

## **Appointment and Review of Lecture-Track Faculty in Emory College**

Approved by the Board of Trustees

March 14, 1996

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### **1. Introduction**

Emory College has a strong group of Regular Faculty, of which there are two subsets, namely Tenure-Track Faculty (TTF) and Lecture-Track Faculty (LTF); both are distinct from faculty on temporary appointments. These subsets are full partners in advancing the vision of Emory as an institution that combines the opportunities of a tier-one research university with a small liberal arts college experience, which makes possible the inquiry-driven, ethically responsible practice of engaged citizenship to which we aspire for ourselves and our students. The synergy of including faculty of both subsets permits attainment of the vision of the College and the University.

For Tenure-Track Faculty, expectations for promotion, and specified evaluation procedures and schedules for such appointments, are set forth in *Principles and Procedures for Promotion and Tenure in Emory College*. The following document sets out similar procedures for LTF. This document refers only to faculty appointed to full-time, multi-year positions that are not on the tenure track. It does not refer to part-time appointments, adjunct appointments, visiting appointments, or appointments intended to be for one year only.

The responsibilities of LTF differ in emphasis from those of their tenure-track colleagues: they are based primarily on teaching, program administration, and service, and do not require original disciplinary research. Emory College can and should lead its peer institutions on the issue of how best to integrate regular faculty members who are, by both individual and institutional choice, in positions that offer no possibility for tenure. Although LTF experience less pressure to conduct research and publish findings in top venues, they are clearly in positions that indicate a long-term relationship with the university and strongly support the teaching aspect of the institutions mission. The College acknowledges the important role of LTF in teaching, and also acknowledges the integration of scholarly activities that many bring to that role. In Emory College, LTF are and should be highly valued, with full rights and responsibilities in faculty governance.

### **2. Ranks and Terms of Appointment.**

a. *Ranks.* This policy applies to full-time, multi-year appointments at the ranks of Lecturer and Senior Lecturer, and Professor of Pedagogy, Practice, and Performance, collectively referred to hereafter as Lecture-Track Faculty (LTF).

b. *Terms of Appointment.*

i. Initial appointments may take place at any rank, contingent on experience. Initial appointments will normally be for a period of three years. After six years of experience, persons who choose not to advance to Senior Lecturer shall be eligible for five-year renewable contracts, if performance and other circumstances warrant it.

ii. Lecturers with six years of service may be promoted to the rank of Senior Lecturer. Senior Lecturers appointments may be for a three- or five-year term.

### 3. Qualifications

a. LTF should present the appropriate terminal degree for their field, or equivalent credentials in special cases as approved by the Department in consultation with the Dean of the College.

b. The most important criterion is teaching ability including classroom presence, knowledge of the subject and familiarity with current instructional methods.

### 4. Searches

Procedures for searches for all LTF appointments will be the same as for entry level tenure-track recruitments (i.e., they will normally be national in scope).

### 5. Responsibilities

The set of responsibilities for LTF can include:

a. *Teaching.* LTF will usually teach one or more, usually two, courses per year above the normal teaching load of tenure-track faculty in their respective disciplines. This difference in teaching load may be partially offset by other responsibilities (e.g., directing undergraduate language programs) as determined by the department, program, or center and reflected in the job description and appointment letter.

b. *Service.* LTF are expected to contribute to the life of the college through faculty committees and other forms of academic service. LTF are eligible to vote at the College

level as determined by the College By-laws, and in their department, program, or center except on issues of tenure. LTF are eligible to serve on College and University faculty committees.

c. *Scholarship.* LTF are not required to engage in the preparation and publication of original scholarship, although such efforts are naturally welcome and encouraged. Faculty are encouraged to contribute to the understanding and practice of teaching and to disseminate their contributions in publications, national and regional conference presentations, local campus and departmental presentations, etc. Such efforts will be among the factors considered in review for promotion.

## 6. Reappointment, Review, and Promotion

a. *Reappointment.* Renewal of LTF appointments depends not only on meritorious teaching and service, but also on continued departmental need for the faculty member's services. Timely notice of non-reappointment (as specified below in section 7) may be given to any LTF in accordance with changes in the department, program or center's academic personnel needs as well as for other reasons specified in the Statement of Principles Governing Faculty Relationships. Non-reappointment can be appealed as defined in section 7.

The department or program will be asked by the College early in the fall of the reappointment year whether the position should continue to be supported. If the answer is affirmative, and if the College plans to continue supporting the position, the review of the faculty member proceeds over the academic year, concluding by or near April 1. In most cases, departments or programs will ask candidates for reappointment to submit materials by January 15 of their reappointment year, but they may also specify an earlier date, particularly if there are concerns about the reappointment.

Reappointment at the level of Senior Lecturer and Professor of Practice, Pedagogy, or Performance generally involves less documentation than those portfolios assembled by faculty for their original promotion. The exact materials to be provided by the candidate should be specified by the Department Chair or Program Director; in most cases, a current curriculum vita with available teaching evaluations will be sufficient. However, candidates may be asked to provide a summary statement of administrative work, participation in governance, or other activities appropriate for their position. It is the responsibility of the Chair or Director to convey to the candidate for promotion the precise documents required in a timely manner.

b. *Voting on Promotion and Reappointment.* Departments, programs, and centers will vote on reappointment and promotion as a committee of the whole with the following provisions based on faculty rank:

- For the reappointment of Lecturers and for the promotion of Lecturers to Senior Lecturers, all departmental faculty at the rank of Senior Lecturer, Professor of Practice, Pedagogy, or Performance, Associate Professor, and Professor will participate in the review and voting process.
- For the reappointment of Senior Lecturers, all departmental faculty at the rank of Senior Lecturer, Professor of Practice, Pedagogy, or Performance, Associate Professor, and Professor will participate in the review and voting process.
- For the promotion of Senior Lecturers to Professor of Practice, Pedagogy, or Performance, and for the reappointment of Professors of Practice, Pedagogy, or Performance, all departmental members at the rank of Professor of Practice, Pedagogy, or Performance, Associate Professor, and Professor will participate in the review and voting process.

• This group of faculty who vote on reappointment or promotion must be at least five (5) in number. If necessary, an ad hoc promotion committee of five will be formed from the candidate's department plus faculty of appropriate rank drawn from other departments. The candidate and/or department chair may make suggestions as to the committee appointments, but it is finally the prerogative of the Dean of the College to select the non-departmental membership.

c. *Evaluation Procedures.* LTF, like all instructional staff including tenure-track faculty, must be evaluated annually by their department chair. LTF reappointments and promotions must be evaluated by the appropriate departmental committee described in 6b. In addition, Lecturers in their first term of appointment must be evaluated annually by the appropriate departmental committee described in 6b. Evaluations will be kept on file as a partial basis for decisions about reappointment. The department chair will promptly report the results of each annual evaluation to the faculty member under review. Unsatisfactory reviews will be grounds for non-reappointment.

d. *Third-Year Review of Lecturers.* When a Lecturer is being considered for reappointment after a three-year term or for any subsequent reappointment to a three-year term at that rank, the Chair or Director of the department, program, or center and the Dean will first consider whether both programmatic need and available resources support renewal of an LTF appointment. If the decision is that the renewal is needed, the Chair of the program, department, or center will convene a faculty review committee as described in section 6.b. This committee will conduct an evaluation of the faculty members' teaching, including course and curricular development and professional service. The candidate standing for reappointment will provide to the committee a current *curriculum vitae*, student evaluations and at least three letters of evaluation selected from a list of faculty members approved by the Chair, including at least one proposed by the Lecturer. Evaluators may be members of the department, or if appropriate from other units at Emory or elsewhere. Reviews from outside the

candidate's home department should be invited only in a case in which the Lecturer has been involved in interdisciplinary instruction. The Chair of the department, program, or center will summarize the review committee's recommendation for reappointment or non-reappointment. The Chair will send that recommendation to the Dean of Emory College and will provide a copy or an accurate summary of the evaluation of the faculty member under review. The Dean will make the final decision regarding whether to reappoint.

e. *Review for Appointment as Senior Lecturer and Professor of Pedagogy, Practice or Performance.* A College promotion committee comprised of Senior Lecturers or Professors of Pedagogy, Practice, or Performance and a representation of tenured Professors will review promotion to Senior Lecturer or to Professor of Pedagogy, Practice, and Performance. The evaluation committee will base its recommendation on job descriptions and review criteria in the faculty member's appointment letters and reference to the criteria in the 2005 Lecture Track Task Force Report.

Lecturers are eligible for promotion to Senior Lecturer in their sixth year of service as a Lecturer. Senior Lecturers are eligible for promotion to Professor of Pedagogy, Practice, or Performance at any time after fully completing a minimum of one five-year term as Senior Lecturer.

Both of these promotions require detailed letters of evaluation and a recommendation from the chair of the department review committee or the chair of the department, program, or center. The candidate should assemble a dossier that includes a current *curriculum vita*; a statement of professional activities; evidence of teaching and advising effectiveness; a record of service at the departmental, College, and University levels; and descriptions of other relevant activities.

f. *Promotion to Senior Lecturer* will be based on evidence of noteworthy activity in the areas of teaching and advising and College and University service, as well as public service. While not required, candidates applying for promotion to Senior Lecturer may include evidence of scholarship and professional development. Appointments at the level of Senior Lecturer are usually for three or five years, and renewable. Appointments should be renewed through practices described in 6a and 6b; non-reappointments are described in Section 7.

g. *Promotion to Professor of Pedagogy, Practice, or Performance* will require letters of support from outside the department, program, or center, in addition to letters from within the department, program, or center, along with the submission of a dossier as described in 6e. Promotion to Professor of Pedagogy, Practice or Performance requires evidence of significant contribution to one's department, program, or center, to the College and the University, and to the pedagogical aspect of one's field. Departments should recommend the appropriate title (Professor of Pedagogy, Professor of Practice, and Professor of Performance), though the Lecture-Track Promotion committee may

recommend a different title to the Dean. Appointments at the level of Professor of Pedagogy, Practice, or Performance should be for seven years and renewable. Appointments should be renewed through practices described in 6a and 6b; non-reappointments are described in Section 7.

## **7. Non Reappointment and Appeal**

a. *Non-renewal During Initial Appointments.* During the first three years of any initial appointment, the University may give notice of non-reappointment in accordance with the terms provided in paragraph 7 of the *Statement of Principles Governing Faculty Relationships*.

b. *Non-Reappointment.* If the department decides not to reappoint an LTF, the Dean will inform the faculty member no later than October 31 of the last year of the current appointment.

c. *Terminal Appointments.* LTF can be reappointed for a terminal period of less than three years when the department and the College have determined that the need for their services will end within less than three years.

d. *Appeal.* Any LTF who has not been reappointed and believes the decision did not follow the procedures required by this policy, may file an appeal that will be reviewed by an ad hoc panel consisting of the three faculty representatives on the Faculty Council from the appellant's division. That panel will advise the Dean, who will make a decision in the matter. Faculty may appeal the Dean's decision to the Provost.

## **8. Support**

a. *Operating Support.* LTF will have appropriate office space and computer equipment, and access to the same support for their teaching and service role as tenure-track faculty. LTF are eligible for department, program, or center travel and professional development funds.

b. *Teaching and Curricular Proposals.* LTF are eligible to apply for internal curricular development support on the same basis as tenure-track faculty. LTF may submit proposals for internal and external grants.

c. *Salary Enhancements for Promotion.* Lecturers promoted to Senior Lecturer will receive an enhancement of base salary comparable to that provided for Assistant Professors promoted to Associate Professor. Senior Lecturers promoted to Professor of Pedagogy, Practice, and Performance will receive salary enhancements comparable to that provided upon promotion from Associate Professor to Professor.

## 9. Termination

a. The Dean, after consultation with the department chair, may terminate an appointment before its completion on the following bases: for cause, as defined in Paragraph 12 of the *Statement of Principles Governing Faculty Relationships*; due to significant reorganization, reduction or elimination of a program; or where specifically authorized by the Board of Trustees.

b. Notice of such termination will be given as promptly as possible under the circumstances, preferably no later than October 31 of their current contract year.

This policy will take effect for the 2009-2010 appointment year.