

# **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](#))**