

**RESOLUTION TO APPROVE
PROMOTION FROM SENIOR LECTURER TO
ASSISTANT PROFESSOR NON-TENURE TRACK POLICY,
3356-10-32**

WHEREAS, University Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the creation of the University Policy stated above and attached hereto.

Board of Trustees Meeting

August 7, 2026

YR 2027- 07

3356-10-32 Promotion from senior lecturer to assistant professor, non-tenure track.

Responsible Division/Office: Academic Affairs
Responsible Officer: Provost and Vice President for Academic Affairs
Revision History: August 2026
Board Committee: Academic Excellence and Student Success
Effective Date: August 7, 2026 (Special BOT Meeting)
Next Review: 2031

- (A) Purpose. This policy establishes the eligibility requirements, application requirements, criteria, and review requirements through which a senior lecturer may apply and be considered for promotion to the rank of assistant professor, non-tenure track.

This promotion recognizes an experienced senior lecturer who has demonstrated sustained excellence in assigned responsibilities, a sustained record of significant contributions beyond the normal expectations of the senior lecturer appointment, and the capacity and commitment to materially advance a college priority, strategic goal, or initiative identified in the college's approved criteria in an ongoing manner as an expanded portion of their position duties.

- (B) Nature of the promotion. Promotion to assistant professor, non-tenure track:
- (1) Is selective and not automatic upon completion of the minimum period of service.
 - (2) Is distinct from promotion from lecturer to senior lecturer.
 - (3) Requires sustained excellence in assigned responsibilities and a sustained record of significant contributions beyond the normal expectations of the senior lecturer appointment, as demonstrated in the application materials.
 - (4) Requires an achievable plan for materially advancing a college priority, strategic goal, or initiative identified in the college's

approved criteria, and the ongoing contributions expected, following promotion, as demonstrated in the application materials.

- (5) Must be based on the approved criteria of the faculty member's college.
- (6) Does not confer tenure, eligibility for tenure, or conversion to a tenure-track appointment.

Completion of the eligibility period permits a senior lecturer to apply but does not create an entitlement to promotion.

- (C) Eligibility to apply. To be eligible to apply for promotion to assistant professor, non-tenure track, a faculty member must:

- (1) Hold the rank of senior lecturer.
- (2) Have completed a minimum of six consecutive years of service as a senior lecturer.
- (3) Not have received an evaluation of Does Not Meet Expectations, or Very Weak on any evaluated criterion on the annual performance evaluation throughout their time as a senior lecturer
- (4) Be serving under a current appointment at the time of application.
- (5) Meet all eligibility requirements established in the college's approved criteria.

Service as a senior lecturer before appointment or promotion to senior lecturer shall not count toward the consecutive six-year eligibility requirement.

Approved leaves or other interruptions in service shall be addressed in accordance with applicable university policies and collective bargaining agreements.

- (D) Standard for promotion. An applicant must demonstrate:

- (1) Satisfaction of all college criteria for promotion to assistant professor, non-tenure track.

- (2) Evidence of sustained excellence in assigned responsibilities as a senior lecturer.
- (3) Evidence of a sustained record of significant contributions beyond those normally expected of a senior lecturer.
- (4) Ability to continue to contribute to the advancement of the program, college, and university following promotion, as identified in the college's approved criteria for promotion.
- (5) The ability to successfully assume an expanded level of leadership, responsibility, or professional contribution.

The annual evaluation record for eligibility does not, by itself, establish sustained excellence or entitlement to promotion.

Teaching effectiveness, years of service, record of performance, professional credentials, and completion of six consecutive years as a senior lecturer are relevant considerations but are not, individually or collectively, sufficient to require promotion.

- (E) College criteria. Each college shall establish written criteria for promotion to assistant professor, non-tenure track.

- (1) The criteria shall be:
 - (a) Developed by the dean in consultation with the dean's advisory council.
 - (b) Submitted to the provost for review and approval before implementation.
 - (c) Communicated to all eligible senior lecturers before applications are accepted.
 - (d) Applied consistently to all applicants within the college.
- (2) The college criteria shall:
 - (a) Identify any additional eligibility requirements beyond those contained in this policy.

- (b) Identify the college priorities, strategic goals, or initiatives that the promotion may support in an ongoing manner.
- (c) Describe the evidence required to demonstrate sustained excellence in assigned responsibilities.
- (d) Define the expected scope, significance, and impact of qualifying contributions that go beyond the normal expectations of a senior lecturer appointment and the evidence required to demonstrate a sustained record of those contributions.
- (e) Identify the requirements of an achievable plan for materially advancing the identified college priority, strategic goal, or initiative following promotion.
- (f) Describe the contributions expected following promotion.
- (g) Establish how the department review committee and college review committee shall apply the criteria in evaluating an applicant for promotion.
- (h) Define any additional materials required in the application.
- (i) Establish the period after which an unsuccessful applicant may reapply.

The dean may periodically revise the criteria in consultation with the dean's advisory council. Any revisions must be approved by the provost before they are applied to applicants.

- (F) Application requirements. An eligible senior lecturer seeking promotion shall submit a letter requesting consideration for promotion to the department chair and dean by March fifteen. If the candidate meets the eligibility requirements, an application shall be initiated through the faculty success platform. Using the faculty success platform, the applicant must submit:

- (1) A current curriculum vitae.

- (2) Evidence demonstrating sustained excellence in assigned responsibilities in accordance with college criteria.
- (3) Evidence of a sustained record of qualifying contributions beyond the normal expectations of a senior lecturer appointment in accordance with college criteria.
- (4) An achievable plan for materially advancing the identified college priority, strategic goal, or initiative following promotion in accordance with college criteria.
- (5) A statement describing the contributions the applicant will make following promotion in accordance with college criteria.
- (6) Any additional materials required under the college's approved criteria (if applicable).

The burden rests with the applicant to demonstrate that promotion is warranted. Eligibility to apply does not create a presumption in favor of promotion.

- (G) Review and recommendation. Applications shall be reviewed in accordance with the process documented in the applicable collective bargaining agreement.

After, in evaluating the applicant for promotion, the department review committee and college review committee shall submit a written recommendation applying this policy and the college criteria to the evidence contained in the application.

The department chair and dean shall issue written recommendations addressing whether the application satisfies this policy and the college's approved criteria, as well as addressing the applicant's ability to successfully assume an expanded level of leadership, responsibility, or professional contribution.

The provost may approve, deny, or return an application for additional information. Promotion shall not occur without the provost's written approval.

- (H) Frequency of application. An unsuccessful applicant may reapply only after the period established in the college's approved criteria or, if no period is specified, after a minimum of two academic years. A subsequent application must demonstrate additional material accomplishments, impact, or contributions since the prior application.
- (I) Effective date and compensation. An approved promotion shall become effective at the beginning of the next academic-year appointment period.

Any salary adjustment associated with the promotion shall be governed by the applicable collective bargaining agreement, university policy, and available institutional resources.

- (J) Appendix: Examples of qualifying contributions. The following examples are illustrative and do not independently establish eligibility for promotion. Participation in an activity or initiative shall not, by itself, be sufficient. The applicant must demonstrate a substantive level of leadership, accomplishment, impact, or value to the college.

Depending on the college's approved criteria and priorities, strategic goals, and initiatives, qualifying contributions may include substantial leadership or measurable achievement in areas such as:

- (1) Development, expansion, or transformation of an academic program.
- (2) Enrollment growth, student persistence, retention, completion, or post-graduation success.
- (3) Accreditation, licensure, assessment, or program-quality improvement.
- (4) Development of innovative curricula, credentials, instructional methods, or delivery models.
- (5) Expansion of online, workforce, global, interdisciplinary, or experiential-learning opportunities.

- (6) Establishment of significant community, industry, clinical, governmental, or educational partnerships.
- (7) Advancement of research, scholarship, creative activity, external funding, or R2-related goals.
- (8) Faculty mentoring, professional development, or college-level academic leadership.
- (9) Leadership of another priority identified by the college and incorporated into its approved criteria.