

*Guidelines for Promotion to Senior Lecturer
Department of Asian Studies, UT Austin*

The Department of Asian Studies has put together the following document to assist those of you who are planning to go up for promotion to Senior Lecturer in the future. Generally, lecturers need to have served in rank for a minimum of five years. Please note that each individual case for promotion is unique so there is no single template for promotion.

The case for promotion to Senior Lecturer must be made based on two areas: 1) Teaching and 2) either Service or Research.

1. **Teaching.** Excellent teaching is the one required area and it should make up the backbone of your application. Here are some key ways that you can make a case for the excellence of your teaching:
 - a. *Student Evaluations:* The Course Instructor Survey (CIS) ratings for your courses and for you as an instructor should be higher than the average for the College and/or University. The department expects a score of 4.0 or higher for overall course and overall instructor ratings. The COLA promotion committee requires teaching evaluation data be used only from the most recent past 3 years. Positive student comments are also helpful.**
 - b. *Peer Evaluations:* Evaluations of your courses by a colleague in DAS based on a class visit and a review of your teaching materials (syllabus, assignments, etc.). Your file will require a minimum of 3 of these, ideally recent ones from 3 different courses you have taught in the year leading up to the submission of your promotion file. To arrange for peer evaluations, talk to the Department Chair who will help facilitate.
 - c. *Teaching Awards/Nominations or any other evidence of external recognition of teaching excellence.* See a list of possible teaching awards through The Texas Language Center (initiated by students), and COLA & university-wide awards (initiated by the department) here:
<https://liberalarts.utexas.edu/tlc/awards/Foreign-Language-Teaching-Awards/index.php>; <https://liberalarts.utexas.edu/academic-affairs/faculty-affairs/teaching-awards.php>.
 - d. *Participation in Pedagogical Training and/or Publication.* If you have taken part in explicit teacher training related to your instructional duties, then you should provide evidence of that activity. Also, if you have published teaching materials (in print or online) for use by others, you should include a list of those along with a sample of the published work.
 - e. *Candidate Teaching Statement:* a max. 4 page essay describing your teaching philosophy and practice, the scope of courses you teach, etc.) supplemented by any of your self-designed teaching materials that demonstrate your commitment to teaching excellence.

**Please note that COLA will also generate a numerical rating for your file that indicates whether your grading on the whole tends to inflate or deflate a student's average GPA. For an explanation, see: https://liberalarts.utexas.edu/human-resources/files/pdf/Grade_Inflation_Explanation.pdf

In addition, candidates must demonstrate significant contribution in **one** of the following categories:

2. **Service.** The strongest cases will have service contributions to our students, the program, and the department, as well as at the university, regional, national, and/or international level. Not every level of service is required, but you should be able to put together a compelling case that shows first and foremost that you offer valuable service at the departmental/programmatic level and ideally, that your reach also extends even further beyond that level. Some of the ways you can demonstrate excellent service include: serving as the language coordinator for your area; serving as members or elected officials on relevant committees inside and outside the department and for regional, national, or international organizations; working with local or national community-based language organizations; organizing initiatives inside and outside of the department that further the mission of language teaching at UT; developing web-based teaching materials, etc.
3. **Research.** Successful cases will include a mix of research publications, presentations, and other activities that suggest your research reaches audiences at the national or international level.
 - a. Publications are generally ranked in the following order of importance by the committee: Peer-reviewed print publications (books or journals) are ranked higher than online, non-peer reviewed articles or edited volumes; single authored articles as higher than co-authored ones, first author as higher than second, etc.
 - b. Presenting your original research at conferences is another way to demonstrate your commitment to research, but please note that it is insufficient on its own to constitute a strong second area of excellence. (Please note that research presentations can, however, also or alternatively count toward your Teaching Area if/when they directly involve teaching pedagogy.) Generating a publication from those talks is an important part of demonstrating your commitment to research and your reach to a wider audience. For presentations, invited application-based conference talks are ranked higher than poster presentations; international or national conferences are ranked higher than regional or university ones, etc.

A couple of important notes:

- The dividing lines between these various categories is not absolute. Some activities can apply to either, both, or all three. You should consult with your mentor/committee about deciding how best to categorize your various activities and contributions.
- Please note that for each of the above categories, while promotion to senior lecturer does not require outside letters, external letters of recommendation that testify to your

excellence in that area and that are from individuals who are not directly associated with our department can be a very powerful way to demonstrate that your reach and contributions go beyond the department/College or even university. Please let the chair of the department know about possible recommenders to contact on your behalf.

Process:

1. Contact the Chair of the department about your desire to be considered for promotion. You should identify the two areas under which you wish to be promoted and provide a complete CV. You will be assigned a mentor from among our current faculty to help advise you along the way. We recommend that you do this several years prior to going up for promotion so as to facilitate a smooth process. To be considered the following year, you must contact the Chair by March 1st at the latest.
2. DAS Executive Committee will meet to vote on whether to proceed with your promotion file at this time. The Department Chair will relay committee vote and recommendations to the candidate.
3. Preparation and submission of your promotion file by August 1st of the year in which you wish to be considered. A vote will first be taken in the department's Executive Committee and then by the COLA Promotion and Tenure (P&T) Committee.
4. COLA decisions on promotion are generally rendered in late fall with the President's Committee issuing the final decision in late spring. Promotions take effect as of the following August.

For the COLA Promotion and Tenure Guidelines, see:

<https://liberalarts.utexas.edu/human-resources/faculty-resources/Promotion-and-Tenure.php>

Approved via email by the Executive Committee, September 2019