

## UNCG History Department

### Promotion Guidelines for Professional Track Faculty Positions – Full-Time Lecturers

(approved, 12/1/2022)

## **Section 1. General Parameters for Full-Time Lecturers**

### **I. Workloads**

The standard teaching load for Lecturers is 4:4, that is, 4-3 credit courses each semester for a total of 24 credit hours each academic year, unless an alternative to this standard load is negotiated at time of hire or at a subsequent time and approved by the Head/Director and Dean. The teaching load is considered 90% of the faculty members' workload, with 10% dedicated to service or research.

### **II. Professional Development and Inclusion**

In accordance with the Provost's policy *Professional Track Faculty: Criteria for Faculty Ranks; Procedures for Appointments, Reappointments, and Promotions; Professional Development; and Inclusion within the University Community* (approved June 14, 2022), Lecturer faculty shall:

- Be mentored by an assigned senior faculty member, preferably a senior PTF member. The mentor will be assigned by the faculty member's Department; if a mentor is not available within the faculty member's Department, a mentor can be chosen from another Department.
- Be evaluated annually by the Head/Director
- Have leadership development opportunities when possible and, unless explicitly prohibited by other related policies, Lecturers shall be eligible for all department/program/school, unit, and University-wide service roles
- Be included, as appropriate, in curriculum discussions at the unit and department/program/school levels
- Be incorporated into governance at all levels through participation in department/program/school faculty meetings and voting, except where explicitly prohibited by other policies

## **Section 2. Procedures**

### **I. Lecturer Appointment and Reappointment**

#### **A. Circumstances of Hire/Appointment**

The offer letter for Lecturer faculty must inform the new hire of the opportunity for promotion and the possibility of recognizing years of experience in comparable appointments which would shorten the timeline for promotion consideration.

Initial appointments for Lecturers are typically for one year. New PTF hires will typically begin their appointments as “Lecturer.” However, upon the recommendation of the Department or Program Head, and with the approval of the Dean and the Provost, the faculty member may be hired at a higher rank. The candidate’s offer letter shall state the candidate’s rank and specify that it will be effective at the time of hire.

### **B. Circumstances of Reappointment**

Reappointments are typically for one year with no limit to the number of times a faculty member can be reappointed. The Department Head may recommend to the Dean that the contract be extended for a period of more than one year.

### **C. General Criteria and Evaluation for Lecturer Reappointment**

In their PTF documents, departments must provide clear and specific descriptions and explanations of the procedures, expectations/criteria, and standards of achievement as part of any recommendation for reappointment and promotion.

## **II. Lecturer Promotion**

### **A. Introduction**

The History Department embraces UNCG’s mission as a learner-centered, accessible, inclusive community fostering intellectual inquiry to prepare students for meaningful lives, engaged citizenship, and life-long learning. The History Department integrates intercultural and international experiences and perspectives into learning, discovery, and service, and recognizes that collaborative scholarship and creative activity enhance quality of life.

Because teaching is central to the department’s mission, quality teaching should be encouraged and recognized.

**Teaching** embraces a wide range of activities related to instruction and learning that occur both inside and outside the classroom. It includes but is not limited to: Instructing; Mentoring faculty; Facilitating faculty, student, and/or staff learning; Advising, Supervising, and Mentoring Students; Directing or Overseeing students in presentations and creative activities; Program and career advising; Developing, reviewing, and redesigning courses, curricula, teaching materials, and manuals; Delivering off-campus, community-based, study-abroad, or service-learning experiences.

**Effective teaching** stimulates active learning and encourages students to be critical, creative thinkers. It is carefully planned, continuously examined, and uses faculty expertise to deepen the way students understand the subject matter.

**Excellence in teaching** builds upon effective teaching by incorporating innovative pedagogical techniques, and/or challenging students to think differently. Such teaching empowers students to become life-long learners.

## **B. Criteria for Promotion**

### **1. Promotion from Lecturer to Senior Lecturer**

(a.) At least **five years\*** of service in position to UNCG.  
Years of service can be consecutive or non-consecutive (at  $\geq 0.75$  FTE).

(b.) Evidence of **effective teaching**.

### **2. Promotion from Senior Lecturer to Principal Lecturer**

(a.) At least **five years\*** of service since last promotion at UNCG.  
Years of service can be consecutive or non-consecutive (at  $\geq 0.75$  FTE).

(b.) Evidence of **sustained excellence in teaching** and/ or **outstanding** contributions to student learning and development.

(c.) Evidence of **engagement** beyond the classroom with students, department, college, UNCG, or Greensboro community(ies).

\* Please see Optional Materials, below, for examples of evidence of contributions/engagement

\* Faculty can request, at the time of hire, for years of experience in comparable appointments to be recognized, which would shorten the timeline for promotion consideration. This request must be approved by the Department Head/Program Director, Dean, and Provost.

## **C. Application for Promotion**

### **Required Materials**

An Application for Promotion to either level must include the following:

(1) A **narrative** written by the faculty member that describes the accomplishments in each area of the candidate's workload assignment. Candidates who also engage in additional non-required activities (such as research, service, or community engagement, if not specifically articulated in the faculty member's offer letter or workload assignment) may also elect to address these contributions in the narrative. The narrative (and supporting evidence, described below) will cover the period since initial appointment or the last promotion, whichever is more recent.

- (2) An up-to-date **curriculum vitae**.
- (3) **Workload** agreement(s)
- (4) **Annual reports** and **reviews** from the last five years or since last promotion (whichever is more recent)
- (5) Representative **student evaluations**
- (6) Two or more **Peer Evaluations** or **other documentation of teaching effectiveness**

### **Optional Materials**

Candidates may also submit other relevant information or evidence including *but not limited to*:

- Continuing professional development, such as attending campus, national, or international meetings directed at improving instruction
- Developing new courses or revising existing courses
- Incorporating innovative course materials or instructional techniques
- Awards, nominations, or other recognitions for teaching
- Successful Honors projects, independent/ directed studies, undergraduate research/ scholarship/ creative work, community-engaged activities
- Contributions to Graduate teaching including professional development mentorship, service on graduate committees, advising/training graduate teaching assistants
- Research/ scholarship/ creative activity within the instructional discipline
- Serving on instructional, curricular, and related committees
- Research and/or scholarship (including presentations) on teaching, instruction, curricular development, student success strategies
- Contributions to the university's instructional mission (*see above*)
- Response to Departmental and/or Head/ Program Director's review

### **D. General Process**

- a) (Spring) CAS issues Call for Professional Track Faculty Promotion Applications
- b) (Early Fall) Candidate submits Application to Departmental/Program review committee. The Departmental/Program committee shall consist of TTF and PTF (at least one) who hold rank equal to or higher than the rank under consideration

(Head/Director cannot serve on this committee). If there are no eligible PTF members within the department/program, an appropriate PTF member from a cognate discipline shall be selected by the Head/Director and invited to serve.

- c) (Mid Fall) The review committee forwards their review and recommendation about promotion to the Head/Director, who conducts an independent review and makes a recommendation about promotion.
- d) Candidate is given the opportunity to examine the reviews and recommendations made by the Departmental/Program committee and the Head/Program Director, and can add a response to the review if they wish, to be forwarded to the CAS committee.
- e) (Late Fall) The Application (which may include *optional* Response to review) is forwarded to CAS PTF Promotion Committee.
- f) (Late Fall to Early Spring) CAS PTF Promotion Committee reviews the Application and either: (a) Recommends for Promotion; (b) Does Not Recommend Promotion, and provides a brief explanation and/or feedback for the candidate; or (c) Declines Action due to ineligibility or an incomplete Application.

The CAS committee shall consist of five faculty members with one of these faculty members serving as Chair of the committee. At least three members will be PTF (including at least one PTF at the advanced rank) and at least one will be TTF. Three members will be elected for terms of three years, and two will be ad hoc members appointed by the Dean.

- g) (Mid Spring) The Dean conducts an independent review and makes a recommendation to the Provost.