

Fall Semester

September	<p>Lecturer must submit request Appendix D-1 to the Chair at the beginning of the semester, but no later than October 1st to be effective for the Spring semester. The Lecturer must have an appointment for the semester in which they are requesting the advancement. The review will take place and be completed during the semester in which they wish to be reviewed.</p> <p>Dean’s office – Creates BOX folders for Lecturer Advancement. This includes Appendix D-1, Timeline, Rubric to be completed. The rubric is to be completed by the Chair.</p> <p>Supporting Documentation Required:</p> <ul style="list-style-type: none"> • A list of all courses previously and currently taught by the Lecturer. Including campus/unit/department, course number, course title and semesters taught; • Teaching portfolio including, at a minimum, a reflective narrative of the Lecturer’s teaching; • Four most recent syllabi utilized by the Lecturer; • Two most recent exams, formal assignments or tests; and • Any additional material that the Lecturer wishes to be considered in the evaluation.
September - October	<p>The Department Chair will schedule a class observation for one course being taught by the Lecturer, during the semester in which the Lecturer seeks advancement. Review prior evaluations/class observations and review all material related to the review.</p>
October - November	<p>The Department Chair will make a written recommendation on Appendix D-1 to the Dean by November 15th and upload to Lecturers BOX Folder.</p> <p>Subject to read: Department Name-Lecturer Advancement-Last, First Name, Year</p>
December 1st	<p>The Dean will make the final decision with respect to the review and movement to advancement level and shall notify the lecturer of the decision, in writing, no earlier than ten (10) days prior to the end of the Fall semester and later than twenty (20) days after the close of the Fall semester in which the review took place.</p>
December 10 – January 10	<p>The Dean’s office will notify each Lecturer of the decision, in writing, no earlier than ten (10) days prior to the end of the Fall semester and no later than twenty (20) days after the close of the Fall semester.</p> <p style="background-color: #e0e0e0;">If the lecturer is denied advancement, at the request of the lecturer, the Chair shall meet with the lecturer to explain the reason for the denial and provide recommendations for improvement.</p>

	<p>Dean's Office Admin should send the completed packet by email back to the Department Chair and copy Dean through the Lecturer Advancement email and reply using the original email.</p>
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Spring Semester

<p>January - February</p>	<p>Lecturer must submit request Appendix D-1 to the Chair at the beginning of the semester, but no later than March 1st to be effective for the Spring semester. The Lecturer must have an appointment for the semester in which they are requesting the advancement. The review will take place and be completed during the semester in which they wish to be reviewed.</p> <p>Dean's office – Creates BOX folders for Lecturer Advancement. This includes Appendix D-1, Timeline, Rubric to be completed. The rubric is to be completed by the Chair.</p> <p>Supporting Documentation Required:</p> <ul style="list-style-type: none"> • A list of all courses previously and currently taught by the Lecturer. Including campus/unit/department, course number, course title and semesters taught; • Teaching portfolio including, at a minimum, a reflective narrative of the Lecturer's teaching; • Four most recent syllabi utilized by the Lecturer; • Two most recent exams, formal assignments or tests; and <p>Any additional material that the Lecturer wishes to be considered in the evaluation.</p>
<p>February - March</p>	<p>The Department Chair will schedule a class observation for one course being taught by the Lecturer, during the semester in which the Lecturer seeks advancement. Review prior evaluations/class observations and review all material related to the review.</p>
<p>March - April</p>	<p>The Department Chair will make a written recommendation on Appendix D-1 to the Dean by April 15th and upload to Lecturers BOX Folder.</p> <p>Subject to read: Department Name-Lecturer Advancement-Last, First Name, Year</p>
<p>April 25th</p>	<p>The Dean will make the final decision with respect to the review and movement to advancement level and shall notify the lecturer of the decision, in writing, no earlier than ten (10) days prior to the end of the Fall semester and later than twenty (20) days after the close of the Fall semester in which the review took place.</p>
<p>May 4 – June 4</p>	<p>The Dean's office will notify each Lecturer of the decision, in writing, no earlier than ten (10) days prior to the end of the Fall semester and no later than twenty (20) days after the close of the Fall semester.</p> <p style="background-color: #e0e0e0;">If the lecturer is denied advancement, at the request of the lecturer, the Chair shall meet with the lecturer to explain the reason for the denial and provide recommendations for improvement.</p>

	<p>Dean's Office Admin should send the completed packet by email back to the Department Chair and copy Dean through the Lecturer Advancement email and reply using the original email.</p>
	<p>Required to upload Division Dean approved Appendix D-1 in designated area with the Lecturer advancement job class code.</p> <p>Contract information is reviewed and approved by all approvers and sent out by Business Department.</p>