Lecturer to Senior Lecturer Promotion Review Instructions (for Review Committee)

Deadline. All materials need to be received in the Dean’s Office by March 1. If March 1 falls on a weekend, please submit materials on the previous Friday.

Basic Requirements. This review requires the following:

- Full review conducted by departmental faculty review committee
- Review report (prepared by committee)
- Discussion and double-blind vote by faculty eligible to vote\(^1\) on the case
- Summary of discussion in meeting where vote was taken
- Chair’s memorandum, including the results of the vote, the chair’s independent analysis of the strengths and weaknesses of the case, and a recommendation regarding promotion to senior lecturer and reappointment (a three-year term is standard).
- Supporting documentation:
  1. Candidate’s statement. The personal statement must be no longer than ten double-spaced pages (12-point type, 1.5 inch left margin and 1.0 for others).
  2. Candidate’s CV
  3. Candidate’s duties (extracted from appointment letter or other source). It is not appropriate to include the entire appointment letter and salary information in the review file.
  4. Copies of publications and manuscripts (if any) completed at Vanderbilt
  5. Student evaluations of teaching for six most recent semesters (including students’ written comments)
  6. Reports from faculty members who have observed the candidate’s teaching. (six observations are required—please see explanation below)
  7. Other evaluation(s) of teaching (optional)

\(^1\) For this review, clinical, practice, and tenured faculty at the rank of assistant professor or higher and senior lecturers are eligible to vote.
8. Letters from internal and/or external referees

Confidentiality. Vanderbilt University regulations stipulate that all materials in the review file, including the review report, can be seen only by faculty eligible to vote on the case and by the Dean. In particular, the review report may not be shared with the faculty member whose performance is under review. Staff members who provide clerical support must maintain strict confidentiality.

Review committee. The committee’s members must consist of faculty eligible to vote on the case, and the committee must submit a report. While students may not serve on the committee, their input may, of course, be sought.

Copies of publications and manuscripts. These may include items submitted for publication. Include only material published or produced during the current term of appointment.

Teaching evaluations. For each course taught, means and standard deviations of all course evaluation questionnaire items must be reported along with students’ written comments. Please use the Excel template available from the Dean’s Office. The review report should focus on items 4, 7, and 9 and should clarify anomalous results and supplement questionnaire data with appropriate additional information, including an evaluation of the faculty member’s syllabi.

Teaching observations. The candidate’s teaching must be observed a total of at least six times. More than one observer may visit a class on the same occasion, and faculty other than review committee members may serve as observers. Additional observations should be made if performance appears inconsistent or weak. Each observer’s report should be in the form of a letter or memorandum to the review committee.

Referees. The review committee should solicit letters regarding the candidate’s performance. Internal referees might include persons who have carefully reviewed a manuscript produced by the candidate, who have collaborated with the candidate, who are familiar with the candidate’s work as an administrator, or who have experienced the candidate as a mentor or teacher. Please see Lecturer and Senior Lecturer Guidelines for Appointment, Reappointment and Promotion for a discussion of external referees.

Review report. The review report should contain the following information:

- Candidate’s terminal degree, year earned, institution, and area(s) of study
- Postdoctoral study/employment history prior to joining the Vanderbilt faculty
- Year and semester of initial appointment to Vanderbilt faculty
- Beginning and ending dates of current appointment
- Details of any leaves (e.g., due to illness) during current appointment
• Summary of candidate’s duties
• Candidate’s scholarly and professional foci
• If applicable, quality and significance of candidate’s scholarly production during current appointment
• Quality of candidate’s teaching
• Quantity and quality of candidate’s service
• Performance in other areas of responsibility (identified in summary of duties)
• Recommendation regarding promotion and reappointment

Summary of discussion in meeting where vote was taken. This should include the issues that were raised and the strengths and weaknesses of the case that were noted. Attribution of remarks to individual persons at the meeting should not be made. A double-blind vote is required.

Time line for process. The review and reappointment process includes the following steps:

Fall Semester
Candidate supplies…
• Reprints of publications and/or manuscripts submitted for publication during current appointment as Vanderbilt faculty member
• Reprints of publications to be sent to external reviewers (if applicable)
• Personal statement. The personal statement must be no longer than ten double-spaced pages (12-point type, 1.5 inch left margin and 1.0 for others).
• Course syllabi
• Current CV

Student evaluations of teaching (excluding current semester) are assembled.
Internal and external reviewers (if applicable) selected.
Reprints (if applicable), CV, summary of duties, and personal statement sent to reviewers.
Candidate’s teaching observed.

Spring Semester
Candidate’s teaching observed (unless observations were completed in fall semester).
Departmental faculty review committee completes its report.
Eligible departmental faculty meet and complete double-blind vote on promotion and renewal of candidate’s appointment.

By March 1

Department chair sends review file, including chair's recommendation, to Dean.

March or April

College Committee on Promotion and Tenure meets to discuss review.

By May 31

Dean’s letter sent to candidate.