

**GUIDELINES AND STANDARDS FOR ANNUAL PERFORMANCE REVIEW  
& PROMOTION OF LECTURERS  
DEPARTMENT OF SPANISH  
UNIVERSITY OF NORTH TEXAS**

These guidelines and standards apply to annual performance and reappointment and promotion review of lecturers in the Department of Spanish

**I. Guidelines and Standards for the Evaluation of Teaching and Service**

Since the lists of activities to be considered in each of the areas of evaluation below are not exhaustive, it is recognized that relevant contributions in the areas of teaching and service may take other forms as well. It should also be noted that the various examples are not listed in order of significance. Each contribution will be judged on its own merit.

**A. Evaluation of Teaching**

Evaluation of teaching must address the quality of instruction, the faculty member's interaction with students, and/or the students' learning and achievement, and must be based on student evaluations (quantitative/qualitative), peer evaluations, nomination and reception of teaching awards, and an examination of instructional materials. Faculty members will need to supply course syllabi and examination samples for each course taught.

Bases for the evaluation of teaching may further include, but will not be limited to, the following instructional activities:

- Level, number, and variety of courses taught, including special courses
- Developing Internet courses or Internet-supported courses approved by the Center for Learning Enhancement, Assessment, and Redesign (i.e., 50% or more on line)
- Teaching-related grants
- Course and curriculum development
- Teaching-related professional development

**B. Evaluation of Service**

Service-related activities include, but are not limited to, the following:

- Special functions (e.g., scheduling classes, advising, coordination, mentoring, etc.)
- Coordination and/or supervision of teaching assistants and/or teaching fellows, with due consideration given to the special demands and responsibilities of the job.

- Committee participation at the level of the University, College, Department, or national/international professional organization
- Club, group, or honor society officer, organizer, or sponsor
- Organizing guest lectures and/or other departmental events
- Liaison with other department, i.e. mentoring across disciplines
- Organizer, chair, secretary, or facilitator of a session/workshop at a conference or professional meeting
- Initiating and directing a Study Abroad program
- Contests/fairs/festivals (planning, participation, attendance)
- Securing outside funding for student scholarships/fellowships/assistantships, endowments, and special projects

## **II. Annual Performance Review**

### **A. Guidelines**

The guidelines and procedures provided below are designed to reflect and elaborate upon established University, College, and Department policies, especially University Policy 06.007 “Annual Review”, according to which “Annual reviews provide an assessment of the quality of a faculty member’s contributions in teaching, scholarship, and service and are used to determine merit, review of tenured faculty, and other purposes as required by unit guidelines or university policy”. However, Spanish lecturers will not be evaluated on scholarship but only on teaching and service.

Some basic principles to highlight in University Policy 06.007 are:

1. “An elected review committee and chair will review all full-time faculty annually”
2. All full-time faculty will be evaluated “within the context of a comprehensive 3-year window, with no single year having more weight than the other two”
3. “The results of the annual review will be used, as appropriate, for reappointment reviews” in the case of lecturers
4. “Each department shall have approved guidelines for determining which activities fulfill its mission in teaching, scholarship and service”; the Department of Spanish has a specific set of evaluation rubrics (see Appendix) to be used in the annual evaluations.
5. “The review committee must consist of no fewer than three, and up to all, eligible faculty members. The composition of the review committee should be determined according to guidelines established by the unit”
6. “The annual review will be based on contributions that are documented and/or can be verified, rather than anecdotal information”
7. “The peer review committee and chair will provide the faculty member a written evaluation using the unit’s documented procedures”

The two areas in which Spanish lecturers will be evaluated are teaching and service. Percentages for the areas considered are determined by the faculty workload documents that have been submitted to and approved by the Department Chair.

It is to be understood that the quality as well as the quantity of the contributions will be considered.

Insofar as possible, the Lecturers Affairs Committee (LAC) will base its evaluations on objective evidence. Such evidence must include the information provided in the Faculty Annual Update and/or Faculty Information System (FIS), summary of SPOT teaching evaluation scores for the 3-year window under evaluation and carefully documented evidence of accomplishments in the areas of teaching and service. The LAC will use the departmental evaluation rubrics to carry out annual evaluations of fellow faculty members.

## **B. Procedures**

1. LAC members review files and rate independently with scores (round numbers) from 0 to 10 for teaching and service, according to the departmental evaluation rubrics
2. LAC members average their scores in each of the two categories for each lecturer in order to produce the committee's average score between 0 and 10 for each of the two categories.
3. LAC members prepare a memo to the Department Chair as a recommendation including the committee's average score for each of the two categories and a list of each lecturer's main accomplishments during the review period.
4. After taking into consideration the recommendation of the LAC, the Department Chair will determine the final score in teaching and service for each lecturer. Each score will be multiplied by the relevant workload percentage and added to produce the overall score (0-10), which will be converted to a level (see table below).

<b>Level 1</b>	10.0 – 9.0 Exceptional/Excellent
<b>Level 2</b>	8.9-8.0 Very Good
<b>Level 3</b>	6.0-7.9 Satisfactory
<b>Level 4</b>	3.0-5.9 Unsatisfactory
<b>Level 5</b>	0-2.9 Poor

5. Once the Department Chair has distributed annual performance reviews to all lecturers, a minimum of five (5) business days will be given for lecturers to submit an appeal of the annual performance review to the Department Chair.

6. The Department Chair will notify the LAC of all appeals in order for the LAC and the Chair to review the appeals together and to determine whether or not a change of score or level is appropriate.

7. After the appeal process has been completed, the Department Chair will send the final list of levels and/or scores to the Office of the Dean.

### **C. Note Regarding New Faculty Members**

During the first year of service, newly hired faculty are rated as average in the department.

### **III. Guidelines and Standards for Re-appointment and Promotion of Lecturers**

As per UNT Policy 06.005 “Non-Tenure Track Faculty Reappointment and Promotion”, lecturers shall be evaluated annually according to university and departmental guidelines (outlined above). Also, “Lecturers may be appointed to an initial term of up to three (3) years, and senior and principal lecturers up to five (5) years. Nevertheless, “Multi-year appointments are reviewed annually for continued employment and are subject to non-renewal at the sole discretion of the university at the end of each year. Notification of intention not to renew a multiple-year appointment will be provided upon completion of the annual review process or no later than the first business day two months prior to completion of the contract term”.

As per UNT Policy 06.005, the review committee for the promotion of a non-tenure track faculty member (i.e. lecturer) “must consist of no fewer than five (5) and no more than all eligible faculty members within a unit. Tenure-track and non-tenure track faculty may serve on the review committees, except that non-tenure track faculty must have a higher rank than the faculty member whose personnel action is being considered”.

For eligibility to promotion of a Spanish lecturer, the Department of Spanish will strictly follow UNT Policy 06.005:

1. For promotion from Lecturer to Senior Lecturer: The candidate must have served at least three (3) consecutive years in the rank of lecturer and proven to have excellent teaching and service contributions to the department as determined by the department’s evaluation rubrics.
2. For promotion from Senior Lecturer to Principal Lecturer: The candidate must have served at least five (5) consecutive years of college-level teaching including at least three (3) years in the rank of lecturer and proven to have excellent and sustained teaching and service contributions to the department as determined by the department’s evaluation rubrics.
3. In both instances experience previous to UNT may count towards promotion.

Lecturer candidates for promotion are strongly encouraged to attend—as often as possible—the workshops for lecturer promotion candidates organized by the department, the Office of the Dean, and the Office of the Provost and Vice President for Academic Affairs. This is

especially important during the academic year preceding the year when the dossier will be reviewed in order to have the most current information about guidelines, standards, and procedures.

Spanish lecturers must upload to FIS the following:

- Curriculum Vitae (based on the appropriate template provided by the College of Liberal Arts and Social Sciences)
- Self-evaluation, contextual narrative overview of teaching and service (maximum 750 words)
- Department of Spanish's lecturer promotion criteria (this document)
- Dossier of all relevant documentation of teaching and service activities in support of the application for promotion
- Any other documentation or information requested by the University, the College, the Department Chair, or the departmental Lecturers Affairs Committee.

The LAC will upload to FIS their recommendation

The Chair will upload to FIS:

- Cumulative results of annual evaluations
- Summary evaluation of teaching effectiveness
- Recommendation of Chair

The Chair and the LAC will follow CLASS's schedule and deadlines for uploading to FIS all relevant documents. In the case of any negative decisions at the departmental level or further up, the guidelines in UNT Policy 06.005 will be strictly followed.

**APPENDIX**

**DEPARTMENT OF SPANISH AT UNT  
Performance Evaluation Rubrics**

<b>TEACHING (Lecturers &amp; Professors)</b>	
<b>10</b>	<p style="text-align: center;"><b>Exceptional</b></p> <p style="text-align: center;"><i>Consistently meets stipulations under "Satisfactory" in addition to carrying out any combination of activities and achievements for "Very Good"</i></p> <p style="text-align: center;"><i>totaling at least 20 points for repeatable items over 3-calendar-year period under review.</i></p> <p>*Mandatory for level 10: SPOT average of 4.4 or above in the 3-year-calendar period under review and at least 70% completion rate</p>
<b>9</b>	<p style="text-align: center;"><b>Excellent</b></p> <p style="text-align: center;"><i>Consistently meets stipulations under "Satisfactory" in addition to carrying out any combination of activities and achievements for "Very Good"</i></p> <p style="text-align: center;"><i>totaling 15-19 points for repeatable items over 3-calendar-year period under review.</i></p> <p>*<u>Mandatory</u> for level 9: SPOT average of 4.2 or above in the 3-year calendar period under review and at least 70% completion rate</p>
<b>8</b>	<p style="text-align: center;"><b>Very Good</b></p> <p style="text-align: center;"><i>Consistently meets stipulations under "Satisfactory" in addition to carrying out any combination of activities and achievements listed below totaling 12-14 points for repeatable items over 3-calendar-year period under review.</i></p> <p style="text-align: center;"><i>One point per item and/or per semester unless indicated otherwise.</i></p> <ol style="list-style-type: none"> <li>1. Develops and teaches new blended and/or online courses (3 pts./item)</li> <li>2. Develops and teaches new course (2 pts./item)</li> <li>3. Teaches new preparation (1 pt./item)</li> <li>4. Adopts new (not revised) textbook and makes substantial changes to syllabus of existing course (1 pt./item)</li> <li>5. Works with special programs (i.e. Honors Thesis, Special Problems courses, etc.) (1.5 pt./case)</li> <li>6. Directs Master's theses (maximum four semesters/student) (1.5 pt./semester)</li> <li>7. Takes webinars to maintain pedagogical expertise (1/2 pt. per webinar; maximum 6 pts.)</li> </ol>

	<p>8. Presents at teaching-related workshops and/or conferences on/off-campus (2 pts./event)</p> <p>9. Attends teaching-related workshops and/or conferences on or off-campus (1 pt./event)</p> <p>10. Receives teaching award (2 pts./item)</p> <p>11. Nominated for any teaching award at any level (1 pt./item)</p> <p>12. Undergoes a voluntary peer class observation by LAC/PAC (1 pt.; 1 observation per evaluation period)</p> <p>13. Other significant teaching-related activities and accomplishments (i.e. tutoring, reviewing textbooks, substituting classes, Canvas training, etc., ½-1 pts./item)</p> <p>❖ <u>Mandatory</u> for level 8: SPOT average of 4.0 or above in 3-year evaluation period under review and at least 70% completion rate (6 pts.)</p>
7	<p style="text-align: center;"><b>Satisfactory</b></p> <p>1. Creates and executes effective materials and lessons</p> <p>2. Arrives to class on time and meets for the entire period</p> <p>3. Teaches in Spanish</p> <p>4. Maintains a positive regard in the eyes of the students (i.e. creates positive learning environment, is available for assistance outside of class, etc.)</p> <p>5. Arranges for class substitution or alternative activity instead of canceling class</p> <p>6. Keeps Faculty Information System (FIS) up to date; uploads syllabi in timely manner</p> <p>❖ <u>Mandatory</u>: SPOT average of 3.8 or above in 3-year evaluation period under review and at least 60% completion rate</p>
6	<p style="text-align: center;"><b>Needs Improvement</b></p> <p>❖ Occasionally fails to meet expectations described under “Satisfactory”</p> <p>❖ <u>Mandatory</u>: SPOT average of 3.6 or above in 3-year evaluation period under review and at least 60% completion rate</p>
5 or below	<p style="text-align: center;"><b>Unsatisfactory</b></p> <p>❖ Consistently fails to meet expectations described under “Satisfactory”</p> <p>❖ Receives less than 3.4 on SPOT evaluations average</p>

**IMPORTANT:**

1. For workshops/conferences on pedagogy points are given only per event (i.e. one specific teaching-related workshop/conference) and not per session attended at each event. A pedagogy event attended by a professor cannot be counted for both Teaching and Research; each event may only count once under one of the three categories of evaluation.
2. The minimum SPOT score and completion rate must be reached in order to move up from one category to the next (i.e. to reach category 8 one must have a SPOT score average of at least 4.0 and a 70% completion rate or more)
3. Mandatory workshops on campus (i.e. FIS, Curriculog training, etc.) do not count as pedagogical workshops
4. It is up to the discretion of the PAC, LAC and/or chair to decide how many points (if any) to award items included under #13 in category 8
5. Activities not fully documented may not be awarded any points

**DEPARTMENT OF SPANISH AT UNT**  
**Performance Evaluation Rubrics**

<b>SERVICE (Lecturers &amp; Professors)</b>	
<b>10</b>	<p><b>Exceptional</b></p> <p><i>Consistently meets stipulations under "Satisfactory" in addition to carrying out any combination of repeatable activities and achievements for "Very Good" totaling 20 points or more during 3-calendar-year period under review.</i></p>
<b>9</b>	<p><b>Excellent</b></p> <p><i>Consistently meets stipulations under "Satisfactory" in addition to carrying out any combination of repeatable activities and achievements for "Very Good" totaling 18-19 points during 3-calendar-year period under review.</i></p>
<b>8</b>	<p style="text-align: center;"><b>Very Good</b></p> <p style="text-align: center;"><i>Consistently meets stipulations under "Satisfactory" in addition to carrying out any combination of repeatable activities and achievements listed below totaling 14-17 points during 3-calendar-year period under review. One point per item and/or per semester unless indicated otherwise.</i></p> <ol style="list-style-type: none"> <li>1. Regularly organizes and/or assists with extra events for the department such as Professional Development Day for Teachers of Spanish, departmental receptions and other activities, outreach programs, etc. (2 pts./item)</li> <li>2. Serves as Secretary or Chair of departmental committee (1 pt./semester)</li> <li>3. Serves on CLASS or university committee/s and/or Faculty Senate (1.5 pts./semester)</li> <li>4. Serves on an M.A. Thesis Committee as a reader (1 pt./thesis defense)</li> <li>5. Initiates and/or directs a Study Abroad program (1 pt./semester)</li> <li>6. Initiates and directs a student club on a regular basis (1 pt./semester)</li> <li>7. Reviews articles and books for publications (1 pt./item)</li> <li>8. Serves as Associate Chair, Undergraduate Advisor, Graduate Advisor, Director of Undergraduate Studies and/or Coordinator of First/Second/Third year classes (1-2 pts./semester)</li> <li>9. Serves as a faculty advisor to student organizations (1 pt./semester)</li> <li>10. Plays a leadership (e.g. President, Executive Director, etc.) role in a national professional organization (2 pts./semester)</li> </ol>

	<p>11. Performs other well-documented valuable service to:</p> <ol style="list-style-type: none"> <li>The college</li> <li>The university</li> <li>The professional community</li> <li>The local community</li> </ol> <p>12. Other well-documented relevant service activities (e.g. ad hoc committees, administering/grading language placement exams, cultural activities for students, etc., ½-1 pt./item)</p>
<b>7</b>	<p><b>Satisfactory</b></p> <ul style="list-style-type: none"> <li>Satisfactorily performs committee duties as member</li> <li>Attends all departmental meetings</li> <li>Completes various assigned tasks</li> <li>Responds to work email in timely manner</li> </ul>
<b>6</b>	<p><b>Needs Improvement</b></p> <ul style="list-style-type: none"> <li>Does not consistently meet expectations in the “Satisfactory” category</li> <li>Does not consistently demonstrate professional and/or collegial behavior, etc.</li> </ul>
<b>5 or below</b>	<p><b>Unsatisfactory</b></p> <ul style="list-style-type: none"> <li>Does not satisfactorily perform assigned service duties</li> </ul>

**IMPORTANT**

1. It is up to the discretion of the PAC, LAC and/or chair to decide how many points (if any) to award items included under #13 in category 8
2. Service activities not fully documented may not be awarded any points

**Evaluation Process:**

1. PAC/LAC members review files and rate independently with scores 0-10 for teaching, research and service
2. PAC/LAC discusses files and assigns round number scores between 0-10 for teaching, research, and service
3. Teaching, research, and service scores are multiplied by workload percentages and added together
4. Resulting score (between 0-10) is then converted to Levels 1-5:

<b>Level 1</b>	10.0 – 9.0 Exceptional/Excellent
<b>Level 2</b>	8.9-8.0 Very Good
<b>Level 3</b>	7.9-7.0 Satisfactory
<b>Level 4</b>	6.9-5.1 Needs Improvement
<b>Level 5</b>	5.0-0 Unsatisfactory

5. These scores and a written justification will be forwarded to the Department Chair as a recommendation
6. After taking into consideration the information provided by the PAC/LAC, the Department Chair will make his/her assessment, provide a written assessment to the faculty member, and send the recommendation to the Dean of the College of Liberal Arts & Social Sciences (CLASS)