

Department of Chemistry
Lecturer Renewal and Promotion Policy
Approved: 24 May 2020

The department follows ETSU policy in defining a Lecturer position as a non-tenurable, full-time faculty appointment that is renewable and that permits promotion in rank. The responsibility of the Lecturer will primarily be in teaching undergraduate lectures and/or laboratory sessions. If they hold an appropriate terminal degree and meet criteria for appointment to Graduate Faculty status by ETSU School of Graduate Studies, a Lecturer may also teach cross-listed undergraduate/graduate classes and graduate classes.

Performance Review: Lecturer performance review will occur annually through submission of Faculty Activity Reports (FAR) and peer review of teaching. Deadlines for completion of the FAR will be announced by the department chair and follow-up meetings to discuss the FAR will be scheduled by the chair. Annual peer evaluations of teaching should be conducted according to department policy and scheduled so that the review can be submitted with the FAR.

Renewal of Lecturer Contracts: Contracts may be renewed for a period of up to three years depending on need and demonstrated ability in instruction as indicated by the annual performance review/FAR.

Promotion: Individuals holding the position of Lecturer or Senior Lecturer may apply for promotion to Senior or Master Lecturer, respectively.

- Eligibility:
 1. Full-time lecturers who, by August 15 of their review year, have held their appointment for five cumulative years are eligible candidates for promotion to Senior Lecturer. Those applying for the rank of Senior Lecturer should demonstrate evidence of consistent high quality teaching (as indicated through peer evaluations of teaching and SAI) and involvement in student support (meeting with students seeking out-of-class assistance, review sessions, etc.).
 2. Senior Lecturers who by August 15 of their review year have held their appointment for five cumulative years are eligible for promotion to Master Lecturer. Those applying for the rank of Master Lecturer should demonstrate evidence of consistent teaching excellence (as indicated through peer evaluations of teaching and SAI), superior contributions to student support, application of new or novel pedagogical methods, and involvement as either primary or co-investigator with funded projects that are focused on improving teaching methods and delivery in the department.
 3. Other relevant professional accomplishments that may be considered in the promotion process for either rank include noteworthy academic leadership, especially in curriculum development, planning and oversight; mentoring and/or training of other professionals in the field; professional service; and scholarship, as demonstrated in public presentations or and publications directly relevant to the candidate's work as a Lecturer.

- Application:

Candidates for promotion are required to submit their primary material, in PDF documents, to the department chair by September 15 of their review year. This constitutes the candidate's promotion dossier. A supplemental physical file may also be required if candidates have materials that cannot be converted into a PDF document and sent electronically.

The dossier will include:

1. A complete and current *Curriculum Vita*: This document should include relevant material relating the Lecturer's educational background, relevant employment history, and professional achievements, including each course and section taught at ETSU and any other service and research activities, along with any other pertinent information.
2. A *narrative statement*: This document, limited to five single-spaced pages, should address the areas of teaching, research/scholarly/creative activity, and service. The emphasis on each area should be based on the candidate's workload as negotiated with the department chair at the time of appointment or contract renewal. While there is no prescribed format or writing style for the narrative, candidates must be aware that they are preparing documents for evaluators both within and outside the candidates' disciplines, so clarity and accessibility to a lay reader should factor in the development of narrative statements.
3. *Student Assessment of Instruction*: This document should include numeric records from the SAIs.
4. *Peer evaluations of teaching*: Peer evaluations of teaching (following departmental policy on format) from the time of initial appointment or since the last promotion should be submitted. It is the candidate's responsibility to schedule these evaluations.
5. *Supporting documents*: Supporting documents must include at a minimum Faculty Activity Report (FARs), and course load. Other relevant supporting materials may include nominations and/or awards for teaching, grant applications and other materials relevant to the teaching conference presentations; representative publications; and university, college and department service activities in previous five years.

- Review:

Promotion dossiers for Lecturers will be reviewed by a department committee composed of all tenured and tenure-track faculty, and Lecturers of higher rank than the applicant. A chair of this committee will be appointed by the department chair and charged to develop and submit a report either supporting or not supporting the candidate's application for promotion no later than October 15 of the review year. In cases where promotion is not supported, a clear basis for the recommendation should be included in the committee report. Upon receipt of the committee's report, the department chair will develop a final recommendation that will be submitted to the dean of the college by November 15 of the review year.

A candidate who has been denied promotion to Senior Lecturer or Master Lecturer may reapply.