

**COLLEGE OF LIBERAL ARTS AND SOCIAL SCIENCES
GUIDELINES FOR HIRING, EVALUATING, AND PROMOTING PROFESSIONAL
FACULTY**

September 5, 2025

Lecturer Responsibilities/Expectations:

Lecturers are primarily responsible for teaching courses and maintaining currency in their field of instruction. Depending on the needs of the department, their duties may also include, but are not limited to, program development, service, professional development, student advising, and/or meeting other student-related responsibilities. Lecturers are appointed to one of the following classifications: lecturer, senior lecturer, or principal lecturer. Lecturers are not eligible to participate in the university's tenure system. Lecturers are not eligible to vote in decisions relating to the hiring or the review process of tenured and tenure-track faculty. Lecturers are eligible to serve on college committees and vote in college elections to the extent indicated in the CLASS bylaws.

Length of Appointments and Reappointments for Lecturers. Lecturers may be appointed to an initial term of up to three (3) years, and senior and principal lectures for up to five (5) years. Multi-year appointments are reviewed annually for continued employment and are subject to non-renewal at the sole discretion of the university at the end of each year. Notification of intention not to renew a multiple-year appointment will be provided upon completion of the annual review process or no later than the first business day two months prior to the completion of the contract term.

- **Lecturer:** To be eligible for the classification of lecturer, the faculty member must demonstrate effectiveness in teaching. In situations where the lecturer will be performing tasks other than teaching, the faculty member must demonstrate effectiveness or promise in the appropriate area.
- **Senior Lecturer:** To be eligible for the classification of senior lecturer, the faculty member must have a record of substantial and continued effectiveness in teaching and have the equivalent of four years (eight semesters of full-time teaching) of college-level teaching and/or equivalent professional experience. In situations where the lecturer will be performing tasks other than teaching, the faculty member must demonstrate effectiveness in the appropriate area. Candidates for promotion to senior lecturer must demonstrate the quality of their teaching through student evaluations and annual peer visitations. In addition, a candidate for senior lecturer must provide evidence of professional growth and development as an instructor and member of the profession. This includes but is not limited to course development, mentoring other instructional faculty, advising, and maintaining currency in the area of expertise through pedagogical development, conference participation, and/or research. Faculty promoted from lecturer to senior lecturer will receive a standard increase in base salary (FTE prorated) at the time the new rank appointment begins.

- **Principal Lecturer:** To be eligible for the classification of principal lecturer, the faculty member must have a record of sustained excellence in teaching and have the equivalent of eight years (16 semesters of full-time teaching) of college-level teaching including at least four years (eight semesters of full-time teaching) qualified at the senior lecturer rank, and/or the equivalent professional experience. In situations where the lecturer will be performing tasks other than teaching, the faculty member must demonstrate excellence in the appropriate area. Candidates for promotion to principal lecturer must demonstrate the excellence of their teaching through student evaluations and annual peer visitations. In addition, a candidate for principal lecturer must provide evidence of their leadership and professional development within the university and as a member of the profession. This includes but is not limited to coordination of courses or curriculum areas, new course development, mentoring other instructional faculty, advising, and maintaining currency in the area of expertise through pedagogical development, conference participation, and/or research. Faculty promoted from senior lecturer to principal lecturer will receive a standard increase in base salary (FTE prorated) at the time the new rank appointment begins.

Qualifications:

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, and/or certification, licensing, or equivalent professional experience. Depending on the appointment or teaching needs, terminal degrees may be required by the university, college, department, or program.

Clinical Faculty Responsibilities/Expectations

Clinical Faculty are responsible for teaching courses and maintaining currency in their field of instruction. Additional responsibilities will be determined by the needs of the department but may include, but are not limited to, program administration, program development, scholarly activity, student advising, service, and/or meeting other student-related responsibilities. Clinical faculty are appointed to one of the following classifications: Assistant Clinical Professor, Associate Clinical Professor, or Clinical Professor. Clinical Faculty are not eligible to participate in the university's tenure system. Clinical Faculty are not eligible to vote in decisions relating to the hiring or the review process of tenured and tenure-track faculty. Clinical Faculty are eligible to serve on college committees and vote in college elections to the extent indicated in the CLASS bylaws.

Length of Appointment and Reappointment for Clinical Faculty. Clinical assistant professors may be appointed to an initial term of up to three (3) years, and clinical associate professors and clinical professors up to five (5) years. Multi-year appointments are reviewed annually for continued employment and are subject to non-renewal at the sole discretion of the university at the end of each year. Notification of intention not to renew a multiple-year appointment will be provided upon completion of the annual review process or no later than the first business day two months prior to the completion of the contract term.

Eligibility and Criteria for Promotion from Assistant Clinical Professor to Associate Clinical Professor. The candidate must have served least five (5) consecutive years in the rank of assistant clinical professor or have equivalent prior relevant experience. In each of these years, the candidate must have demonstrated excellence based on university and unit criteria for teaching, scholarship, and service. Promotion to the rank of associate clinical professor required evidence of excellence in the primary domain of responsibility and sustained effectiveness in their other workload assignments. Excellence or extraordinary quality in any one domain will not compensate for lack of sustained effectiveness in other assigned areas.

Eligibility and Criteria for Promotion from Associate Clinical Faculty to Clinical Professor. The candidate must have served at least five (5) consecutive years in college-level clinical, professional, or practicum assignments, including at least three (3) years at associate clinical professor rank, or have equivalent prior relevant experience. Promotion to the rank of clinical professor requires evidence of sustained excellence in the primary domain of responsibility and other workload assignments. Excellence or extraordinary quality in any one domain will not compensate for lack of sustained excellence in the other assigned area.

Search/Hiring Procedures:

Requests to search for one-year and multi-year positions are submitted to the college by the announced deadline. The search requirements and procedures follow the same format as a tenure-track search and will be posted on the UNT central site. Search committees should include an external-departmental member and student representative (one-year lecturer searches are excluded from this requirement). The university will reimburse the departments for these searches following the lecturer search reimbursement rates.

Reappointment, additional terms, and/or promotion offer letters will be initiated on an annual basis, based on the evaluation recommendation. Reappointment, additional terms, or promotion will not require a new search process.

Evaluation and Promotion Procedures:

Professional faculty (one-year and multi-year) will be evaluated annually by an appropriate departmental committee with recommendations for renewal and/or promotion made to the department chair. The recommendation/evaluation process must consist of narrative and numerical analysis. The college requires each department to establish and maintain written departmental criteria for (1) the narrative and numerical evaluation of professional faculty and for (2) the promotion of professional faculty. A current electronic version of the departmental written criteria will be maintained in the dean's office.

- ***Recommendations for promotion*** will be submitted to the assistant to the dean by the deadline date listed on the CLASS calendar and following the instructions on the CLASS procedures for promotion of professional faculty. The CLASS Personnel Affairs Committee will review the promotion recommendations and provide their comments to the dean who will review all evaluations and recommendations to forward to the provost. The

promotion increment is set by UNT administration and must be approved by the office of the provost and vice president for academic affairs.

- ***Notifications of non-reappointment*** of multi-year lecturers or clinical faculty for the following academic year will be submitted to the assistant to the dean in a written evaluative document by the deadline date listed on the CLASS calendar. The department chair needs to discuss the non-reappointment with the associate dean for administrative affairs prior to discussions with the professional faculty.
- ***Routine evaluation and re-appointment recommendations*** for all lecturers will be submitted to the assistant to the dean in a written evaluative and ranking format by the deadline date listed on the CLASS calendar. A clear statement of the intent to reappoint needs to be at the beginning or end of the evaluation document.

College of Liberal Arts and Social Sciences Procedures for Promotion of Professional Faculty

The schedule and deadlines for promotion of professional faculty are found on the CLASS calendar.

Candidate dossiers are now submitted electronically in the FIS system. The candidate, department, and college are each responsible for uploading portions of the dossier. The new process and responsibilities will be outlined in the documentation provided by the Office of the Provost and VPAA.

A preliminary listing of the contents for each major section is provided below. Additional details about the content for each tab follow this preliminary listing.

- I. University Information Form (VPAA 174)
- II. Curriculum Vita
- III. Self-evaluation/Personal Narrative
- IV. Department Promotion Requirements for Professional Faculty
- V. Summary Description of Annual Evaluations
- VI. Summary Evaluation of Teaching Effectiveness
- VII. Recommendation of Department RPTC (departmental committee)
- VIII. Recommendation of Department Chair
- IX. Recommendation of College RPTC (college PAC)
- X. Recommendation of Dean
- XI. Table of Content of Supplementary Material
- XII. Dissent Letters

I. VPAA UNIVERSITY INFORMATION FORM (available on CLASS and VPAA website)

The university information form (VPAA-174) must be completed and inserted in this section. The CLASS dean's office will complete the College PAC member list and PAC chair required on the information form. The vote summary will be completed at each review level, be sure the vote count is noted on the form (for-against-abstain) when appropriate.

II. & III CURRICULUM VITA AND SELF EVALUATION/PERSONAL NARRATIVE

A complete and current CV. An essay by the candidate of no more than 750 words concerning the candidate's teaching, scholarly/creative activities (if relevant), and service accomplishments. The narrative should provide context and coherence for the candidate's career to date and plans for the future, and should not simply restate information from the vita.

IV. DEPARTMENTAL PROMOTION REQUIREMENTS FOR LECTURERS

A copy of the departmental lecturer promotion criteria is required in this section of the dossier.

V. SUMMARY DESCRIPTION OF ANNUAL EVALUATION (provided by chairperson and must be signed)

Cumulative results of the candidate's annual evaluations from the last promotion are prepared by the chair. The chair must summarize the results of these annual evaluations, providing context by detailing how the candidate ranks with respect to other faculty members and their cohorts within the department. This is also the opportunity for the department to document the mentoring and support provided for the candidate. The purpose of this section is to summarize and provide context: mere copies of the candidate's evaluations are insufficient.

VI. SUMMARY EVALUATION OF TEACHING EFFECTIVENESS INCLUDING STATISTICAL SUMMARY OF STUDENT EVALUATIONS (provided by chairperson and must be signed)

A summary evaluation of teaching effectiveness is prepared by the chair and must include statistical summaries of student evaluations, interpretative comment on the statistical summaries, and other evidence of student learning.

Comprehensive evidence of teaching effectiveness is required, covering the period of time since the appointment or last promotion. Candidates receiving credit for previous years of service at another university must provide evidence of teaching effectiveness from that university.

The candidate and the department must ensure that teaching achievement is demonstrated and properly documented. Documentation must reflect a systematic appraisal of teaching performance, including a quantitative assessment of student opinion, peer reviews, input from the department chair and/or members of the departmental promotion committee and where appropriate, assessment by other knowledgeable persons. The statistical summaries of quantitative assessments must be provided. Such summaries should indicate the candidate's ranking among all faculty in the department, ranking among faculty within the same cohort, and can include rankings within various types of courses. Typical students' comments can be included within the teaching evaluation summary to document overall teaching effectiveness, however mere copies of the comments should not be included. The purpose of this section is to summarize and interpret teaching effectiveness.

Evaluations must also consider the faculty member's activity in advising students, in supervising graduate students, and in other instructionally related activities.

Candidates should use a portion of the candidate essay to provide information they consider relevant for evaluating their effectiveness as university instructors.

Supporting materials placed in the supplementary folder will include: (a) sample syllabi and other relevant pedagogical materials and (b) teaching evaluation forms and the scale of values used on the forms.

VII. RECOMMENDATION OF DEPARTMENTAL COMMITTEE (must be signed by all members)

Review of the material by the departmental committee will be conducted after the candidate submits the dossier to the chair and before the dossier and supporting materials are forwarded to the assistant to the dean.

Upon review of the dossier, the departmental committee must notify the candidate in writing if it is considering a negative recommendation. The candidate has the right to request a meeting with the chair of the departmental committee within 5 business days of this notification.

After reviewing the dossier and any consultation, the departmental committee will submit a written affirmative or negative recommendation to the department chair.

The recommendation of the departmental committee will include a narrative statement. The document will provide a full and frank explanation regarding the recommendation and must be dated and signed by all committee members. The numerical vote of the committee and list of members must be noted in the narrative along with any minority reports from the committee.

Teaching Activities

The following paragraph lists questions the departmental committee could address in relation to instructional activities.

Has the individual been a conscientious teacher, willing to devote time and attention to the preparation of courses? Has the individual been an attentive and helpful advisor to students? Has he/she been willing to attempt innovations and experiments in the classroom? Are there any special indicators of this person's merit as a teacher, such as student publications or awards in which the faculty member played a major role, significant awards for teaching excellence, or student demand for this person as a major professor? What evidence has been used in assessing this person's accomplishments as a teacher? (e.g., student evaluations, peer evaluations, classroom visits by chairperson or appropriate departmental committee members, course syllabi, team teacher with candidate, etc.)

Departmental, College, and University Service/Professional Services

The following paragraph lists questions the departmental committee could address related to service activities.

If more appropriate in this category, how do you judge the quality of this individual's contributions to the profession? Is this individual regarded as a good departmental citizen, that is, willing and able to carry out such tasks as committee assignments? How do you assess the quality of this candidate's departmental, college, and university service? What evidence did you use to assess this person's contributions in the service category (e.g., peer evaluations, evidence from those with whom he/she has served, service citations)?

Overall Evaluation

Summary questions the departmental committee could address are listed below.

What is your overall assessment of this candidate? What are his/her strengths? Weaknesses? How well do you think this individual compares with other persons of the same rank or equivalent experience at other peer and aspirational institutions? What evidence do you have to support this assessment? (For example, you might include the history of annual departmental peer evaluations and the statements on the narrative annual evaluation.) Does the committee believe that the candidate will continue to perform at a high level? Does the committee believe that the candidate has demonstrated an overall record of excellence across the areas of teaching and service to warrant promotion?

VIII. RECOMMENDATION OF DEPARTMENT CHAIR (must be signed)

The departmental chair will provide his/her own independent evaluation of the candidate's application. The department chair's recommendation will be added after the candidate and departmental committee submit the dossier to the chair and before the dossier and supporting materials are forwarded to the assistant to the dean.

A recommendation letter from the department chair evaluating the case for promotion to the relevant rank with reference to: a) quality of teaching; b) quality of service; c) collegiality; d) evidence of leadership and/or professional growth and development, and e) years of experience teaching and whether other professional experience is substituting for teaching experience. The latter element should also address why the professional experience is relevant for instructional activities.

Upon review of the dossier, the chair must notify the candidate in writing if he/she is considering a negative recommendation. The candidate has the right to request a meeting with the chair within 5 business days of this notification.

IX. RECOMMENDATION OF COLLEGE PERSONNEL AFFAIRS COMMITTEE

After review of the dossier material, the college PAC considers its recommendation for each case. If the college PAC is considering a negative recommendation, the committee chair must notify the candidate in writing. The candidate then has the right to request a meeting with the chair of the college PAC within 5 business days of this notification.

The college PAC will make a written recommendation for each candidate's case. The narrative must contain the vote and signature of all members. The written recommendation must be submitted to the assistant to the dean according to the deadlines provided in the college calendar.

The recommendation will provide context and discussion and must make either an affirmative or negative recommendation. This committee may also comment on matters of process as they may be evident in the earlier reviews. The committee report may include a minority discussion

in addition to the majority recommendation. The written recommendation must be dated and signed by all committee members and include the numerical vote.

X. RECOMMENDATION OF DEAN

Upon review of the dossier, if the dean is considering a negative recommendation, he or she must notify the candidate in writing. The candidate has the right to request a meeting with the dean within 5 business days of this notification.

Based on the review of the dossier and recommendations from the departmental committee, the chair, and the college PAC, the dean makes a recommendation in writing to the provost.

Once the recommendation is ready to be transmitted to the provost, the dean will inform the faculty member in writing (with a copy to the chair) of the college recommendation (affirmative or negative). In case of negative recommendation, the dean's letter to the provost must provide a succinct and explicit explanation for the negative recommendation. If the dean does not concur with the college PAC's recommendation, the reasons for non-concurrence must be stated in writing.

XI. TABLE OF CONTENTS FOR SUPPLEMENTARY MATERIAL

A pocket folder of appendix material with additional supporting materials may also be submitted. If you provide additional material, a table of contents page noting the items in the appendix/supplementary material must be included as part of the dossier.

XII. LETTERS OF DISSENT

Candidates who receive a negative recommendation from the departmental committee, department chair, college PAC, or the dean have the right to insert into their dossier, before it is transmitted to the next level, a letter disputing that recommendation within 3 business days of being notified. Such letters should be submitted to the department chair or the assistant to the dean for insertion into the dossier before material is forwarded to the next level.