

**College of Health and Human Services
Lecturer Promotion Policies and Procedures
Final version May 2025**

University of New Hampshire Lecturer promotion guidelines at the department level must align with the college-level policy and the [UNH Lecturers United Collective Bargaining Agreement](#) (UNHLU CBA) guidelines for promotion. Departments cannot alter or deviate from the CHHS/UNHLU guidelines or the UNHLU CBA.

There is no requirement that a Lecturer stand for promotion. Furthermore, there is no limit on the number of times a Lecturer faculty member can stand for promotion. Any Lecturer Faculty member has the right to file a grievance in accordance with the Grievance Article if they are not promoted¹ (CBA 13.5.7). It is acknowledged that a Lecturer Faculty member who stands for promotion and is not promoted is not required to leave their position as a result. Subsequent applications for promotion require the preparation of a new dossier. (CBA 13.5.8).

A. Promotion Timeline

1. A Lecturer Faculty member may initiate the process for promotion to the next rank in the fifth or subsequent year of employment (CBA 13.5.2). A different timeframe may be negotiated at the time of hiring for Lecturer Faculty with relevant prior professional experience. (CBA 13.5.2.1).
2. A Lecturer Faculty member who wishes to stand for promotion will indicate their intention in writing to the Dean and Department Chair. There is no set date to declare for promotion per CBA 13.5.4.1; it is recommended that the lecturer faculty who wishes to stand for promotion declares **by September 15 of the year in which the case is heard.**
3. The Dean and Department Chair will furnish a written acknowledgment response to the candidate's written declaration. Under the guidance of the Department Chair, a Department Lecturer Promotion Committee will be formed following the Membership guidelines (see section B) **as soon as possible.**
4. Lecturer faculty standing for promotion must submit their dossier to the Department Lecturer Promotion Committee no later than **December 1 of the year in which the case is heard.**
5. The Lecturer Promotion Committee shall submit its recommendation of the Lecturer's promotion case to the Department Chair no later than **February 1 of the year in which the case is heard.**

¹ Any Lecturer Faculty member has the right to file a grievance in accordance with the Grievance Article if they are not promoted and can prove that the processes were not properly followed or that the college's approved criteria were applied in an arbitrary or capricious manner. UNHLU 13.5.7

6. The Department Chair's independent and objective recommendation, along with the Department Lecturer Promotion Committee recommendation, is passed to the CHHS Dean, and the Chair of the Committee informs the candidate of these recommendations, by **February 15 of the year in which the case is heard.**
7. The Dean having taken an independent and objective evaluation, will inform the candidate and Provost of their decision by **March 15 of the year in which the case is heard.**

B. Membership of the Department Committee

1. The Department Committee shall consist of no fewer than three (3) members, and be assembled by the Department Chair, subject to the Dean's approval per CBA 13.5.1 and no member of the Promotion Committee should have a conflict of interest with the candidate per CBA 13.5.1.3.
 - a. Promotion to Senior Lecturer See CBA 13.5.1.1²
 - b. Promotion to Principal Lecturer See CBA 13.5.1.2³
2. The assembly of the department promotion committee shall be a shared process with the lecturer faculty member standing for promotion. The lecturer faculty member standing for promotion has the right to discuss his or her perspective on the committee members with the Department Chair prior to the Chair's full committee recommendation, which is subject to the Dean's approval.

² Promotion from Lecturer to Senior Lecturer will follow the college-specific Lecturer Faculty promotion policy and process documents through the level of the Dean. The final promotion decision will be made by the Dean in consideration of the materials provided by the faculty member, the recommendation of the department committee, and chair and/or program director. The promotion committee shall be assembled by the Department Chair, subject to the Dean's approval. The committee will be comprised of no fewer than three members: at least one Lecturer of higher rank, and at least one faculty member at the Associate or Full Professor rank in that department or program. Department Chairs (or program coordinators) may serve on committees. Efforts shall be made to include committee members with similar disciplinary background. If the department has no Senior or Principal Lecturers, or if no suitable other faculty in the department are available, committee members will be selected by the Dean from a related department.

³ Promotion from Senior Lecturer to Principal Lecturer will follow the college-specific Lecturer Faculty promotion policy and process documents through the level of the Dean. The final promotion decision will be made by the Dean in consideration of the materials provided by the faculty member, the recommendation of the department committee, and chair and/or program director. The promotion committee shall be assembled by the Department Chair, subject to the Dean's approval. The committee will be comprised of no fewer than three members: at least one Principal Lecturer, and at least one faculty member at the Full Professor rank in that department or program. Department Chairs (or program coordinators) may serve on committees. Efforts shall be made to include committee members with similar disciplinary background. If the department has no Principal Lecturers, or if no suitable other faculty in the department are available, committee members will be selected by the Dean from a related department

3. The Committee will select a Chair from the Committee's department or closely related department. The Lecturer Faculty member standing for promotion will be informed of this action.
 - a. The Chair of the Committee is responsible for ensuring that the Lecturer Faculty member standing for promotion is informed of all relevant policies and procedures related to his or her evaluation by the Department's committee.
 - b. The Chair of the Committee will serve as the secretary to the committee and sign all correspondence authorized by the committee.
 - c. The Chair of the Committee will be the only member of the committee obligated and empowered to direct and inform the candidate of actions and requirements.
 - d. The Chair of the Committee will direct the writing of the recommendation statement for consideration by the committee.
 - e. Upon completion of the Committee's work, the Chair of the Committee shall issue compliance with all University and College policies related to the disposition of Committee working papers.

A. Recommendation Approach

1. The Committee will organize itself to best determine a recommendation for promotion by evaluating the promotion candidate in the areas of Teaching and Service.
2. For this process only support documentation requested of the Lecturer Faculty member standing for promotion (Section D) will be considered by the committee.
3. The committee may consider other materials and contributions upon request of the Lecturer Faculty member standing for promotion
 - a. The promotion candidate is not required to provide materials above and beyond those requested here in compliance with the UNHLU CBA.
 - b. The committee must review the promotion candidate's full application.
4. Upon the conclusion of the committee's consideration of the Lecturer Faculty member standing for promotion's Section D materials, the Committee will:
 - a. Provide a summary evaluation statement with recommendation, numeric vote results and signatures of all committee members.
 - b. Ensure that the evaluation methodology and recommendation reflect the position of the entire committee.

D. Support documentation required of the Lecturer Faculty member standing for promotion.

1. Executive Summary: In 1 to 2 pages, the candidate frames their teaching and service while highlighting professional achievements, referencing required documentation, and optional materials if shared in the dossier. This summary should provide all evaluators, both within and outside of the lecturer's academic background, with a meaningful comprehension of the candidate's credentials for promotion.
2. Curriculum Vitae.
3. * Faculty Annual Reports (FAR) (UNHLU CBA 13.2).
4. * Chair's Letters of Evaluation and rebuttal letters, if any (UNHLU CBA 13.4).
5. * Dean's Letters of Performance Review (UNHLU CBA Section 13.4).
6. Copy of College Lecturer Faculty Promotion Policies and Procedures.
7. Most recent syllabi for each course taught. Additional syllabi may be included if the candidate desires (e.g., to demonstrate how courses have evolved).

* in lieu of these three separate documents, "CHHS Faculty Annual Review Worksheet" includes FAR, Chair Summary, Dean Summary, beginning spring 2023.

E. Optional materials at the candidate's discretion⁴.

1. Copies of Department Chair's (or designee's) classroom observation assessments (UNHLU CBA 13.4.4.1.1).
2. Copies of peer classroom observation assessments (UNHLU CBA 13.4.4.1.2).
3. Student evaluations.
4. Solicited (either by a department/program/CHHS, the promotion candidate, or otherwise) and unsolicited letters of recommendation.
5. Other items as deemed positive to the candidate's promotion application

Per UNHLU CBA Article 13.6 "Not later than November 30, 2022, University-Level Guidance for Lecturer Evaluation and Promotion and all college-level Promotion Policies must be updated to reflect changes to be consistent with this CBA."

CHHS Lecturer Faculty Promotion Guidelines Committee:

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⁴ Optional materials should not be weighted at a higher level than section D's required support documentation.

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(May 2025)

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Dean and Professor

College of Health and Human Services

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