

UNIVERSITY OF NORTH TEXAS
COLLEGE OF SCIENCE
GUIDELINES FOR NON-TENURE FACULTY HIRING, EVALUATION, AND PROMOTION

May 1, 2021

Responsibilities

The Lecturer Faculty Track is for full-time faculty members who are primarily responsible for teaching courses and maintaining a knowledge of the current state of the science 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 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.

The Clinical Faculty Track is for faculty whose primary contributions are to the clinical service mission of the University of North Texas. Appointment to the Clinical Faculty track is appropriate for faculty whose primary contributions occur within the clinical realm and for whom teaching is performed predominantly in the course of clinical duties, rather than in lieu of clinical duties. Faculty on the Clinical track are identified by similar rank titles: Assistant Clinical Professor, Associate Clinical Professor, and Clinical Professor. Clinical Faculty are not eligible for tenure, and their promotions are to be based only on performance in the areas of teaching, research, scholarship, and service. Clinical faculty are not eligible to vote in decisions relating to the hiring or the review process of tenured and tenure-track faculty. Clinical faculty 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. Clinical faculty are not eligible to serve on the COS Personnel Affairs Committee.

The Research Faculty Track is for faculty involved in time-limited research programs with minimal or no teaching responsibilities depending on departmental needs. Appointment and promotion on this track are recommended by the chair of the department, and approved by the Dean's Office. Research faculty positions require terminal degrees and are at the ranks of Assistant Research Professor, Associate Research Professor, and Research Professor. Research faculty appointments will be 9- or 12-month term appointments. Research faculty are not eligible for tenure, and their promotions are to be based only on performance in the areas of research, scholarship, and service. Research faculty appointments are made with the expectation that the research faculty member will establish an independently funded and sustainable research program. Research Faculty appointments are funded primarily through external grants. To create a new position the appointing unit is required to identify funding sources (current and anticipated) that are expected to support the first three years of the appointment. Research faculty are not eligible to vote in decisions relating to the hiring or

the review process of tenured and tenure-track faculty. Research faculty who are voting members of the college are eligible to serve on the COS Faculty Council as elected and/or appointed members. Research faculty are not eligible to serve on the COS Personnel Affairs Committee.

Recommendations for appointments and promotions on all tracks originate with department chairs, who act with the advice of Departmental Appointments and Promotions Committees. Promotion recommendations for Research Faculty will follow University Promotion and Tenure policy except that evaluation of the candidate is limited to accomplishments in research, service, and scholarly activity.

Expectations

Lecturer: To be eligible for the classification of Lecturer, the faculty member must demonstrate effectiveness in teaching. Lecturers 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 instruction-related 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.

Clinical Assistant Professor: To be eligible for the classification of Clinical Assistant Professor, the faculty member must demonstrate effectiveness in teaching and show research independence is in development. The faculty member must show potential for scholarly development, possibly as part of a larger research program and have a record of peer-reviewed publications.

Clinical Associate Professor: To be eligible for the classification of Clinical Associate Professor, the faculty member must have an active record of substantial and continued effectiveness in teaching, scholarly productivity, possibly as part of a larger research program, active participation in relevant academic or professional meetings, and service.

Clinical Assistant Professors are eligible to apply for promotion to Clinical Associate Professor after completion of their fifth consecutive year in the rank of assistant clinical professor or have equivalent prior relevant experience. In each of these years, the candidate must have demonstrated excellence based on university and unit criteria for teaching, scholarship, and service. Promotion to the rank of associate clinical professor requires evidence of excellence in the primary domain of responsibility and sustained effectiveness in the other domains. Excellence in any one domain will not compensate for lack of sustained effectiveness in other assigned areas.

Clinical Professor: To be eligible for the classification of Clinical Professor, the faculty member must have a record of sustained excellence in teaching, scholarly productivity, including a record of peer-reviewed publications, significant, sustained participation in relevant academic or professional meetings, and a record of independent scholarship, and service.

Clinical Associate Professor are eligible to apply for promotion to Clinical Professor after candidate has served at least five consecutive years in college-level clinical, professional, or practicum assignments, including at least three years at the associate clinical professor rank, or have equivalent prior relevant experience. Promotion to the rank of Clinical Professor requires evidence of sustained excellence in the primary domain of responsibility and other workload assignments. Excellence in any one domain will not compensate for lack of sustained excellence in the other assigned area.

Research Assistant Professor: To be eligible for the classification of Research Assistant Professor, the faculty member should show a potential for scholarly development, a record of peer-reviewed publications as primary or senior author per their discipline, and participation in relevant academic or professional meetings. There should be strong potential for or documented evidence of extramural funding and development into an independent scholar. The faculty member should show evidence of, or the potential for, substantial non-didactic teaching and mentoring of postdoctoral fellows, junior research colleagues, or students at any level within the context of one or more research fields (e.g., laboratory bench science, physical science, or other disciplinary setting).

Research Associate Professor: To be eligible for the classification of Research Associate Professor, the faculty member has a strong local and national reputation on the basis of research productivity and contributions over several years, a substantial record of peer-reviewed publications as primary or senior author per their discipline, and participation in relevant academic or professional meetings. The faculty member should show a record of substantial non-didactic teaching and mentoring of postdoctoral fellows, junior research colleagues, or students at any level within the context of one or more research fields (e.g., laboratory bench science, physical science, or other disciplinary setting).

Research Assistant Professors are eligible to apply for promotion to Research Associate Professor after completion of their fifth consecutive year in the rank of assistant research professor or have equivalent prior relevant experience. In each of these years, the candidate must have demonstrated excellence based on university and unit criteria for scholarship and service. Promotion to the rank of research associate professor requires evidence of excellence in the primary domain of responsibility and sustained effectiveness in the other domains. Excellence in any one domain will not compensate for lack of sustained effectiveness in other assigned areas.

Research Professor: To be eligible for the classification of Research Professor, the faculty member must have an exemplary and sustained national and international reputation and achievements, a substantial record of peer-reviewed publications as primary or senior author per their discipline, sustained participation in relevant academic or professional meetings, and documented evidence of extramural funding. The faculty member should have a record of substantial non-didactic teaching and mentoring of postdoctoral fellows, junior research colleagues, or students at any level within the context of one or more research fields (e.g., laboratory bench science, physical science, or other disciplinary setting). Institutional service expected, but not at the level expected for a tenured professor.

Research Associate Professors are eligible to apply for promotion to Research Professor after candidate has served at least three years at the associate research professor rank, or have equivalent prior relevant experience. Promotion to the rank of research professor requires evidence of sustained excellence in the primary domain of responsibility and other workload assignments. Excellence in any one domain will not compensate for lack of sustained excellence in the other assigned area.

Promotion Exceptions. Time to promotion from one rank to the next rank can be reduced based on time served from another institution.

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. Clinical and Research faculty must have a terminal degree.

Terms of Appointment

Lecturers may hold full 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.

Lecturers and clinical assistant professors may be appointed to an initial term of up to three years. Senior lecturers, principal lecturers, clinical associate professors, and clinical professors may be appointed for an initial term of up to five years commitment to renew at the option of UNT. The multi-year commitment is reviewed and renewed annually. Initial multi-year appointments are considered probationary. Notification of intention not to renew an initial-term appointment will be provided upon completion of the annual review process or no later than the first business day two months prior to the completion of the contract term. There is no expectation or presumption that a contract will be renewed regardless of performance.

Research Assistant Professors may be appointed to an initial term of up to three years, and research associate professors and research professors up to five years. Initial multi-year appointments are considered probationary. Notification of intention not to renew a multiple-year appointment will be provided upon completion of the annual review process or no later than the first business day two months prior to the completion of the contract term. Research faculty appointments are funded primarily through external grants. The appointment may be ended or its level reduced from full time prior to the end of a contract period based on the availability of grant funding.

Evaluation and Promotion Procedures

Lecturers and Clinical and Research faculty 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 clinical and research faculty and for (2) the promotion of Lecturers and clinical and research faculty. 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 and clinical, and research faculty 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 non-tenure track faculty 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 (VPAA-174).
- 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.
- For lecturer and clinical faculty, summary evaluations of teaching effectiveness, including statistical summaries of student evaluation of teaching, interpretive comment on statistical summaries, and other evidence of student learning (provided by chair).
- 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 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 for lecturers and clinical faculty; 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 faculty (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.