**Humanities and Social Sciences**

**Promotion from Lecturer to Senior Lecturer**

* Lecturers of any FTE are eligible for promotion to Senior Lecturer when allowable by department standards.
* Must meet university requirements as stated in REG 05.20.34 – Professional Faculty Ranks and Appointments (<https://policies.ncsu.edu/regulation/reg-05-20-34/>).
* Must meet college requirements (<https://policies.ncsu.edu/rule/rul-05-67-413/>) and department standards for the promotion of Lecturers to Senior Lecturers.
* If approved, effective date will be the **following Fall semester** and will not be awarded retroactively. Promotions will not be awarded for the Spring semester.
* When effective date coincides with the beginning of a new appointment (rehire), new and future terms shall be for a minimum of two academic years if .75 FTE or greater. If effective date falls within the current appointment, future appointments shall be for a minimum of two academic years if .75 or greater.
* Salary must be at least minimum for the FTE at the rank of Senior Lecturer. Increases require HR approval.

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| **Section 1 (to be completed by Department)** |
| Department | Choose department from list |
| Employee Name | Click to enter name |
| Contract Begin Date | Click or tap to enter a date. |
| Contract End Date *\*Must be at least 2 years* | Click or tap to enter a date. |
| Description of Vote | Click to enter results of vote (mandatory field) |
| Additional Comments | Click to enter text (optional field) |
| Salary Increase Amount if applicable (requires HR approval) | Enter annual amount of increase or indicate “no increase” |
| New Annual Salary (if approved by HR – must be at least minimum for FTE at rank of Senior Lecturer) | Enter proposed annual salary with increase or current salary if no increase |
| FTE (rehire FTE if effective date is at the beginning of a new appointment or current FTE if within an appointment) | Enter FTE |
| Head signature below certifies that all university, college, and department requirements were met. |

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| **Head’s Signature** |  | **Date** |  |

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| **Section 2 (to be completed by Dean’s Office)** |
| Date Form Received in Dean’s Office (due by May 1for the following Fall semester) |  |
| Dean’s Review and Decision | ☐ Approved or ☐ Disapproved |
| Additional Comments |  |
| **Dean’s Signature** |  | **Date** |  |

Disposition of Form and Next Steps:

1. Department completes Section 1 and submits form to Dean no later than May 1 for promotions the following Fall semester.
2. Dean completes Section 2 and returns form to Department.
3. If approved, Department attaches completed form to personnel request and submits to HR Services.
4. If applicable, HR Services submits request for salary approval to University HR.
5. If employee is in a Lecturer pooled position, an OIED waiver may be required to move to a Senior Lecturer position.
6. HR Services informs department of HR approval of rank, OIED approval (if applicable), and salary (if applicable).
7. Effective date of salary increase, if applicable, is 6/30/xx. Effective date of promotion action changing the job title and rank is 7/1/xx. Date of promotion to Senior Lecturer on Rank/Tenure panel 8/16/xx.
8. HR Services will provide a letter of promotion and include salary increase if applicable.