

Process for Senior Lecturer Promotions

Effective September 1, 2020

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 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 Dean.
4. If Dean approves, Dean submits concurrence with recommendation(s) to Provost along with Dean's Recommendation Form no later than **June 15**. Any received after June 15 will be considered in the following year's batch of promotions. The Dean's Recommendation form and all attachments are placed in the shared folder for Dean's Recommendation Forms.
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. Deans Recommendation Form will be sent from Provost Office to Contracting & Budgeting for processing contract containing new salary amount and rank and included in Payroll effective July 1 of the following fiscal year.