

Guidelines for Professional Faculty Promotion

University of North Texas
Department of History

1. The professional faculty member will notify the chair when they are ready to go up for promotion in accordance with CLASS guidelines for Professional Faculty Reappointment and Promotion. The History Departmental Affairs Committee (DAC) will serve as the RPTC.

2. Decisions regarding professional faculty promotion shall be made upon evidence of continuing positive performance during the professional career of the faculty member, including the results of the faculty member's annual reviews. Evaluation of a faculty member will focus on teaching and service.

3. Academic freedom includes teaching. Academic freedom carries with it special responsibilities correlative with rights. Professional faculty should be familiar with [UNT Policy 06.035 on Academic Freedom and Academic Responsibility](#).

4. Candidates for promotion to senior lecturer must demonstrate excellence in teaching by supporting student success, remaining current in their field, and continuing to grow as teachers. Teaching will be evaluated by means of the following elements:

A. The following are **required** submission elements for the evaluation of teaching excellence:

- a. A teaching narrative that highlights teaching activities and outcomes
- b. A teaching portfolio that includes the following items:
 - i. Sample syllabi
 - ii. Student evaluation scores and comments (SPOT)
 - iii. Peer teaching observations
 - iv. Teaching philosophy statement

B. The following are **possible** additional submission elements for the evaluation of teaching excellence. Faculty should include them when applicable:

- a. Evidence of instructional development
 - i. New course or courses developed and approved for the UNT catalog
 - ii. Departmental curriculum development and/or revision
 - iii. Substantive revision to an existing course or courses
 - iv. Graduate or honors sections added to an existing course
 - v. Non-scheduled teaching, such as OLLI
 - vi. Course materials created, such as textbooks, readers, and course editions
 - vii. CLEAR-approved course shells for a new or substantially revised online course or courses
 - viii. High quality instructional videos utilizing equipment from CLEAR.
 - ix. Evidence of cutting-edge pedagogical innovation, including through high-impact student projects that foster community engagement or professional development, or through class projects like a joint digital history project or museum exhibit
- b. Evidence of excellence in advising and mentoring students

- i. Honors contracts, undergraduate theses, and student special projects beyond the classroom
 - ii. Evidence of student success, including student emails reporting the acquisition of a job, internship, or graduate program admission owing in part to on the faculty member's recommendation letter and/or mentorship
 - iii. Observations of teaching fellows and assistants
- c. Evidence of teaching related success and continued professional development
 - i. Teaching awards nominated for and/or won
 - ii. Teaching-related grants received
 - iii. Teaching certificates and credentials
 - iv. Teaching workshops and/or conferences participated in
 - v. Teaching workshops and/or conferences presented at

5. Candidates for promotion to senior lecturer must demonstrate excellence in service through activities at the department, college, university, and/or professional level in a manner commensurate with their workload percentages and responsibilities. Service performed by professional faculty should prioritize educational outreach, student support, and community and field engagement, though preference is given to service to the department and service that results in concrete deliverables, such as reports, summaries, evaluations, and policies. Though this is not an exhaustive list, service may include any of the following activities:

- a. Major advising role, such as undergraduate or graduate student advisor
- b. Leadership or active engagement in departmental, college, and university operations, governance, and initiatives
- c. Leadership or active engagement in professional organizations or entities
- d. Organizer of events, such as workshops or guest speakers
- e. Director of a program or certificate
- f. Member or chair of departmental or college-level committees
- g. Organizer, advisor, or sponsor of club, group, or honors society
- h. Historical consultant for various businesses, organizations, or entities

The following is a **required** submission item for the evaluation of service excellence:

- a. Service narrative that highlights labor performed and successful outcomes

6. Candidates for promotion to principal lecturer must demonstrate excellence in teaching by supporting student success, remaining current in their field, and continuing to grow as teachers. Teaching will be evaluated by means of the elements listed in item #4.

7. Candidates for promotion to principal lecturer must demonstrate excellence in service through performing activities at the department, college, university, and/or professional level in a manner commensurate with their workload and responsibilities. Service performed by professional faculty should prioritize educational outreach, student support, and community and field engagement. Service may be evaluated based on activities such as those listed in item #5.

8. For promotion to senior lecturer, the entire professional career—both teaching and service—will be used in evaluating candidates for promotion, with an emphasis on activities while employed at the University of North Texas. For promotion to principal lecturer, the

entire professional career—both teaching and service—will be used in evaluating candidates for promotion, with an emphasis on activities since earning the rank of senior lecturer. Candidates who have previous experience external to UNT and who wish to go up for promotion early will need to gain approval from the department chair and Dean of CLASS.

9. Candidates for promotion may appeal negative recommendations at the department, college, or university level by following the procedures outlined in [UNT Policy 06.005](#).

Adopted by vote by the Department of History, March 2025