

Guidelines for Hiring, Evaluating, and Promoting Lecturers

Department of Dance and Theatre University of North Texas (Updated 2/14/2019; Effective DATE TBD)

1. Department of Dance and Theatre Lecturer Hiring and Contract Policy

1A. Lecturer Rank

Lecturers in the Department of Dance and Theatre can hold one of three ranks: lecturer, senior lecturer, or principal lecturer. Only lecturers with renewable contracts are eligible for promotion to senior lecturer or principal lecturer.

1B. Qualifications

At a minimum, all lecturers must meet the Southern Association of Colleges and Schools (SACS) requirements of an earned master's degree in dance, theatre, or related field with a minimum of 18 graduate semester hours.

1C. Renewable and Non-Renewable Lecturer Contracts

Lecture contracts can be renewable or non-renewable. Lecturers hired with a non-renewable, one-year contract, cannot continue as a lecturer in the Department without undertaking a formal search process. Lecturers with renewable contracts can have their contracts renewed at the discretion of the Department without conducting a new formal search to fill the position.

1D. Responsibilities and Expectations for Lecturers on Renewable Contracts

Each of the three ranks that lecturers can hold centers on teaching excellence. The Department, College of Liberal Arts and Social Sciences, and University of North Texas (UNT) all depend on lecturers to contribute through service.

Lecturer. To be eligible for the classification of lecturer, the candidate must demonstrate the potential for excellence in teaching and service. Lecturers are primarily responsible for teaching courses and keeping up to date with developments in the fields they teach. Over time, lecturers should expect their service contribution to the department to increase. Examples of service include course and curriculum development, student advising, and membership on committees both within and outside the Department.

Senior Lecturer. To be eligible for the classification of senior lecturer, the candidate must have the equivalent of four years (eight semesters of full-time teaching) of college-level teaching and/or equivalent professional experience and they must have demonstrated excellence in teaching and the potential for excellence in service to UNT.

Promotion to senior lecturer requires that the lecturer demonstrates excellence in teaching and service. The senior lecturer must also provide evidence of professional growth and development during his or her time as a lecturer and indicate the potential for taking on more service responsibility in the Department, College and at UNT.

Principal Lecturer. To be eligible for the classification of principal lecturer, the faculty member must have the equivalent of eight years (16 semesters of full-time teaching) of college-level teaching or equivalent professional experience including at least four years (eight semesters) at the senior lecturer rank at UNT.

Promotion to principal lecturer requires that the faculty member demonstrates continuing excellence in teaching and service. The faculty member must provide evidence of professional growth and development during his or her time as a senior lecturer and indicate the potential for taking on more responsibility and leadership in the Department, College, and at UNT.

1E. Search/Hiring Procedures

Requests to search for renewable lecturer positions must be 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 a student representative and a faculty member not holding a position within the Department. The Department is exempt from this requirement when hiring a lecturer on a one year, non-renewable contract.

1F. Terms of Reappointment and Renewal

Although renewable contracts stipulating terms of employment can have durations from one to five years, lecturers must be reappointed annually and contracts must be renewed at the end of their specified duration. Both the reappointment and renewal decisions will be based on the departmental annual review process of the faculty member and resource availability. Neither reappointment nor renewal require a new search process.

It is important to note that per UNT policy, all lecturers with renewable contracts have contracts durations of between one to five years. However, contracts stipulate that the Department must decide to reappoint each lecturer annually for the following year. This process provides an opportunity for assessment and termination, if warranted, during the multi-year term.

1G. Salary Increase and Promotion

Faculty promoted to the rank of senior lecturer or principal lecturer from will receive a standard increase in base salary (FTE prorated) at the time the new rank appointment begins.

1H. Lecturers and Tenure

Lecturers are not eligible to participate in the university's tenure system and they may not vote in decisions relating to the hiring or the review process involving the promotion of tenured and tenure-track faculty.

2. Department Reappointment, Renewal, and Promotion Policy

All lecturers and senior lecturers with renewable contracts meet with the department chair and Reappoint, Promotion and Tenure Committee (RPTC) chair in March each year to discuss the faculty member's annual review and contract renewal (if applicable). Those lecturers intending to begin the promotion process must notify the department no later than May 1 of the year before the dossier would be submitted for consideration.

In March of the final year of a principal lecturer's contract, the principal lecturer meets with the department chair and RPTC chair to discuss the faculty member's annual review and contract renewal.

Lecturers on one-year, non-renewable contracts are not evaluated and do not meet with the departmental chair or RPTC chair.

2A. Annual Evaluation of All Lecturers on Renewable Contracts

All lecturers with renewable contracts are evaluated annually by the RPTC and the department chair. These evaluations cover the areas of teaching and service. To be reappointed, lecturers must demonstrate effectiveness in teaching and, to the extent their duties extend beyond teaching, the faculty member must demonstrate effectiveness in service as well. The annual evaluation written by the RPTC will include a recommendation for or against reappointment and, when necessary, contract renewal. Although the department chair makes the final decision, the annual evaluation provided by the RPTC must be taken under consideration by the department chair.

Teaching. The assessment of a faculty member's teaching performance is based on a broad range of indicators, including student evaluations (numerical and written), an evaluation of the candidate's teaching materials (containing syllabi, exams, and other relevant course materials), peer evaluation scores, and a ranking of the candidate among all faculty and among lecturers.

Service. To the extent that a lecturer's duties include a service to the department, college, university or the profession, the faculty member's service will be evaluated. Indicators of service performance include service work listed on the lecturer's vita, peer evaluation results, and experience among RPTC members and the department chair.

Negative Decision for Reappointment. In the event of a decision by the chair not to renew a lecturer, the chair must notify the faculty member in writing no later than March 31 of the current year. The notice must state the reason(s) for the decision.

If the department has not provided an annual evaluation letter from the department RPTC by March 31 of the current year, the faculty member may request an appeal of the negative decision. The faculty member must submit his or her appeal request to the department chair in writing, no later than ten business days after receipt of the written decision. The chair will then appoint a 5-member appeals committee made up of lecturers and tenure track faculty to hear the appeal and

write an independent recommendation to the chair within 20 days of receiving the appeal request.

The chair's decision and the appeal committee's recommendation will be forwarded to the dean for a final decision. The dean must notify the candidate of the final decision within 30 days of receipt of the action from the department. This notice must be in writing with a copy to the chair.

2B. Department Criteria for Promotion from Lecturer to Senior Lecturer

Promotion to senior lecturer requires that the lecturer has demonstrated excellence in teaching and service and that he or she also provides evidence of professional growth and development during his or her time as a lecturer and demonstrate the potential for taking on more service and teaching responsibility in the department, college and university.

To evaluate a faculty member seeking promotion to senior lecturer, the RPTC must have five members with a rank of senior lecturer, principal lecturer, associate professor, or professor. If the current RPTC does not include five members so ranked, the department chair will appoint faculty members from outside the RPTC to augment eligible RPTC members in order to form an ad hoc RPTC for the purposes of this promotion evaluation.

Minimum Standards. While the overall evaluation is holistic, at a bare minimum, to be considered for promotion to senior lecturer by the Department, a candidate must satisfy the following criteria:

- i. The faculty member must have the equivalent of four years (eight semesters of full-time teaching) of college-level teaching and/or equivalent professional experience.
- ii. Based on the department's teaching evaluation process conducted by the Department Personnel Affairs Committee (PAC), the candidate must have an overall composite score each evaluation period of his or her previous time at UNT (6 semesters) at UNT or entire time at UNT if at UNT for fewer than 6 semesters) of no lower than 4.0 to qualify for promotion (on a scale of 1 to 10 with 1 being the lowest score). This is a benchmark for consideration and achieving teacher ratings above the minimum composite score of 4.0 does not guarantee a positive recommendation for promotion.

Evaluation Criteria

Teaching. For the purposes of promotion, a full assessment of a candidate's contribution to instruction at UNT is based on a broad range of indicators including student evaluations (numerical and written), classroom observation by faculty members within or outside the department or by the departmental chair, an evaluation of the candidate's teaching materials (containing syllabi, exams, and other relevant course materials), and a ranking of the candidate among all faculty and among lecturers – noting the rank of all lecturers (determined by Department's Personnel Affairs Committee's annual merit evaluation process). Excellence in teaching also refers to other teaching-related activities which may include course development, student mentoring, and keeping up to date in their area of expertise through pedagogical development and/or conference participation.

Service. Promotion to senior lecturer requires that, to their extent that their duties have included service, the faculty member has demonstrated excellence. Furthermore, the faculty member must have demonstrated the potential to take on more service responsibility. The evaluation of the faculty member's service may include a review of his or her vita, peer evaluation reviews, and departmental annual review letters from both the Department's PAC and RPTC. Potential service contributions include, but are not limited to, program or curriculum development, student advising, and service on departmental, college and university committees.

Departmental Recommendation

The department RPTC and department chair will write separate and independent letters recommending for or against promotion and stating their rationale. For the PAC, the promotion recommendation will be based on a vote taken by the membership of the PAC. Members may vote for promotion, against promotion, or they may abstain. In order for the RPTC to recommend promotion of the faculty member, a simple majority of RPTC voters must be in favor of promotion. The results will be recorded on form VPAA-174 (See Appendix A). The chair of the department similarly can recommend for or against promotion and must also record his or her position on form VPAA-174.

Negative Decision for Granting Promotion. In the event of a decision by the department RPTC not to recommend promotion of the candidate, the RPTC chair must notify the faculty member in writing no later than October 1. The notice must state the reason(s) for the negative recommendation.

In this circumstance, the faculty member may request to meet with the RPTC no later than October 5. The purpose of this meeting is for the candidate to provide clarification, answer questions, and address concerns raised by the RPTC. In the case that the recommendation letter does not support promotion, the candidate may submit a letter of dissent to the RPTC chair no later than October 10 as a supporting document to be uploaded to FIS along with the RPTC recommendation.

In the event of a decision by the department chair not to recommend promotion of the candidate, the departmental chair must notify the faculty member in writing no later than November 1. The notice must state the reason(s) for the negative recommendation.

In this circumstance, the faculty member may request to meet with the department chair no later than November 5. The purpose of this meeting is for the candidate to provide clarification, answer questions, and address concerns raised by the chair. In the case that the recommendation letter does not support promotion, the candidate may submit a letter of dissent to the department chair no later than November 10 as a supporting document to be uploaded to FIS along with the chair's recommendation.

2C. Departmental Criteria for Promotion from Senior Lecturer to Principal Lecturer

To be eligible for the classification of principal lecturer, the faculty member must have a record of sustained excellence in teaching and service and have demonstrated a willingness and ability to take on more of a leadership role in the department, college and university.

To evaluate a faculty member seeking promotion to principal lecturer, the RPTC must have five members with a rank of principal lecture, associate professor, or professor. If the current PAC does not include five members so ranked, the chair of the department will appoint faculty members from outside the RPTC to augment eligible RPTC members in order to form an ad hoc RPTC for the purposes of the promotion evaluation.

Minimum Standards. While the overall evaluation is more holistic, at a bare minimum, to be considered for promotion to principal lecturer by the Department, a candidate must satisfy the following criteria:

- i. The faculty member must have the equivalent of four years (8 semesters) of college-level teaching at the senior lecturer rank at UNT.
- ii. Based on the department's teaching evaluation process conducted by the Department Personnel Affairs Committee (PAC), the candidate must have an overall composite score each evaluation period of his or her previous time at UNT (6 semesters) at UNT or entire time at UNT if at UNT for fewer than 6 semesters) of no lower than 4.0 to qualify for promotion (on a scale of 1 to 10 with 1 being the lowest score). This is a benchmark for consideration and achieving teacher ratings above the minimum composite score of 4.0 does not guarantee a positive recommendation for promotion.

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Service. Promotion to senior lecturer requires that, to their extent that their duties have included service, the faculty member has demonstrated excellence. Furthermore, the faculty member must have demonstrated the potential to take on more service responsibility. The evaluation of the faculty member's service may include a review of his or her vita, peer evaluation reviews, and departmental annual review letters from both the Department' PAC and RPTC. Potential service contributions include, but are not limited to, program or curriculum development, student advising, and service on departmental, college and university committees.

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In this circumstance, the faculty member may request to meet with the RPTC no later than October 5. The purpose of this meeting is for the candidate to provide clarification, answer questions, and address concerns raised by the RPTC. In the case that the recommendation letter does not support promotion, the candidate may submit a letter of dissent to the RPTC chair no later than October 10 as a supporting document to be uploaded to FIS along with the RPTC recommendation.

In the event of a decision by the department chair not to recommend promotion of the candidate, the departmental chair must notify the faculty member in writing no later than November 1. The notice must state the reason(s) for the negative recommendation.

In this circumstance, the faculty member may request to meet with the department chair no later than November 5. The purpose of this meeting is for the candidate to provide clarification, answer questions, and address concerns raised by the chair. In the case that the recommendation letter does not support promotion, the candidate may submit a letter of dissent to the department chair no later than November 10 as a supporting document to be uploaded to FIS along with the chair's recommendation.

3. Promotion Dossier Checklist

3A. Dossier

The "dossier" used to evaluate a candidate's record for the purpose of promotion is made up of the files uploaded to FIS. A dossier is built up over time with contributions from the candidate, the department chair, the department RPTC, the college PAC and the college dean. The entire process can take as long as ten months, beginning in May with a potential candidate notifying the department chair of his or her intention to seek promotion by May 1 and ending with the Provost's final decision on March 1 of the following year.

The dossier must contain the following (see Appendix B for additional details):

- I. University Information Form (VPAA-174)
- II. Curriculum Vita and Self-Evaluation/Personal Narrative
- III. Department Promotion Requirements for Lecturers
- IV. Summary Description of Annual Evaluations
- V. Summary Evaluation of Teaching Effectiveness
- VI. Recommendation of Department RPTC (departmental PAC)
- VII. Recommendation of Department Chair
- VIII. Recommendation of College RPTC (college PAC)
- IX. Recommendation of Dean
- X. Dissent Letters

Revised 2/14/2019

Appendix A: Form VPAA-174

See following page (check <http://vpaa.unt.edu/faculty-resources/forms-and-templates>) for updated form.

Appendix B: Details of Promotion Documents

- I. University Information Form (VPAA-174)
- II. Curriculum Vita and Self-Evaluation/Personal Narrative
- III. Department Promotion Requirements for Lecturers
- IV. Summary Description of Annual Evaluations
- V. Summary Evaluation of Teaching Effectiveness
- VI. Recommendation of Department RPTC
- VII. Recommendation of Department Chair
- VIII. Recommendation of College PAC
- IX. Recommendation of Dean
- X. Dissent Letters

I. VPAA UNIVERSITY INFORMATION FORM (available on CLASS and VPAA website)

The University Information Form (VPAA-174) must be completed. The department chair and the CLASS dean's office will each complete what is required on the information form. The vote summary (for-against-abstain) will be completed at each review level.

II. CURRICULUM VITA AND SELF EVALUATION/PERSONAL NARRATIVE

A current CV. An essay by the candidate of no more than 750 words concerning the candidate's teaching 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.

III. DEPARTMENTAL PROMOTION REQUIREMENTS FOR LECTURERS

A copy of the departmental lecturer promotion criteria (this document)

IV. SUMMARY DESCRIPTION OF ANNUAL EVALUATIONS (provided and signed by department chair)

Cumulative results of the candidate's annual evaluations from the last promotion are prepared by the chair. The chair must summarize the results of these annual evaluations, providing context by detailing how the candidate ranks with respect to other faculty members and their cohorts within the department. The purpose of this section is to summarize and provide context; mere copies of the candidate's evaluations are insufficient.

V. SUMMARY EVALUATION OF TEACHING EFFECTIVENESS INCLUDING STATISTICAL SUMMARY OF STUDENT EVALUATIONS (provided and signed by department chair)

A summary evaluation of teaching effectiveness is prepared by the chair and must include statistical summaries of student evaluations, interpretative comment on the statistical summaries, and other evidence of student learning.

Comprehensive evidence of teaching effectiveness is required, covering the period of time since the appointment or last promotion. Candidates receiving credit for previous years of service at another university must provide evidence of teaching effectiveness from that university.

The candidate and the department must ensure that teaching achievement is demonstrated and properly documented. Documentation must reflect a systematic appraisal of teaching performance, including a quantitative assessment of student opinion, peer reviews, input from the department chair and/or members of the department RPTC. The statistical summaries of quantitative assessments must be provided. Such summaries should indicate the candidate's ranking among all faculty in the department, ranking among faculty within the same cohort, and can include rankings within various types of courses. Typical students' comments can be included within the teaching evaluation summary to document overall teaching effectiveness; however mere copies of the comments should not be included. The purpose of this section is to summarize and interpret teaching effectiveness.

Evaluations must also consider the faculty member's activity in advising students, in supervising graduate students, and in other instructionally related activities.

Candidates should use a portion of the candidate essay to provide information they consider relevant for evaluating their effectiveness as university instructors.

Supporting materials placed in the supplementary folder will include: (a) sample syllabi and other relevant pedagogical materials and (b) teaching evaluation forms and the scale of values used on the forms.

VI. RECOMMENDATION OF DEPARTMENT RPTC COMMITTEE (must be signed by all members)

Review of the material by the RPTC will be conducted after the candidate submits the dossier to the chair and before the dossier and supporting materials are forwarded to the assistant to the dean.

Upon review of the dossier, the RPTDC must notify the candidate in writing if it is considering a negative recommendation. In this instance, the candidate has the right to request a meeting with the RPTC to answer questions and provide clarification (see the timeline in Section 4 for details). If the RPTC recommendation remains negative, the

candidate may submit a letter of dissent to the RPTC as a supplemental document to accompany the RPTC recommendation uploaded to FIS.

After reviewing the dossier and any consultation, the RPTC will upload its recommendation along with any supplemental documents to FIS. The recommendation of the RPTC will include a narrative statement. The document will provide a full and frank explanation regarding the recommendation and must be dated and signed by all committee members. The numerical vote of the committee and list of members must be noted in the narrative along with any minority reports from the committee.

VII. RECOMMENDATION OF DEPARTMENT CHAIR (must be signed)

The department chair will provide his/her own independent evaluation of the candidate's application which will be uploaded to FIS by the deadline set in the timeline.

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) evidence of leadership and/or professional growth and development, and f) 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.

Upon review of the dossier, the department chair must notify the candidate in writing if he/she is considering a negative recommendation. In this instance, the candidate has the right to request a meeting with the chair to answer questions and provide clarification. If the chair's recommendation remains negative, the candidate may submit a letter of dissent to the department chair as a supplemental document to accompany the recommendation uploaded to FIS.

After reviewing the dossier and any consultation, the department chair will upload his or her recommendation along with any supplemental documents to FIS.

VIII. RECOMMENDATION OF COLLEGE PERSONNEL AFFAIRS COMMITTEE

The college PAC will make a written recommendation for each candidate's case.

The recommendation will provide context and discussion and must make either an affirmative or negative recommendation. This committee may also comment on matters of process as they may be evident in the earlier reviews. The committee report may include a minority discussion in addition to the majority recommendation. The written recommendation must be dated and signed by all committee members and include the numerical vote.

IX. RECOMMENDATION OF DEAN

Based on the review of the dossier and recommendations from the department RPTC, the chair, and the college PAC, the dean makes a recommendation to the provost.

X. LETTERS OF DISSENT

Candidates who receive a negative recommendation from the department RPTC or department chair may submit a letter of dissent to the department RPTC or chair accordingly.