

**PROMOTION POLICY FOR LECTURER POSITIONS  
DEPARTMENT OF CHEMISTRY  
UNIVERSITY OF NORTH TEXAS**

**I. Departmental Mission and Goals**

The mission of the Chemistry Department of the University of North Texas is to provide quality education in science and the scientific method to both its undergraduate and graduate students using chemistry as the medium.

A significant aspect of this mission is the training of future chemists in the graduate program. This training is accomplished through research programs that increase our knowledge and understanding of both basic and applied areas of chemistry.

The department strives to increase scientific literacy in the general populace through its service courses and service activities.

The products of these activities, namely, informed citizens, scientists, and knowledge, benefit the North Texas area, the State, and the Nation.

The goals of the Chemistry Department in the three areas of teaching, research, and service are integrally correlated and cannot be separated into distinct subdivisions. For example, a major component of the department's teaching responsibility is the freshman chemistry program that serves as part of the university and the college core. This program represents a predominantly **service** activity for the department that is vitally related to its **teaching** function.

The **research** component of the department's mission is also a **teaching** function because its primary product is scientific problem solvers. These individuals, as a result of their studies, generate new knowledge or applications that will **serve** humankind. At the same time, **research** and **service** by the faculty, in basic or applied areas of chemistry, in chemical education, or in consulting activities, serves to provide the department's students with a faculty who can better fulfill their **teaching** function.

Lecturer are faculty on non-tenure track appointments who are typically expected to make most of their contributions in the area of teaching. The primary area of evaluation for promotion to the rank of Senior Lecturer and to the rank of Principal Lecturer will be teaching. However, it is expected that each candidate will actively participate in departmental service, and this is considered more important in the higher ranks of the Lecturer track. Service to the broader community outside the department and off campus are also valued. Finally, involvement of Lecturers in research may be appropriate in some cases if so stated in the faculty member's employment offer or if so determined in consultation between the faculty member and the Department Chair.

## **II. Introduction**

Promotion within the Lecturer track represents an important decision in the development of an outstanding faculty member. It is a selective process that recognizes and rewards faculty members for continued and sustained outstanding performance in their assigned duties. Non-tenure track faculty who would like to be considered for promotion to a higher rank should consult with the Department Chair and members of the Lecturer Promotion Committee prior to beginning the promotion process, to discuss whether their record warrants promotion.

To be eligible for the rank of Senior Lecturer, the faculty member must have a record of sustained excellence in teaching and must have served at least three consecutive years (six long semesters of full-time teaching) at the rank of Lecturer in a college-level position, or have equivalent prior teaching experience. Candidates for promotion to Senior Lecturer must demonstrate the quality of their teaching through student evaluations, annual peer visitations, and other appropriate evidence of teaching effectiveness. In addition, a candidate for Senior Lecturer must provide evidence of professional growth and development as an instructor and as a member of the academic profession. This includes but is not limited to new course development, mentoring other instructional faculty, student advising, and maintaining currency in the area of expertise through pedagogical development, conference participation, and/or research. A candidate for promotion to Senior Lecturer must also demonstrate sustained effectiveness in the area of service. Examples of significant service activities include membership in departmental, college, and university committees, special assignments (e.g. Undergraduate Affairs Committee Chair, Assistant Chair), and participation in Faculty Senate or other forms of faculty governance. Service outside the university—for example, acting as a peer reviewer for journals and funding agencies, chairing sessions at professional meetings, and election to offices in professional organizations—will also be viewed as part of the service record of the candidate.

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, in accordance with university and/or college guidelines. Senior Lecturer appointment contracts may be for one to three years. All contracts are reviewed for renewal annually.

To be eligible for the rank of Principal Lecturer, the faculty member must have a record of sustained excellence in teaching and must have served at least five consecutive years (ten long semesters of full time teaching) in a college-level teaching position, including at least three years at the Senior Lecturer rank, or have equivalent prior teaching experience. Candidates for promotion to Principal Lecturer must demonstrate the excellence of their teaching through student evaluations, annual peer visitations, and other appropriate evidence of teaching effectiveness. 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 academic profession. This includes but is not limited to coordination of courses or curriculum areas, new course development, mentoring other instructional faculty, student advising, and maintaining currency in the area of expertise through pedagogical development, conference participation, and/or research. Candidates for promotion to Principal Lecturer must also demonstrate sustained excellence in the area of service. Examples of significant service activities include membership in departmental, college, and university committees, special assignments (e.g. Undergraduate Affairs Committee Chair,

Assistant Chair), and participation in Faculty Senate or other forms of faculty governance. Service outside the university—for example, acting as a peer reviewer for journals and funding agencies, chairing sessions at professional meetings, and election to offices in professional organizations—will also be viewed as part of the service record of the candidate.

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, in accordance with university and/or college guidelines. Principal Lecturer appointment contracts may be for one to five years. All contracts are reviewed for renewal annually.

It is recognized that evaluation of teaching is a difficult and subjective task; however, it is essential that evaluations be performed. Inputs used will include the nature of the courses taught and numerical ratings and written comments on the student evaluations administered by both the department and the university near the end of each semester. All promotion dossiers for non-tenure track faculty must contain other evidence of teaching effectiveness in addition to student evaluations. These may include, but are not limited to: peer evaluations, a teaching portfolio, published scholarship of teaching and learning, instructional grants, teaching awards, and learning outcomes. The Department of Chemistry considers effective teaching to be of paramount importance in the career development of non-tenure track faculty.

### **III. Lecturer Promotion Committee and Review Procedure**

The Departmental Lecturer Promotion Committee will consist of all full-time, tenured members of the Chemistry Faculty, plus any non-tenure track faculty at or above the rank being sought by the candidate. Thus, the Promotion Committee for a candidate seeking promotion from the rank of Lecturer to Senior Lecturer will include any Senior Lecturers and Principal Lectures currently serving as faculty members. The Department Chair is a non-voting, ex-officio member of this committee. The Lecturer Promotion Committee shall elect a chair as early as feasible in the academic year. The Committee shall evaluate all chemistry Lecturers for promotion at the appropriate time as established by the non-tenured faculty promotion calendar published by the Provost's office each academic year.

In the candidate's first semester of appointment as a Lecturer, the Chair of the Departmental Lecturer Promotion Committee shall appoint (in consultation with the candidate) a sponsoring Promotion Subcommittee which shall consist of two members of the Lecturer Promotion Committee. The appointment shall be for the duration of the candidate's service at the rank of either Lecturer or Senior Lecturer. If either sponsor is unable to serve at any time, the Chair shall appoint a replacement.

The Lecturer Promotion Subcommittee members will counsel the candidate on their progress towards promotion and aid the candidate in preparing a promotion dossier for review by the Lecturer Promotion Committee. The Subcommittee members will also present a brief summary of progress by the faculty member to the Lecturer Promotion Committee prior to the promotion vote by the Committee.

The candidate for non-tenured faculty promotion will be responsible for assembling a dossier containing the required documentation, in consultation with the Department Chair and the candidate's sponsoring Promotion Subcommittee. The types of evidence submitted should be consistent with guidelines for non-tenured faculty promotion stated in elsewhere in this document, and in accordance with the relevant College of Science and University policies in force at the time.

The following is a non-exclusive list of items that should be included in dossiers for non-tenured faculty promotion:

1. A complete, current CV
2. A self-evaluation/personal narrative (maximum 750 words)
3. Compilations of numerical results and student comments from student teaching evaluations
4. Other evidence of teaching effectiveness. These may include, but are not limited to: peer evaluations, a teaching portfolio, publications and conference presentations related to teaching and learning, instructional grants, teaching awards, learning outcomes, and documentation of course redesigns or new course developments.
5. Documentation of service activities
6. Documentation of research activity, if part of the faculty member's assigned duties.

The candidate's dossier shall be available for examination by members of the Departmental Lecturer Promotion Committee at least two weeks prior to the meeting at which promotion is to be discussed.

All proceedings of the Lecturer Promotion Committee shall be held in executive session. The consideration of each candidate shall be opened with a presentation of the candidate's performance and record of accomplishments, followed by questions and discussion by the committee. A vote shall be taken by the committee to determine if the candidate is to be recommended for promotion. A two-thirds affirmative vote of all voting members of the Lecturer Promotion Committee is required for the candidate to receive a positive committee recommendation regarding promotion. The promotion vote shall be by secret ballot. To the extent possible, a consensus shall be reached by the Committee concerning specific points to be covered in the statement of evaluation that is sent to the Department Chair. Following the vote and discussion, the draft of the evaluation letter containing the results of the vote and points raised during the course of the Committee's deliberations will be prepared and circulated to all committee members for comments and revisions prior to its transmittal by the Lecturer Promotion Committee Chair to the Department Chair. The Committee Chair shall ensure that the written evaluation reflects the collective judgment of the Lecturer Promotion Committee. Committee members who disagree with the majority opinion may choose to submit a minority opinion statement, which should be included by the Committee Chair in the document..

If the initial vote of the Lecturer Promotion Committee is not favorable, the committee will notify the candidate in writing that the committee is considering a negative recommendation. The candidate has the right to request a meeting with the Chair of the Departmental Lecturer Promotion

Committee within 5 business days of this notification. The candidate has the right to submit a rebuttal of any negative recommendation by the Committee in accordance with UNT Policy 06.005.

The Department Chair will provide an independent evaluation of the candidate's promotion dossier. The Department Chair's recommendation will be added after the candidate and Departmental Lecturer Promotion Committee submit the dossier to the Chair and before the dossier and supporting materials are forwarded to the College of Science Dean.

Upon review of the dossier, the Department Chair must notify the candidate in writing if a negative recommendation is being considered. The candidate has the right to request a meeting with the Department Chair within 5 business days of this notification. The candidate has the right to submit a rebuttal of a negative recommendation by the Chair in accordance with UNT Policy 06.005.

The Chemistry Department will follow the University and College of Science guidelines in force at the time that the non-tenured faculty candidate is being considered for promotion. In the event that departmental or college policies for promotion differ from the university Non-Tenure Track Faculty Reappointment and Promotion policy (06.005), the university policy will take precedence.