

CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo
ORFALEA COLLEGE OF BUSINESS

Criteria and Procedures for Lecturer Range Elevation

ELIGIBILITY

Those eligible for lecturer range elevations shall be limited to lecturers who have no more eligibility in their current range or have obtained an additional academic degree or professional certification relevant to their teaching discipline. Lecturer range elevations are subject to budget availability, as are promotions for tenured and tenure-track faculty.

PROCEDURES

Application:

Lecturers normally should request range elevation at the time of application for reappointment for the subsequent academic year and no later than April 1, whichever comes first.

Materials for Submission:

Current Resume: The resume should be organized according to education preparation, previous experience, teaching related activities and accomplishments, professional growth and development activities and accomplishments, and service.

Personal Statement and Professional Plan: This plan should reflect on activities and accomplishments during the period in a Lecturer range and describe the focus, philosophy, goals, and general plans for the future in teaching, professional development, and service.

Student Evaluations: A summary of student evaluations should be submitted for courses taught in the previous five years.

Course Materials for Examination: For courses that characterize the Lecturer's teaching assignments, grading patterns and course materials including course syllabi, handouts, and exams should be submitted.

Other Materials: If relevant, materials that characterize activities in professional development and service should be submitted.

Evaluation Process:

An Area peer review committee will be selected to evaluate the Lecturer's application for range elevation. An applicant may request that a lecturer in a higher range be included in the peer review committee. The committee will review the submitted materials and perform any other desired and reasonable evaluation activities such as classroom visitation and interview of the applicant. The peer review committee will make a written recommendation and justification and present it to the Lecturer for a seven-day response period. Following the response period, the recommendation, any responses, and any reactions to the response will be forwarded to the dean for final action.

CRITERIA FOR EVALUATION**Educational Preparation:**

Normally, the following criteria apply: for Lecturer L, a bachelor's degree and progress toward a master's degree in the related discipline; for Lecturer A and B, a master's degree, a Juris Doctor, or professional certification in the related discipline; for Lecturer C and D, a doctoral degree (or equivalent) in the related discipline. Lecturer D is normally reserved for special cases, such as retired annuitants or senior level individuals from industry who also have a terminal degree and significant teaching experience

Teaching:

Lecturers should strive for excellence in teaching and there should be evidence of reasonable attainment of this goal. Excellence in teaching is characterized by a learning environment that fosters excitement and curiosity, critical and creative thinking, and intellectual stimulation and development. Course topics and materials should be current and challenging, appropriate in scope and level, and show a thoughtful balance between theory and application. Academic standards consistent with the missions of Cal Poly and Orfalea College of Business are expected as a classroom atmosphere and teaching approach that encourages student engagement and success.

Professional Growth:

Active and productive professional development strengthens a Lecturer's case for advancement. Professional development can take many forms including productive collaborations with the public or private sector, leadership activities in professional societies, national publication of educational materials such as textbooks and software, invited and competitively accepted papers/presentations, receipt of competitive grants, and refereed publications.

Service:

Active and productive service strengthens a Lecturer's case for advancement.