

Renewal and Promotion: Lecturer, Lecturer II, Senior Lecturer

1. Procedures:

At the time of hiring: In the Fall of the first term, the Chair will schedule a group meeting for all faculty new to the department as Lecturers (Lecturer, Lecturer II, or Senior Lecturer) in order to review contract terms and the procedures for evaluation. The NTS Mentoring Committee will reach out to the new faculty at this time, too.

Annual Reviews: The annual reviews are the responsibility of the Chair. Any concerns or problems on the horizon should be indicated in review. The Chair will discuss with the NTS Mentoring Committee any needs for additional support for the given colleague.

Contract renewal: In the Spring Term, all candidates at the rank of Lecturer, Lecturer II, or Senior Lecturer who are scheduled for a Fall Term contract review will attend an individual meeting with the Chair. (According to A&S guidelines, “a more thorough review must be conducted at those times when a faculty member is being considered for possible contract renewal.”) This meeting can either take place with the NTS Mentoring Committee member present or separately.

These meetings will be scheduled by the Chair and/or NTS Mentoring Committee. They will complement the annual review for the current academic year.

At this meeting the Chair and the candidate will review the history of annual review letters and the preparation of the contract review dossier to be considered at the departmental meeting in the following Fall. Any concerns or problems on the horizon should be made clear at this meeting.

The Chair may appoint a faculty member to prepare and present each individual case at the Fall departmental review meeting. This would not, however, take the place of the Spring Term meeting with the Chair. Typically, the program director and DUGS for the faculty member’s primary teaching responsibilities will take the lead in bringing the case forward. They will consult with the Chair and the NTS Mentoring Committee in the process.

2. Annual Review Portfolio: All Lecturers (at all levels) are required to maintain a portfolio (in a Box file) to represent teaching, service, and professional development. This portfolio will be available to the Chair and to Program Administrators only.

It is the responsibility of the faculty member to insure that the portfolio is consistently maintained and that it is up-to-date and appropriate for review. It should contain

materials related to the current contract period—that is, at the point of contract renewal, the faculty member will begin a new portfolio.

The portfolio should be made up of the materials presented for each annual review.

To insure a consistent and manageable process, the portfolio will be limited to the following:

- Current CV
- An annual self evaluation, ideally the cover letter for the annual review. No more than two pages.
- Syllabi for two recent, representative courses; additional materials may be included, but not to exceed a total of five pages in length for each course.
- OMET evaluations (and, where appropriate, Writing Center evaluations) and final grade rosters for all courses.
- Unsolicited statements from students or colleagues. (Solicited letters are not appropriate and not to be admitted.)
- Peer evaluations, as scheduled. Lecturers in their first year should have a fall-semester peer review and a second peer review their second year before renewal. Lecturers who have been renewed *may* include an additional peer review for each subsequent renewal period.
- Evidence of contributions beyond assigned courses: program administration, key departmental committee work, independent studies, undergraduate research projects or theses, new course proposals; also, as appropriate, service on A&S or University committees or initiatives, educational software, publications and conference presentations, etc.

3. **A Note on OMET evaluations:** OMET evaluations are only one part of a general review. The OMET evaluations provide a limited view of a faculty member's teaching. Scores that are very high or very low should command attention; the students' written comments are often helpful in these cases, either to indicate strengths or weaknesses. But these OMET evaluations will *always* be considered in relation to the more substantial representations in course materials, peer evaluations, student materials, and self-report.

The Chair will arrange with OMET to annually publish departmental OMET numerical averages. These averages will be arranged by program, with distinctions between upper division and lower division courses.

4. **Contract renewal.** In the Fall of the final contract year, the department will review a case for contract renewal. This review will be conducted by a committee composed of all Tenured and Tenure Track faculty members, and Lecturers of higher rank. (That is, colleagues at the rank of Lecturer II and Senior Lecturer will review Lecturers; Senior Lecturers will review candidates at the rank of Lecturer II). At the Fall meeting, the departmental committee will discuss the case and vote on renewal. The Chair will submit a recommendation to the Dean on behalf of the department with the appropriate supporting dossier.

5. **Contract Renewal Dossier.** The case for renewal and/or promotion will be represented by the Contract Renewal Dossier, which includes materials from the candidate's portfolio, as described above, with the following modifications or additions. The dossier should cover the last three years for Lecturers and Lecturers II, the last five years for Senior Lecturers.

- Current CV
- A personal statement concerning teaching, service and professional development.
- Lecturer and Lecturer II: Syllabi for four representative courses taught during the last three years; additional materials may be included, not to exceed a total of five pages in length for each course. Senior Lecturer: Syllabi for six representative courses taught during the last five years; additional materials may be included, not to exceed a total of five pages in length for each course.
- Lecturer and Lecturer II: OMET evaluations (and, where appropriate, Writing Center evaluations) for six courses representative of programs and course levels taught during the last three years. If you've taught Seminar in Composition, please include at least one OMET. Senior Lecturer: OMET evaluations (and, where appropriate, Writing Center evaluations) for six to eight representative courses taught during the last five years. The Dietrich School currently requires us to also consider grade rosters for the courses for which OMETs are submitted.
- Unsolicited statements from students or colleagues. (Solicited letters are not appropriate and will not be admitted.)
- Peer evaluations, as scheduled. Lecturers in their first year should have a fall-semester peer review and a second peer review their second year before renewal. Lecturers who have been renewed *may* include an additional peer review for each subsequent renewal period.
- Evidence of contributions beyond assigned courses: program administration, key departmental committee work, independent studies, undergraduate research projects or theses, new course proposals; also, as available, service on A&S or University committees or initiatives, educational software, publications and conference presentations, etc.

In preparing the case for the Dean's level review, the Chair will include the evaluative sections of the annual salary letters, as prepared during the last contract period.

6. **Appeals.** All Lecturers (at all levels) have the right to appeal a decision of non-renewal to the A&S Dean's office.

7. **Financial exigencies or changes in enrollment patterns.** Financial exigencies and changes in enrollment patterns may affect the number of lines available to the English department. In the case of a reduction in lines, all things being equal, the decision to renew a contract will include considerations of seniority and the appropriate range of teaching experience.

8. **Promotion to Lecturer II or Senior Lecturer.** The promotion review will follow the same process as the review for contract renewal. It will require a dossier containing the same materials as the dossier for renewal (see above), with one exception: the materials should

represent the candidate's work over the last 6 years (in a case for promotion to Lecturer II) or the last 10 years (in case for promotion to Senior Lecturer). A representative sample of OMETs and materials from 6-8 courses will be sufficient. Please see the DSAS checklist for a full list of materials:

<https://www.as.pitt.edu/sites/default/files/Senior%20Lecturer%20Promotion%20checklist%201-10-2018.pdf>.

According to the by-laws of the Dietrich School of Arts and Sciences, the criteria for promotion to Lecturer II or Senior Lecturer are as follows:

- **Lecturer II:** A full-time faculty appointment outside the tenure stream whose duties are the same as those of Lecturer I, but who has demonstrated consistent excellence as a teacher, and, if appropriate, as an advisor, or in other assigned service to a department. In the sixth year, a Lecturer may be considered for promotion to Lecturer II.

Appointments are for three years and renewable. Recommendations for renewals or promotion to Lecturer II will be by a vote of Tenured and Tenure track faculty, Lecturers II, and Senior Lecturers.

- **Senior Lecturer:** A full-time faculty appointment outside the tenure stream, reserved for persons of considerable professional attainment or eminence in their fields of scholarship or in the creative arts. Appointments are for five years and renewable. Recommendation for contract renewals will be by a vote of Tenured and Tenure Track faculty and Senior Lecturers.

A candidate for Senior Lecturer should demonstrate contributions of importance to the undergraduate educational mission of the English department, the Dietrich School, or the University of Pittsburgh beyond classroom teaching, as evidenced by participation in broad institutional or national initiatives.

Recommendation for promotions or contract renewals will be by a vote of Senior Lecturers and Tenured and Tenure Track faculty.

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