DEPARTMENT OF HISTORY UNIVERSITY OF NORTH TEXAS

Guidelines for Professional Faculty Promotion

1. The professional faculty member will notify the chair when they are ready to go up for promotion in accordance with CLASS Policy, Professional Faculty Reappointment and Promotion. The DAC will serve as the RPTC.

2. Decisions regarding professional faculty promotion shall be made upon evidence of continuing productive performance during the professional career of the faculty member, including the results of the faculty member’s annual reviews. Evaluation of a faculty member will focus on teaching and service.

3. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the faculty member in teaching and of the student to freedom in learning. Academic freedom carries with it special responsibilities correlative with rights. Professional faculty should be familiar with [UNT Policy 06.035 on Academic Freedom and Academic Responsibility](https://policy.unt.edu/sites/default/files/06.035%20Academic%20Freedom%20and%20Academic%20Responsibility_0.pdf).

4. Candidates for promotion to senior lecturer must demonstrate excellence in teaching by supporting student success and remaining current in their field as well as pedagogical innovation. Teaching will be evaluated by means of the following elements:

1. Required submissions for evaluation of teaching excellence:
	1. Teaching narrative that highlights teaching activities and outcomes
	2. Teaching Portfolio:
		1. Syllabi
		2. Student Evaluations (SPOT)
		3. Peer Teaching Evaluations
		4. Teaching Philosophy Statement
2. Recommended submissions as evidence of teaching excellence when applicable:
	1. Developed instructional materials
		1. New courses developed and approved for the UNT catalog
		2. Departmental curriculum development and/or revision
		3. Substantive revision to existing course
		4. Graduate or honors section for an existing course
		5. Non-scheduled teaching, such as OLLI
		6. Course materials, such as textbooks, readers, and course editions
		7. CLEAR-approved course shells for a new online course
		8. High quality instruction videos utilizing equipment from CLEAR.
	2. Advising and mentoring students
		1. Honors contracts, theses, projects, and course sections
		2. High impact student projects that foster community engagement and/or professional development
		3. Class products, such as a class digital history project, museum exhibits, etc.
		4. Student emails reporting the acquisition of a job/internship or grad program admission based off a letter of recommendation
		5. Observations of teaching fellows and assistants
	3. Teaching related professional development
		1. Teaching awards
		2. Teaching-related grants
		3. Teaching certificates and credentials
		4. Teaching workshops and/or conferences
		5. Community-engaging teaching projects

5. Candidates for promotion to senior lecturer must demonstrate excellence in service through activities at the department, college, university, and/or professional level in a manner commensurate with their workload percentages and responsibilities within the department. Service performed by professional faculty should prioritize educational outreach, student support, and community and field engagement, though preference is given to service to the department and service that results in concrete deliverables, such as reports, summaries, evaluations, and policies. Though this is not an exhaustive list, service may be evaluated based on any of the following activities:

1. Required submission for evaluation of service excellence:
	1. Service narrative that highlights labor and outcomes
2. Possible roles as evidence of service excellence:
	1. Major advising role, such as undergraduate or graduate student advisor
	2. Leadership or active engagement in departmental, college, and university operations, governance, and initiatives
	3. Leadership or active engagement in professional organizations or entities
	4. Organizer of events, such as workshops or guest speakers
	5. Director of a program or certificate
	6. Member or chair of departmental or college-level committees
	7. Organizer, advisor, or sponsor of club, group, or honors society
	8. Historical consultant for various businesses, organizations, or entities

6. Candidates for promotion to principal lecturer must demonstrate excellence in teaching by supporting student success and remaining current in their field as well as pedagogical innovation. Teaching will be evaluated by means of the elements listed in item #4.

7. Candidates for promotion to principal lecturer must demonstrate excellence in service through activities at the department, college, university, and/or professional level in a manner commensurate with their workload percentages and responsibilities within the department. Service performed by professional faculty should prioritize educational outreach, student support, and community and field engagement. Service may be evaluated based on activities such as those listed in item #5.

8. For promotion to senior lecturer, the entire professional career—both teaching and service—will be used in evaluating candidates for promotion, with an emphasis on activities while employed at the University of North Texas. For promotion to principal lecturer, the entire professional career—both teaching and service—will be used in evaluating candidates for promotion, with an emphasis on activities since earning the rank of senior lecturer. Candidates who have previous experience external to UNT and who wish to go up for promotion early will need to gain approval from the department chair and Dean of CLASS.

9. Candidates for Promotion may appeal negative recommendations at the departmental, college, or university level by following the procedures outlined in [UNT Policy 06.005](https://policy.unt.edu/sites/default/files/06.005%20Professional%20Faculty%20Reappointment%20and%20Promotion_0.pdf).