

College of Engineering

Guidelines for Hiring, Evaluating, and Promoting Lecturers

Lecturers are faculty members whose primary responsibilities are related to teaching and student development. Lecturers are not eligible to participate in the University's tenure system. A lecturer is appointed to one of the following classifications: lecturer, senior lecturer, or principal lecturer.

Lecturer Positions

- **Lecturer:** To be eligible for the classification of lecturer, the faculty member must demonstrate effectiveness in teaching or, in the case of a new appointment, show promise of effectiveness if the candidate has no prior teaching experience. Appointment contracts may be for one to three years, renewable annually.
- **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 years (six semesters of full-time teaching) of college-level teaching and/or equivalent professional experience. Full-time senior lecturers may be eligible to apply for development leave and certain 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 lecturers may hold up to three-year appointment contracts, which 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 years (10 semesters of full-time teaching) of college-level teaching, including at least two years (four semesters of full-time teaching) qualified at the senior lecturer rank and/or the equivalent professional experience. Full-time principal lecturers may be eligible to apply for development leave and certain travel funds and grants if they meet university, college, and department 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 lecturers may hold up to five-year appointment contracts, which are renewed annually.

Expectations

Lecturers are primarily responsible for teaching courses and maintaining currency in the field. Depending on the needs of the department, lecturers' responsibilities may also include, but, are not limited to, program development, service, professional development related to teaching, student advising, and/or other student-related responsibilities. Lecturers shall not be eligible to vote in decisions relating to hiring or to the review process of tenured and tenure-track faculty.

Qualifications

At a minimum, lecturers must meet the Southern Association of Colleges and Schools (SACS) and ABET requirements of an earned master's degree with a minimum of 18 graduate semester

hours in the teaching discipline and/or certification, licensing, or equivalent professional experience. Depending on the appointment, terminal degrees may be required by the university, college, department, or program. A candidate with a PhD degree in an engineering discipline or a closely related field could be appointed to the Senior Lecturer position in the beginning of employment with the recommendation of the department and approval of the Dean.

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. For multi-year appointments, notification of intention not to reappoint for the following academic year shall be provided no later than February 15th. However, there shall be no expectation of continued employment beyond the end of the current appointment period.

Search/Hiring Procedures

Requests to search for one-year appointments are submitted to the college with part-time requests. The search requirements and procedures follow the same format as a tenure-track search except that advertisement may be limited to within the state for a minimum of five working days, and the department may follow its own internal procedures for constituting the search committee. The departments will not be reimbursed for these searches. The hiring packet to generate the offer letter is required for the initial hire.

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

Requests to search for multi-year appointments need to be submitted and approved in accordance with the same search procedures and deadlines required by the college and the university for tenure-track positions. The search requirements and procedures follow the same format as a tenure-track search. The university and college will reimburse the departments for these searches in accordance with lecturer search reimbursement rates. The hiring packet to generate the offer letter is required for the initial hire. 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, Review, and Promotion Procedures

Lecturers will be reviewed annually by a departmental Personnel Affairs Committee (PAC) with recommendations for renewal and/or promotion made to the department chair. The dean will review recommendations and approve/disapprove them. The department recommendation/evaluation report 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 (2) the promotion of lecturers. A current electronic version of the departmental written criteria must be submitted to the Dean.

- *Recommendations for promotion* will be submitted to the college on the attached Evaluation and Recommendation for Lecturers form by the deadline established in the

calendar of each academic year. The college PAC will review the promotion recommendations and provide comments to the Dean, who will review all evaluations and recommendations to forward to the Provost for approval/disapproval by the Provost's office deadline. The promotion increment is set by UNT administration.

- ***Notifications of non-reappointment*** of multi-year lecturers for the following academic year will be submitted to the college on the attached Evaluation and Recommendation for Lecturers form and provided to the Dean's Office by the deadline specified in the college calendar (VPAA Office no later the day specified in the academic calendar).
- ***Routine evaluation and reappointment recommendations*** for all lecturers not being recommended for promotion will be submitted to the college on the attached Evaluation and Recommendation for Lecturers form and provided to the Dean's Office by the day specified in the college calendar.

One-year lecturers will be approved for reappointment on an as-needed basis with part-time requests, as they have the same source of funding.

College of Engineering
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 current year)

or

one -year term

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

Teaching:

Scholarly/Professional Activity:

Service/Advising:

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 _____
(one-year lecturer reappointments will be approved as needed with part-time requests)

Reappoint for additional term, if in final year. _____ (number of years)

Terminate (note justification in summary)

Promote to senior or principal (note justification in summary based on department criteria)

Evaluation discussed with faculty member on _____
(Date)

Signed: _____
(Faculty Member)

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

Signed: _____
(Department Chair)

Signed: _____
(Faculty Council Representative – Promotion Only)

Signed: _____
(Dean)