



January 27, 2010

Provost Carney
South Building

KAREN M. GIL, Ph.D.
Dean, College of Arts and Sciences
Lee G. Pedersen Distinguished Professor of Psychology

Dear Provost Carney,

I want to bring to your attention the report of the College of Arts and Sciences ad hoc committee on policies and procedures for review and promotion of fixed-term faculty, a task force you charged while you were serving as Dean of the College. A copy of this report is enclosed. Over the last three years, the College has devoted a good deal of time and attention to the situation of fixed-term faculty. I'm pleased with the progress we've made. Although I'm not sure to what extent I will institute all the recommendations in the report, in many respects it will take the College another step closer to one of my major goals: to develop and institute comprehensive personnel policies and procedures for Lecturers. Lecturers and Senior Lecturers in the College contribute significantly to our teaching mission and currently comprise 71% of our full-time fixed term faculty and 13% the total full-time faculty.

I agree with the committee that the College should develop a means of reviewing and promoting our faculty members who hold the rank of Lecturer. Two specific recommendations require your consideration.

First, I would like to define a career track for Lecturers in the College that would involve creation of a new rank – University Lecturer. The proposed track would have three levels:

1. Lecturer – a rank that, as defined in recommendation 2 of the report, would no longer be a catch-all for almost any temporary teaching appointment but would instead have greater professional responsibility and recognition.
2. Senior Lecturer – a rank that currently exists but lacks a standardized set of qualifications for eligibility as well as a regular procedure for promotion.
3. University Lecturer – a rank that does not exist but that, if instituted, could represent the pinnacle of achievement and professional recognition to which fixed-term faculty at levels 1 and 2 might productively aspire.

We are in the process of asking our Departments to establish personnel procedures for the review and promotion of Lecturers to Senior Lecturers. As you'll see on the final page of the report, the committee recognized that establishing the rank of University Lecturer would require consideration and action at the level of the Provost and beyond.

Second, in order to reserve the category of Lecturer for permanent faculty members with 1 FTE, I would like to propose the use of the rank "Instructor" for any part-time or temporary teacher in the College. This would include any teaching faculty at less than one FTE and/or those hired without a search in a temporary, visiting appointment. As you know, we currently have the ability to appoint an Instructor "with special provision," a category used for a faculty member expected to become a tenure track Assistant Professor as soon as the terminal degree is conferred. In keeping with current University policy, the College would continue to use the rank "Instructor with Special Provision" in this situation, and at the same time, have the ability to use the rank "Instructor," without an adjective modifier, for faculty members hired on a part-time and/or temporary basis. I would appreciate your endorsement of this proposal to use the rank "Instructor" in this way as well as your guidance on how to implement this proposed revision.

Fixed-term faculty across the University have looked to the College for leadership in matters relating to the professional status of fixed-term faculty. I feel sure that your endorsement of these proposed changes and your help with moving them through the appropriate review process will advance our mutual goals – creating the best possible professional and employment opportunities for our dedicated fixed-term faculty.

Sincerely,



Karen M. Gil
Dean

Enclosure

cc. Ron Strauss, Executive Associate Provost

Report of the Arts & Sciences Committee to Develop Policies and Procedures for Fixed-Term Faculty

On June 25, 2008, a committee of faculty headed by Professor Don Lysle submitted a "Report of the College of Arts and Sciences Fixed-Term Faculty Review Committee" in response to a charge from Dean Holden Thorp to study the situation of fixed-term faculty, particularly lecturers, in the College. This report engendered considerable interest and discussion at the Chair's Retreat in the summer of 2008. In the fall of 2008 Interim Dean Bruce Carney appointed a second committee to address fixed-term faculty issues, focusing on the role of lecturers and senior lecturers, with an eye toward making specific policy recommendations to the Dean. Headed by Senior Associate Dean Bill Andrews, this committee, composed of Professors McKay Coble, Kevin Guskiewicz, and Don Lysle, Senior Lecturer Jan Boxill, and Linda Goldston, EPA Personnel Officer for the College, submits the following report consisting of recommendations for the implementation of College policies and procedures governing the appointment, review, reappointment, and promotion of the largest cohort of fixed-term faculty in Arts & Sciences, lecturers and senior lecturers, along with other recommendations that the committee deems germane to its charge.

Fixed-term faculty members make significant contributions to the instructional mission of the University. In the College of Arts and Sciences, 18.5% of the full-time faculty have fixed-term appointments. As undergraduate enrollments increase in the College, demand for fixed-term faculty will grow inevitably. To ensure the quality of the undergraduate educational experience, it is in the University's best interest to recruit, maintain, and support the best faculty – tenured, track/tenured, and fixed-term – available. Faculty thrive when provided a predictable, merit-based career track that allows departments to recognize and reward professionalism, service, and extraordinary achievement according to established policies and procedures. To this end, the committee proposes recommendations for College- and department-level policies and procedures governing fixed-term faculty.

This committee's charge was to focus on the lecturer and senior lecturer ranks in the College. Guided by University regulations related to employment, the policies and procedures we recommend are predicated on substantive changes in the current definitions of the lecturer and instructor ranks. We expect that these revised definitions will need to be endorsed by the University faculty and approved by the UNC Board of Trustees before they can become part of the University's tenure regulations. We suggest a process by which these revised rank definitions may be reviewed and approved, but in the absence of an established process for enacting such changes, we can only suggest what seems to us a plausible route by which the revised definitions may be reviewed and approved.

This report focuses on the 119 full-time colleagues who comprise the lecturer and senior lecturer ranks in the College. Our committee recognizes, however, that 29% of the permanent, full-time fixed-term College faculty hold appointments at ranks other than lecturer. In these ranks – adjunct assistant, associate, and full professor; clinical assistant, associate, and full professor; research assistant, associate, and full professor; and professor of the practice – are faculty involved primarily in research activities; research as well as teaching; creative artistic activity; as well as those who concentrate on teaching.

The recommendations in this report apply only to faculty in College academic units who hold full-time (100% FTE), salaried, fixed-term appointments of one year or more at one of the lecturer ranks. Outside this report's purview are visiting faculty hired full-time for a one year without benefits as well as temporary or part-time employees hired for teaching assignments at less than 100% FTE. Our committee recommends that policies and procedures for the appointment, review, reappointment and promotion of fixed-term ranks that fall outside the purview of this report be given serious consideration by the Dean's office as academic units in the College revise their individual faculty personnel guidelines in the future.

With regard to the adjunct faculty ranks, our committee recommends that no new hires in the College be initiated at this rank until the Dean has decided on the range of appointments that should fall under the adjunct rubric. We recommend narrowing the definition of "adjunct" so that an adjunct professor of any rank would be an individual who either 1) holds a primary faculty appointment (tenure-track, tenured, or fixed-term) in a University unit different from that making the adjunct appointment, or 2) is employed outside the University and will not receive regular pay from the appointing unit, but may receive compensation for specific services or activities performed.

This report consists of six recommendations. The first calls for the establishment of a College-level faculty committee to review fixed-term faculty policies and concerns. The next four recommendations define four ranks of fixed-term faculty – lecturer, senior lecturer, university lecturer, and instructor – and prescribe policies relevant to the appointment, review, reappointment, and promotion of faculty within these ranks. A sixth recommendation pertains to a College-wide policy on voting rights for fixed-term faculty within academic units.

Our committee believes that every academic unit in the College that employs fixed-term faculty should have, as part of the unit's personnel document, a set of policies and procedures governing the appointment, review, reappointment, and promotion of fixed-term faculty. Recognizing that fixed-term faculty play different roles and assume different responsibilities and rights in varying units across the College, our committee does not offer a blueprint for unit-specific policies and procedures for fixed-term faculty. We offer instead a set of guidelines that we recommend academic units follow in developing their own individual fixed-term faculty policies and procedures.

Finally, because some of the policies we recommend will likely entail actions by the UNC Faculty Council, the Provost's office, and the Board of Trustees, we offer a process that seems to us a means by which to ensure proper review and enactment of our recommendations, should the Dean of the College agree with them.

Bill Andrews, Chair
Jan Boxill
McKay Coble
Linda Goldston
Kevin Guskiewicz
Don Lysle

Terms Describing Faculty Employee Status at UNC-Chapel Hill
Applicable to Both Fixed-Term and Tenure-Track/Tenured Faculty

Permanent	Employee hired through a regular search process or waiver request with a salaried appointment of no less than one year at .50 FTE or higher.
	Eligible to purchase University benefits (.50-.75 FTE) or University provides paid benefits (.75 – 1.0 FTE).
	Employee is required to participate in either the TSERS or ORP retirement program.
	If 12-month service period faculty, entitled to 24 days of annual leave and 12 days of sick leave pro-rated for part-time schedules provided the employees works at .50 FTE or greater.
	If 9-month service period faculty, eligible for paid serious illness and parental leave.
	If 9-month service period faculty, may be eligible for summer salary or summer school pay
Temporary	Employees appointed (usually) without a search with a salaried or unsalaried appointment of one year or less at 0 – 1.0 FTE. If hired as unsalaried, in some instances receives one-time payments for services rendered.
	Any appointment that is coded as visiting.
	Not eligible for University benefits.
Full-time	Employee with a regular work schedule of 40 hours per week
Part-time	Employee with a regular work schedule of less than 40 hours per week

Recommendation 1: The Dean should establish a College of Arts & Sciences Committee on Fixed-Term Faculty.

This committee would review policies on fixed-term faculty within the College of Arts & Sciences and advise the Dean on fixed-term faculty matters.

The committee should be chaired by a Senior Associate Dean in the College and be composed of eight faculty members from the College – four from the ranks of the tenured faculty and four from the ranks of the permanent fixed-term faculty at 75% FTE or higher. Committee membership from the tenured faculty consists of the chairs of the four divisions in the College. Reflecting the proportion of faculty currently in the fixed-term ranks, committee membership from the fixed-term faculty consists of three representatives from the ranks of university lecturer, senior lecturer, and lecturer who have served on the faculty at least three years and one representative from the ranks of adjunct, clinical, research, and professor of the practice faculty who has served at least three years in the College. Fixed-term faculty representatives should be elected by those fixed-term faculty in the College who are eligible to vote as members of the General Faculty, as defined in the Faculty Code of University Government. A representative of the College who serves on the Faculty Council Committee on Fixed-Term Faculty should serve *ex officio* on the College's Committee on Fixed-Term Faculty. Service on the Fixed-Term Faculty committee normally should be for a three-year term.

Responsibilities of the Committee on Fixed-Term Faculty

1. Reviewing unit personnel policies within the College as they affect fixed-term faculty.
2. Recommending fixed-term faculty policies to the Dean.
3. Advising the Dean on promotions of eligible lecturers to the senior lecturer rank and senior lecturers to the university lecturer rank.
4. Hearing appeals from fixed-term faculty with regard to departmental renewal or promotion decisions that fail to conform to established policies and procedures governing fixed-term faculty.
5. Providing College representation on committees dealing with fixed-term faculty matters outside the College.

Committee Review of Fixed-Term Faculty Promotion Cases

The Committee should provide College-level review for unit nominations of lecturers to be promoted to the rank of senior lecturer and senior lecturers to the rank of university lecturer. Promotions of instructors (as defined in Recommendation 5) to the rank of Lecturer should be decided within the appointing unit, subject to approval by the Dean's office. Initial appointments and re-appointments of fixed-term faculty at any rank should be decided within the appointing unit, subject to approval by the Dean's office.

A. Procedure for promotion of lecturer to senior lecturer

To initiate a unit recommendation for the promotion of a lecturer to the rank of senior lecturer, the unit chair forms a committee of tenured faculty and senior or university lecturers (if the unit has persons of these ranks on its faculty) for the purpose of reviewing any candidate(s) and making a recommendation to the chair. If the committee recommends promotion of a candidate and the chair concurs, the chair prepares a dossier for the nominee containing the following:

1. unit chair's letter of nomination, noting the review committee's role and vote, and the vote of the tenured or tenure-track faculty, recorded by rank;

2. written report of the unit committee charged with review of fixed-term faculty promotion, if such a committee exists in the unit;
3. nominee's current curriculum vitae
4. nominee's statement of teaching and service;
5. a minimum of two letters from faculty (fixed-term or tenure-track and tenured, UNC or external) attesting to the nominee's qualifications for this appointment.
6. Additional materials, such as observations of classroom teaching, student recommendations, course evaluations, and other materials relevant to the case.

The promotion dossier is reviewed by the Committee on Fixed-Term Faculty, which submits a recommendation, positive or negative, to the Dean of the College. The Dean's decision with regard to promotion is final.

B. Procedure for promotion of senior lecturer to university lecturer

To initiate a unit recommendation for the promotion of a senior lecturer to the rank of university lecturer, the unit chair forms a committee of tenured faculty and university lecturers (the latter may be from any unit in the College) for the purpose of reviewing any candidate(s) and making a recommendation to the chair. If the committee recommends promotion of a candidate and the chair concurs, the chair prepares a dossier for the nominee containing the following:

1. unit chair's letter of nomination, noting the review committee's role and vote, and the vote of the permanent faculty, recorded by rank;
2. written report of the unit committee charged with review of fixed-term faculty promotion, if such a committee exists in the unit;
3. nominee's current curriculum vitae;
4. nominee's statement of teaching and service;
5. a minimum of four letters from faculty (fixed-term or tenure-track and tenured, UNC or external) attesting to the nominee's qualifications for this appointment.
6. Materials, such as observations of classroom teaching, student recommendations, course evaluations, publications, conference papers, artistic performances, and other evidence, that speak to the nominee's qualifications for this appointment.

The promotion dossier is reviewed by the Committee on Fixed-Term Faculty, which submits a recommendation, positive or negative, to the Dean of the College. The Dean's decision with regard to promotion is final.

Recommendation 2: The rank of Lecturer in the College of Arts and Sciences should be defined as follows:

1. Full-time, i.e., 1 FTE.
2. Fixed-term of at least one year.
3. Benefits provided.
4. Subject to review for reappointment.
5. Terminal degree or equivalent experience required.
6. Teaching and service to unit required.
7. If a 3-year appointment, lecturer may move to unit's permanent budget, subject to dean's approval.
8. Initial appointment based on, at minimum, a regional search.

Rights and Privileges of the Lecturer

1. Voting rights in those areas of departmental decision-making accorded fixed-term faculty, consistent with a stated unit policy on faculty voting rights.
2. Office space.
3. Eligibility for College travel grants for fixed-term faculty.
4. CCI Computer.
5. Salary in accordance with College guidelines for fixed-term faculty.

Unit Review Process for Lecturers

Lecturers will be subject to regular review and evaluation according to a process set by the appointing unit. A Lecturer will be reviewed and evaluated at least once every three years.

Re-appointment of Lecturers

Lecturers will be subject to re-appointment based on a review and evaluation of performance and according to a process set by the appointing unit and approved by the Dean.

Recommendation 3: The rank of Senior Lecturer in the College of Arts and Sciences should be defined as follows:

1. Full-time, i.e., 1 FTE.
2. Five-year appointment, subject to renewal.
3. Benefits provided.
4. Terminal degree or equivalent experience required.
6. Teaching for and service to appointing unit required.
7. Normal appointment on a unit's permanent state budget, so as to be eligible for annual raises.
8. Appointment based on, at minimum, a regional search.

Rights and Privileges

1. Voting rights in those areas of departmental decision-making accorded fixed-term faculty, consistent with a stated unit policy on faculty voting rights.
2. Office space
3. Eligible to apply for College travel grants and course development grants allocated to permanent faculty.
4. CCI Computer
5. Salary proportional to accomplishments and service beyond those of a Lecturer.

Eligibility

Minimum of six consecutive years' full-time service as Lecturer in the same department, or, if candidate is from another institution, six consecutive years of full-time service as lecturer or faculty equivalent in the same unit.

Evidence of extraordinary teaching and service to the appointing department, in accordance with departmentally defined standards of extraordinary teaching and service.

Procedure for Appointment to Senior Lecturer

To initiate a unit recommendation for the promotion of a Lecturer to the rank of Senior Lecturer, the unit chair forms a committee of tenured faculty and senior or university lecturers (if the unit has persons of these ranks on its faculty) for the purpose of reviewing any candidate(s) and making a recommendation to the chair. If the committee recommends promotion of a candidate and the chair concurs, the chair prepares a dossier for the nominee containing the following:

1. the chair's letter of nomination, noting the review committee's role and vote, and the vote of the permanent faculty, recorded by rank, on the nomination;
2. the nominee's current curriculum vitae;
3. the nominee's statement of teaching and service;
4. a minimum of two letters from faculty (fixed-term or permanent, UNC or external) attesting to the nominee's qualifications for this appointment.

Additional materials, such as observations of classroom teaching, student recommendations, course evaluations, and other materials relevant to the case, may also be included in the dossier.

The nomination dossier is reviewed by the College's Committee on Fixed-Term Faculty. Nominations recommended by this committee are forwarded to the Dean of the College for final review. The Dean retains final authority on the appointment of senior lecturers.

Annual Review of Senior Lecturers

Senior lecturers are subject to an annual review or are required to submit an annual report according to a process set by the appointing unit and approved by the Dean.

Re-appointment of Senior Lecturers

In the fourth year of their five-year term, senior lecturers undergo a unit review for possible re-appointment. The review examines the senior lecturer's teaching and service during his or her term of service as senior lecturer. The chair of the appointing unit forms a committee of tenured faculty and senior or university lecturers (if the unit has persons of these ranks on its faculty) for the purpose of reviewing the candidate and making a recommendation to the chair.

If the committee recommends re-appointment of the candidate and the chair concurs, the chair sends to the Dean of the College a letter of recommendation for re-appointment. The letter should note the review committee's role and vote on re-appointment, as well as the vote of the permanent faculty, recorded by rank, on re-appointment. A copy of the candidate's curriculum vitae should be included.

If the committee recommends re-appointment of the candidate and the chair does not concur, the chair sends to the Dean of the College a letter recommending termination of the candidate's appointment at the end of his or her fifth year of service. The letter should note the review committee's role and vote on re-appointment, as well as the vote of the permanent faculty, recorded by rank, on re-appointment. A copy of the candidate's curriculum vitae should be included.

The Dean retains final authority on the re-appointment of senior lecturers. The Dean may refer a re-appointment case to the College Committee on Fixed-Term Faculty for review and consultation.

Recommendation 4: The rank of University Lecturer in the College of Arts and Sciences should be defined as follows:

1. Full-time, i.e., 1 FTE.
2. Five-year appointment, subject to renewal.
3. Benefits provided.
4. Terminal degree or equivalent experience required.
6. Teaching for and service to appointing unit and University required.
7. Normal appointment on a unit's permanent state budget, so as to be eligible for annual raises.
8. Appointment based on a national search.

Rights and Privileges

1. Voting rights in those areas of departmental decision-making accorded fixed-term faculty, consistent with a stated unit policy on faculty voting rights.
2. Office space
3. Eligibility for College travel grants and course development grants allocated to permanent faculty.
4. CCI Computer
5. Salary proportional to accomplishments and service beyond those of a Senior Lecturer.
6. Eligibility for Research and Study assignment from appointing department.

Eligibility

Minimum of six consecutive years' full-time service as Senior Lecturer in the same department, or, if candidate is from another institution, six consecutive years of full-time service as senior lecturer or faculty equivalent in the same unit.

Evidence of distinguished teaching and service to the appointing unit, in accordance with that unit's defined standards of distinguished teaching and service. Evidence of scholarly or artistic productivity or comparable professional service.

Procedure for Appointment to University Lecturer

To initiate a unit recommendation for the promotion of a senior lecturer to the rank of university lecturer, the unit chair forms a committee of tenured faculty and university lecturers (the latter may be from any unit in the College) for the purpose of reviewing any candidate(s) and making a recommendation to the chair. If the committee recommends promotion of a candidate and the chair concurs, the chair prepare a dossier for the nominee containing the following:

1. The chair's letter of nomination, noting the review committee's role and vote, and the vote of the permanent faculty, recorded by rank, on the nomination;
2. The nominee's current curriculum vitae;
3. The nominee's statement of teaching and service;
4. A minimum of four letters from faculty (fixed-term or permanent, UNC or external) attesting to the nominee's qualifications for this appointment.
5. Materials, such as observations of classroom teaching, student recommendations, course evaluations, publications, conference papers, artistic performances, and other evidence, that speak to the nominee's qualifications for this appointment.

The nomination dossier is reviewed by the College's Committee on Fixed-Term Faculty. Nominations recommended by this committee are forwarded to the Dean of the College for final review. The Dean retains final authority on the appointment of university lecturers.

Annual Review of University Lecturers

University lecturers are subject to an annual review or are required to submit an annual report according to a process set by the appointing unit and approved by the Dean.

Re-appointment of University Lecturers

In the fourth year of their five-year term, university lecturers undergo a unit review for possible re-appointment. The review examines the university lecturer's teaching, service, and productivity (scholarly, artistic, or professional) during his or her term of service as senior lecturer.

The chair of the appointing unit forms a committee of tenured faculty and university lecturers (if the unit has fixed-term faculty of this rank on its faculty) for the purpose of reviewing the candidate and making a recommendation to the chair. If the committee recommends re-appointment of the candidate and the chair concurs, the chair sends to the Dean of the College a letter of recommendation for re-appointment. The letter should note the review committee's role and vote on re-appointment, as well as the vote of the permanent faculty, recorded by rank, on re-appointment. A copy of the candidate's curriculum vitae should be included.

If the committee recommends re-appointment of the candidate and the chair does not concur, the chair sends to the Dean of the College a letter recommending termination of the candidate's appointment at the end of his or her fifth year of service. The letter should note the review committee's role and vote on re-appointment, as well as the vote of the permanent faculty, recorded by rank, on re-appointment. A copy of the candidate's curriculum vitae should be included.

The Dean retains final authority on the re-appointment of university lecturers. The Dean may refer a re-appointment case to the College Committee on Fixed-Term Faculty for review and consultation.

Recommendation 5: The Dean should recommend to the UNC faculty and Provost's office that all fixed-term teaching appointments at less than 1 FTE hold the rank of Instructor. To allow for this use of the rank of Instructor, the current Instructor with Special Provision rank should be eliminated and all faculty holding this rank should be reclassified as Assistant Professor with Special Provision.

Recommendation 6: The voting rights of fixed-term faculty in the College of Arts and Sciences should be predicated on the following:

University policy

The UNC Faculty Code includes fixed-term faculty among the General Faculty who have voting rights at UNC, provided three conditions are met. Voting rights are reserved for fixed-term faculty who hold at least a .75 FTE position, whose responsibilities include teaching or research, and whose term of appointment is for at least three years. Fixed-term faculty who have been re-appointed to a position such that the combined length of the current term and the immediately preceding term of service is at least three years are also eligible to vote.

Fixed-term faculty are not eligible to vote on the tenuring and promotion of faculty within the tenured or tenure-track ranks.

College policy

The College welcomes eligible fixed-term faculty to exercise their rights as voting faculty in unit governance. Except in unusual circumstances, the College supports fixed-term faculty voting on all matters that bear on their own professional welfare and on the promotion of those fixed-term faculty who hold a lower rank.

The College recognizes that individual units must have flexibility in setting their own guidelines for voting eligibility in some areas, such as graduate curriculum or faculty salary committees. However, every unit that makes fixed-term appointments must include in its faculty personnel document that unit's policy on those areas in which fixed-term faculty vote. Each unit's voting policies for fixed-term faculty must be approved by the Dean of the College.

Although fixed-term faculty are not eligible to vote on the tenuring and promotion of faculty within the tenured or tenure-track ranks, units in the College may poll or otherwise consult with fixed-term faculty on initial hires at the tenure-track or tenured rank, consistent with stated unit policies.

Fixed-term faculty voting rights reserved for senior lecturers and university lecturers

Only senior lecturers and university lecturers may vote on decisions affecting the re-appointment of lecturers within a unit.

Only senior lecturers and university lecturers may participate in a unit's vote recommending the promotion of a lecturer to the rank of senior lecturer

Only university lecturers may participate in a unit's vote recommending the promotion of a senior lecturer to the rank of university lecturer.

Guidelines for academic units in the College relative to unit fixed-term faculty personnel policies and procedures.

The personnel policies and procedures governing fixed-term faculty (FTF) in every unit in the College should include:

Unit standards for hiring – what are the unit’s expectations of FTF? What qualifications are required for appointment to FTF rank in the unit?

Unit assignments for FTF – what teaching assignments are expected; what amount of teaching (i.e., courses, laboratories, lessons) is required; what additional duties, if any, are part of FTF responsibilities? Does the teaching load change with promotion to a higher FTF rank?

Unit rights and responsibilities for FTF – what voting rights are accorded FTF? What committees may FTF serve on? What leadership roles may FTF hold?

Unit review procedures – for what purpose(s) are FTF reviewed? What is the unit’s timeline and process by which FTF may be promoted?

The following are currently required by the University for promotion to higher fixed-term rank:

1. current CV
2. teaching statement
3. teaching activities documentation
4. minimum of two letters of recommendation (internal or external reviewers and may come from individuals who have a current or a prior academic and/or professional affiliation with the faculty member being reviewed)
5. departmental promotions committee report, when applicable
6. annual teaching summaries and student evaluations.

The Committee proposes the following process whereby its recommendations, if approved by the Dean, may be given due consideration for enactment within and beyond the College. The fact that the Provost’s office is overseeing a review of University regulations on promotion and tenure makes this a propitious time for the University also to consider recommendations regarding fixed-term faculty.

Dec.2009 – Dean’s Office review of this report

Jan. 2010 – College Faculty review of this report

Feb. 2010 – If approved, report becomes basis for Dean’s directive to academic units to write or revise fixed-term faculty personnel guidelines.

Feb. 2010 – Dean recommends to Provost creation of University Lecturer rank and redefinition of Instructor rank

? – Endorsement of both ranks by Faculty Council

? – Endorsement by Council’s Advisory Committee leads to preparation and recommendation of an appropriate amendment to the tenure regulations

? – Faculty Council adopts amendment

? – Chancellor recommends amendment to Board of Trustees for its approval.