12.7 Timeline and Review process for Rank Adjustment to Lecturer or Senior Lecturer

- **By October 5.** The faculty member wishing to be considered for a change of rank shall submit an intent to apply for rank adjustment to the immediate supervisor. (This can be as simple as an e-mail or a letter).

- **By February 1.** The teaching portfolio/document submitted.

  The Department Head will form a review panel of 2-3 faculty members from the department, or use department tenure and promotion committee to review the candidates’ application to assure they are meeting performance standards at the desired rank. This panel will prepare a recommendation to the Department Head.

  The Department Head will consult the faculty panel recommendations in making an independent judgment.

- **March 1.** The documentation and recommendations of the department head will be submitted to the Dean who will make an independent recommendation to the Provost.

- **March 15.** Dean submits all dossiers and recommendations to the Provost.

- **No later than April 1.** The faculty unit member will be notified no later than April 1 by the President of the decision. If the decision is to deny rank adjustment, the faculty member may request reasons for the denial no later than April 15 and these reasons will be provided within 15 working days.

- **June 1.** The entire process will be completed. Term contract rank increases do not move forward to the BOR.

**Salary Increase Associated with Lecturer Term Contract Rank Increases**

A faculty unit member who is to be granted a change in rank will receive a salary increment to their base salary as follows:

- Instructor to Lecturer 4%
- Lecturer to Senior Lecturer 6%

This incremental adjustment will be made outside of the salary policy exercise and these funds do not come from the salary policy pool.