

**Department of Applied Physiology and Kinesiology**  
**Guidelines for Promotion of Full-Time Lecturers**  
**(Lecturer, Senior Lecturer, Master Lecturer)**  
**Adopted from the College of Health and Human Performance Guidelines**

**I. Overview**

College of Health and Human Performance faculty candidates with teaching as the primary assignment may be awarded an academic appointment as a Lecturer, Senior Lecturer or Master Lecturer, in accordance with the candidate's qualifications and accomplishments.

Appointment as a Senior Lecturer shall constitute a promotion from Lecturer and shall be based on additional experiences and/or accomplishments in the field and in assigned duties (examples are provided in the following sections). Appointment as Master Lecturer shall constitute a promotion from Senior Lecturer and shall be based on additional experiences and/or accomplishments in the field and in assigned duties (examples are provided in the following sections).

**II. Promotion to Rank of Senior Lecturer**

**A. General requirements**

1. Promotion to the rank of senior lecturer requires significant contributions in the areas of teaching and service to the department and college in line with mission and goals of the department, college and University.
2. A candidate for the rank of Senior Lecturer also will demonstrate a record of distinction in the primary area(s) of assigned responsibility.
3. Promotional consideration is awarded when the candidate's record is deemed "ready". That determination is made by the candidate in consultation with the department chair.

**B. Teaching-Related Criteria for Promotion to Senior Lecturer**

1. Examples of evidence to demonstrate distinction in teaching may include:
  - a. Evaluations of teaching indicating quality teaching as evidenced by:
    - i. Student evaluations
    - ii. Peer evaluation
    - iii. Department chair evaluation
  - b. Awards or other recognition for teaching and/or advising including selection as departmental Teacher of the Year.
  - c. Evidence of exemplary development of new courses, instructional materials, and syllabi.
  - d. Evidence of current information and materials provided in the classroom.
  - e. Evidence of professional development.
  - f. Evidence of development/improvement of teaching performance.
  - g. Research/writings in the scholarship of teaching.
  - h. Service on master and doctoral supervisory committees.

**C. Service-Related Criteria for Promotion to Senior Lecturer**

1. A candidate for the rank of Senior Lecturer will demonstrate a record of distinction in the areas of assigned service responsibility in the department, college and university.
2. Service to the university is evidenced by service that is beyond that expected in the typical duties of a faculty and may include distinction in service of the following:
  - a. Serving on more than average number of department or college or university committees.
  - b. Serving as committee chair.
  - c. Serving in an administrative role in the department or college (i.e. undergraduate, graduate or internship coordinator).
  - d. Service in state or regional professional organizations (i.e. committee member, board member or officer).
  - e. Serving on an accreditation committee of a recognized accrediting body.
  - f. Providing significant, professionally related service to the community.
  - g. Generating or facilitating additional resources for the department/college.

D. Additional Evidence of performance for Promotion to Rank of Senior Lecturer

1. Scholarly Activities
  - a. Publications, which are appropriate to the candidate's field and areas of responsibility.
  - b. Lectures, speeches, workshops, papers, or posters presented at state, regional, national or international meetings.
  - c. Recognition/awards related to scholarly activity.

E. Letter(s) of support from tenure track faculty within and/or outside the University of Florida

F. Letters of support for promotion of the candidate from professionals external to the college who are familiar with the candidate's record.

### III. Promotion to Rank of Master Lecturer

A. General Requirements

1. Promotion to the rank of Master lecturer requires that a candidate demonstrate outstanding achievement in the areas of teaching and service to the department and college in line with mission and goals of the department, college, and university.
2. Promotional consideration is granted when the candidate, in consultation with the department chair, determines his/her record is ready.

B. Teaching-Related Criteria for Promotion to Master Lecturer

1. Possible sources of evidence to demonstrate ongoing distinction in teaching may include any substantial combination of all of the following, but are not limited to:
  - a. Student, peer and chair evaluations of teaching indicating highest quality.

- b. Receipt of external or recurrent internal awards for teaching and/or advising.
- c. Evidence of exemplary development of new courses, instructional materials, and syllabi.
- d. Evidence of ability to provide accurate, current information and materials provided in the classroom.
- e. Evidence of sustained professional development for practicing professionals.
- f. Evidence of development and/or improvement of teaching performance.
- g. Research/writings in the scholarship of teaching.
- h. Service on master and doctoral supervisory committees.
- i. College or University Teacher of the Year Award
- j. Other activities representing contributions to teaching that exceed expectations for a typical Senior Lecturer, such as the development and implementation of continuing education courses, the creative use of technology in the teaching, assuming a leadership role in curriculum redesign or development, distance education, etc.

C. Service-Related Criteria for Promotion to Master Lecturer

- 1. A candidate for the rank of Master Lecturer will also demonstrate a record of ongoing distinction in his or her area of assigned service responsibility in the department, college and university.
- 2. Distinction in service to the university is indicated by service that is beyond that expected in the typical duties of a faculty and may include one or more of the following:
  - a. Serving on numerous and/or time intensive department or college or university committees.
  - b. Chairing one or more committee(s).
  - c. Serving as an undergraduate or graduate coordinator for more than three years.
  - d. Serving in an administrative role in the department or college or department for more than three years.
  - e. Serving as a committee member in national or international organizations.
  - f. Serving as an officer or board member in state, regional, national, or international organizations.
  - g. Serving on an accreditation committee of a recognized accrediting body for more than three years.
  - h. Providing significant, professionally related service to the community for more than three years.
  - i. Generating or facilitating funds and resources for Department and/or College.

D. Scholarly Activities

- 1. Research and writing in the scholarship of teaching.
- 2. The promotional candidate for Master lecturer will contribute to the profession with scholarly work in areas included but not limited to:
  - a. Publications, which are appropriate to the candidate's field and work assignment.

- b. Lectures, speeches, workshops, papers, or posters presented at regional, national or international meetings.
  - c. Recognition/rewards related to scholarly activity.
- E. Additional Evidence of performance for Promotion to Rank of Master Lecturer.
- 1. Letters of support for promotion of the candidate external to the college who are familiar with the candidate's record.

## **Procedures for Promotion of Lecturers**

### **General**

The promotion from Lecturer to Senior Lecturer is analogous to promotion from Assistant to Associate Professor and promotion to Master Lecturer is analogous to Professor.

Promotion to the rank of senior lecturer requires significant contributions in the areas of teaching and service to the department and college in line with mission and goals of the department, college and University. A candidate for the rank of Senior Lecturer also must demonstrate a record of distinction in the primary area of assigned responsibility. Promotional consideration is awarded when the candidate's record is deemed "ready". The candidate in consultation with the department chair makes that determination.

### **Procedural**

1. The same promotion procedures, including packet preparation and deadlines, as for tenure-track faculty promotion to the next rank are followed as specified in university and college policy and guidelines.<sup>1</sup>
2. The assumption is that the primary activity of a Lecturer is teaching/advising. Hence, the summary of percent assignments shown in the portfolio should accurately reflect the Lecturer's actual assignments and activities. Lecturer assignments should not be shown as 100% instructional (including advising) if, in fact, service (governance, administrative, or other) or research activities have been assigned. If the assignment has been 100% instructional, then one should mark, "Not Applicable," where the packet calls for scholarly or scientific assignments and achievements or service accomplishments.
3. The determination of individuals, both internal and external, whose letters of evaluation are to be sought should be in accordance with College policy. Lecturers whose assignments have been solely in teaching and service may substitute letters of evaluation from within the University for the outside evaluations.
4. Faculty voting on promotion of Lecturers shall be in accordance with College and University guidelines governing promotional candidates.

---

<sup>1</sup> College of Health and Human Performance Operating Code for Tenure and Promotion; University of Florida GUIDELINES AND INFORMATION REGARDING THE TENURE, PERMANENT STATUS AND PROMOTION PROCESS issued annually by the Provost.