Faculty Appointments & Review — Lecturer Positions

All Lecturer positions are term appointments that are eligible for renewal. All appointments, reappointments, and advancements of lecturers are subject to approval by department, college and university. A Lecturer position in the College of Liberal Arts & Sciences generally meets the following conditions:

- the research expectations that exist for tenure-track faculty are inappropriate, given the nature and extent of the teaching assignments,
- the potential for reappointment beyond three years is essential in order to ensure stability in the position and competitive recruiting of individuals who can ensure high-quality instruction, and
- funding for the position is identified, in consultation with the College.

Fringe benefits are provided in accordance with University rules for appointments of 50% or more. The will be only a limited number of Lecturer appointments in the College.

Responsibilities and Rights of Lecturers

The standard expectation for lecturer positions is that at least 60% of effort is devoted to teaching organized courses and 40% is devoted to institutional and professional service for the average appointee in this category. The position does not have a research component or expectation of research accomplishments. Lecturers are not members of the Graduate Faculty. However, it may be appropriate to request temporary Graduate Faculty status for service on a particular graduate committee, and the College will endorse such a request from a department.

Lecturers will participate in faculty governance processes as defined by the Faculty Senate, the College, and the Department. Lecturers have voting rights in College elections, and are eligible to serve on collegiate elected or appointed bodies. Lecturers will be listed as a faculty member in the Department.

Lecturers have access to an office, departmental stationary and supplies, telephone, and other infrastructure support to which faculty are entitled. Like tenure-track faculty, lecturers have access to travel funding for professional development and professional service purposes, consistent with travel funding policies. (If the appointment is less than 100%, this support would be proportional to the percentage of appointment.) If deemed appropriate by the collegiate committee, the application for a Career Development Award may be approved for a lecturer. Lecturers will not have access to the Summer Old Gold Fellowship program or other research-oriented faculty development programs.

Ranks and Titles

The ranks and titles of lecturer positions are Lecturer and Senior Lecturer.
Terms of Appointment of Lecturers

Lecturer: Positions are academic-year, renewable faculty appointments, with summer session appointment possible on the same basis as for other faculty. Although an individual's appointment as Lecturer may be renewed, University policy requires that the appointment be made for one academic year at a time.

Senior Lecturer: Initial appointment at the rank of senior lecturer is for a five-year term.

Review Schedule and Procedures

Lecturers will be reviewed on the following schedule:

Lecturer: Annually for the first six years of service at the University, and subsequently a performance evaluation must be submitted every third year.

Senior Lecturer: Review for promotion to senior lecturer will be scheduled for the sixth year of fulltime service. Reappointment and review will be scheduled for the fifth year of each reappointment period.

University policy requires that the department establish written performance standards for the position. The annual reviews and the reappointment reviews will be carried out according to procedures established by the department for lecturer review, using the position description and the performance standards for the position. The review will be forwarded to the collegiate office, as well as being shared with the lecturer. Departmental recommendations on reappointment will be subject to collegiate review by the Dean or the Executive Associate Dean.

Procedures for Promotion of Lecturers

Criteria for Promotion or Reappointment of Senior Lecturer Faculty

Promotion to senior lecturer is considered only after the individual has served as a lecturer for six years, and advancement to senior lecturer appointments must follow the procedures outlined later in this document. Part-time or full-time senior lecturer appointments are made after a rigorous selection process from the ranks of strong lecturers to support the teaching needs and missions of departments.

Departments may establish criteria for rank that are consistent with University criteria and with the following criteria of the College of Liberal Arts and Sciences:

- Faculty promoted or reappointed to the senior lecturer position are ordinarily expected:
  - to hold the doctorate or terminal master's degree of the discipline;
  - to have an established record of sustained success, excellence and new approaches to teaching;
  - to have achieved unmistakable recognition for professional contributions (see below, "Evidence of Professional Productivity and Service"); and
to have a substantial and sustained record of effective participation in service to the
department, to the college, to the institution, and, where specified by the department, a
sustained record of effective professional service in the community.

- Evidence for Professional Productivity and Professional Service

University policy requires that candidates for the rank of senior lecturer demonstrate
professional productivity beyond teaching. This productivity must be demonstrated in several
of the following ways:
  o curriculum and program development;
  o presentations at local, state, regional, and national professional meetings;
  o outreach activities to service organizations and civic groups;
  o service to the department, college or university;
  o contributions to professional organizations through membership on committees and
    office-holding.

Departmental policies also may specify indicators of professional productivity. Unlike tenure-
track faculty, senior lecturers are not expected to demonstrate research productivity.

The Promotion Record

- A teaching dossier will be required with materials similar to those specified in the teaching
  section of the dossier for promotion and tenure decision-making:
  a. the candidate’s CV, including a list of the candidate’s teaching assignments semester-by-
     semester, preferably from most to least recent;
  b. the candidate’s personal statement on teaching, consisting of a summary and explanation—
     normally not to exceed 3 pages—of the candidate’s accomplishments and future plans
     concerning teaching; comments on these accomplishments and plans; and comments on
     other items included in the dossier related to teaching;
  c. a list of other contributions to instructional programs;
  d. copies of course materials, including syllabi, instructional web pages, and computer lab
     materials;
  e. documentation of tenured faculty and/or senior lecturers evaluation of the candidate’s
     teaching;
  f. other materials related to the candidate’s teaching; and
  g. as an appendix to the dossier, copies of teaching evaluations by students for each course
     taught (the candidate will include all student teaching evaluations in her or his custody).

- The dossier will also contain materials related to departmental service and curriculum
  development if and as appropriate to the position.
- Letter of support are optional unless solicited.
CLAS Timetable for Lecturer Promotion Reviews

Departments are expected to make all reasonable efforts to meet these deadlines, though the College and University recognize that minor variations may occur for a range of reasons. (Note: Departments may establish earlier deadlines in their procedures for clinical-track promotion decision-making.)

- **By February 1**: The lecturer seeking promotion consults with the Executive Associate Dean.
- **April 1**: The lecturer seeking promotion requests review, in a letter to the DEO.
- **By April 15**: The DEO forwards to the Dean's Office the names and CVs of any lecturers seeking promotion review in the next academic year.
- **By April 15**: The DEO informs candidates for promotion review of the materials to be submitted for the promotion dossier and the deadline for submission.
- **By September 1**: The candidate submits promotion dossier to the DEO.
- **By first working day in November**: The Departmental Promotion Committee submits to the DEO its reports evaluating the candidate's teaching, professional productivity, and other service.
  — Within 5 working days of the submission of the reports, the DEO places the reports in the Promotion Record and transmits a copy of each to the candidate.
  — Within 5 working days of the DEO’s transmittal of the reports to the candidate, the candidate may write to correct factual errors in the committee’s reports.
- **In November**: The Departmental Consulting Group members access the Promotion Record, meet to discuss the Record and vote on the decision, and are consulted on the summary report of the discussion and vote. The candidate receives a copy of the meeting summary and has five days to respond to factual errors in the DCG meeting summary.
- **In early December**: The DEO submits the Promotion Record to the Dean's Office, with the record of the Departmental Consulting Group discussion and vote and with DEO’s letter of recommendation.
  
  If the DEO’s recommendation is negative, the candidate receives a copy of the DEO letter. The candidate then has three working days to request redacted documents from the Promotion Record and, within five working days of receiving the materials, may submit a written response and additional information to the Dean.
- **In early to mid-February**: The Dean submits the Promotion Record to the Provost, including the Dean's letter of recommendation for or against promotion to the Provost and the vote of the Collegiate Committee on Faculty Promotion and Tenure on each promotion decision.
If the Collegiate Committee’s recommendation is negative and contrary to that of the DCG or DEO, the candidate receives a summary of the Collegiate Committee’s discussion. The candidate has three working days to request redacted documents from the Promotion Record and, within five working days, may submit a written response before the Dean’s recommendation is submitted to the Provost. If the Dean’s recommendation is negative, the candidate receives a copy of the Dean’s letter. The candidate then has three working days to request redacted documents from the Promotion Record and, within five working days, may submit a written response to the Provost.

- **In March:** The Provost notifies the Dean of decisions. The Dean notifies candidates and DEOs. If the Provost’s decision is negative, the candidate is informed of appeal procedures.

**Lecturer Basis for Evaluation: The Promotion Record**

The qualifications of a candidate for promotion will be determined on the basis of the Promotion Record, which, when it reaches the Office of the Provost, will consist of the following material, in this order:

i. the “Recommendation for Faculty Promotion” cover sheet  
ii. the collegiate Dean’s letter making a recommendation to the Provost  
iii. the recommendation and vote (and report, if any) of the Collegiate Committee on Faculty Promotion and Tenure  
iv. the Departmental Executive Officer’s letter making a recommendation to the Dean  
v. the recommendation, vote, and report of the Departmental Consulting Group  
vi. any letters submitted by the candidate at specified stages of the process to correct errors in the internal peer evaluations of the candidate’s teaching, professional productivity, and service or in the Departmental Consulting Group’s report; or to respond to a letter or report of the Departmental Executive Officer, the Dean, or the Collegiate Committee on Faculty Promotion and Tenure  
vii. the candidate’s CV in the college’s standard format which documents the candidate’s educational and professional history  
viii. a section on the candidate’s teaching, including  
   a. the candidate’s personal statement on teaching,  
   b. documentation of peer evaluation of the candidate’s teaching, and  
   c. other materials related to the candidate’s teaching.  
ix. a section on the candidate’s professional productivity, including  
   a. the candidate’s personal statement on professional productivity,  
   b. documentation of internal peer evaluation of the candidate’s professional productivity,  
   and  
   c. other materials related to the candidate’s professional productivity.  
x. a section on the candidate’s other service, including  
   a. the candidate’s personal statement on service,  
   b. documentation of internal evaluation of the candidate’s service, and
c. other materials related to the candidate’s service.

xi. the following materials from the candidate’s most recent review for contract renewal: the DEO’s letter, the Dean’s letter, and the candidate’s response(s) to the DEO’s and/or Dean’s letter

xii. supplementary material to be added to the Promotion Record as expressly provided in these procedures or departmental procedures, entered in the appropriate section of the Record. Materials added to the original dossier or materials in the original dossier that are amended should be labeled as such, including the date when added or amended and with amendments clearly marked

**Timing of Reviews**

A lecturer who wishes to be reviewed for promotion must request the review by April 1 of the calendar year in which the review will be initiated. The College deems it inappropriate for a lecturer who has been denied promotion to be reviewed again until the promotion record has changed substantially. Therefore, a lecturer must ordinarily wait at least a year after being denied promotion before requesting another review.

**Notification to the Dean’s Office**

By April 15, the DEO forwards to the Executive Associate Dean a list of all departmental lecturers undergoing review for promotion in the upcoming academic year. The DEO includes the CV of a lecturer requesting review.