

College of Engineering Guidelines for Hiring, Evaluating, and Promoting Lecturers

Lecturers are faculty members whose primary responsibilities are related to teaching and student development. Lecturers are not eligible to participate in the University's tenure system. A lecturer is appointed to one of the following classifications: lecturer, senior lecturer, or principal lecturer.

Hiring

Lecturers on any classification must meet the Southern Association of Colleges and Schools (SACS) and ABET requirements of an earned master's degree with a minimum of 18 graduate semester hours in the teaching discipline and/or certification, licensing, or equivalent professional experience. Depending on the appointment, terminal degrees may be required by the university, college, department, or program.

- **Lecturer:** To be eligible for the classification of lecturer the faculty member must show promise of effectiveness in teaching.
- **Senior Lecturer:** To be eligible for the classification of senior lecturer the faculty member must have the equivalent of three years (six semesters) of full-time college-level teaching and/or equivalent professional experience.
- **Principal Lecturer:** To be eligible for the classification of principal lecturer the faculty member must have the equivalent of five years (ten semesters) of full-time college-level teaching and/or equivalent professional experience.

Terms of Appointment

Lecturers may hold full- or part-time appointments of one or multiple years that are renewed pending the departmental annual review process and resource availability. Lecturers may not be appointed for more than three consecutive years, although there is no limit on the number of times they may be reappointed. For multi-year appointments, notification of intention not to reappoint for the following academic year shall be provided no later than February 15th. However, there shall be no expectation of continued employment beyond the end of the current appointment period.

Evaluation and Review Procedures

Lecturers will be reviewed annually by their department chair, advised by the Personnel Affairs Committee. The department recommendation/evaluation report must consist of narrative and analysis. The college requires each department to establish and maintain written departmental criteria for (1) the evaluation of lecturers and (2) the promotion of lecturers. A current electronic version of the departmental written criteria must be submitted for the Dean's records. Departments may choose to adopt the College of Engineering lecturer promotion policy described in this document, or develop their own policy that must be consistent with the College's policy.

Promotion Procedures

From Lecturer to Senior Lecturer

A Lecturer will be eligible for promotion to the rank of Senior Lecturer if the individual has completed as a Lecturer at least three years (six semesters) of full-time college-level teaching at UNT's College of Engineering, and has a very good or excellent record of teaching for the past three years. Individual departments should define their own procedures for evaluating teaching; these procedures may include, among others, student feedback through course evaluations, student interviews, teaching portfolio review, peer review of teaching and classroom activities, etc.

From Senior Lecturer to Principal Lecturer

A Senior Lecturer will be eligible for promotion to the rank of Principal Lecturer if the individual has completed as a Senior Lecturer at least three years (six semesters) of full-time college-level teaching at UNT's College of Engineering, has a very good or excellent record of teaching for the past three years, has a demonstrated very good or excellent record of service to the department's educational activities, and has a demonstrated record of continuous professional development. Individual departments should define their own procedures for evaluating teaching; these procedures may include, among others, student feedback through course evaluations, student interviews, teaching portfolio review, peer review of teaching and classroom activities, etc. Individual departments should define their own procedures for assigning and evaluating service activities; these activities may include, among others, student advising, guiding student projects, assisting with accreditation preparation, curriculum development, outreach, student recruiting, student retention, etc. Professional development may include attending workshops and conferences, especially ones related to Engineering education, presenting education-related workshop and conference papers, attending teaching improvement courses or seminars, etc. Senior Lecturers may be considered for promotion earlier if they earn or have a Ph.D. degree in an appropriate discipline.