



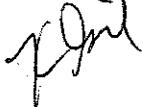
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TO: Department and Curriculum Chairs, College of Arts & Sciences

FROM: Karen M. Gil, Dean 

DATE: February 16, 2010

SUBJECT: Guidelines for the Appointment of Senior Lecturers

In November of 2009, a faculty committee chaired by Bill Andrews submitted to me a report containing recommendations for College- and department-level policies and procedures governing the lecturer and senior lecturer ranks with the goal of providing a predictable, merit-based career track that allows departments to recognize and reward professionalism, service and extraordinary achievement according to established policies and procedures. The committee's report may be accessed on the College's intranet site. The committee's recommendations focus on the full-time (1 FTE), salaried lecturers and senior lecturers hired through a search (or waiver) who comprise roughly 70% of the full-time fixed-term faculty contingent in the College.

Although our fixed-term colleagues have become increasingly important to our teaching mission, the College and many of our units have not established policies and procedures governing the appointment, review, reappointment, and promotion of fixed-term faculty. One of my goals as Dean is to establish such policies and procedures at the College and departmental levels so as to ensure that fixed-term faculty in the College are treated professionally and fairly.

While it will take time for the College and its constituent units to prepare complete sets of personnel policies and procedures for all fixed-term faculty, this semester I would like to address the review of lecturers who may be eligible to be considered for promotion to senior lecturer. To this end, the College has created the attached set of guidelines for units to follow in reviewing and recommending lecturers for appointment to senior lecturer. Also attached is a template for these policies and procedures that, after adapted to your specific unit, should be submitted to the Dean's Office for review and approval. Our goal is to have consistency across the College in the standard criteria and procedures for promotion to senior lecturer. The areas where you are invited to make specific adaptations to your unit are identified on the template in italics; please do not modify other areas. Once your policies and procedures are approved, your unit may consider and recommend to the Dean any lecturer(s) who may qualify for promotion to senior lecturer as of 1 July 2010.

Please note that, along with the review and recommendation procedure, these guidelines also define the criteria for rank of senior lecturer and which lecturers are eligible for appointment to senior lecturer. Lecturers who are not eligible, as defined by the guidelines, should not be recommended for senior lecturer. Units should also consult the guidelines' definition of the rank

of senior lecturer before they recommend someone be appointed to that rank. The guidelines attempt to address other questions you may have about this personnel action, such as who is eligible in a unit to vote on a recommendation for the appointment of a senior lecturer. The section of the Chair's Manual devoted to fixed-term appointments (see pp. 28-30) has also been revised to provide additional information regarding the rank of senior lecturer. Please be sure to consult the Chair's Manual as well as the guidelines document before adapting the template to your department's expectations.

The guidelines are subject to revision if we find that is needed. Nevertheless, I believe they will be a useful instrument for the particular purpose for which they have been designed.

**If your unit has one or more lecturers who are eligible for consideration for promotion, in order for them to be reviewed and recommended for appointment to senior lecturer effective July 1, 2010, I ask that you set up your unit's procedures, complete the attached template, and send it to me no later than March 15, 2010. If your unit currently has no lecturers, or no lecturers who are eligible for promotion, you may submit your template any time before May 14, 2010.**

My goal is to ensure that those lecturers who are eligible for consideration for promotion have the opportunity to be reviewed at the unit level and, if recommended, at the College level so that those who merit promotion can be promoted to senior lecturer as of 1 July 2010. Timely action by each unit is necessary in order to reach this goal.

As always, please contact your senior associate dean if you have any questions.

## **Guidelines for departmental procedures governing the promotion of a lecturer to senior lecturer in the College of Arts and Sciences.**

February 15, 2010

NOTE: These guidelines are to be used until the College and its constituent departments have established complete personnel policies and procedures for fixed-term faculty. The purpose of the guidelines is to facilitate the review and, if warranted, recommendation of lecturers for appointment to senior lecturer beginning in the spring semester 2010.

To provide a predictable, merit-based career track that allows departments to recognize and reward professionalism, service, and extraordinary achievement, the following definitions and procedures will enable units to review and recommend the appointment of lecturers to the rank of senior lecturer.

### **The rank of Senior Lecturer is defined as follows:**

1. A 1 FTE appointment, with benefits, for one to five years, subject to renewal.
2. A doctorate or terminal master's degree or documented evidence of competency according to established University credentialing requirements.
3. Teaching for and service to the appointing unit, as stipulated by that unit.

### **Rights and Privileges of a Senior 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. Eligibility to apply for College travel grants and course development grants allocated to tenure-track or tenured faculty.
3. Salary proportional to accomplishments and service beyond those of a Lecturer.

### **Eligibility for Senior Lecturer**

A lecturer is eligible for recommendation for promotion to senior lecturer on the following bases:

- The candidate must have a minimum of six consecutive years' full-time (i.e., 1 FTE) service as a lecturer, or, if the candidate is from another institution, six consecutive years of full-time (1 FTE) service as a lecturer or faculty equivalent.
- The candidate must provide demonstrable evidence of extraordinary teaching and service to the appointing department, beyond that which is expected of a lecturer, in accordance with standards of extraordinary teaching and service defined by the unit in which the candidate is appointed.

NOTE: Examples of extraordinary teaching may include: a university teaching award, consistent teaching evaluations in the top 10% of the unit, regular service on undergraduate honors theses committees, exceptionally high peer teaching reviews, success in writing and/or administering grants that improve teaching in a unit, administrative oversight and training of teaching assistants and/or other fixed-term faculty in a unit. Each unit should state its own criteria for extraordinary teaching.

NOTE: Examples of extraordinary service may include: a university service award, service as departmental undergraduate advising coordinator, service on the UNC Faculty Council and/or its

subcommittees, service on university committees (such as Teaching Award Committee, Staff Award Committee, university search committees), chairing unit committees or task forces, membership on the advisory board of a professional journal, invitations for speaking engagements at other institutions of higher learning, service through Carolina Speakers Bureau. *Each unit should state its own criteria for extraordinary service.*

### **Procedure for unit review of candidates for Senior Lecturer**

Only a lecturer who has completed a minimum of six consecutive years of full-time (1 FTE) service in his or her unit is eligible to be considered for promotion to senior lecturer.

A candidate eligible for promotion to senior lecturer will be reviewed by a unit committee appointed by the Chair. This review committee must be composed of at least three tenured faculty members. Units that contain one or more senior lecturers on their faculty must include at least one senior lecturer on the review committee. Departments with a large number of lecturers may employ a standing committee or an appointed committee charged with reviewing all eligible lecturers. This committee is responsible for reviewing each candidate's dossier and submitting a report on each candidate under consideration.

To be reviewed by a unit's designated committee, eligible candidates for senior lecturer must submit a dossier containing the following:

1. the candidate's current curriculum vitae;
2. the candidate's statement of teaching and service;
3. documentation of the candidate's teaching and service activities;
4. annual summaries of teaching, annual summaries of student evaluations, and periodic peer teaching evaluations. Peer teaching evaluators will be assigned according to individual unit policy.
5. evidence of extraordinary teaching and service.
6. the names of two individuals (from UNC or external) who may serve as referees as to the candidate's qualifications for the rank of senior lecturer.
7. additional materials, such as observations of classroom teaching, student recommendations, nominations for teaching awards, grant applications, and other materials relevant to the case.
8. any materials required by the appointing unit for consideration for promotion to senior lecturer.

Upon receipt of a complete dossier, the Chair will solicit letters from two referees, one from a list provided by the candidate and one from a list developed by the Chair, as to the candidate's qualifications for promotion to the rank of senior lecturer. Upon receipt of the two letters, the Chair will include them in the candidate's dossier.

After reviewing each dossier, the unit review committee will submit to the Chair a report concerning each candidate for promotion to senior lecturer. The Chair will make this report available to the assembled eligible faculty of the unit, whom the Chair will consult in a manner analogous to the process whereby the unit Chair consults the unit's faculty on the promotion of faculty members in the tenure track. This consultation will result in a vote of the eligible faculty, recorded by rank, on each case for promotion to senior lecturer.

NOTE: See appended statement on faculty eligible for voting. Using this statement as a guideline, each unit should stipulate in its own policy which faculty are eligible to vote on the appointment of senior lecturers.

The Chair may decide to accept or reject the advice given by the eligible faculty. In either case, the candidate's complete dossier must be forwarded to the Dean with a letter from the Chair either recommending or denying promotion. Besides reporting the vote of the faculty, the Chair's letter should highlight factors concerning teaching and service that most influenced the recommendation. Regardless of the Chair's recommendation, the Chair must communicate that decision in writing to the candidate.

The dossier for the candidate forwarded to the Dean will contain the following:

- the chair's letter, noting the review committee's role and vote, and the vote of the eligible faculty, recorded by rank;
- the report of the unit review committee on the candidate;
- the candidate's current curriculum vitae;
- the candidate's statement of teaching and service;
- documentation of the candidate's teaching and service activities;
- annual summaries of teaching, annual summaries of student evaluations, and periodic peer teaching evaluations.
- a minimum of two letters from referees (UNC or external) that address the candidate's qualifications for the rank of senior lecturer.
- additional materials, such as observations of classroom teaching, student recommendations, nominations for teaching awards, grant applications, and other materials relevant to the case as required by the unit.

See <http://hr.unc.edu/EPA/faculty/fixed-term/ft-sal/FTPromDocs> for a checklist of documents required for inclusion in the dossier of a fixed-term faculty member's application for promotion (appointment to a higher rank).

All dossiers forwarded to the Dean will be reviewed by the appropriate Senior Associate Dean and a College ad hoc committee on the promotion of lecturers. The Dean retains final authority on the promotion of lecturers to the rank of senior lecturer.

A lecturer whose case for promotion is denied will be eligible to be reconsidered three years after the decision against promotion.

#### UNC Faculty Code Definition of Voting Rights of Fixed-Term Faculty

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 tenure and promotion of faculty within the tenured or tenure-track ranks. Senior lecturers are eligible to vote on the promotion of lecturers to the rank of senior lecturer. In general, fixed-term faculty are eligible to vote on the promotion of fixed-term faculty who hold a lower rank.

**Department of \_\_\_\_\_**  
**Procedures Governing the Promotion of a Lecturer to Senior Lecturer**

*Insert Date*

**Eligibility for Senior Lecturer**

A lecturer is eligible for recommendation for promotion to senior lecturer on the following bases:

- The candidate must have a minimum of six consecutive years' full-time (i.e., 1 FTE) service as a lecturer, or, if the candidate is from another institution, six consecutive years of full-time (1 FTE) service as a lecturer or faculty equivalent.
- The candidate must provide demonstrable evidence of extraordinary teaching and service to the appointing department, beyond that which is expected of a lecturer, in accordance with standards of extraordinary teaching and service defined by the unit in which the candidate is appointed.

In the Department of \_\_\_\_\_, evidence of extraordinary teaching may include: a university teaching award, consistent teaching evaluations in the top 10% of the department, regular service on undergraduate honors theses committees, exceptionally high peer teaching reviews, success in writing and/or administering grants that improve teaching in a unit, administrative oversight and training of teaching assistants and/or other fixed-term faculty in a unit.

*Please state the department's criteria for extraordinary teaching. Be specific as to what constitutes "demonstrable evidence."*

In the Department of \_\_\_\_\_, evidence of extraordinary service may include: a university service award, service as departmental undergraduate advising coordinator, service on the UNC Faculty Council and/or its subcommittees, service on university committees (such as Teaching Award Committee, Staff Award Committee, university search committees), chairing unit committees or task forces, membership on the advisory board of a professional journal, invitations for speaking engagements at other institutions of higher learning, service through Carolina Speakers Bureau.

*Please state the department's criteria for extraordinary service. Be specific as to what constitutes "demonstrable evidence."*

**Procedure for review of candidates for senior lecturer in the Department of \_\_\_\_\_**

Only a lecturer who has completed a minimum of six consecutive years of full-time (1 FTE) service in the Department of \_\_\_\_\_ is eligible to be considered for promotion to senior lecturer.

A candidate eligible for promotion to senior lecturer in the Department of \_\_\_\_\_ will be reviewed by a unit committee appointed by the Chair. *[If the department prefers this to be a standing committee of the department, please stipulate accordingly.]* This review committee will be composed of at least three tenured faculty members and at least one senior lecturer, provided one or more senior lecturers are part of the departmental faculty. This committee is responsible

for reviewing any eligible candidate's dossier and submitting a report on each candidate under consideration.

To be reviewed by the department's review committee, eligible candidates for senior lecturer must submit a dossier containing the following:

1. the candidate's current curriculum vitae;
2. the candidate's statement of teaching and service;
3. documentation of the candidate's teaching and service activities;
4. annual summaries of teaching, annual summaries of student evaluations, and periodic peer teaching evaluations.
5. evidence of extraordinary teaching and service.
6. the names of two individuals (from UNC or external) who may serve as referees as to the candidate's qualifications for the rank of senior lecturer.
7. additional materials, such as observations of classroom teaching, student recommendations, nominations for teaching awards, grant applications, and other materials relevant to the case.

*If your department requires or allows any additional materials to be submitted in the dossier, please specify what they are.*

Upon receipt of a complete dossier, the Chair will solicit letters from two referees, one from a list provided by the candidate and one from a list developed by the Chair, as to the candidate's qualifications for promotion to the rank of senior lecturer. Upon receipt of the two letters, the Chair will include them in the candidate's dossier.

After reviewing each dossier, the departmental review committee will submit to the Chair a written report concerning each candidate for promotion to senior lecturer. The Chair will make this report available to the assembled eligible faculty of the department, whom the Chair will consult in a manner analogous to the process whereby the unit Chair consults the unit's faculty on the promotion of faculty members in the tenure track. This consultation will result in a vote of the eligible faculty of the department, recorded by rank, on each case for promotion to senior lecturer.

*Applying the UNC Faculty Code Definition of Voting Rights of Fixed-Term Faculty as stated in the Guidelines document, please stipulate the department's policy on which faculty are eligible to vote on the appointment of senior lecturers.*

The Chair of the department may decide to accept or reject the advice given by the eligible faculty. In either case, the candidate's complete dossier must be forwarded to the Dean with a letter from the Chair either recommending or denying promotion. Besides reporting the vote of the faculty, the Chair's letter should highlight factors concerning teaching and service that most influenced the recommendation. Regardless of the Chair's recommendation, the Chair must communicate that decision in writing to the candidate.

The dossier for the candidate forwarded to the Dean will contain the following:



- the chair's letter, noting the review committee's role and vote, and the vote of the eligible faculty, recorded by rank;
- the report of the unit review committee on the candidate;
- the candidate's current curriculum vitae;
- the candidate's statement of teaching and service;
- documentation of the candidate's teaching and service activities;
- annual summaries of teaching, annual summaries of student evaluations, and periodic peer teaching evaluations.
- a minimum of two letters from referees (UNC or external) that address the candidate's qualifications for the rank of senior lecturer.
- additional materials, [*please specify*] required by the department.

See <http://hr.unc.edu/EPA/faculty/fixed-term/ft-sal/FTPromDocs> for a checklist of documents required by the University for inclusion in the dossier of a fixed-term faculty member's application for promotion (appointment to a higher rank).