

UNIVERSITY OF NORTH TEXAS
COLLEGE OF SCIENCE
GUIDELINES FOR LECTURER HIRING, EVALUATION, AND PROMOTION

September 4, 2019

Responsibilities

Lecturers are full-time faculty members who are primarily responsible for teaching courses and maintaining currency in their field of instruction. Depending on the needs of the department, their duties may also include, but are not limited to, program development, service, professional development, and student advising. Lecturers are appointed to one of the following classifications: Lecturer, Senior Lecturer, or Principal Lecturer. Lecturers are not eligible to participate in the university's tenure system. Lecturers are not eligible to vote in decisions relating to the hiring or the review process of tenured and tenure-track faculty. Lecturers who are in their 4th year or beyond of continuous appointment in the College of Science are voting members of the faculty. Lecturers who are voting members of the college are eligible to serve on the COS Curriculum Committee and COS Faculty Council as elected and/or appointed members. Lecturers are not eligible to serve on the COS Personnel Affairs Committee.

Expectations

- **Lecturer:** To be eligible for the classification of Lecturer, the faculty member must demonstrate effectiveness in teaching. Lectures must demonstrate effectiveness or promise in performing other non-teaching tasks assigned. Lecturer appointment contracts may be for one to three years. All contracts are annually renewable.
- **Senior Lecturer:** To be eligible for the classification of Senior Lecturer, the faculty member must have a record of substantial and continued effectiveness in teaching and have the equivalent of three consecutive years of full-time college-level teaching and/or equivalent professional experience. In situations where the Lecturer will be performing tasks other than teaching, the faculty member must demonstrate effectiveness in the appropriate area.

Lecturers are eligible to apply for promotion to Senior Lecturer after completion of their third consecutive year of full-time college-level teaching, following the schedule for promotion of Lecturers specified on the COS Calendar. Candidates for promotion to Senior Lecturer must demonstrate the quality of their teaching through student evaluations and annual peer visitations. In addition, a candidate for Senior Lecturer must provide evidence of professional growth and development as an instructor and member of the profession. This includes, but is not limited to, course development, mentoring other instructional faculty, advising, and maintaining currency in the area of expertise through pedagogical development, conference participation, and/or research. Full-time Senior Lecturers may be

eligible to apply for development leave and travel funds and grants if they meet University, College, and department requirements. Faculty promoted from Lecturer to Senior Lecturer will receive a standard increase in base salary (FTE prorated) at the time the new rank appointment begins. Senior Lecturer appointment contracts may be for one to three years. All contracts are renewed annually.

- ***Principal Lecturer:*** To be eligible for the classification of Principal Lecturer, the faculty member must have a record of sustained excellence in teaching and have the equivalent of five consecutive years of full-time college-level teaching, including completion of at least three years qualified at the Senior Lecturer rank, and/or the equivalent professional experience. In situations where the Lecturer will be performing tasks other than teaching, the faculty member must demonstrate excellence in the appropriate area.

Senior Lecturers are eligible to apply for promotion to Principal Lecturer after their fifth consecutive year of full-time college-level teaching, including completion of at least three consecutive years qualified at the Senior Lecturer rank following the schedule for promotion of Lecturers specified on the COS Calendar. Candidates for promotion to Principal Lecturer must demonstrate excellence in their teaching through student evaluations and annual peer visitations. In addition, a candidate for Principal Lecturer must provide evidence of their leadership and professional development within the university and as a member of the profession. This includes but is not limited to coordination of courses or curriculum areas, new course development, mentoring other instructional faculty, advising, and maintaining currency in the area of expertise through pedagogical development, conference participation, and/or research. Full-time Principal Lecturers may be eligible to apply for development leave and travel funds and grants if they meet University, College, and departmental requirements. Faculty promoted from Senior Lecturer to Principal Lecturer will receive a standard increase in base salary (FTE prorated) at the time the new rank appointment begins. Principal Lecturer appointment contracts may be for one to five years. All contracts are renewed annually.

Promotion Exceptions. Time to promotion from Lecturer to Senior Lecturer, or Senior Lecturer to Principle Lecturer can be reduced based on time served from another institution, and only if noted within their offer letter.

Qualifications

At a minimum, Lecturers must meet the Southern Association of Colleges and Schools (SACS) requirements of an earned master's degree with a minimum of 18 graduate semester hours in the discipline, in which they are to teach, and/or certification, licensing, or equivalent professional experience. Depending on the appointment or teaching needs, terminal degrees may be required by the University, College, department, or program.

Terms of Appointment

Lecturers may hold full- or part-time appointments of one or multiple years that are renewed pending the departmental annual review process and resource availability. However, there shall be no expectation of continued employment beyond the end of the current appointment period.

Multi-year Lecturers are in a temporary, non-tenurable one-year contract with a three to five year commitment to renew at the option of UNT. The multi-year commitment is reviewed and renewed annually. This process provides an opportunity for termination during the multi-year term if needed.

Search/Hiring Procedures

Requests to search for one-year and multi-year positions are submitted to the college by the announced deadline. The search requirements and procedures follow the same format as a tenure-track search and will be posted on the UNT central site. Search committees should include an external-departmental member and student representative (one-year lecturer searches are excluded from this requirement). The university and college will reimburse the departments for these searches following the Lecturer search reimbursement rates.

A one-year appointment Lecturer cannot be placed in a multi-year appointment without a new search for the multi-year appointment.

Reappointment, additional terms, and/or promotion offer letters will be initiated on an annual basis, based on the evaluation recommendation. Reappointment, additional terms, or promotion will not require a new search process.

Evaluation and Promotion Procedures

Lecturers (one-year and multi-year) will be evaluated annually by an appropriate departmental committee with recommendations for renewal and/or promotion made to the department chair. The recommendation/evaluation process must consist of narrative and numerical analysis. The college requires each department to establish and maintain written departmental criteria for (1) the narrative and numerical evaluation of Lecturers and for (2) the promotion of Lecturers. A current electronic version of the departmental written criteria will be maintained in the dean's office.

- ***Recommendations for promotion*** will be submitted to the Assistant to the Dean by the deadline date listed on the COS Calendar and following the instructions on the COS Procedures for Promotion of Lecturers. The COS Personnel Affairs Committee will review the promotion recommendations and provide their comments to the Dean who will review all evaluations and recommendations to forward to the Provost. The promotion increment is set by UNT administration and must be approved by the Office of the Provost and Vice President for Academic Affairs.
- ***Notifications of non-reappointment*** of multi-year Lecturers for the following academic year will be submitted to the Assistant to the Dean in a written evaluative document by the deadline date listed on the COS Calendar.

- ***Routine evaluation and re-appointment recommendations*** for all Lecturers will be submitted to the Assistant to the Dean in a written evaluative and ranking format by the deadline date listed on the COS calendar. A clear statement of the intent to reappointment needs to be at the beginning or end of the evaluation document.

Documentation for Promotion

The schedule and deadlines for promotion of Lecturers are found on the COS Calendar.

Candidates can contact the Assistant to the Dean to obtain the one binder/tabs needed for submission of the lecturer promotion material to the Dean. This is provided upon request by the candidates between May-September of the year the candidate is being reviewed.

The COS Office of the Dean will forward the final materials electronically to the VPAA Office.

Departments seeking to promote a Lecturer to either the rank of Senior Lecturer or Principal Lecturer must provide to the College of Science the following information.

- VPAA checklist and University Information Form.
- The candidate's vita.
- An essay by the candidate of no more than 750 words concerning the candidate's teaching, scholarly/creative activities (if relevant), and service accomplishments. The narrative should provide context and coherence for the candidate's career to date and plans for the future, and should not simply restate information from the vita.
- The departmental criteria for promotion to the relevant rank.
- Summary of cumulative results of student teaching evaluations and annual peer visitations.
- Summary of cumulative results of the Departmental Annual Evaluations
- A recommendation letter from the department Personnel Affairs Committee or its equivalent.
- A recommendation letter from the department the Department Chair or its equivalent.

A recommendation letter from the department chair evaluating the case for promotion to the relevant rank with reference to: a) quality of teaching; b) quality of service; c) collegiality; d) evidence of leadership and/or professional growth and development, and e) years of experience teaching and whether other professional experience is substituting for teaching experience. The latter element should also address why the professional experience is relevant for instructional activities.

The Chair must also assert that: So far as can be determined, the above Lecturer (understands/does not understand) the nature of membership in a community of scholars, adheres to the high standards of integrity and professional ethics, has the ability and desire to work as a member of a group while retaining all rights of individual expression, and feels a sense of responsibility for the well-being of the University of North Texas and a commitment to work for the accomplishment of its goals.

- A recommendation letter from the College Personnel Affairs Committee or its equivalent.
- A recommendation letter from the College Dean or its equivalent.
- Table of Content for Appendix/Supplemental Material (if applicable)

A candidate, who receives a negative recommendation at the department or College level, has the right to submit a letter disputing the recommendation. The candidate has three calendar days after being notified of the negative decision by the committee Chair, department Chair, College PAC or Dean to provide this letter for placement with the material being transmitted to the next level.