

GUIDELINES FOR EVALUATING AND PROMOTING LECTURERS
DEPARTMENT OF
WORLD LANGUAGES, LITERATURES, AND CULTURES,
UNIVERSITY OF NORTH TEXAS
November 27, 2017

In compliance with university and college policy, the Department of World Languages, Literatures, and Cultures has developed the guidelines described below. These accord with and are subordinated to any and all policies issued by the University of North Texas and/or the College of Liberal Arts and Social Sciences.

Responsibilities/Expectations:

Lecturers are faculty members whose primary responsibilities pertain to teaching and student development. They are expected to teach and to maintain currency in their field of instruction; like tenured and tenure-track faculty, they are also expected to adhere to high standards of collegiality and professionalism. Depending on departmental needs, their duties may include program/curricular development or administration, student advising, or other student-related professional service. Lecturers are appointed to one of the following classifications: lecturer, senior lecturer, or principal lecturer.

- **Lecturer:** To be eligible for the classification of lecturer, the faculty member must have a demonstrated record of effectiveness in teaching. At a minimum, 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 the discipline in which they are to teach.
- **Senior Lecturer:** To be eligible for the classification of senior lecturer in the Department of World Languages, Literatures, and Cultures, the faculty member must demonstrate a record of sustained excellence in teaching built up over the course of at least eight semesters of full-time college-level instruction. The promotion committee will take into account not only student evaluations but also contributions to curriculum development, willingness to teach a variety of courses, etc. In addition, a candidate for senior lecturer must provide evidence of professional growth and development as an instructor and member of the profession, i.e., through pedagogical development, teaching-related publications, conference participation, etc. Finally, the faculty member must have a sustained record of contributing to the department in ways that go beyond classroom teaching, e.g., as mentoring teaching staff, coordinating, advising, organizing a study abroad program, promoting the program/department, etc. In order to be considered for promotion, the department typically expects lecturers to receive a ranking of level II or higher (except for the first semester at UNT, when lecturers are automatically given a rating of level III) during the period under consideration.

- **Principal Lecturer:** To be eligible for the classification of principal lecturer, the faculty member must demonstrate a record of sustained excellence in teaching built up over the course of at least sixteen semesters of full-time college instruction, including at least eight semesters of full-time instruction at the rank of senior lecturer. The faculty member must also continue to demonstrate a willingness to teach a variety of courses during his or her term as senior lecturer. In terms of contributing in ways that go beyond classroom teaching: he or she must surpass what is expected for promotion to senior lecturer, demonstrating a sustained record of active leadership, in the department and /or at college - university level, and innovation. In order to be considered for promotion, typically the department expects lecturers to receive ranking of level I or II during a period of 4 years.

Review and Promotion Procedures:

In the Department of World Languages, Literatures, and Cultures, lecturers of all ranks are evaluated by the LAC and by the department chair. In making these evaluations, the LAC shall be guided by the standards for evaluating teaching and service specified in the “WLLC Guidelines for Annual Review of Lecturers” (November 7, 2017).

As for promotion, the procedure for Lecturers will follow the CLASS “Procedures for Promotion of Lecturers” listed in the CLASS “Guidelines for hiring, evaluating, and promoting lecturers (May 15, 2017)”.

In all cases, recommendations for reappointment and/or promotion must be made by the deadline listed on the CLASS calendar.