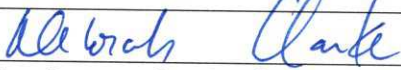




### Confirmation of Approval

College/Unit	College of Liberal Arts and Sciences
Unit	Hugh Downs School of Human Communication
Document	Criteria for Promotion of Lecturers

The attached document has been approved by the provost's office.

	7/10/18
Deborah Clarke, Vice Provost for Academic Personnel	Date

**Office of the University Provost**

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**College of Liberal Arts & Sciences**  
**Criteria for promotion of Lecturers**  
**Hugh Downs School of Human Communication**

Approved by the dean on September 25, 2015

Approved by the faculty assembly of the school on November 4, 2015

Minor revisions July 9, 2018

**Hugh Downs School of Human Communication**  
**Promotion Criteria for Lecturers**  
**(8/2015)**

**General Eligibility Criteria:**

At all levels, eligibility for promotion requires:

- a. An earned Ph.D. degree in the Human Communication or a related discipline is normally expected.
- b. Continuous record of excellence in teaching and mentoring evidenced by strong positive student evaluations, evidence of course development or improvement (e.g., syllabi), and at least one other type of evidence, which may include but are not limited to curriculum development, participation in pedagogical workshops, a record of student success, and/or the receipt of teaching awards

**Promotion from Lecturer to Senior Lecturer**

In addition to the general eligibility criteria noted above, a candidate for promotion to Senior Lecturer will have at least five years' experience as a Lecturer at ASU and provide evidence for continuing and increasing responsibility in carrying out the unit's teaching mission; such evidence may include but are not limited to the following:

- a. Successful curriculum activity in developing new courses or programs, or redesigning existing courses
- b. Conscientious performance of service related to the delivery of high-quality instruction (e.g., curriculum committee service, peer mentoring for colleagues, multi-section course supervision, development and/or delivery special curricular activities)

Candidates will also demonstrate continued interest in the scholarship of teaching and learning and/or the scholarship of one's disciplinary field as evidenced by two or more of the following:

- a. Participation in workshops, clinics, etc. that enhance the candidate's teaching
- b. Attendance at two or more professional disciplinary and/or pedagogical meetings, with at least one presentation given during the previous three years
- c. Two or more strong publications of a disciplinary and/or pedagogical nature
- d. Evidence of the application of new formats or technologies to enhance learning
- e. Evidence of continuous excellence in student evaluations
- f. Receipt of honors and awards connoting excellence in teaching.

**Promotion from Senior Lecturer to Principal Lecturer**

Candidates for promotion to principal lecturer will have at least seven years of college-level teaching experience; most of that experience should be at ASU. They should have records of continued and sustained excellence since the previous promotion. They will provide evidence for continuing and increasing responsibility in carrying out the unit's teaching mission through the following:

- a. Leadership of portions of the unit's curriculum activity
- b. Continued development of new courses or programs or redesign existing courses
- c. Service related to the delivery of high-quality instruction and the scholarship of teaching in the unit (e.g., curriculum committee service, peer mentoring for colleagues, multi-section course supervision) and beyond the unit (e.g., college or university curriculum committee; participation and presentations at college, institutional, or regional teaching development workshops; leadership roles in professional organizations)

The candidate will also demonstrate leadership in teaching through professional development and other activities related to keeping current with the discipline as evidenced by two or more of the following:

- a. Key participation since promotion/appointment to Senior Lecturer in the organization of workshops, clinics, etc. that enhance teaching at the institutional level or beyond
- b. Attendance since promotion/appointment to Senior Lecturer at two or more professional disciplinary and/or pedagogical meetings, with at least one presentation given during the previous three years
- c. Two or more publications since promotion/appointment to Senior Lecturer of a disciplinary and/or pedagogical nature with the candidate as a primary author
- d. Receipt of honors and awards connoting excellence in teaching

#### Application for Promotion

The candidate is responsible for providing requested information to the Personnel Committee within the time frame established by the School, College, and University. Candidates may work with the Managing Director of School Operations for specific information on what information the promotion application should contain and the format in which it should be submitted (i.e., curriculum vitae, personal statement, etc.), as well as review the Provost's website (<https://provost.asu.edu/sites/default/files/ProcessGuideFixed-TermFacultyPromotionP6.pdf>).

The Personnel Committee may request, through the HDSHC Director, additional materials from the candidate if deemed necessary. If the applicant has been charged with leading the forensics program, the internship program, the study abroad program, the Empty Space program or any other school program, the application should also include as applicable:

- a. His or her position title, name of program administered, program mission, approximate number and type of constituents served by the program annually (e.g., students, community members, agencies, etc.), and the program's contribution to the School's and the University's mission
- b. His or her role and responsibilities in the program, copy of job description, and date of appointment to the program

- c. Evidence regarding the program's quality and effectiveness (e.g., formal or informal program evaluations) for the time period since appointment to the program or last promotion, whichever is most recent
- d. Evidence regarding the quality of his or her leadership as well as his or her contributions to School, College and University missions. Since administration is manifested in multiple activities, these contributions to organizational missions may include evidence related to instruction, public engagement, and service, as well as criteria laid out above

#### **Promotion Purpose and Evaluation Procedures**

The purpose of the promotion review is to ascertain whether a Lecturer has met the criteria for promotion in HDSHC.

Each candidate will be reviewed by the HDSHC Personnel Committee. The HDSHC Director will evaluate all relevant and required information about the candidate, including the recommendation letter from the Personnel Committee. The HDSHC Director will write her/his own letter to the Dean of the College of Liberal Arts and Sciences (CLAS) which includes a recommendation for or against promotion. For evaluation procedures in the college and university after the promotion case leaves HDSHC, see information disseminated by the Office of the Provost and the Office of the CLAS Dean.