

**Department of Rehabilitation Sciences
Beaver College of Health Sciences
Appalachian State University
Lecturer Promotion Guidelines**

This document was approved by the academic faculty of the Department of Rehabilitation Sciences and the Dean of the Beaver College of Health Sciences on March 25, 2022.

The Department of Rehabilitation Sciences aspires to be a community of scholars and practitioners educating students in models of best practice through the integration of diverse academic and clinical learning experiences, research, and service. The primary responsibilities of Lecturers in the Department of Rehabilitation Sciences are teaching and service. Lecturers are also expected to demonstrate commitment to the *BCHS Mission, Vision and Core Values*. Departmental requirements for promotion of Lecturers are guided by the *Appalachian State University Faculty Handbook* and the *BCHS Guidelines for Promotion and Tenure*.

The Department of Rehabilitation Sciences supports the following statements with respect to its philosophy and expectations for Lecturers and Senior Lecturers:

Teaching. The Department is strongly committed to excellence in teaching, including academic teaching, clinical education, individual student mentoring and other forms of instruction. It expects all faculty to demonstrate effective teaching and a desire to promote and enhance the professional and personal development of students.

Service. The Department values the role of the faculty member in providing meaningful service to the institution (department, college, and/or university) as well as their professional discipline. Service to the broader community outside of academia (local, regional, or national) that relates to the faculty member's professional expertise is also valued.

Professional conduct. The Department expects all faculty to maintain ethical and professional standards that are consistent with their roles as practitioners and educators in the disciplines of Athletic Training, Communication Sciences and Disorders, or Occupational Therapy. Additionally, faculty are expected to maintain professional credentials and to conduct themselves in a manner that contributes to a respectful, collaborative, and inclusive culture consistent with the Core Values of the Beaver College of Health Sciences.

FIXED CONTRACT RENEWALS

Lecturers undergo fixed contract renewals at the end of each contract term, typically every year (Lecturer) or three years (Senior Lecturer). Contract renewal is based on a review of the individual's performance over the period of the contract. A description of the materials to be submitted by the faculty member and the timeline for each step of the review is described in the *BCHS Procedures for Faculty Actions* manual.

To qualify for contract renewal, Lecturers are expected to demonstrate competence in teaching appropriate for their years of experience and to demonstrate reasonable efforts to continuously improve

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their teaching in response to feedback from student and peer evaluations. They are also expected to demonstrate an appropriate level of service to the department, college or university.

PROMOTION TO SENIOR LECTURER

Lecturers typically apply for promotion to the rank of Senior Lecturer in their 5th year of service when they believe they have met the criteria for promotion described in this document. Faculty are encouraged to confer with the Department Chair to determine their readiness to apply for promotion. The portfolio used for the review process and the timeline for each step of the review is described in the *BCHS Procedures for Faculty Actions* manual.

Applicants for promotion to Senior Lecturer must meet the following requirements:

- (a) Excellent teaching that is current in the discipline. Components of excellent teaching include clearly articulated course syllabi, a clearly articulated philosophy of teaching and superior evaluations of teaching by students and peers, as well as formal regular professional development in teaching enhancement;
- (b) Evidence of service at the department, college and/or university level that makes a worthwhile contribution to the institution.

Teaching

Faculty applying for promotion to Senior Lecturer must meet the specified criteria for the Core Competency Areas described below in **Table 1**. They are not required to meet the criteria listed under Additional Competency Areas (i.e., below the black bar in the table) but should report any additional teaching activities accomplished to date in the portfolio/dossier.

Table 1. Teaching requirements for Senior Lecturer

Core Competency Areas	Criteria	Evidence
Teaching Performance	<ul style="list-style-type: none"> ● Demonstrates a consistent record of excellent academic and/or clinical teaching that is current in the discipline and is informed by scholarship 	<ul style="list-style-type: none"> ● Narrative of teaching philosophy ● Student evaluations ● Peer evaluations ● Annual evaluations ● Anecdotal evidence
Course Development/ Revision	Demonstrates the ability to develop and/or modify courses or course assignments to enhance student learning outcomes or meet curricular needs of the program	<ul style="list-style-type: none"> ● Syllabi ● Course materials such as exams, assignments, AsULearn modules, etc.

Faculty Instructional Development	<ul style="list-style-type: none"> ● Participates in faculty instructional development activities to enhance teaching effectiveness 	<ul style="list-style-type: none"> ● Continuing education certificates from workshops with rationale explaining how this benefitted the faculty member ● Correspondence and materials related to self-directed learning activities
Additional Competency Areas	Criteria	Evidence
Awards	<ul style="list-style-type: none"> ● Receives college or higher teaching award, or nomination ● Other institutional recognitions 	<ul style="list-style-type: none"> ● Letters or other documentation acknowledging the award or nomination
Credentialing	<ul style="list-style-type: none"> ● Obtains specialized credentialing in area of expertise, beyond professional certification required for position 	<ul style="list-style-type: none"> ● Copy of the credential (certificate or other document)
Global/Service Learning	<ul style="list-style-type: none"> ● Promotes global/service learning through curricular or extracurricular activities 	<ul style="list-style-type: none"> ● Global/service learning proposal and description of the experience with outcome measures ● Student evaluations from the course
Instructional Mentoring	<ul style="list-style-type: none"> ● Provides instructional mentoring for other faculty, either individually or in groups. ● Participates in instructional workshops through presenting, organizing, directing 	<ul style="list-style-type: none"> ● Any documentation that is evidence of the faculty member's contributions ● Copy of agenda, program announcement, presentations delivered, etc.; documentation should indicate dates of events
Interdisciplinary Efforts	<ul style="list-style-type: none"> ● Works/interacts with colleagues on interdisciplinary / interprofessional initiatives 	<ul style="list-style-type: none"> ● Any documentation that is evidence of the faculty member's contributions to interdisciplinary efforts

Innovative Educational Strategy	<ul style="list-style-type: none"> ● Incorporates novel component in didactic or clinical course 	<ul style="list-style-type: none"> ● Copy of syllabus that incorporates novel course components
Student Mentoring	<ul style="list-style-type: none"> ● Demonstrates evidence of student mentoring, such as: <ul style="list-style-type: none"> ● Directs or serves on thesis/project committee ● Mentors students on clinical activity, community engagement activity, or research project 	<ul style="list-style-type: none"> ● Copy of student products (e.g., written document, presentation, etc.)
Other Activities	<ul style="list-style-type: none"> ● Provides description of activity 	<ul style="list-style-type: none"> ● Evidence of activity

Service

Faculty applying for promotion to Senior Lecturer must demonstrate a record of service to the Department, College or University by meeting the criteria for the Core Competency Area described below in **Table 2**. They are not required to meet the criteria listed under Additional Competency Areas (i.e., below the black bar in the table) but should report any additional service activities accomplished to date in the portfolio/dossier.

Table 2. Service requirements for Senior Lecturer

Core Competency Areas	Criteria	Evidence
Service to the Department, College or University	<ul style="list-style-type: none"> ● Demonstrates meaningful engagement in service within the department, college or university 	<ul style="list-style-type: none"> ● Summary of service activities ● Other documentation showing involvement
Additional Competency Areas	Criteria	Evidence
Administrative Assignment	<ul style="list-style-type: none"> ● Serves as Program Director ● Other administrative assignment 	<ul style="list-style-type: none"> ● Description of accomplishments and ongoing duties as Program Director ● Description of other administrative accomplishments

Awards	<ul style="list-style-type: none"> ● Receives service award, or nomination 	Letter or other documentation acknowledging the nomination or receipt of award
Clinical/Professional Service	<ul style="list-style-type: none"> ● Engages in clinical and/or professional service, including <ul style="list-style-type: none"> ○ provision of clinical services within the college ○ participation on professional boards or committees 	<ul style="list-style-type: none"> ● Summary of clinical/professional activities ● Other documentation showing involvement
Community Service	<ul style="list-style-type: none"> ● Participates in community event ● Other activities 	<ul style="list-style-type: none"> ● Record of presentation or activity
Special Assignment	<ul style="list-style-type: none"> ● Describes assignment 	<ul style="list-style-type: none"> ● Evidence of assignment
Other Activities	<ul style="list-style-type: none"> ● Describes activity 	<ul style="list-style-type: none"> ● Evidence of activity