

PHYSICS DEPARTMENT POLICY FOR LECTURER RANK APPOINTMENTS

Adopted on March 13, 2007

Preamble

Lecturer ranks are appropriate for those non-tenure-track faculty who receive departmental support to teach regularly (averaged over a few years) at the rate of one or more courses per academic year. The primary role in the Department of a lecturer faculty is teaching. A research-rank title is more appropriate for those whose primary role involves research. [See "Physics Department Policy for Research Rank Appointments".]

Lecturer rank faculty enhance the ability of the Department to offer more courses, particularly during the summer semesters when most regular faculty members do not teach. These courses usually include (but are not limited to) larger lower-level service courses, which frees up regular faculty members to teach more advanced and specialized courses geared to their research interests.

Lecturer faculty are encouraged to take part in the functioning of the Department. Participation in departmental affairs includes, but is not necessarily limited to, participation where appropriate in faculty meetings, retreats, departmental committees, outreach efforts, and other faculty functions.

Departmental support for a lecturer faculty member must reflect the perceived importance and excellence of his/her teaching contributions, both intrinsically and to the department. However, a lecturer rank appointment is not eligible for tenure. It is possible that changes in departmental teaching priorities or departmental resources may result in termination of existing lecturer faculty appointments, regardless of performance.

Qualifications

In establishing qualifications for the lecturer ranks, it is the principal objective of the Department to assure and reward excellence in teaching. The Department also intends that the lecturer faculty ranks carry the same prestige as the parallel research faculty ranks. The following are guidelines for the standard expectations for each lecturer rank.

- Instructor (Lecturer): Has an MS in Physics or equivalent. This rank is considered terminal, *i.e.*, advancement to Assistant Professor (Lecturer) is not anticipated. Promotion to Assistant Professor (Lecturer) from Instructor (Lecturer) would require a new appointment, as well as satisfactory completion of the necessary degree requirement.
- Assistant Professor (Lecturer): Has a PhD in Physics or related field and prior teaching experience. Shows demonstrable promise of teaching excellence.
- Associate Professor (Lecturer): Consistently applies effective teaching methods and material. Has developed innovative and original course material. Regularly earns excellent student and faculty course evaluations. Has visibility as an excellent teacher outside the Department.
- Professor (Lecturer): Is an exemplary teacher, respected by students and peers, must have an established record of developing effective course material and teaching methods, as appropriate. Regularly earns excellent student and faculty course evaluations. Has visibility as an excellent educator outside the University, as indicated by, invited conference presentations, educational grants, publication of pedagogical articles, service on state and national committees and panels, *etc.*

Term of Appointment

Legally, all non-tenured appointments are made on a year-to-year basis, subject to funding and University approval. Yearly lecturer appointments (at any level) may be renewed indefinitely. Procedures and criteria for departmental formal and informal review for retention and promotion are specified below. In order to maintain year-to-year flexibility in light of changing teaching priorities, student enrollments, and

departmental resources, the Department generally discourages long-term implied commitments in the lecturer ranks. However, there may be individual cases in which the value of a lecturer to the department and his or her career goals justify a longer-term or open-ended commitment.

Participation in Faculty Meetings

Lecturer faculty members are encouraged to participate, as appropriate, in faculty committee activities and faculty meetings at the invitation of the Department Chair. Lecturer faculty members are not eligible to vote on matters relating to appointment, retention, tenure, or promotion in the regular faculty ranks, but they may participate and vote on matters relating to retention and promotion in the auxiliary ranks.

Retention and Promotion

For the lecturer ranks, the standards of teaching excellence are generally the same as they are for all other teaching faculty. Tenure does not apply in the lecturer ranks. Except as noted below, lecturer rank appointments and promotions follow the same procedures as those used for regular faculty. [See "Physics Department RPT Procedures and Criteria for Tenure Track Faculty".]

Auxiliary Review Advisory Committee Membership and Voting

In matters of retention all tenured regular faculty members of a rank equal to or higher than the candidate may participate and vote. All tenure-eligible regular faculty members of a rank higher and all auxiliary faculty members of a rank higher than the candidate may participate and vote. In matters of promotion any regular or auxiliary faculty member of a rank higher than or equal to that proposed may participate and vote.

Formal and Informal Reviews

All appointments in the lecturer ranks must normally be reviewed on an annual basis. The Department conducts an annual formal or informal review according to the same schedule as for other auxiliary faculty ranks. [See "Physics Department RPT Procedures and Criteria for Tenure Track Faculty".] As permitted by University Policies and Procedures PPM 9-2 Section 4.D.1, after a probationary period of at least seven years with satisfactory teaching reviews at any lecturer rank, the Department may schedule subsequent formal reviews at five year intervals with the interim reappointment at the discretion of the Department Chair, subject to available resources. A Departmental action recommending non-retention or promotion always requires a formal review. A formal review can be initiated by the candidate, the departmental Auxiliary Review Advisory Committee, or the Department Chair in any year. Ordinarily, termination prior to an agreed term requires a formal review.

Auxiliary Review Subcommittee for Lecturer Ranks

In addition to regular faculty of appropriate rank, the auxiliary review subcommittee may include any member of the regular or auxiliary faculty of rank eligible to participate in deliberation on the candidate, even though he or she may be ineligible to vote on auxiliary review matters.

Date for Auxiliary Review Advisory Committee Meeting

The dates for departmental Auxiliary Review Advisory Committee meetings will be set in consultation between the departmental chair and the chair of the Auxiliary Review Advisory Committee. Whereas the RPT meetings for regular faculty are typically held in early October, those for auxiliary faculty, including the lecturer ranks, are usually held in February.

Internal and Outside Letters of Reference

The file for a formal review should include at least two letters of reference [three, in the case of promotion to Professor (Lecturer)] from senior faculty in the Department who are familiar with the candidate's teaching performance. As per the following guidelines, for formal reviews of lecturer rank faculty, letters of reference outside the department or university should be obtained if possible, although it is understood that in many cases this may not be practical. In the case of appointment to the Associate Professor (Lecturer) rank, referees from outside the Department are desirable. For promotion to Professor (Lecturer), referees from outside the candidate's home institution(s), qualified to judge national visibility, are desirable. The candidate should provide a list with no fewer than two possible referees [three, in the

case of promotion to Professor (Lecturer)]. If possible and practical, at least one of the referees chosen should not be from the candidate's list.

Requests for letters from referees for formal reviews are sent under the Department Chair's signature. They should go out as early in the fall as is practical, but in no case later than the December 1st before the formal review. The letter should indicate the nature of the review, i.e., progress and retention review, possible promotion, and to which rank. Copies of the departmental criteria and procedures, as well as a curriculum vita, course evaluations, course syllabi, and a statement of teaching philosophy should accompany the request. Reviewers will be requested to evaluate the candidate on the basis of the criteria in this document to the extent that they have knowledge. Reviewers will be requested to respond by January 15th.

Peer Teaching Reviews

As the essence of performance in the lecturer ranks is teaching, at least two peer teaching reviews are required for formal reviews in the lecturer ranks. These are to be done by senior faculty members in the Department. The reviewers are ordinarily chosen by the Associate Chair.

Auxiliary Review File

The file for a formal review should include:

1. A formal Physics Undergraduate Student Advisory Committee (SAC) report. A Graduate SAC report is to be included if the candidate's teaching responsibilities have included graduate-level courses.
2. A current CV provided by the candidate, including the following:
 - a. Education and employment histories.
 - b. A statement of goals and accomplishments.
 - c. Honors and awards.
 - d. Departmental, university, or community service.
 - e. Publications and/or grants received, if applicable.
3. A statement of teaching philosophy.
4. The list of referees provided by the subcommittee.
5. The letters from the referees as detailed above.
6. Signed waiver form provided by the candidate.
7. Peer teaching reviews solicited and provided by the subcommittee.
8. Copies of available peer teaching reviews from the past five years.
9. Copies of available student evaluations for the past five years.
10. The report of the physics auxiliary review subcommittee assigned to the candidate.
11. Summary reports from past reviews and recommendations.
12. Any unsolicited letters provided by the authors.
13. Any statement from the candidate.
14. After the Department Advisory Committee has completed its deliberations, the summary report (consisting of the sub-committee report, the summary of discussion, and recommendations made by the department advisory committee) shall be added to the file.

The file for an informal review should include items 2, 3, and 8 through 14.

Criteria

In evaluating the candidate's teaching contributions, the guidelines set out under the same category in "Physics Department RPT Procedures and Criteria for Tenure Track Faculty" should be followed, with the following changes to items 1 and 2 in the list:

1. Experience: As a guideline, promotion to the next lecturer rank may normally be considered after 8-10 semesters at the current rank with satisfactory reviews, provided the criteria described above in the section on Qualifications are met.
2. Competence: A candidate is expected to be qualified by virtue of knowledge, temperament, and skill to teach a wide variety (but not necessarily all) of the undergraduate courses offered by the Department.

Service and Research

Normally, the review criteria for a lecturer rank will not include research or service contributions to the Department, College, or University. However, if the individual has made special, significant research or service accomplishments, these accomplishments should be noted by the auxiliary review committee, and these accomplishments may provide additional evidence of the unique benefits of the individual to the Department, College, and/or the University.

Revision of Policy

Every five years the Department Chair will appoint an ad hoc committee to review this policy.