Lecturers must consult the College of Arts and Sciences Manual for Review of Lecturers and Promotion of Lecturers to Senior Lecturers. In the event of a conflict between the two documents, the College manual takes precedence.
The School of Art and Design requires both excellent instruction and high quality service for promotion to the rank of senior lecturer.

The following criteria define excellent and “high quality” in the two areas for purposes of these evaluations:

**Instruction**

**Outstanding:** The candidate is clearly a master teacher who demonstrates an exceptional ability to communicate and work effectively with students, providing them with current concepts and practices consistent with mastery of the field. The candidate recruits high-quality students and maintains steady enrollment in the studio or classroom. His or her students are accepted into quality graduate programs and/or are sufficiently prepared for professional careers. Students participate in exhibition or scholarly activities regionally or nationally. Students have won awards or recognition in significant competitions or scholarly forums. Students work in a broad range of styles with a high level of competence, or have a broad understanding of methodologies and balance breadth of exposure with depth of understanding in a specific area of interest. A candidate is evaluated as outstanding if the committee determines that the quality of his/her accomplishments exceeds the criteria of excellent. A candidate's reputation as a master teacher/workshop leader is recognized on a national or international level.

**Excellent:** The candidate demonstrates strong ability to communicate and work effectively with students and provides them with current concepts and practices consistent with the mastery of the field. The candidate consistently recruits students to his/her discipline. Student enrollment is consistent with workload expectation. Select graduates are accepted to major graduate programs and/or have professional careers as artists, scholars, curators or teachers. Students participate in exhibition or scholarly activities regionally or statewide. Students work in a broad range of styles with a high level of competence, or have a broad understanding of methodologies and balance breadth of exposure with depth of understanding in a specific area of interest. A candidate's reputation as a master teacher/workshop leader is recognized on a national or regional level.

**Very Good:** The candidate demonstrates an above-average ability to provide students with current concepts and practices consistent with mastery in the field. Quality students are attracted and retained to the discipline, and are consistently strong. The candidate’s reputation as a teacher/workshop leader is recognized on a regional level.

**Good:** A candidate demonstrates acceptable competence as an artist or scholar and recruits an adequate number of students to the discipline. The candidate’s reputation as a teacher/workshop leader is recognized on the local and state level.

**Fair:** The candidate demonstrates minimum competence as an artist or scholar and as a recruiter of students. There is little evidence that students have progressed in their growth as artists or scholars.

**Poor:** The candidate demonstrates little evidence of mastery of teaching techniques and content. Students show little or no progress.
Service

In addition to being rated as excellent in instruction, a candidate must also be rated as having provided high quality service. The service of lecturers is judged with respect to degree of diligence and level of effectiveness. Lecturers who have been very diligent in meeting their assignments (e.g., who have consistently attended committee meetings required of them, who have performed all assigned tasks thoroughly and in a timely manner) and who have also completed their assignments thoughtfully and effectively, qualify for a rating of high quality service.

At the time of appointment to lecturer, the director will state in the initial letter of appointment the basic, or generic, types of assignments for which the lecturer will be responsible. This will include the number and possibly the levels of courses to be taught, the expectation that the lecturer will attend meetings as required and advise students. In the event the lecturers teaching and service assignments change, she/he will be informed of this by the director, who will indicate in the annual evaluation that this change was made or will be made in the future.