

DEPARTMENT OF HISTORY
GUIDELINES FOR EVALUATING AND PROMOTING LECTURERS
May xx, 2018

Responsibilities/Expectations:

Lecturers are faculty members primarily responsible for teaching courses and maintaining currency 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, student advising, and/or meeting other student-related responsibilities. 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.

With regard to lecturer ranks and eligibility for promotion, the Department of History follows the Guidelines of the College of Liberal Arts and Sciences as follows:

- **Lecturer:** To be eligible for the classification of lecturer, the faculty member must demonstrate effectiveness in teaching. In situations where the lecturer will be performing tasks other than teaching, the faculty member must demonstrate effectiveness or promise in the appropriate area. Lecturer appointment contracts may be for one to three years. A one-year appointment lecturer cannot be placed in a multi-year appointment without a new search for the multi-year appointment. 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 four years (eight semesters of full-time teaching) of 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. 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. 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. A one-year appointment lecturer cannot be placed in a multi-year appointment without a new search for the multi-year appointment. 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 eight years (16 semesters of full-time teaching) of college-level teaching including at least

four years (eight semesters of full-time teaching) 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. Candidates for promotion to principal lecturer must demonstrate the excellence of 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 research. 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. A one-year appointment lecturer cannot be placed in a multi-year appointment without a new search for the multi-year appointment. All contracts are renewed annually.

Review and Promotion Procedures

Lecturers are evaluated by the Department Affairs Committee and the Department Chair on the same schedule as the annual evaluations of tenure system faculty. Lecturers are evaluated only on teaching and service. The DAC and the Chair may consider a lecturer's research and publication as activities that enhance their teaching effectiveness.

Promotion of lecturers in the Department of History will follow the procedures outlined in the CLASS "Guidelines for Hiring, Evaluating, and Promoting Lecturers" and be conducted on the timeline determined annually by the College.