

## Process for Senior Lecturer Promotions

Effective September 1, 2020

*Updated 04/19/2023*

### Eligibility Criteria for Promotion (from Faculty Handbook Section 3.13.4.3):

- a. Master's degree from an accredited institution with 18 graduate credits in their field of teaching; **and** experience teaching a minimum of **40 courses (or the equivalent thereof) at Appalachian** post matriculation for the master's degree;
- b. Demonstrated ability in teaching; and
- c. Demonstrated ability in institutional service to the University.

### Process:

1. Department Chair identifies Lecturers who qualify to be promoted to Senior Lecturers and discusses with the Dean **prior** to recommending to DPC.
2. Departmental DPC evaluates the person(s) based on the criteria and submits any recommendations for promotion of Lecturers to Senior Lecturers to the department chair **either** before, during, or after the P&T process, but no later than **May 31**.
3. Department Chair submits concurrence with recommendation(s) to the Dean.
4. Dean verifies the person meets eligibility criteria listed above. If the Dean approves, the Dean submits concurrence with Dean's recommendation form(s) in the Contracting and Budgeting electronic folder no later than **June 10**. Any received after June 10 will be considered in the following year's batch of promotions.
5. Approval for **effective date of July 1** (or non-approval) given by Provost and letter sent to incumbent with copy to Dean and Department Chair.
6. Note: salary increase amount (FT = \$1,500; ¾ Time = \$1,125) and rank and included in Payroll effective July 1 of the following fiscal year. Promotion increase is borne by the College