

GUIDELINES FOR EVALUATING AND PROMOTING LECTURERS

DEPARTMENT OF ENGLISH UNIVERSITY OF NORTH TEXAS FALL 2008

REVISED SPRING 2014: Effective 9/1/14

REVISED SPRING 2016: Effective 9/1/16

In compliance with university and college policy, the Department of English has developed the guidelines described below. These accord with and are subordinate to any and all policies issued by the University of North Texas and/or the College of Arts and Sciences.

Responsibilities/Expectations:

Lecturers are faculty members whose primary responsibilities pertain to teaching and student development. They are expected to teach and to maintain currency in their field of instruction; like tenured and tenure-track faculty, they are also expected to adhere to high standards of collegiality and professionalism. Depending on departmental needs, their duties may include program/curricular development or administration, student advising, or other student-related professional service. Lecturers are appointed to one of the following classifications: lecturer, senior lecturer, or principal lecturer.

- **Lecturer:** To be eligible for the classification of lecturer, the faculty member must have a demonstrated record of effectiveness in teaching. At 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. Strongly preferred qualifications in the English Department include a Ph.D. or M.F.A.
- **Senior Lecturer:** To be eligible for the classification of senior lecturer in the Department of English, the faculty member demonstrate a record of sustained excellence in teaching built up over the course of at least eight semesters of full-time college-level instruction. The faculty member must also have a record of flexibility in meeting departmental needs and possess the demonstrated ability to teach upper-division courses. Finally, the faculty member must have a sustained record of contributing to the department in ways that go beyond classroom teaching (e.g., by assisting with student advising, curricular development, Sigma Tau Delta, the mentoring of TFs and adjunct instructors, etc.).
- **Principal Lecturer:** To be eligible for the classification of principal lecturer, the faculty member must demonstrate a record of sustained excellence in teaching built up over the course of at least sixteen semesters of full-time college instruction, including at least eight semesters of full-time instruction at the rank of senior lecturer. The faculty member must also continue to demonstrate flexibility and the ability to teach upper-division courses during his or her term as senior lecturer. In terms of contributing in ways that go beyond classroom teaching: he or she must surpass what is expected for promotion to senior lecturer, demonstrating a sustained record of active leadership and innovation.

Evaluation and Promotion Procedures:

In the English Department, tenure-system faculty are evaluated by the PAC, but lecturers of all ranks are evaluated by the EC and department chair. In making these evaluations, the chair and the EC shall be guided by the standards for evaluating teaching and service specified in the PAC's official "Procedures for Faculty Merit Evaluation and Reappointment, Tenure, and Promotion Recommendations" (see Section I.A and I.C).¹

Lecturers will be evaluated and ranked using the same 1-5 system applied to tenure-system faculty and explained in the PAC's standing procedures. The "composite report," however, will take the form of the "College of Arts and Sciences Evaluation and Recommendation for Lecturers" form (see below). In most cases, lecturers will be evaluated only the areas of teaching and service. However, if scholarship/creative activity is included in a lecturer's workload assignment, he or she also will be evaluated in that area.

In all cases, recommendations for renewal and/or promotion must be made by the deadline listed on the CAS calendar.

¹ In the unusual event that scholarship/creative activity is included in a lecturer's workload assignment, the PAC standards for evaluating scholarship/creative activity would also apply.

COLLEGE OF ARTS AND SCIENCES
EVALUATION AND RECOMMENDATION FOR LECTURERS

Faculty Name _____

Department _____

Academic Year _____

Multi-year term: 1 2 3 4 5 OF 1 2 3 4 5

(circle appropriate year)

or

One –year term

NARRATIVE AND NUMERICAL EVALUATION REQUIRED FOR EACH APPLICABLE
CATEGORY FOLLOWING ESTABLISHED DEPARTMENTAL CRITERIA

Teaching:

Scholarly/Professional Activity:

Service:

Summary (overall numerical score):

So far as can be determined, the above lecturer (understands/does not understand) the nature of membership in a community of scholars, adheres to 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.

Recommendation: (mark appropriate area below)

Reappoint for next academic year _____
(for one-year lecturer, reappoint will be approved as needed with part time requests)

Reappoint for additional term _____
(number of years)

Terminate _____
(note justification in summary)

Promote to senior or principle _____
(note justification in summary)

Evaluation discussed with faculty member on _____
(Date)

Signed: _____
(Faculty Member)

Signed: _____
(Department PAC/P&T Chair)

Signed: _____
(Department Chair)

Signed: _____
(Dean)