

# FAQ: Promotion to Principal Sr. Lecturer

Reference: CAS NTT Manual, Pages 12 – 14 (377-476)

## Background Information

**Evaluation Terminology** - Candidates will be evaluated as having met or not met the standards for promotion in the categories of teaching and service using the evaluative terms of *outstanding*, *excellent*, *very good*, *good*, *fair*, and *poor*.

**Promotion to Principal Senior Lecturer** - Candidates must demonstrate a level of competence and effectiveness in teaching that is evaluated at a **minimum of excellent with continued growth in the review period since the last promotion**. Their service to the department, college, university, etc. must be at a **minimum of excellent**.

These evaluation terms meet the university's standards for promotion to the rank of Principal Senior Lecturer.

### Review Periods

- Teaching Portfolios - last five calendar years (CY 2016 - CY 2020)
- Student Evaluations – Faculty Review Services (FRS) provides the last five academic years (Fall 2016 - Summer 2021)
- The rest of the dossier covers the last five academic years.

## Dossier Components

*You may omit sections/categories that are not applicable.*

### Cover Page

The following format must be used:

- Name
- Department
- Date of GSU Appointment
- Number of Years of Credit for Prior Service
- Leaves of Absence (Descriptions and Purposes)
- Proposed Rank

### Curriculum Vitae

Include a paginated copy of your curriculum vitae. Please consider adding a DOI/hyperlink to any publications included in the review period.

### Summary of Essential Functions / Responsibilities

Provided to you by your chair, this document describes your primary responsibilities under the general categories of Teaching and Service.

*NOTE: If this document has not been provided to you before the dossier due date, it will be added into your dossier by FRS.*

### Teaching Category

#### **Statement of Teaching Interests, Goals and Qualifications**

Briefly describe your educational philosophy and a set of goals and objectives in teaching and a list of courses and/or areas you believe that you are qualified to teach. Maximum: 3 typed, double-spaced pages.

### ***Courses Taught During the Review Period***

For this year, please include courses taught **Fall 2016 - Summer 2021**

- Using the format in Appendix A (see NTT manual), provide a list of courses taught during the review period.
- Provide a copy of the most recent syllabus used for each course taught during the review period. Only one syllabus for each different course is required.
- The development of new courses or significant revisions to existing courses should be noted in this section.
- Indicate if a course is part of a study abroad, international student exchange program (ISEP), signature experience (SE), or field experience (FE) in the course Title field of the table.

**IMPORTANT:** Please refer to your department's manual to include any additional information they require. (e.g., DFW rates, etc.)

### ***Teaching Funding***

Describe all intramural and extramural funding of teaching initiatives.

### ***Honors or Special Recognition for Teaching***

Please list these items in a table.

### ***Independent Studies, Practica, Honors Theses, Theses, and Dissertations***

Please provide the student's name, project title and date completed.

### ***Published Materials***

This is a list of textbooks and published articles related to your teaching.

*These materials may not include work in-progress or work submitted but not yet accepted for publication.*

### **Documentation Requirements**

Include DOIs or hyperlinks to your publications if available. Link examples include: publisher's web site, retail outlets, etc. If the DOI or hyperlink is unavailable, you should include PDFs of your articles, book chapters, books, reviews, etc.

### ***Teaching Portfolio***

You should include your teaching portfolios from the last five calendar years. Your department's style of teaching portfolio is acceptable. *For this year, you will need portfolios from **CY 2016 - CY 2020**.*

Per the college's *Teaching Assessment Policy*, teaching portfolios should include the following for **each** required calendar year:

- List of all courses, independent studies, theses, etc. taught or directed during that calendar year.
- Faculty should also include a selection of course materials from two courses – ideally one would be a specialty course and one a more general course. (Examples: syllabi, sample exams, projects, etc.)
- **Optional:** Brief narrative highlighting teaching successes, challenges and opportunities.

### ***Additional Evidence of Teaching Effectiveness***

You may include a list of other items not specified above and not required as part of their teaching portfolio. Such evidence may include, but is not limited to, peer evaluations, students' passing rates on licensure/certification examinations, use of technology for teaching, program accreditation review results, and student accomplishments.

### **Service Category**

List and briefly describe objectives and contributions in the following service areas. Candidates are expected to address only those areas that apply.

#### ***Assigned Departmental Service Roles***

Administrative roles or other service duties that are ongoing assignments (e.g., undergraduate director, program coordinator).

#### ***Teaching Service***

Teaching service beyond the classroom. Examples include participating in developing teaching materials and curricula, organizing or presenting seminars on teaching methodology, supervising and/or mentoring faculty in the area of instruction.

#### ***Assistance to Colleagues***

Guest-lecturing, mentoring, consulting about educational and teaching issues (e.g., curriculum development, mode of presentation, or assistance with new teaching technology), providing advice about or reviews of manuscripts or grant applications.

#### ***Contributions to your Department, the College, and University***

Student advisement and mentoring, memberships on departmental/college/university committees, development of teaching and service programs.

#### ***Professional Service***

Memberships in professional societies, advisory boards, etc.

#### ***Community & Public Service***

Lectures, speeches, presentations, performances, short courses, assistance to governmental agencies.

*NOTE: Candidates should neither solicit letters concerning their service nor include them in their dossier.*

### **Research (Professional Development) Activities (if appropriate)**

Please check your departmental guidelines to see if they specify whether a faculty member may provide information on these types of activities. Again, for more information, please refer to your department's NTT guidelines and the College's NTT manual, Page 14, Lines 471-476. And, by all means, please check with your chair.

## Creating your Digital Dossier

**First,** save all components of your dossier as individual PDF files, and name them according to how you would like each document's bookmark label to appear in your combined PDF.

*NOTE: Below is the general order of recommended content within your dossier.*

- Cover Page
- CV
- Summary of Essential Functions/Responsibilities – provided by your Chair
- Teaching Category
  - Statement of Teaching Interests, Goals & Qualifications (2-3 pages)
  - Courses Taught during the Review Period (Appendix A- NTT Manual)
  - Student Evaluations for the review period – provided by Faculty Review Services
  - Teaching Funding
  - Honors or Special Recognition
  - Independent Studies
  - Published Materials
  - Teaching Portfolios **CY 2016 – CY 2020**
  - Additional Evidence of Teaching Effectiveness
- Service Category **Fall 2016 – Summer 2021**
  - Assigned Service Roles
  - Teaching Service
  - Assistance to Colleagues
  - Contributions to Your Department
  - Professional Service
  - Community & Public Service
- Research Activities (if appropriate) **Fall 2016 – Summer 2021**

**Second,** if page numbers are not present in your original document, you should add page numbers to each PDF file.

To paginate a PDF: Open the PDF > Tools > Edit PDF > Header & Footer > Add > Decide location and click on that field > Insert Page Number > Page Range Options (choose page range) > OK > OK

*Example: If your CV is 25 pages, number it 1 to 25. If your Teaching Statement is 3 pages, number it 1 to 3.*

**Third,** Open Adobe Pro DC > Tools > Combine Files > Add files by uploading or drag & drop - re-order them as needed > Combine.

**That's it! The file names you assigned become the bookmark names.** These can be easily edited as needed. Your bookmarked dossier now makes it easy for reviewers to “toggle” between sections.