



College of Sciences
School of Mathematical and Statistical Sciences
Criteria for Promotion and Re-Appointment of Three-Year Lecturers

**Minimum Criteria for Promotion and Reappointment of
Three-Year Lecturers**

The School of Mathematical and Statistical Sciences in accordance with UTRGV policies supports a system of reappointment and promotion for three-year lecturers. The purpose of reappointment and promotion is to reward faculty that excels at their assigned responsibilities in teaching and service, or exceed these responsibilities by also engaging in research and scholarship. This document establishes minimum criteria that must be met to be considered for promotion and/or reappointment. All faculty are evaluated annually through an annual faculty evaluation and may be eligible to apply for promotion and/or reappointment in the last year of their 3-year term. A normal workload consists of 80% Teaching and 20% Service, and modifications may be made due to circumstances in terms of contributions provided by the faculty member. The review is a substantive evaluation of a Lecturer's contribution in the areas of 1) Teaching and Professional Development and 2) Service. Where Research & Scholarship is also provided, it shall be taken into account as a percentage of workload in the Service category, unless otherwise agreed upon by the school director and faculty member and approved by the Dean in the current year of consideration. The promotion and/or reappointment evaluation is normally a review of the candidate's performance in the past three years, however the holistic contributions of the candidate to UTRGV and the legacy institutions will be considered. As a faculty member progresses from one rank to another, continued proper levels of performance (meets expectations/exceeds expectations) are expected in their annual evaluations.

In order to earn promotion and/or reappointment, a lecturer must have a demonstrated, consistent record of productivity in the areas under review. Evaluations should take into account the interconnectedness of these activities and the fact that the nature of the emphasis of a faculty member's contribution to the mission of UTRGV may shift at appropriate times during the individual's career, and that each of these areas is essential for the success of the institution and for the success of its students. A comprehensive evaluation is required by the School Committee and the School Director as part of the recommendation to the Dean. Each level of review should provide a balanced report and provide feedback for improvement, when necessary.

Teaching Effectiveness

Faculty are expected to be knowledgeable/informed of developing teaching pedagogy and content development in the mathematics and statistical sciences. Additionally, implementation of effective activities/pedagogy in the classroom is recommended to engage students, cultivate thinking skills, motivate students to learn, and motivate interest in the subject.

Faculty are expected to follow all HOP policies and standards and additionally all college and school requirements relative to teaching their assigned classes. They are expected to post a syllabus for each of their courses (addressing office hours, course objectives, student learning outcomes, scheduled content, learning materials, activities, assessments, policies for disabilities, student conduct, class attendance, academic honesty, grading/evaluation policies, and determination of final course grades in a timely manner).

Examples of works which may be considered are: implementation of innovative teaching pedagogies or strategies, instructional materials, curricula development, success of students taught, teaching awards, student advising, workshops delivered to local school teachers and/or graduate teaching assistants or peers, active participation in teaching projects and improvements, presenting in local conferences/seminars, or participating in teaching grant projects.

Professional Service

The School of Mathematical and Statistical Sciences values service at the School, College, or University level, as such service is essential for promoting team work and shared governance. Other forms of service are also valued as they can promote the well-being of our discipline and our community. Service contributions will be evaluated depending on the level of involvement and responsibility roles. Service counts as 20% of a faculty member's appointment and, service contributions should be equivalent to the instruction of a three-hour class. With prior approval from the Director, special teaching projects may be counted toward the service requirement.

SMSS Promotion Review Procedure and Dossier

Qualified candidates must submit a formal request for reappointment and/or promotion, including the rank to which they wish to be promoted. Candidates for promotion must have successfully completed at least one full three-year term as a lecturer.

The review for promotion will be conducted at the same time as the review for reappointment, and the same School Reappointment and Promotion Committee will consider both reappointment and promotion. Faculty members may only be promoted if they are offered a reappointment.

At a minimum, candidates must provide the following information for the past three years

1. Submit a Faculty Review Dossier as per the guidelines provided by the Division of Faculty Affairs at <https://www.utrgv.edu/academicaffairs/faculty-resources/faculty-reviews/index.htm>
2. Submit all materials requested by the School Reappointment and Promotion Committee for the consideration of promotion and/or reappointment by the deadline,
3. Provide the committee with copies of the reviews and recommendations for the last three years of annual evaluations.

Criteria for Promotion of Three-Year Lecturers

Promotion Criteria from Lecturer I to Lecturer II

A. Teaching Effectiveness

For promotion to Lecturer II, there must be evidence of consistent achievements in teaching effectiveness and professional development as a teacher. Annual student evaluations of teaching must be satisfactory. All lecturers must strive to achieve above 80% average Good to Excellent categories in overall rating. The candidate must show satisfactory feedback from annual peer observations of the candidate's teaching. One peer observation of teaching is required per year. The goals of the peer review of teaching are to improve teaching and student learning while serving as a tool for mentoring. The outcome of the faculty peer observation process shall be a reflective summary by the faculty member describing any steps taken or changes made towards the enhancement of teaching and improvement of student learning. The guidelines for peer review of teaching can be found at <https://www.utrgv.edu/academicaffairs/faculty-resources/faculty-reviews/index.htm>. The evaluators will also look for the use of innovative teaching pedagogies, technologies, or techniques and the development or improvement of curricular materials.

B. Professional Service

Lecturers are expected to be active in serving the School, the Community, and the Profession. Both of the following categories must be present in the service record of a lecturer.

1. Active participation in school committees or school task forces, or school outreach, or equivalent professional service that may be combined from a multitude of activities.
2. Service to the community including outreach or recruitment activities and collaboration with schools, businesses, or professionals to prepare K-12 students for college, engage undergraduate students in community-engaged research and learning.

Promotion Criteria from Lecturer II to Lecturer III

A. Teaching Effectiveness

In addition to the Teaching Effectiveness qualifications for promotion to Lecturer II, there should be evidence of meritorious teaching achievements and innovations. Hence, the faculty must show strong performance in at least two or more areas of pedagogy with the aim to promote student success and improve teaching effectiveness. The following are few examples of such activities:

1. Participating in team efforts and special programs within the SMSS to better serve students, improve quality of courses, and improve support services. This includes involvement in placement and pre-testing as well as leadership of courses whose sizes and other attributes are tailored to students' measured skills.

2. Use of technology in teaching and exploring mathematical concepts in an effective way to contribute to students' learning and academic success and/or implementing assignments requiring students to use software or graphing tools, etc. Please note that use of projectors, PowerPoint slides, and other such items are not considered "technology in teaching".
3. Working with students on undergraduate projects.
4. Continue development as a teacher by improving pedagogical methods or developing course materials or mastering new mathematical subjects and techniques.
5. Participation in teaching-related professional development workshops noting that some implementation must take place.

B. Professional Service

In addition to the Professional Service requirements outlined for promotion to Lecturer II, the candidate must demonstrate at least one additional leadership ability such as chairing committees, advising or mentoring students, conducting workshops for peers or tutors, or taking the initiative in taskforces or service work internal or external to the university.

Promotion Criteria from Lecturer III to Senior Lecturer

A. Teaching Effectiveness

In addition to the Teaching Effectiveness outlined for promotion to Lecturer III, the candidate must demonstrate superior teaching achievements such as consistent use of pedagogies and implementation of technologies/software in curricula and student assignments, teaching awards, guiding teaching assistants in their professional development as teachers, cooperating with the School in its efforts to assess and improve student mastery of mathematical knowledge, or serving as a leader in teaching to peers.

B. Professional Service

At least two of the following categories must be present annually in the service record of the Lecturer in order to be considered for promotion to Senior Lecturer.

1. Have a leadership role in one school, college, or university committee, program, or national or international organization.
2. Provide evidence of service to the community, outreach, professional organizations, such as, but not limited to, organizing professional meetings, serving as a reviewer of a grant proposal, or participating in a community engaged research and learning project. Candidates must also uphold the vision and mission of UTRGV through his/her service to the community at all times.
3. Be an active advisor for undergraduate or graduate students, or assisting in the formation and professional development of tutors, teaching assistants, and lecturers in lower rank.

4. Have published in a mathematics teaching practitioner journal or in a research journal.
5. Direct teaching-related colloquium, present in faculty development workshops or local conferences, or present research at the state, national, or international level or in multiple venues at the local level.

Criteria for Reappointment of Three-Year Lecturers

Reappointment Criteria for Lecturer I

A. Teaching Effectiveness

For reappointment of lecturers there must be evidence of consistent achievements in teaching effectiveness and professional development as a teacher. Annual student evaluations of teaching must be satisfactory (at minimum 70% average in the Overall Rating), and the candidate must show satisfactory feedback from annual peer observations of the candidate's teaching. The evaluation will also reflect a continuing education on the part of the candidate to incorporate uses of innovative teaching pedagogies, technologies, or techniques and the improvement of curricular materials.

B. Professional Service

Lecturer I faculty are expected to be active in serving in at least one of the following services: the School, the Community, or the Profession. Active participation in school committees, school task forces, student recruitment, school outreach or equivalent professional service that may be combined from a multitude of activities are some examples of such professional service.

Reappointment Criteria for Lecturer II, Lecturer III, and Senior Lecturer

The promotion criteria will also be used for reappointment, as follows:

Lecturers II, Lecturers III, and Senior Lecturers applying only for reappointment, without promotion, will follow the promotion criteria for the rank they currently hold.

Composition of the Lecturer Promotion and Reappointment Committee

The School Promotion and Reappointment Committee will be confirmed by the faculty and will consist of 3 lecturers who are at a higher rank than the faculty undergoing review and 2 tenured faculty. In the event that such lecturers are not available, tenured faculty may serve in their place. All members of the committee are voting members. A member of the committee cannot serve more than two consecutive terms. The School Lecturer Promotion and Reappointment Committee shall elect a chair from among its members.

Appendix

The information below is obtained from the Guidelines for Review, Reappointment, and Promotion of Full-time Lecturers, Professors in Practice and Clinical Faculty and is stated below for emphasis.

General guidelines for promotion of full time lecturers at the University of Texas Rio Grande Valley

1. Each department and/or college of the University of Texas Rio Grande Valley (UTRGV) must establish their performance standards/criteria for lecturers, professors in practice, and clinical faculty in accordance with UT System Regents Rules' and University general guidelines, subject to the approval of the Dean and the EVPAA.

2. Immediately prior to the incumbent's third-year comprehensive evaluation for a three-year appointment, an incumbent may apply for promotion by submitting a complete dossier following the Institutional Format for Faculty Review Dossier, and including a formal letter requesting promotion to a specific rank as part of their "Applicant Statement" by the established deadline in the Pathways for Review Deadlines.

The following criteria will be considered during the review for promotion:

- a. Recommendation for renewal of a three-year appointment and promotion;
- b. Completion of required years of service at UTRGV;
- c. Evaluation based on work, contributions, and excellence in teaching and other services provided to the institution;
- d. Peer reviews of teaching, including peer-observations in the classroom with a minimum of one peer observation per academic year; and
- e. A complete faculty review dossier as applicable, including tabular summaries and peer reviews/observations of teaching during the review period.

Only lecturers on three-year appointments are eligible for promotion.

3. Please note that a recommendation for renewal of a three-year contract, while necessary for a promotion, does not automatically result in consideration for promotion to the next rank.

4. Only employment service as a three-year lecturer at UTRGV will count towards promotion. The renewal of a three-year contract is necessary but not sufficient for promotion.

5. Candidates for promotion must have successfully completed at least one full three-year term as a lecturer.

Incomplete dossiers will not be reviewed by the Office of the EVPAA. The requests for promotion will be reviewed by the EVPAA and a final determination will be made by the established deadline in the Pathways for Review Deadlines.

Lecturer Titles

The Office of the EVPAA has approved the creation of four ranks of Lecturer Positions.

1. Lecturer I: This title may be used for individuals who will serve as teachers and whose experience and qualifications meet SACSCOC and other departmental/college accreditation requirements.

2. Lecturer II: In addition to the qualifications for a Lecturer I, this title requires at least three (3) consecutive years of relevant experience at the rank of Lecturer I and demonstrated high levels of performance, in accordance with departmental/college criteria. This title typically carries a salary increase from Lecturer I.

3. Lecturer III: In addition to the qualifications for a Lecturer II, this title requires at least three (3) consecutive years of relevant experience at the rank of Lecturer II and demonstrated high levels of accomplishment, in accordance with departmental/college criteria. This title typically carries a salary increase from Lecturer II.

4. Senior Lecturer: This title may be used for individuals providing continuing, long-term, and high-quality instructional service, and who have an extraordinary record of accomplishment, in accordance with departmental/college criteria. This title requires at least twelve (12) years of relevant experience as a lecturer and a terminal degree or equivalent. This title typically carries a salary increase from Lecturer III.