

## Promotion in the English Department: A Guide for Part-Time Instructors

### Who can be promoted?

PTLs can be promoted to two “ranks” beyond Lecturer:

Initial Appointment	Requirements for Initial Appointment	Salary per 3-credit-hour course (spring 2020-spring 2021 rates)
Lecturer	Non-terminal degree (e.g., MA, MFA)	\$3037
Senior Lecturer I	Terminal degree (PhD in Rhetoric and Composition or related field)	\$3343
Senior Lecturer II	May only be obtained through promotion	\$3702

Source: <https://louisville.edu/artsandsciences/faculty-staff/faculty-affairs/files/ptl-xpay-rates.pdf>

As the [Guide to Part-Time Faculty Initial Appointment and Promotion](#) explains,

1. Promotion from Lecturer to Senior Lecturer I requires **proficient** teaching, or, if applicable, service and/or research and creative activity for at least ten semesters in no fewer than five years in the College.
2. Promotion from Senior Lecturer I to Senior Lecturer II requires **exceptional** performance in teaching, or, if applicable, in service and/or research and creative activity for at least ten semesters in no fewer than five years in the College.

### What do I prepare?

Please prepare the following documents to demonstrate evidence of teaching that is proficient (for Senior Lecturer I) or exceptional (for Senior Lecturer II):

1. **A cover letter** (no more than 3 pages, single- or double-spaced) describing your teaching philosophy and approaches. Feel free to also mention teaching awards, evidence of curriculum development, and/or evidence of research and creative activity. For guidance on reflecting on your teaching, consult [this webpage](#) from DePaul University.
2. **A CV** (any format you wish)
3. **At least two syllabi** documenting different curricular approaches and/or courses (if you feel you take the same curricular approach for different courses)
4. **One observation letter** by a member of the Composition Committee or a term/tenured/tenure-track faculty member in English. If you have been observed in the last five years, attach that. If it has been longer since you were last observed, contact Linda Baldwin to arrange an observation.
5. A completed **Student Evaluation Summary** ([linked here](#)) that tabulates your numerical scores from the last ten semesters. (Note: Do not do any math! Means are listed in the statistics boxes after each question on the student evaluation PDFs.)
6. **PDFs of your student evaluations from the last ten semesters** you have taught here. They can be downloaded from [yourwordisheard.com](http://yourwordisheard.com).
7. **Annual Performance Review forms from the last five years.** (Linda Baldwin will provide copies for you to upload)

8. For those applying for promotion to Senior Lecturer II, who must document exceptional instead of proficient teaching, you are welcome, but not required, to include an **appendix** (e.g., student thank-you notes, prompts for innovative assignments).

### **When is the deadline?**

For promotions to take effect in the fall, promotion files must be submitted to the Dean's Office by April 30. This means that Dr. Ridley will need to receive your file by March 30.

For promotions to take effect in the spring, Dr. Ridley will need to receive your file by August 31 so that the Dean's Office receives it by September 30.

For promotions to take effect in the summer, Dr. Ridley will need to receive your file by December 31 so that the Dean's Office receives it by January 31.

### **Who is my audience?**

First, English Department chair Dr. Ridley will make a recommendation. Then, Dr. Susan Ryan, Assistant Dean of Faculty Affairs for A&S will make the final recommendation, unless you want to appeal; there is a process for appealing the recommendation at each stage. For more information, see page 2 of the [College Personnel Policy](#).

### **How do I arrange for an observation?**

Email Linda Baldwin to request an observation. She will notify Dr. Ridley and Dr. Olinger, who will then select a term, tenure-track, or tenured faculty member to observe one of your classes. If there is a particular person whom you would like to recommend, feel free to do so, although we cannot guarantee that this person will be selected.

Note that if you are submitting materials by August 31 for a promotion effective in the spring semester, you will need to be observed in the first two weeks of the semester.

### **Do I need to have received certain scores on the Annual Performance Reviews? The "overall" section allows for ratings of not proficient, proficient, highly proficient, and exceptional.**

First off, we recognize that the data consulted for the Annual Performance Reviews are quite limited. Your promotion materials, by contrast, allow for the inclusion of a wider range of materials; you will have more room to make an argument for your teaching in your cover letter and supporting documentation.

For promotion to Senior Lecturer II, instructors need to demonstrate **exceptional** teaching. However, it is rare for tenured and tenure-track faculty in the English Department to receive an "exceptional" score. So, if you have received at least some "highly proficient" scores—even if your other scores are "proficient"—you should still consider submitting materials for promotion.

For promotion to Senior Lecturer I, instructors need to demonstrate **proficient** teaching, so scores of "proficient" would be appropriate.

**How will I submit my materials?**

You will receive an email giving you access to a digital Cardbox account, to which Dr. Ridley and Dr. Olinger will have access. All materials should be uploaded into folders in Cardbox.

**My current rank is Lecturer, but I have taught at UofL for 10 or more years. Can I skip a rank and be promoted from Lecturer to Senior Lecturer II?**

Unfortunately, Faculty Affairs does not allow this. Individuals cannot skip over a rank.

**Does getting promoted mean I would be on a more stable contract?**

Unfortunately, no. Your contract remains the same. But if, for some reason, you don't teach for a semester or more, you won't lose your rank when you return. The ten semesters do not need to be consecutive.

**Does summer teaching count as a semester?**

Yes. Although note that to be eligible for promotion, you have to have held one rank for at least ten semesters in no fewer than five years.

**Whom can I approach if I have questions?**

Feel free to write Dr. Ridley ([glynis.ridley@louisville.edu](mailto:glynis.ridley@louisville.edu)) or Dr. Olinger ([arolin01@louisville.edu](mailto:arolin01@louisville.edu)).

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**Important Documents:**

A&S Personnel Policy (see page 2 for information on PTL promotion):

<http://louisville.edu/artsandsciences/faculty-staff/faculty-affairs/files/AS-Personnel-Policy-Procedures-1-14-2016.pdf>

Guide to Part-Time Faculty Initial Appointment and Promotion (Caveat: salary information is out-of-date)

[http://louisville.edu/artsandsciences/faculty-staff/faculty-affairs/files/PTF\\_ranks\\_promotion.pdf](http://louisville.edu/artsandsciences/faculty-staff/faculty-affairs/files/PTF_ranks_promotion.pdf)

PTL Promotion Timetable (lists deadlines by which the A&S Dean's Office should receive material for promotions effective fall, spring, and summer in any given year)

<http://louisville.edu/artsandsciences/faculty-staff/faculty-affairs/files/PTL-Promotion-Timetable.pdf>

PTL Salary Rates, Spring 2020-Spring 2021

<https://louisville.edu/artsandsciences/faculty-staff/faculty-affairs/files/ptl-xpay-rates.pdf>

Student Evaluation Summary Sheet (to complete for the past five years of your teaching at UofL)

<http://louisville.edu/artsandsciences/faculty-staff/faculty-affairs/files/Student%20Evaluation%20Summary%20Sheet%202013%20to%20Current.pdf>

*Note: This is a PDF form; if you would like a Word version, contact Andrea.*

A&S Faculty Affairs

<http://louisville.edu/artsandsciences/faculty-staff/faculty-affairs>

*updated 3/20/20*

*Scroll down the page for the section on PTLs; you will see the documents linked above, as well as benefits information*