies and provisions in Loyola University's Faculty Handbook.

Approval

These guidelines and all subsequent revisions become effective once they are approved by the College of Arts and Sciences Rank, Tenure, and Leave Committee, and CAS Dean. A copy of the approved Lecturer/Advanced Lecturer Promotion Guidelines will be distributed to all full-time contract faculty members in the Department and to incoming faculty at the time of their first appointment. Such guidelines are applied prospectively; that is, they take effect for faculty newly hired at the time the guidelines were approved.

Responsibilities of the Faculty Member

Lecturers and Advanced Lecturers decide (with their chairperson's counsel) whether they wish to be considered for promotion at either level. The faculty member initiates the process, not the chairperson. Lecturers and Advanced Lecturers may choose to stay at their current levels and can remain employed and renewable as long as their performance meets or exceeds department standards. In addition, the failure to be promoted does not, ipso facto, result in a notice of non-renewal of contract. Conversely, success in promotion does not, ipso facto, guarantee permanent employment.

There are three ranks of contract faculty: Lecturer, Advanced Lecturer and Senior Lecturer. All contract faculty are initially hired at the rank of Lecturer. Application to the rank of Advanced Lecturer may be made during the fourth consecutive year of service (a maximum of two years of one-year contracts (88 line) may be counted towards the four consecutive years. with a successful promotion commencing the following year. Application to the rank of Senior Lecturer may be made during the fourth consecutive year of service at the rank of Advanced Lecturer with a successful promotion commencing the following year.

Yr. 1 Lecturer
Yr. 2 Lecturer
Yr. 3 Lecturer
Yr. 4 contract renewed/portfolio reviewed Lecturer
Yr. 5 promotion takes effect Advanced Lecturer
Yr. 6 Advanced Lecturer
Yr. 7 Advanced Lecturer
Yr. 8 contract renewed/portfolio reviewed Advanced Lecturer
Yr. 9 promotion takes effect Senior Lecturer

Grandfather Clause

With the approval of these guidelines, contract faculty members (Lecturers) with several years of service become eligible for promotion in accordance with the years specified in the college's promotional clock for Lecturers. Those faculty members' who have provided 3 years of continuous service in an 85-line position (counting, as appropriate, 2 consecutive years in an 88-line position) before the instauration of these guidelines, become eligible for promotional consideration at the rank of Advanced Lecturer in the fourth year of service with the instauration of these guidelines. Those faculty members who have provided 7 years of continuous service in an 85-line position (counting, as appropriate, 2 consecutive years in an 88-line position), before the instauration of these guidelines become eligible for promotional consideration at the rank of Senior Lecturer in the eighth year of service with the instauration of these guidelines.

In support of the process of review, the candidate will provide the Chairperson of the DFPA Lecturer/Advanced Lecturer Promotion Committee and the DFPA Chairperson the following supporting documents electronically no later than the date set by the DFPA Chairperson that is in compliance with the date set by the Dean of the College of Arts and Sciences.

- A written statement summarizing the faculty member's contributions in the areas of teaching, professional development, and service.
- Updated curriculum vitae.
- A statement of teaching philosophy that speaks to transformative education and Ignatian Pedagogy.
- Documentation and communications related to teaching, including all student TCEs and peer evaluations, and representative syllabi, examinations, study-guides, etc.
- An enumeration of profession improvement/development activities, especially as they relate to teaching enhancement. A description of service as it relates to teaching and contributes to the commonwealth of the department, college or university. A summary of contributions made to the professional or broader community.
- Any other documentation that is either requested by the Chairperson or the DFPA Lecturer/Advanced Lecturer Promotion Committee, or deemed important by the candidate.

Time-Line for Material Submission

Lecturers who desire to be considered for promotion must notify the Department Chairperson by April 15th of the academic year that immediately proceeds the year of the review. They will then submit all documentation to the Department Chairperson by November 15th. These documents will go to the Lecturer/Advanced Lecturer Promotion Committee by November 15th and to the Dean no later than December 15th. The Dean will forward all materials to the CAS/RTL Committee by February 1st.

Responsibilities of the Fine and Performing Arts Chairperson

After a candidate has issued written intent to seek promotion, the DFPA Chairperson will assist the candidate by 1) providing appropriate forms, information, or documents, including copies of all annual assessments filed since the candidate's appointment or previous promotion; 2) discussing the procedure of review, 3) convening the first meeting of the DFPA Lecturer/Advanced Lecturer Promotion Committee and 4) provide a summary of the candidates' annual assessments to the committee.

As soon as all documentation is collected, but no later than November Dec. 1, the Chairperson will provide copies of all supporting documentation to the Lecturer/Advanced Lecturer Promotion Committee. Upon conclusion of the review process the Chairperson will inform the candidate in writing of the recommendations of the committee, and identify and summarize for the candidate the specific reasons for the committee's recommendation. The Chairperson will communicate at this time, and in the same written summary to the candidate, his/her recommendation to support or not support the committee's recommendation. In addition, the Chairperson will submit to the Dean of the College of Arts and Sciences the appropriate forms for recommendation for promotion, including the supporting letter from the DFPA Lecturer/Advanced Lecturer Committee.

Responsibilities of the Lecturer/Advanced Lecturer Promotion Committee

Members of the Lecturer/Advanced Lecturer Promotion Committee will act responsibly to ensure the highest level of professionalism during the evaluation process, and will maintain the strictest confidentiality concerning their work. Evaluative criteria and the operational procedures to be used by the Committee are those contained in these Guidelines (see below). Any proposed deviations from these Guidelines must be communicated to the Chairperson and approved before they can be used in the evaluation process.

Composition of the Lecturer/Advanced Lecturer Promotion Committee

A committee will be appointed by the chair that includes five fulltime faculty at higher rank than the applicant. This group will be composed of the four division directors plus another faculty member elected by the DFPA during the Spring semester of the previous year to a one-year term on the committee. The members of the committee will elect a committee chair at their first meeting.

Procedures to Be Used by the Lecturer/Advanced Lecturer Promotion Committee

The Lecturer/Advanced Lecturer Promotion Committee will meet in closed session only. Notes and records of the Committee will be kept in a locked file by the Committee Chairperson. All notes and records of the Committee and its members will be kept by the Department Chairperson when the Committee's work is completed.

Operational Procedures for Evaluation

Review of Data

The members of the Lecturer/Advanced Lecturer Promotion Committee will evaluate all data made available in support of a comprehensive review of the petition for promotion by the deadlines set by the dean of the College of Arts and Sciences.

Voting by the Lecturer/Advanced Lecturer Promotion Committee

The chairperson of the committee will call the vote when agreement has been reached by the members that it is appropriate to conclude the evaluation. The vote of each member will reflect

that member's overall assessment of the candidate's qualifications in the combined areas of teaching, professional development, and service. Such judgments will be rendered using the evaluative criteria discussed in the following section. No abstentions from voting will be allowed. Only votes to recommend or not recommend may be cast. Voting will be by secret ballot, counted once by the committee chairperson.. As soon as the vote is tallied, the committee chairperson will report the results to the committee members.

Forwarding of Recommendations

For each faculty member evaluated by the committee, the vote tally of the committee, the supporting letter, and accompanying documentation will be forwarded by the committee chairperson to the Department Chairperson. This information becomes a part of the candidate's file that is subsequently forwarded to the Dean. The supporting letter, bearing the signatures of all voting members, will summarize the justifications for the committee's recommendation. The Chairperson of the DFPA will communicate this information, as outlined above, to the candidate within one week of receiving the committee's recommendation. The Chairperson will also submit his/her written recommendation to the Dean of the College of Arts and Sciences and will inform the candidate in writing as to the nature of that recommendation.

Reconsideration

A Lecturer or Advanced Lecturer whose request for promotion is denied will be afforded the option of having the portfolio re-reviewed. The process should parallel the one that is articulated on page 54 of the faculty handbook under the rubric "reconsideration." The faculty member can invoke this process by submitting, in writing, a request of the Department Chairperson within one month of the decision. In such cases, the CAS/RT: Committee will serve in the same capacity as the University's Rank and Tenure Committee. At their discretion and with their chairpersons' assent, Lecturers or Advanced Lecturers can also reapply for promotion in the following or subsequent academic years.

Evaluative Criteria

The Department of Fine and Performing Arts recognizes that contributions to the Department and the University can take many forms. However, in appraising any individual for promotion, standards of excellence exceeding those expected for the rank of Lecturer may be met in any of three general areas: teaching, service, and professional development.

Teaching

Teaching represents the primary and essential obligation of all contract faculty. Teaching effectiveness will be evaluated regularly during annual faculty assessments based on class visitations, and departmental Teacher Course Evaluations. In addition, additional visitation-based evaluation will be made by the Lecturer/Advanced Lecturer Promotion Committee during the year the candidate applies for promotion. These evaluations are part of each faculty member's file and will be provided to the Lecturer/Advanced Lecturer Promotion Committee for review.

For faculty members with the rank of Lecturer, visitations shall be once per year by the Division Director and/or the Department Chairperson, and for faculty members at the rank of Advanced Lecturer, visitation shall be once every two years by the Division Director and/or the Department Chairperson. In the event that the Division Director is a Lecturer or Advanced Lecturer, visitations will be made only by the Department Chairperson.

Service

Faculty pursuing promotion may engage in a variety of service to the Department, University, profession or the community beyond departmental service expected.

Professional Development

It is important for contract faculty in the Fine and Performing Arts to stay abreast of current developments and issues in pedagogy, as well as in the content areas in which they teach. Because research is not required of Lecturers, there is a wide diversity of endeavors that can contribute to professional development.

Evaluative Guidelines

The following categories are intended to indicate the range of possible activities by which a candidate may be evaluated for promotion

Promotion to Advanced Lecturer-A successful candidate for the rank of Advanced Lecturer performs all responsibilities of Lecturer, and must excel in teaching. Other contributions may include excellence in service and professional development as appraised by the following:

Teaching

Required: Is evaluated through TCEs and Class Visitation Reports and Annual Assessments.

Other possibilities for contribution:

Teaches a diverse range of courses

Participates in course development

Develops new course materials

Supervises independent studies and other experiential learning opportunities

Receives university-level teaching awards

Service

Serves on departmental committees in a leadership role

Provides student mentorship

Participates in curriculum development

Participates in Loyola Community programs (First Year Discussion Groups, recruiting Open Houses)

Promote and advance student opportunities in the professional community

Supervises student participation in learning communities and service learning

Provide professional consultation

Professional Development

Possibilities for contribution include:

Participation in professional societies

Participation in professional creative activity

Publication (outside of course material)

Presentation at professional conferences and symposia

Consultation to community and community program development

Secures grant monies

Receives university-level research awards

Promotion to Senior Lecturer-A successful candidate for Senior Lecturer will be evaluated by the criteria for promotion to Advanced Lecturer, and will demonstrate sustained commitment to

increasing the breadth and/or depth of their knowledge in specific content areas and/or pedagogy as appraised by the following:

Teaching

Required: Is evaluated through TCEs and Class Visitation Reports, and Annual Assessments.

Service

Possibilities for contribution include:

Provides academic advising

Provides faculty mentorship

Serves on University level committees

Serves in administrative positions

Serves in leadership positions in the Department, College or University

Professional Development

Possibilities for contribution include:

Holds leadership positions in their field (office in professional societies)

Distinguished participation in professional creative activity (awards)

Secures distinguished grant monies

Approved by the fulltime faculty of the Department of Fine and Performing Arts, April 19, 2013

Approved by the dean of the College of Arts and Sciences with requested revisions on January 31, 2014

Deadline for materials revised to reflect college deadlines on July 23, 2014.