**COLLEGE OF HUMANITIES**

**GUIDELINES for Appointment, EVALUATION, and Promotion**

**fOR CAREER-TRACK**

**lecturerS / Senior LecturerS / principal lecturerS**

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According to the Definitions in the [University Handbook for Appointed Personnel](http://policy.arizona.edu/university-handbook-appointed-personnel) (UHAP), career-track faculty have Notice of Appointments that incorporate the ABOR Conditions of Faculty Service (ABOR-PM 6-201), who are not eligible for tenure, and who do not have visiting or adjunct titles. The University of Arizona has three general title series for such faculty: career-track instructors, career-track lecturers, and career-track professors.[[1]](#footnote-1) For the career-track designation, appointments must be at least .5 FTE and benefits eligible. As noted in UHAP 3.1.02 and 3.3.03.D, career-track instructor appointments are appropriate for faculty whose duties are limited to teaching in a particular area. Instructors do not generally have a promotion path except in units that offer extensive noncredit instruction.

Career-track (CT) lecturers are typically faculty members whose duties involve primarily the undergraduate educational mission of the College of Humanities. Lecturers’ duties are typically limited in scope compared to those of CT professors.

**I.** **CRITERIA FOR APPOINTMENT AND PROMOTION**

**A. CRITERIA FOR APPOINTMENT AS LECTURER**

Appointment at the level of Lecturer is based on accomplishment and promise as a University-level educator, which can include program development, advising, and educational research. Satisfactory completion of a terminal degree in the relevant field is typically required.

**B. CRITERIA FOR PROMOTION TO SENIOR LECTURER**

Promotion to the level of Senior Lecturer is based chiefly on the quality and extent of a candidate’s teaching performance and experience and possibly contributions beyond the classroom when those are clearly connected to a candidate’s workload. CT Lecturers must have served a minimum of three years at greater than or equal to .5 FTE in Lecturer rank to be eligible for promotion to CT Senior Lecturer. The individual should possess documented excellent teaching skills comparable to those of tenure-track faculty (including favorable to outstanding evaluations by students and peers) and show continuing promise, where appropriate, of excellent contributions beyond the classroom.

**TEACHING**

**Evidence for excellence in teaching may include, but is not limited to:**

* + Organizing and conducting courses appropriate to the level of instruction and the nature of the subject matter;
	+ Bringing to the classroom, and other learning environments, the latest discoveries, techniques and pedagogical approaches;
	+ Being available outside the classroom for more in-depth instruction and mentoring.

 **SERVICE/OUTREACH**

**When service/outreach is part of a Lecturer’s workload, evidence of excellence may include, but is not limited to:**

* Serving on department committees;
	+ Participating in recruiting and retention activities;
	+ Actively participating in departmental events;
	+ Participating in peer review activities;
	+ Participating in activities of professional societies or organizations in one's discipline.

**C. CRITERIA FOR PROMOTION TO PRINCIPAL LECTURER**

As with promotion to Senior Lecturer, promotion to the level of Principal Lecturer is based chiefly on the quality and extent of a candidate’s teaching performance and experience and possibly contributions beyond the classroom when those are clearly connected to a candidate’s workload. CT Senior Lecturers must have served a minimum of three years at greater than or equal to .5 FTE in the Senior Lecturer rank to be eligible for promotion to CT Principal Lecturer. The individual should possess documented excellent teaching skills comparable to those of tenure-track faculty (including favorable to outstanding evaluations by students and peers) and show the achievement, where appropriate, of excellent contributions beyond the classroom.

**Evidence of excellence in TEACHING may include, but is not limited to:**

* Development of new courses;
* Exploration of innovative teaching techniques;
* Advising independent studies;
* Mentoring students regarding careers and academic life.

**Evidence of excellence in SERVICE may include, but is not limited to:**

* Participating in departmental, university or national committees;
* Participating in recruiting and retention activities;
* Sponsoring academic clubs, activities or workshops;
* Acquiring funds for academic, educational, or outreach activities;
* Mentoring junior faculty.

**II.** **General Procedures FOR APPOINTMENT and PROMOTION**

Initial Appointment:

In the COH, all requests for initial appointment as Lecturer undergo review at the department level. Applications are reviewed by a department search committee set up for each case, which normally should include one ad hoc member knowledgeable about lecturer responsibilities and roles. The committee’s recommendation goes to the department head and, with his or her recommendation, is then forwarded to the COH Dean. The Dean can finally make such appointments at his or her level, as long as they are funded within a College budget approved by the Provost.

Review for Promotion:

Promotion reviews shall be conducted by a departmental review committee, as well as the appropriate Department Head and Dean, before the Dean decides on each such promotion.

Information on the promotion review process is included in [UHAP chapter 3.3.03](http://policy.arizona.edu/employmenthuman-resources/promotion-and-tenure). Career-track Lecturers should submitadossier/portfolio that utilizes appropriate dossier templates and documentation provided by the Vice Provost for Faculty Affairs. Templates are available on the Vice Provost for Faculty Affairs [website](https://facultyaffairs.arizona.edu/content/promotion-and-tenure).

*Dossiers should include:*

* Dossier Section 1: Summary Data Sheet
* [Dossier Section 2](http://facultyaffairs.arizona.edu/sites/facultyaffairs/files/17-18_02-workloadassignment_0.pdf): Summary of Candidate's Workload Assignment
* [Dossier Section 3](http://facultyaffairs.arizona.edu/sites/facultyaffairs/files/17-18_03-dept_and_collegecriteria.pdf): Departmental & College Promotion Criteria (this document)
* Dossier Section 4: Curriculum Vitae
* Dossier Section 5: Candidate Statement
* Dossier Section 6: Teaching Portfolio

*Evaluators’ reviews should include:*

* An evaluation of teaching, including a review of student evaluations and peer observation of teaching.
* Where relevant, an evaluation of service and outreach.

*Reviews of CT Lecturer dossiers will involve the following levels:*

1. Departmental Promotion Review Committee. This committee can be constituted as an ad hoc committee and should include, where possible, at least one CT faculty member of higher rank than the candidate for promotion. Departmental committees should provide an overall recommendation to the unit head/director including the evaluative documentation outlined above.
2. The unit head/director should provide an overall recommendation to the Dean of the College.
3. The Dean of the College will make the final determination for promotion.

The review process for CT faculty does not include a review by college-level or university-wide

promotion and tenure committees.

**III. ANNUAL REVIEWS/EVALUATION OF CT FACULTY**

Each CT faculty must be reviewed annually in accordance with the unit’s annual review process. The unit head or director will provide annual reviews to the CT faculty that includes a summary of evaluation.As specified in the position descriptions, the contributions of CT faculty will be assessed using the criteria specified above for teaching and supervision, and service, outreach and administration.

Dismissals, non-renewals, and terminations of faculty appointments are governed by UHAP policy 3.4.03 (<http://policy.arizona.edu/employmenthuman-resources/suspensions-and-terminations-faculty-appointments>).

1. The non-tenure eligible designation is used for visiting, adjunct, part-time, and limited term faculty. It is also used for secondary titles for continuing-status professionals, career-track faculty, administrators, and for courtesy appointments for tenure-track faculty. [↑](#footnote-ref-1)