Guidelines for Determining Eligibility for Promotion to Senior or Principal Lecturer Based on Commensurate Service

Department of English (updated May 2020)

Criteria for Commensurate Service
Candidates for promotion to Senior or Principal Lecturer who would like to count years of commensurate service outside of UA toward eligibility for promotion should write a statement of up to 500 words that demonstrates that the candidate has met the following criteria:

- The candidate must be a member of the voting faculty at the University of Arizona (at .5 FTE or higher for 3 of the last 4 years)
- Up to three years of commensurate service can be counted toward eligibility
  - Each year of commensurate service must be at .5 FTE or higher
  - If counting courses taught as an adjunct below .5 FTE, count total cumulative semester credit hours (12 credit hours is equivalent to one academic year at .5 FTE)
  - No more than one year can be counted as commensurate service during the same academic year. For example, if a faculty member taught 12 credit hours during the same academic year at two different institutions, the faculty member can only count that as one year of commensurate service.
- Any service at another institution that you would like to count toward eligibility must meet the following criteria:
  - During the time counting as commensurate service, the candidate must have been:
    1. a faculty member (not a graduate student instructor)
    2. who was the instructor of record
    3. for a credit-bearing course in English or a related field
    4. at a regionally accredited institution of higher education.
  - The candidate must provide contact information for a supervisor who can verify employment.

Process for turning in materials for consideration for eligibility for promotion consideration based on commensurate service
- If a significant portion of teaching has occurred in the Writing Program, turn in materials for commensurate service to the Writing Program Director, who makes a recommendation to the Head. If not affiliated with the Writing Program, turn in directly to Head.
- Turn in commensurate service materials by the deadline for indicating interest in going up for promotion

Process for Promotion Consideration (see Lecturer Promotion Process)