

DEPARTMENT OF HISTORY GUIDELINES FOR HIRING, EVALUATING, AND PROMOTING LECTURERS

Definitions:

A lecturer is a person hired annually in a non-tenure-track faculty position for primarily teaching or teaching-related duties. The latter may include, but are not limited to, program development, service, professional development, student advising, and other student-related responsibilities. Lecturers must meet the Southern Association of Colleges and Schools (SACS) requirements of an earned master's degree with a minimum of 18 graduate semester hours in history, and/or the equivalent professional experience. Lecturers are appointed to one of the following categories: lecturer, senior lecturer, or principal lecturer. Lecturers may not participate in the university's tenure system, and no person denied tenure will be offered a lecturer position. Lecturers are not eligible to vote in decisions relating to the hiring or the review process of tenured and tenure-track faculty. Lecturers may serve on the department's graduate and undergraduate committees.

Lecturer: To be eligible for the category of lecturer, a faculty member must demonstrate effectiveness in teaching, or if a new appointment, show promise of effectiveness if the candidate has no prior teaching experience. In situations where the lecturer will perform tasks other than teaching, the faculty member must demonstrate effectiveness or promise in appropriate area. Lecturer appointment contracts may be for one to three years. All contracts are renewed annually.

Senior Lecturer: To be eligible for the classification of senior lecturer, the faculty member must have a record of substantial and continued effectiveness in teaching and have the equivalent of three years (six semesters of full-time teaching) of college-level teaching and/or equivalent professional experience. In situations where the lecturer will perform tasks other than teaching, the faculty member must demonstrate effectiveness or promise in the appropriate area. Full-time senior lecturers may be eligible to apply for development leave, travel funds, and grants if they meet university, college, and department requirements. Faculty promoted from lecturer to senior lecturer will receive a standard increase in base salary (FTE prorated) at the time the new rank appointment begins. Senior lecturer appointment contracts may be for one to three years. All contracts are renewed annually.

Principal Lecturer: To be eligible for the classification of principal lecturer, the faculty member must have a record of sustained excellence in teaching and the equivalent of five years (10 semesters of full-time teaching) of college-level teaching including at least two years (four semesters of full-time teaching) qualified at the senior lecturer rank, and/or the equivalent professional experience. In situations where the lecturer will perform tasks other than teaching, the faculty member must demonstrate effectiveness or promise in appropriate area. Full-time principal lecturers may be eligible to apply for development leave, travel funds, and grants if they meet university, college, and departmental requirements. Faculty promoted from senior lecturer to principal lecturer will receive a standard increase in base salary (FTE prorated) at the time the new rank appointment begins. Principal lecturer appointment contracts may be for one to five years. All contracts are renewed annually.

Search and Hiring Procedures:

If a lecturer is to be hired for only one year, the department chair may conduct the search and hire following budgetary approval from the college. The search requirements and procedures follow the same format as a tenure-track search positions (i.e. submission of Faculty Position Request Form and VPAA 130 Faculty Recruitment and Selection Request Form) except that the advertisement may be within the state for five working days. A one-year appointment lecturer may not be given a multi-year appointment without a new search for the multi-year appointment. One-year lecturers will be approved for reappointment on an as-needed basis.

Requests to search for multi-year appointments will be submitted and approved following the same search requirements and procedures required by the college and university for tenure-track positions (i.e. submission of Faculty Position Request Form and VPAA 130 Faculty Recruitment and Selection Request Form). Reappointment, additional terms, and/or promotion offer letters will be initiated on an annual basis, based on evaluations. Reappointment, additional terms, or promotion will not require a new search process.

Evaluation and Promotion Procedures:

All lecturers (one-year and multi-year) will be evaluated annually by the Departmental Affairs Committee (DAC) with recommendations for renewal and/or promotion made to the department chair. Recommendations for promotion and notifications of non-reappointment of multi-year lecturers will be submitted to the dean's office on the CAS Evaluation and Recommendation for Lecturers Form by February 15. Routine evaluation and re-appointment recommendations for lecturers not being recommended for promotion will be submitted to the dean's office on the CAS Evaluation and Recommendation for Lecturers Form by April 1.

At the end of the Fall Semester, each lecturer in the Department of History fills out a Faculty Annual Update Information Form (VPAA-160; see Department website) that lists his/her activities and accomplishments during that calendar year plus the preceding two calendar years. In the words of the UNT Faculty Handbook: "Use of this three-year time period lessens both the impact of temporary aberrations in a faculty member's usual productivity and year-to-year differences in funds available for faculty salaries." (Faculty Handbook Sect. II.E)

The Department Chair compiles a file for each lecturer consisting of the Faculty Annual Update Information Form and supporting information such as summaries of student evaluations. This file thus includes information on teaching (classes taught, new classes, syllabi) as well as other assigned duties (program development, advising, committee memberships). The evaluation process takes into account everything in this file.

Members of the Departmental office staff prepare a Performance Evaluation Form (see Department website) for each lecturer, entering the average 3-year (2000-2002) Fractional FTE from the Total Workload Report Form (VPAA-180, see Department website) for teaching, and for service if assigned, on each form. They also prepare Excel templates to calculate average Performance Evaluation ratings for each lecturer.

Each member of the DAC reads the files and prepares an evaluation of each lecturer using the Performance Evaluation Form to arrive at a quantitative score. This is accomplished by giving each lecturer a score from 0 to 10 on each of the evaluation categories that apply. That score is

then multiplied by the percentage of effort that the lecturer in the "contract" (Total Faculty Workload Report) dedicated to teaching and/or service during the three-year evaluation period. For example, a lecturer who received a score of 8 on teaching and 7 on assigned service, and whose "contract" dedicated 50 percent to teaching and 50 percent to service, would receive a total score of 7.50 out of 10. $[(8 \times .50 = 4.00) + (7 \times .50 = 3.50) = 7.50]$.

On the basis of the overall scores arrived at by the procedure outlined above, each member of the DAC then ranks each lecturer. These rankings and the completed Performance Evaluation Forms are given to the secretary of the DAC, who compiles: (1) a ranked list of the names of lecturers; and (2) a composite Performance Evaluation generated by averaging the Performance Evaluation scores for lecturers submitted by the members of the DAC.

The DAC completes the evaluation by meeting to discuss each lecturer's performance and to reconcile any differences in the composite Performance Evaluation Form and in the rankings assigned. After completing these tasks, the DAC approves a narrative paragraph that explains the evaluation of, and ranking assigned to, each lecturer. In the interest of time, the Department Chair may prepare drafts of these in advance; but they are not read before rankings are finalized. The paragraphs are then edited as necessary to reflect the evaluation of the full DAC.

The Department Chair gives each lecturer a copy of his/her paragraph, Performance Evaluation Rating, and the ranking to which he/she has been assigned and informs him/her that appeals to the DAC may be made within ten calendar days.

At the end of ten calendar days, final versions of the paragraphs and Performance Evaluation Forms and a final ranking for each lecturer are approved (except those for whom appeals are in process). The Department Chair then forwards these evaluations to the Dean of the College of Arts & Sciences in accordance with the schedule outlined above, along with the forms provided.

COLLEGE OF ARTS AND SCIENCES
EVALUATION AND RECOMMENDATION FOR LECTURERS

Faculty Name _____
Department _____
Academic Year _____

Multi-year term: 1 2 3 4 5 of 1 2 3 4 5
(circle current year)
or
one -year term

NARRATIVE AND NUMERICAL EVALUATION REQUIRED FOR EACH APPLICABLE
CATEGORY FOLLOWING ESTABLISHED DEPARTMENTAL CRITERIA

Teaching:

Scholarly/Professional Activity:

Service/Advising:

Summary (overall numerical score):

So far as can be determined, the above lecturer (understands/does not understand) the nature of membership in a community of scholars, adheres to the high standards of integrity and professional ethics, has the ability and desire to work as a member of a group while retaining all rights of individual expression, and feels a sense of responsibility for the well-being of the University of North Texas and a commitment to work for the accomplishment of its goals.

Recommendation: (mark appropriate area below)

Reappoint for next academic year _____
(one-year lecturer reappointments will be approved as needed with part-time requests)

Reappoint for additional term, if in final year. _____ (number of years)

Terminate (note justification in summary)

Promote to senior or principal (note justification in summary based on department criteria)

Evaluation discussed with faculty member on _____
(Date)

Signed: _____
(Faculty Member)

Signed: _____
(Department PAC/P&T Chair)

Signed: _____
(Department Chair)

Signed: _____
(Faculty Council Representative – Promotion Only)

Signed: _____
(Dean)