

DEPARTMENT OF CHEMISTRY
University of Texas Rio Grande Valley

CRITERIA FOR REAPPOINTMENT AND
PROMOTION OF
THREE-YEAR LECTURERS

Department of Chemistry

Minimum Criteria for Promotion and Reappointment of Three-Year Lecturers

The Department of Chemistry 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 lecturers who excel at their assigned responsibilities in teaching and service. This document establishes minimum criteria that must be met to be considered for promotion and/or reappointment. All lecturers are evaluated annually through an annual evaluation and may be eligible to apply for promotion and/or reappointment in the last year of their 3-year term. A normal workload of three-year lecturers consists of 80% teaching and 20% service, and modifications may be made due to circumstances in terms of department needs and contributions provided by lecturers. The review is a substantive evaluation of a lecturer's contribution in the areas of 1) teaching and professional development and 2) service. 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 will be considered. As a lecturer 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 satisfactory productivity and performance in the areas under review. Evaluations should take into account the interconnectedness of these activities and the fact 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 Department Lecturer Evaluation, Reappointment and Promotion Committee (DLERPC) and the Department Chair 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

Lecturers should be knowledgeable/informed of developing teaching pedagogy and content development in the chemical sciences. Additionally, implementation of effective activities/pedagogy in the classroom is required to engage students, cultivate thinking skills, motivate students to learn, and motivate interest in the subject.

Lecturers are expected to follow all UTRGV HOP policies and standards and additionally all college and department requirements relative to teaching their assigned classes. They are required to post a syllabus for each of their courses, including but not limited to, 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.

Professional Service

The Department of Chemistry values service at the Department, College, or University level, as such service is essential for promoting teamwork 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 lecturer's appointment and, service contributions should be equivalent to the instruction of a

three-hour class each semester (fall and spring). If a lecturer teaches at a 90% appointment, s/he has 10% service obligations. If a lecturer teaches at a 100% appointment, s/he has no service obligations.

Chemistry Lecturer 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 two full three-year term as a lecturer at his/her current rank.

The review for promotion will be conducted at the same time as the annual review for reappointment, and the DLERPC will consider both reappointment and promotion. Lecturers are only 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 Academic Affairs.
2. Submit all materials requested by the DLERPC 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 from Lecturer I to Lecturer II, there must be evidence of consistent achievements in teaching effectiveness and professional development as a lecturer. Student evaluations of teaching must be satisfactory with a minimum of 80% Agree and Strongly Agree categories in each course taught unless there are extenuating circumstances that are documented. The candidate must show satisfactory feedback from annual peer observations of the candidate's teaching. The candidate must also demonstrate the learning and employment of innovative teaching pedagogies, technologies, or techniques and the development or improvement of curricular materials. Lecturers should also actively participate in student learning outcome assessment effort.

B. Professional Service

Provided they were not teaching at 100%, lecturers are expected to be active in serving the Department, the Community, and the Profession. Active participation in committees, task forces, outreach, and professional service that may be combined from a multitude of activities, must be present in the service record of a lecturer.

Promotion Criteria from Lecturer II to Lecturer III

A. Teaching Effectiveness

In addition to the Teaching Effectiveness qualifications for promotion from Lecturer I to Lecturer II, there should be evidence of advanced teaching achievements and innovations. Hence, Lecturer II must

show strong performance in areas of pedagogy with the aim to promote student success and improve teaching effectiveness, including the following activities:

1. Student evaluations of teaching must be satisfactory with a minimum of 85% Agree and Strongly Agree categories in each course taught unless there are extenuating circumstances that are documented.
2. Participating in team efforts and special programs within the Department of Chemistry 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.
3. Use of technology in teaching and exploring chemistry 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".
4. Continue development as a teacher by improving pedagogical methods or developing course materials or mastering new chemistry 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 from Lecturer I to Lecturer II, the candidate must demonstrate at least one additional leadership ability such as mentoring students, conducting workshops for peers or tutors, or taking the initiative in task forces or service work internal or external to the university, provided they were not teaching at 100%.

Promotion Criteria from Lecturer III to Senior Lecturer

A. Teaching Effectiveness

In addition to the Teaching Effectiveness outlined for promotion from Lecturer II 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 Department in its efforts to assess and improve student mastery of chemistry content, or serving as a leader in teaching to peers. Student evaluations of teaching must be satisfactory with a minimum of 90% Agree and Strongly Agree categories in each course taught.

B. Professional Service

At least two of the following categories must be present annually in the service record of the Lecturer III to be promoted to Senior Lecturer:

1. Have a leadership role in one department, college, or university committee, program, or national or international organization for more than two consecutive years.
2. Be an active mentor for undergraduate or graduate students, or assist in the formation and professional development of tutors, teaching assistants, and lecturers in lower rank.
3. Direct teaching-related colloquium or present in faculty development workshops.

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 80% Agree and Strongly Agree categories 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 learn and 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 Department, the Community, or the Profession. Active participation in department committees, department task forces, department 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

For lecturers to be reappointed at the same rank, a Meet/Exceed Expectation is required in each of the areas s/he is evaluated in his/her annual evaluation. See details in the approved **DEPARTMENT OF CHEMISTRY LECTURER ANNUAL REVIEW GUIDELINES, POLICIES, CRITERIA, AND PROCEDURES**.

Composition of the Department Lecturer Promotion and Reappointment Committee

The Department Lecturer Evaluation, Reappointment and Promotion Committee will be confirmed by the department faculty and will consist of seven (7) tenured and tenure-track faculty with tenured faculty as majority. All members of the committee are voting members. The Department Lecturer Evaluation, Reappointment and Promotion Committee shall elect a chair from among its members.

This document may be subject to revision every 2-3 years.

Approved May XX, 2018.

Appendix

The information below is obtained from the current University Guidelines for Review, Reappointment, and Promotion of Full-time Lecturers, Professors in Practice and Clinical Faculty and is stated below for emphasis. As a note, when the University guideline on this aspect changes, the Chemistry department will update this document accordingly.

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 Provost.
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 Executive Vice President for Academic Affairs (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.