

Promotion Guidelines from in the Department of Modern Languages

The Department of Modern Languages values the commitment of our instructors to academic and teaching excellence and, therefore, wishes to reward those instructors who qualify by promoting them to the ranks of Lecturer and, subsequently, Senior Lecturer. The qualifications include a minimum degree of M.A., five years of uninterrupted service as instructor within the department, teaching excellence as well as service or scholarly endeavor as illustrated by the compilation and submission of a promotion dossier. All candidate dossiers must be submitted to the chair of Modern Languages according to the following guidelines.

Compilation of the dossier

The dossier should be formatted as follows: font type of 12, margins of 1" around, single-space with a double space between paragraphs. No dossier may exceed 10 pages in length (single-spaced, double-spaced between paragraphs or items), including the candidate's statement. The cover page and appendices are not included in the 10-page limit. Include as appendices only those items specifically required in the dossier instructions.

Recognizing that instructors make valuable contributions across a broad spectrum of activities, the dossier contains categories that will not apply to all candidates. If a section is not applicable to a candidate's dossier, please include it within the body of the dossier, but indicate that the section is not applicable or "N/A."

I. Candidate's Statement: The candidate's statement should be no more than one or two pages long. The statement should enable members of the promotion committee to understand clearly the candidate's contributions to department program(s). The candidate may wish to include in the narrative a statement of his or her philosophy of teaching. The candidate's statement should explain but not evaluate the work. A current vita should be attached as Appendix A, not included in the 10-page limit.

II. Evidence of Exemplary Instruction: Instruction is a multifaceted activity. In any assessment of a candidate for promotion both the quality and the quantity of the individual's achievements in instruction should be presented in the dossier. The promotion dossier should provide the following information about instruction:

A. A list of unique course titles (and course numbers) taught since the last promotion or, at a minimum, for the last five years. Indicate the number of times each course was taught during the period and any special aspects. [A complete chronology of all courses taught by term is required as part of section II.C. below and need not be repeated here.]

B. A chronological list of non-credit courses taught, workshops led, and other related outreach instruction since the last promotion or, at a minimum for the last five years.

C. Evidence of instructional effectiveness. The following evidence should be included if applicable:

1. Annual end-of-year departmental evaluations for the most recent five years or since the last promotion. (Attach as Appendix B; not included in the 10-page limit).
2. Provide a printout of all courses taught in the last five years, accessible to instructors of record through the “Faculty Access” function on the Teaching Evaluation webpage.
3. Evaluations of instructor from Director and at least one secondary observers for each of the last five years. Provide at least two peer reviewers' reports, at least one of which must have been completed within the last five years. (Attach as Appendix C; not included in the 10-page limit). If the department does not conduct peer reviews of teaching, the department head will explain why in his or her recommendation letter.
4. Recognition and awards for teaching effectiveness, if applicable.
5. Other, e.g., study abroad experience, unique assignments, etc. (Additional evidence of outstanding teaching may be included at the discretion of the candidate so long as the entire dossier does not go over the 10-page limit. If student comments or letters are included, describe how the comments were solicited or obtained.)
6. Unique syllabi.

III. Evidence of Professional Development.

For each of the items included, provide dates, context, and a brief assessment of the significance and impact of the activities.

- A. Participation in significant departmental, university, or outside workshops.
- B. Completion of courses related to pedagogy.
- C. Participation in professional conferences.
- D. Other (Additional evidence of extended professional development may be added at the discretion of the candidate as long as the entire dossier does not go over the 10-page limit.)

IV. Course or Curricular Development

For each of the items included, provide dates, context, and a brief assessment of the significance and impact of the work. Please show how each item listed below goes beyond this normal expectation.

- A. Development of new courses.
- B. Instructional materials made available to others beyond the instructor's own classes (e.g. online materials, contributions to a departmental-produced text).
- C. Incorporation of new technologies or pedagogies.
- D. Other, e.g., Independent Study, web development, team leaders, etc. (Additional evidence of course or curricular development may be added at the discretion of the candidate as long as the entire dossier does not go over the 10-page limit.)

V. Advising or Mentoring

For each of the items included, provide dates, context, and a brief assessment of the significance and impact of the work.

- A. Academic advising.
- B. Graduate student/peer advising or mentoring.
- C. Advising to student organizations.
- D. Other (Additional evidence of advising and mentoring may be added at the discretion of the candidate so long as the entire dossier does not go over the 10-page limit.)

VI. Administration and Service Related to the Instructional Mission

For each of the items included, provide dates and a brief context to indicate the significance and impact of the work.

- A. Management of departmental instructional center or program.
- B. Committee service contributions.
- C. Contributions to professional conferences.
- D. Contributions to diversity initiatives.
- E. Contributions to assessment initiatives.
- F. Contributions to outreach initiatives.
- G. Contributions to special events or programs (e.g. conferences, department celebrations, commencement).
- H. Other (Additional evidence of service related to instruction may be added so long as the entire dossier does not go over the 10-page limit.)

VII. Recognized Scholarly or Creative Work

List only those publications, projects, or performances that have appeared or been accepted for publication or presentation. For each publication, project, or performance, please use MLA citation style. For example:

Gardner, Thomas. *Regions of Unlikeness: Explaining Contemporary Poetry*.
Lincoln: University of Nebraska Press, 1999

McNamer, Sarah. "Female Authors, Provincial Setting: The Reversing of Courtly Love in the Findern Manuscript." *Viator* 22 (1991): 279-310.

If research and creative scholarship are included in the promotion dossier, the following categories should be used: publications, conference papers, workshops lead, newsletter contributions, book reviews, and sponsored research and other grant awards. Candidates may include other evidence of research or creative scholarship enhancing teaching so long as the dossier does not go over the 10-page limit.

VIII. Work Under Review or In Progress

- A. Work submitted and under review.
- B. Work in progress.
- C. Future teaching and research plans.