Faculty Rank and Rank Advancement

Full-time faculty at Woodbury University may hold the rank of:

- Lecturer
- Senior Lecturer
- Assistant Professor
- Associate Professor
- Full Professor

Adjunct faculty hold the rank of Lecturer or Senior Lecturer.

1. The Faculty Personnel Committee, the Faculty Senate, and the Faculty Association regularly review the criteria for each rank. See Section VI for current rank criteria.

2. Newly appointed full-time faculty (regular, visiting and interim) have their credentials evaluated by the Faculty Personnel Committee who decide rank and level within rank.

3. Full-time faculty rank advancement: Current faculty who wish to apply for promotion shall submit an application to the Dean of Faculty at the beginning of the Spring Semester (see contract renewal and rank promotion submittal schedule at the end of this section). The Dean of Faculty will notify the chairs of the applicant’s department, the Dean of the applicant’s school and the Senior Vice President of Academic Affairs upon receipt. The application shall include:

   a. A copy of the latest criteria for the rank for which the faculty member is applying.
   b. An updated copy of the candidate’s curriculum vitae and a detailed summative statement from the faculty member, linked to evidence provided in the application, showing how she or he meets each of the qualifications for that rank. The summative statement should also include an indication of the applicant’s future directions in teaching and professional development.
   c. Substantial evidence to validate the claims to teaching effectiveness, university service and professional development in the applicant’s statement. (See section VI.C for complete description of requirements for rank advancement)
   d. Other materials as requested by the Faculty Personnel Committee and approved by the Faculty Association.
   e. Any other materials the applicant feels will be informative to the Personnel Committee.
   f. Peer Review Requirements (See Section VII)
   g. Signature Checklist For Application for Promotion (See form in Section VII)

The Faculty Personnel Committee evaluates the materials and sends their recommendations to the Senior Vice President of Academic Affairs for review who then forwards the recommendations to the President for approval. A letter is then sent to the applicant stating the results of the promotion process. All recommendations are sent on to the applicant with the decision letter.
a. Newly appointed adjunct faculty have their credentials evaluated by the appointing department chair who decides rank and level within rank. Adjunct faculty at the rank of lecturer who seek advancement to the rank of senior lecturer should apply directly to the appointing department chair for consideration. An application should include an updated copy of the candidate’s curriculum vitae, a detailed summative statement from the faculty member, linked to evidence provided in the application, showing how she or he meets the qualifications for senior lecturer, and at least three letters of recommendation from university faculty familiar with the applicants work.