

State of California

Memorandum

CAL POLY

SAN LUIS OBISPO
CA 93407

To: Peter Y. Lee, Dean
College of Engineering

Date: September 4, 2002

From: Paul J. Zingg *PJZ/wl*
Provost and Vice President for Academic Affairs

File: saec/range/enr4Sep02

Copies: Paul Rainey
Dan Walsh
Michael Suess

Subject: CENGR Lecturer Range Elevation Criteria and Procedures

The "Lecturer Range Elevation Criteria and Procedures" forwarded on March 19, 2002 is approved for immediate implementation. Please extend my appreciation to the faculty for their assistance in developing the document.

RECEIVED

MAR 22 2002

PROVOST AND VICE PRESIDENT
FOR ACADEMIC AFFAIRS

*to: Mike Auer
for provost
of a response*

Memorandum

To: Paul Zingg, Provost and
Vice President for Academic Affairs

Date: March 19, 2002

File: lecrangmem.dd

From: Peter Y. Lee, Dean
College of Engineering

P. Lee

Copies: CENG Chairs,
P. Rainey, D. Walsh

Subject: LECTURER RANGE ELEVATION CRITERIA AND PROCEDURES

Pursuant to President Baker's memo regarding the above subject, please find attached the College of Engineering "Lecturer Range Elevation Criteria and Procedures." The CENG department chairs at today's meeting endorsed these criteria.

We ask that you review and approve the attached criteria. Should you have any questions, please do not hesitate to contact me.

Attachment

COLLEGE OF ENGINEERING
Cal Poly
San Luis Obispo

LECTURER RANGE ELEVATION CRITERIA AND PROCEDURES

ELIGIBILITY

Those eligible for lecturer range elevations shall be limited to lecturers who have no more SSI eligibility in their current range, and have served five (5) years in their current range.

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 1st, whichever comes first.

Materials for Submission:

Current Resume: The resume should be organized according to original education preparation, previous experience, which includes industrial experience, teaching related activities and accomplishments, professional growth and development activities and accomplishments, and service. The resume should be specific, include dates, and emphasize activities completed during employment at Cal Poly and specifically during the period within the current Lecturer range. It is important that the resume or accompanying materials describe the significance of accomplishments and the Lecturer's role in the projects.

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, and service.

Professional Development Materials: Materials that characterize the Lecturer's activities in professional development should be submitted.

Student Evaluations: Lecturers anticipating application for elevation in range normally should perform student evaluations in all courses each quarter for at least the previous two years of appointment and preferably for five years if applicable. A summary of these evaluations should be submitted.

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.

Evaluation Process:

A department peer review committee will be selected to evaluate the Lecturer's application for range elevation. This 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 (7) day response period. Following the response period, the recommendation, any responses, and any reactions to the response will be forwarded to the department chair. The department chair shall either endorse or not endorse, in writing, the recommendation of the peer review committee. In cases where the department chair's recommendation is in conflict with that of the peer review committee, written justification shall be provided to the Lecturer for a seven (7) day response period. Following the response period, the recommendation, any responses, and any reactions to the responses will be forwarded to the dean for final action and justification.

CRITERIA FOR EVALUATION

Educational Preparation: Possession of a bachelor's degree relevant to the discipline, along with relevant industrial experience. Possession of a master's degree or Ph.D. is required for appointment to the Lecturer B, C or D Range.

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 mission of the University are expected as is a classroom atmosphere and teaching approach that encourages student engagement and success.

Professional Growth: A documented and continuing professional development program with occasional external validation normally is required for advancement. External validation can take many forms including refereed publications, receipt of competitive grants, invited and competitively accepted papers/presentations, national publication of educational materials such as textbooks and software, leadership activities in professional societies, and productive collaborations with the public or private sector.

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

Endorsed by the College of Engineering Council and the Dean on March 19, 2002

Peter Y. Lee, Dean

Approved by the Provost: _____ Date: _____