**COLLEGE OF HEALTH SOLUTIONS**

**CRITERIA FOR APPOINTMENT AND PROMOTION OF**

**AMERICAN SIGN LANGUAGE FACULTY IN THE**

**DEPARTMENT OF SPEECH AND HEARING SCIENCE**

Approved by the Faculty 10/26/17

Reviewed by the Dean 11/3/17

Approved by the Provost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPOINTMENT AND PROMOTION CRITERIA FOR AMERICAN SIGN LANGUAGE FACULTY

Department of Speech and Hearing Science

(12-15-2016)

NOTES: The field of American Sign Language instruction is unique in that teachers may not hold degrees that are specific to American Sign Language. There are degrees in American Sign Language Instruction and Deaf Studies at a small number of universities but many of those teaching in this field have studied the language in combination with related degrees (e.g. Special Education).

Promotion is not only conferred on the basis of these criteria, but also on the expectation that the candidate has the drive and commitment to make regular and creative contributions which impact on her/his discipline and also enhance the reputation of the Department of Speech and Hearing Science at ASU.

Lecturer Criteria for Appointment/Retention

Lecturer: Consideration for appointment to the rank of lecturer shall require:

1. A master’s degree in American Sign Language, education, language or a teaching related field although a candidate may qualify on the basis of his/her unique, highly specialized, and/or highly advanced level of professional knowledge and previous coursework.
2. Prior experience teaching (preferably at a college or university) is highly desired and may be required for some positions.
3. For retention, lecturers must provide evidence of excellence in instruction and course design. In addition to student evaluations, peer evaluations of classroom teaching, department annual evaluations, and/or instructional materials are acceptable as indicators of instruction effectiveness (e.g., syllabus, graded and ungraded assignments, grading rubrics, etc.). Evaluation of course effectiveness is usually demonstrated by relevant data on student evaluations. Lecturers should also demonstrate the ability to collaborate with program faculty on curriculum development.
4. Evidence of capability to perform University, professional and community service.

In addition to the aforementioned criteria, at least two (2) letters of recommendation must be included for appointment.  One should be from his/her most recent department head or chair and it is recommended that the second one be from his/her immediate director or supervisor (If applicable).  For retention, one (1) letter of recommendation must be included from his/her most recent department head or chair.

Criteria for Appointment to Senior Lecturer

Senior Lecturer: Consideration for appointment to the rank of Senior Lecturer shall require:

1. A master’s degree in American Sign Language, education, language or a teaching related field although a candidate may qualify on the basis of his/her unique, highly specialized, and/or highly advanced level of professional knowledge and previous coursework.
2. A minimum of five years of full-time, college-level American Sign Language teaching experience, or the equivalent if faculty are less than full-time. Usually, this experience is continuous and achieved in the five years prior to the appointment or promotion.

In addition to the aforementioned criteria, at least two (2) letters of recommendation must be included for appointment.  One should be from his/her most recent department head or chair and it is recommended that the second one be from his/her immediate director or supervisor (If applicable).

Criteria for Retention/Promotion to Senior Lecturer

In addition to academic credentials/qualifications in teaching and time in rank as specified for appointment as a Senior Lecturer in the above paragraph retention/promotion to senior lecturer requires all factors required of lecturer plus the following enhancements:

TEACHING

1. Evidence of capability and effectiveness as a teacher usually demonstrated by exceptional course and peer evaluations during the most recent three-year period.
2. Evidence of capability and effectiveness as a faculty member usually evidenced by exceptional academic unit evaluations (or equivalent) during the most recent three-year period
3. Continuous record of successful implementation of a defined philosophy of student learning
4. Evidence of effective curriculum development

SERVICE

1. Evidence of increasing levels of responsibilities within at least one area of service (leadership in unit, membership on program, department, or ASU committees or project teams, community and/or professional organizations)
2. Attendance at local, state, and/or national conferences/workshops/courses related to instructional and learning theories, practices, and procedures.

In addition to the aforementioned criteria, at least two (2) letters of recommendation must be included for retention/promotion. It is recommended that one be from his/her immediate director or supervisor (If applicable).

Criteria for Appointment to Principal Lecturer

Principal Lecturer: The requirements for consideration for appointment to the rank of Principal Lecturer include those listed above for appointment to the rank of Senior Lecturer, plus:

1. A doctorate degree in American Sign Language, education, language or a teaching related field.
2. Candidate must show a substantial and sustained record of excellent performance and expanded responsibilities since the previous promotion or appointment.

In addition to the aforementioned criteria for appointment, at least two (2) letters of recommendation must be included. -One should be from his/her most recent department head or chair and it is recommended that the second one be from his/her immediate director or supervisor (If applicable).

Criteria for Retention/Promotion to Principal Lecturer

In addition to academic credentials/qualifications in teaching and time in rank as specified for appointment as a Principal Lecturer in the above paragraph, retention/promotion to Principal Lecturer requires all factors required of lecturer senior plus the following enhancements:

TEACHING

1. Evidence of development and/or implementation of innovations and advancements in instructional methods, delivery, activities, and evaluation techniques and instructional materials

SERVICE

1. Evidence of exceptional, sustained, and expanding service
2. Evidence of increasing levels of responsibilities including leadership roles
3. Active participation at local, state, and/or national conferences/workshops/courses (presenter, program moderator, conference planner, etc.)

In addition to the aforementioned criteria, at least two (2) letters of recommendation must be included for retention/promotion. It is recommended that one be from his/her immediate director or supervisor (If applicable). Candidate must show a substantial and sustained record of excellent performance since the previous promotion or appointment. For promotion, the majority of the service should be at ASU.