

**Lecturers Evaluation Policies and Procedure:
College of Humanities and Social Sciences
Effective fall 2013**

Lecturers are an integral part of the teaching corps of many VSU departments, teaching primarily core and lower-division courses. Because lecturers play a significant role in the university's mission, they must be mentored and evaluated effectively.

The USG Board of Regents makes the following provisions for lecturers:

803.03 EMPLOYMENT OF FULL-TIME LECTURERS

To carry out special instructional functions such as basic skills instruction, universities may appoint instructional staff members to the position of lecturer. Lecturers are not eligible for the award of tenure. Reappointment of a lecturer who has completed six consecutive years of service to an institution will be permitted only if the lecturer has demonstrated exceptional teaching ability and extraordinary value to the institution. The reappointment process must follow procedures outlined by the Chancellor. Not more than 20% of an institution's FTE corps of primarily undergraduate instruction may be lecturers and/or senior lecturers (BR Minutes, May 12, 2009).

803.0301 SENIOR LECTURERS

The title of senior lecturer may be used at the discretion of the universities that employ lecturers. Universities are discouraged from initial hiring at the senior lecturer level. Lecturers who have served for a period of at least six years at the employing university may be considered for promotion to senior lecturer if the university has adopted this title and has clearly stated promotion criteria. Promotion to senior lecturer requires approval by the president and must be reported as a matter of information to the Senior Vice Chancellor for Academics and Fiscal Affairs when promotions for ranked faculty are transmitted to the University System Office. Reappointment procedures for senior lecturers follow the same reappointment procedures as those for lecturers. Senior lecturers are not eligible for the award of tenure (BR Minutes, 2002-03).

The VSU Faculty Senate approved the following guidelines for lecturers in 2012:

Lecturers – The units of VSU are permitted to employ full-time lecturers “to carry out special instructional functions such as basic skills instruction.” Lecturers are an integral part of the teaching corps of many VSU departments, teaching primarily core and lower-division courses. The Lecturer position is not a tenure-track position and the holder is not eligible for consideration for the award of tenure. Lecturers are not considered to hold professorial academic rank. Full-time Lecturers are appointed by the institution on a year-to-year basis. Each unit must establish a policy that governs the review of Lecturers as well as procedures for retention and possible promotion of a Lecturer to Senior Lecturer. These policies must include two types of reviews: a third-year review and a fifth-year review. In these reviews, the primary consideration will be contributions in instruction and service. Lecturers whose reviews do not demonstrate exceptional teaching ability and extraordinary value may be terminated at the end of their sixth year. (BR 8.3.8.1)

Promotion to Senior Lecturers – Lecturers who are reappointed after the fifth year review may be considered for promotion to Senior Lecturer, to begin in the seventh year

of service. The promotion of Lecturer to Senior Lecturer at VSU is based upon the experience and academic background of the candidate as well as the instructional needs in the position. An eligible candidate must submit an application for promotion which includes a portfolio with only the appropriate items outlined in section 3.2 of this document. (*Valdosta State University Tenure and Promotion Policies and Procedures*)

Senior Lecturers – The title of Senior Lecturer applies to positions that call for academic background similar to that of a faculty member with professional rank but that involves primarily teaching. Additional duties may be assigned, including academic advising and working with tenure-track faculty in course and curriculum for development. The position is not a tenure-track position and the holder is not eligible for consideration for the award of tenure. Senior Lecturers are not considered to hold professorial academic rank. Full-time Senior Lecturers are appointed by the institution on a year-to-year basis. (BoR 8.3.8.2)

The Board of Regents Policy manual sets forth parameters for lecturers' terminations and appeals processes:

8.3.4.3 Lecturers and Senior Lecturers

Full-time lecturers and senior lecturers are appointed by institutions on a year-to-year basis.

Lecturers and senior lecturers who have served full-time for the entire previous academic year have the presumption of reappointment for the subsequent academic year unless notified in writing to the contrary as follows:

1. For lecturers with less than three (3) years of full-time service, institutions are encouraged to provide non-reappointment notice as early as possible, but no specific notice is required.
2. For lecturers with three (3) or more years but less than six (6) years of full-time service, institutions must provide non-reappointment notice at least thirty (30) calendar days prior to the institution's first day of classes in the semester.
3. For senior lecturers or lecturers with six (6) years or more of full-time service, institutions must provide non-reappointment notice at least one hundred and eighty (180) calendar days prior to the institution's first day of classes in the semester.

Lecturers or Senior Lecturers who have served for six (6) or more years of full-time service at an institution and who have received timely notice of non-reappointment shall be entitled to a review of the decision in accordance with published procedures developed by the institution. The procedures must be approved by the Chancellor or his/her designee prior to implementation. Additional appeal procedures are contained in Section VIII of the Bylaws of the Board of Regents of the University System of Georgia.

In no case will the service as lecturer or senior lecturer imply any claim upon tenure or reappointment under other conditions than those above.

The College of Humanities and Social Sciences' general criteria for promotion to senior lecturer:

- Promotion is based on merit and is not automatic.
- Promotion decisions are not necessarily retention decisions.
- Promotion is not necessary for continued employment beyond six years.
- Each department may choose to establish its own criteria for promotion which operate within the parameters set forth in this document.
- Lecturers will undergo third- and fifth-year reviews.
 - Lecturers who have received a favorable fifth-year review may apply for promotion to senior lecturer during their sixth year to take effect during their seventh year of continuous service.
 - After their initial fifth-year review, lecturers must be reviewed every five years.
 - Subsequent fifth-year reviews will require the same documentation required in post-tenure reviews.
- Departments' Promotion/Tenure committees will conduct candidates' reviews.
- Time line for promotion and evaluation will follow the college's promotion and tenure calendar.
- If the candidate chooses to apply for promotion, the fifth-year review dossier should include
 - candidate's current cv
 - annual faculty evaluations for each year under review, third-and fifth-year review letters from departmental promotion and tenure advisory committee as well as the department head
 - departmental promotion and tenure advisory committee's report for promotion
 - department head's analysis of the candidate's qualifications for promotion and the department head's recommendations
 - College of Humanities and Social Sciences' Promotion and Tenure Advisory Committee report and the dean's recommendation
 - College of Humanities and Social Sciences' Application for Promotion to Senior Lecturer
 - table summarizing student opinions of instruction (SOIs) from the period under review
 - copy of the department's uniform SOI instrument and printouts of all SOIs from the period under review with summary information about the contents of the student narrative comments
 - peer evaluations of teaching as defined by departmental guidelines
- If the candidate chooses not to apply for promotion, the fifth-year review dossier should include
 - candidate's cv
 - annual faculty evaluations for each year under review, third-year review letters from departmental promotion and tenure advisory committee as well as the department head
 - table summarizing student opinions of instruction (SOIs) from the period

- under review
- copy of the department's uniform SOI instrument and printouts of all SOIs from the period under review with summary information about the contents of the student narrative comments
- peer evaluations of teaching as defined by departmental guidelines

Lecturers' promotions are based on the criteria below.

Teaching – Minimum points required for promotion: 85.

- Category A: Self-evaluation - 35
- Category B: Work to sustain competence in subject matter - 30
- Category C: External evaluation – 25
- Category D: Service - 10

Attainment of the point threshold does not guarantee promotion; it establishes whether a candidate merits any further consideration. Please note that the attainment of the point threshold does not limit the ability of relevant committees or administrators to exercise good faith judgments about the quality of faculty achievements in teaching and service.

Category A: Self-evaluation – 35 points maximum – Superior teaching is a combination of careful planning (including a well thought-out and detailed syllabus) and excellent skills and performance in the classroom. Additionally, courses in the core curriculum and within the major are part of the knowledge and skill base that contribute to the learning outcomes within the core and the major. Using at least two of the courses you teach as your examples (preferably courses at different levels), describe your attention to course design and assignments intended to engage students and help them achieve the stated learning goals for the course. How is the course designed? Describe how assignments build upon each other and create increasingly complex skills and understandings among your students. Which skills, in particular, are you addressing through the content and assignments in this course? Finally, how do these courses each contribute to the learning outcomes for the core curriculum and/or for the majors in your discipline? Describe your classroom strengths, particularly instructional techniques and innovations, as well as the teaching issues that you find challenging in your attempt to be a superior classroom teacher. (2,000 word limit)

Category B: Work to sustain competence in subject matter – 30 points maximum – Candidates should describe work that they have done to remain current in their teaching field. This activity could include

- participation in workshops, conferences, or other professional development activities
- documentable research in one's teaching
- other activities that can be demonstrated as strengthening one's teaching

Category C: External evaluation – 25 points –

1. **Student Opinion of Instruction (SOI)** The candidate must include as an appendix a copy of the department's uniform SOI instrument as well as a printout of all SOIs completed during the period under review, showing all student comments for each course taught. If SOIs for a particular course are unavailable, the candidate must reply why. The candidate must also provide a table summarizing SOIs for each course taught in the period under review including at least the following data: the semester, the course number, the section, the title the enrollment, the number of respondents, the scale (low to high), the means and standard deviations (either of each question or an aggregate of questions), and, if available, the departmental means of all sections of the same course. The candidate must also explain any difference between her/his teaching load and the standard teaching load for the department (*e.g.*, course reduction for grant work, illness). The candidate must include summary information about the content of the student narrative comments.
2. **Departmental Committee Evaluation** The departmental promotion and tenure committee must provide an analysis of the candidate's teaching activities, including strengths and weaknesses and results of student and peer evaluations. The following factors should be considered: work done to remain current in the teaching field(s), maintain, and increase competency in teaching field(s): instructional techniques and the extent of success in teaching methods used; aspects of teaching perceived as being subject to improvement; new courses or academic programs developed and other contributions to the department's teaching programs; and additional teaching activities as outlined in Category B.
3. **Department Head Evaluation** The department head must provide an analysis of the candidate's teaching activities, including strengths and weaknesses and results of student and peer evaluations. The following factors should be considered: work done to remain current in teaching field(s); instructional techniques and the extent of success with teaching methods used; aspects of teaching perceived as being subject to improvement; new courses or academic programs developed and other contributions to the department's teaching programs; and additional teaching activities as outlined in Category B.

Category D: Service - 10 points maximum – Candidates should describe their service to the university, mentoring of other lecturers, presentations to peers, serving on committees, etc.

1. **Service to the department, college, university or system – 10 points maximum.** One to two points per year for each service activity, such as serving as a faculty senator, department coordinator, or peer mentor. One point per committee per year for membership and one additional point for serving as chair. For each item provide year(s) of service and nature of involvement (*e.g.*, chairman, member, etc.). Be sure to note extent of involvement, especially for committee service.
2. **Other service – 5 points maximum.** This category may include faculty sponsorship of student clubs, organizations, or events. One to two points per year for each contribution. For each item, provide information about the nature of service and extent of involvement.

Implementation:

- Once these policies are approved, department heads will meet with lecturers to establish a time line for evaluation.
- Upon implementation of this document, current faculty with five or more years toward promotion to senior lecturer are not required to complete a third- or fifth-year review.

| Category | Candidate | Promotion and Tenure Committee | Department Head |
|---|-----------|--------------------------------|-----------------|
| A. Self-Evaluation <ul style="list-style-type: none"> • 35 points maximum | | | |
| B. Work to Sustain Competence in Subject Matter <ul style="list-style-type: none"> • 30 points maximum | | | |
| C. External Evaluation <ul style="list-style-type: none"> • 25 points maximum | | | |
| D. Service <ul style="list-style-type: none"> • 10 points maximum | | | |
| Total Points | | | |

