

Department of Latina/Latino Studies
Policies on Specialized Faculty
January 31, 2018

The campus guidelines for specialized faculty are presented in Provost Communication #25, and the campus criteria for appointment to, and promotion within, specialized faculty tracks are described in Provost Communication #26. The purpose of the current document is to provide more specific criteria for the Department of Latina/Latino Studies. Given the needs of the department, we do not anticipate appointing any faculty on research, teaching, or clinical professorial tracks in the foreseeable future. The focus here is thus on instructors/lecturers titles.

Instructors and Lecturers

Consistent with campus guidelines, the title of Lecturer is reserved for individuals holding a PhD or equivalent (MFA, for example) whereas Instructor is used for those whose highest degree is a Master's. The usual teaching load for instructors or lecturers in Latina/o Studies is 3 courses per semester (or 6 courses per academic year). This teaching load may be reduced by agreement with the LLS Executive Officer if the individual takes on other substantive duties that are comparable in workload to the course reductions; for example, heavy involvement in course administration can count toward a reduced teaching load.

In all instances, the majority of instructors' and lecturers' appointment must be composed of teaching duties rather than other activities.

Senior Instructors and Senior Lecturers

According to Provost Communication 25, the designation of senior is appropriate when instructors or lecturers "have made significant contributions to the department's teaching mission, including contributions to the curriculum."

According to LAS guidelines, "to be eligible for a promotion, the College normally requires a minimum of 3 years in the current position as an Instructor/Lecturer. Exceptions can be made with appropriate justification." As defined in the departmental bylaws, the reviewing body shall be the Promotion and Tenure Committee.

In addition to the minimum time in rank, promotion to senior instructor or senior lecturer requires:

- a. An outstanding teaching record.
- b. Evidence of having made substantial additions, improvements, or other contributions to the department's curriculum.

To be considered for promotion to senior instructor or senior lecturer, candidates must provide:

- a. A complete longitudinal record of ICES scores.
- b. Their curriculum vitae.
- c. A teaching statement that summarizes their teaching philosophy and teaching accomplishments, including contributions to the curriculum beyond one's own classroom (no more than 3 pages, single-spaced).

- d. Sample syllabi, assignments, and other teaching materials that provide evidence of the quality of their instruction.
- e. Opportunities for at least two senior faculty members to directly observe and evaluate their teaching.

Individuals seeking promotion to senior instructor or senior lecturer will be assigned a tenured faculty member who will provide the department with an evaluation that assesses the candidate's contributions to the teaching mission of the department.

There will be a salary increase associated with this promotion; the amount will be based on the norms established in LAS.

So long as it is feasible, Instructors and Lecturers who are successfully promoted to Senior Instructor or Senior Lecturer will be considered for three-year contracts. Three-year contracts will only be offered to individuals who maintain their teaching excellence, as evaluated in the customary annual reviews.

In the event of an unsuccessful request for promotion, the candidate must wait at least three years before requesting evaluation for promotion again. This provision is intended to encourage candidates to ensure that their case for promotion is a strong one before being asked to be promoted. If they are unsure about their prospects, individuals are encouraged to discuss their record and the expectations for promotion with the Executive Officer.