

Charge 1: Consider possible titles of rank and criteria for promotion into ranks for lecturer positions. Clarify the relationship of full-time, non-tenure faculty to academic governance.

First section of charge refers to E6.0

Second section of charge refers to B2.0

Related charges: #6 EDF Taskforce recommendations

Action Item: The Academic Senate approves the proposed revisions to E6.0 which includes revisions to the rank of Senior Lecturer, adds the rank of Principal Lecturer, and identifies promotion criteria and process within the ranks of Lecturer.

VI. Non-tenure-track Teaching Faculty – All ranks of Lecturer

A. Description: The non-tenure track teaching faculty category of lecturer is generally used in situations carefully tailored to institutional programmatic needs. Lecturer positions normally should not be created out of previously tenure-track positions. Lecturer titles may be assigned to those who meet the normal criteria of education and experience for employment as a faculty member or those who do not meet the criteria (e.g., lack of degree attainment or other deficiency) but whose talents and promise would give reasonable assurance of qualifying for consideration for a position as a teacher.

1. Those appointed to the position of lecturer, in any rank, have teaching as their primary responsibility and are expected to teach at least 50% of the time.
2. Ranks of Lecturer include: lecturer, senior lecturer, and principal lecturer

B. Lecturer (rank)

1. Responsibilities: The primary responsibility of lecturers is teaching. In addition lecturers may be assigned students advisees, and/or asked to participate in department (or equivalent) level service activities. Lecturers are not expected to participate in scholarship or University-level service.

2. Contracts: Those appointed to the position of lecturer may be reappointed annually to non-tenure-track employment. Lecturer's contracts may be renewed at the sole discretion of the Institute.

- a. Lecturers in their initial year of appointment will be notified whether the appointment is being renewed by June 30.
- b. After the initial year of hire, any lecturer on a one-year contract should be notified whether the appointment is to be renewed no later than May 15.
- c. Normally, after three consecutive years of annual appointments, lecturers may be issued two-year renewable contracts, with a notice of non-renewal before June 30 of the first year.

C. Senior Lecturer: Normally, after five consecutive years of teaching in a given department at RIT, lecturers are eligible for promotion to senior lecturer at the discretion of the dean (or equivalent) and the provost.

1. Responsibilities: In addition to teaching and advising students, senior lecturers are expected to engage in service at the department (or equivalent) and college (or equivalent) level; they are not expected to participate in scholarship.

2. Contracts: Senior Lecturers normally will receive an initial three-year contract, which may be renewed at the sole discretion of the university. Any notice of non-renewal must occur by the end of the second year of any three-year contract.

D. Principal Lecturer: Normally after ten years of teaching at RIT, Senior Lecturers are eligible for promotion to Principal Lecturer at the discretion of the dean (or equivalent) and the Provost.

1. Responsibilities: In addition to teaching and advising students, Principal Lecturers are expected to engage in service to the department (or equivalent), college (or equivalent), the university, and their professional community; they are not expected to participate in scholarship.

2. Contracts: Principal Lecturers normally will receive an initial five-year contract, which may be renewed at the sole discretion of the university. Any notice of non-renewal must occur by the end of the third year of any five-year contract.

E. Promotion Process

- 1. The promotion process to senior and principal lecturer will follow the university promotion calendar as provided in this policy.**
2. Nominations for promotion may be initiated by the department chair (or equivalent), a senior faculty member, or by the individual.
3. Promotion committee: Each college (or equivalent) will determine its procedure for establishing a promotion committee (s). When there are candidates for promotion, the appropriate academic administrator as designated by college policy will assemble a promotion committee according to college policy. The group shall have its initial meeting by 30 September and elect a chair. Although each college shall determine its procedure for establishing a committee, the procedures shall ensure that the committee membership include five faculty elected from the tenured faculty and non-tenure-track-faculty senior in rank to the rank for which the candidate is applying and no less than one member was a member of the promotion committee during the immediately preceding year. This will provide for continuity over time. Colleges are encouraged to establish a college-wide promotion committee. If a college promotion committee does not exist, departments will carry out the functions of a promotion committee as noted in the process above. If there are not five faculty that fit the criteria to sit on the promotion committee, five faculty meeting the criteria above will be selected by the executive committee of the Academic Senate and approved by vote of the Academic Senate.

a. Responsibility

The committee shall review the candidate based on: the promotion criteria of the university as outlined in this policy and that of the college (or equivalent); the candidate's documentation; and all written internal letters of review or evaluation.

b. Committee voting

There shall be no abstentions or avoidances of voting by absence. The committee's recommendation for approval or denial of promotion shall be in writing and include a statement of reasons that support the recommendation (of approval or denial of promotion), and the votes. The recommendation shall be forwarded by the chair of the promotion committee to the dean (or equivalent) of the college and to the dean (or equivalent) by 30 January.

4. For departments in a division other than Academic Affairs, that division will determine the appropriate structure for compliance with this policy.

F. Promotion from Lecturer to Senior Lecturer

1. Promotion to Senior Lecturer is based on meeting promotion criteria and demonstrated evidence of outstanding teaching and successful performance of other duties as assigned and where appropriate. Service at the level of department (or equivalent) and college (or equivalent) is expected.

2. The promotion process includes faculty and administrative review as follows:

a The candidate for promotion to senior lecturer shall assemble a portfolio that documents his or her accomplishments for the most recent five year period of consecutive full-time employment as a lecturer. The portfolio shall focus primarily on the candidate's teaching expertise with examples of pedagogical approach and student and peer evaluations. The portfolio will also include documentation of the candidate's efforts to develop professionally as well as evidence of other areas of activity, such as advising and service where these have been included in the candidate's plan of work and as required for eligibility for promotion. The portfolio shall include all administrative reviews for the specified time period.

b The candidate shall submit the portfolio to the college (or equivalent) promotion committee for review. The committee chair will solicit letters of recommendation for or against promotion from the department chair (or equivalent), and from the tenured faculty members and non-tenure track teaching faculty senior in rank from within the candidate's department (or equivalent).

c. The committee will send a letter of recommendation for or against promotion to the dean (or equivalent) accompanied by copies of the letters received from the

department chair (or equivalent), tenured department faculty, department non-tenure track teaching faculty senior in rank , and the candidate's portfolio.

d Based on the statement of accomplishments and the letters solicited from the department chair (or equivalent) the other tenured faculty members and non-tenure track teaching faculty senior in rank within the department, and the promotion committee, the dean (or equivalent) will send his or her recommendation for or against promotion accompanied by all other letters and documentation to the provost.

e The provost will inform the candidate of the final decision.

G Promotion Process from Senior Lecturer to Principal Lecturer

1.. Promotion to principal lecturer is based on meeting promotion criteria and on demonstrated evidence of outstanding teaching, service, and successful performance of other duties as assigned and where appropriate. Service at the levels of department (or equivalent), college (or equivalent) and the Institute is expected. Additional service to the candidate's professional community and the community at large is also considered.

2. The promotion process includes faculty and administrative review as follows:

a The candidate for promotion to Principal Lecturer will assemble a portfolio that documents his or her accomplishments for the most recent five year period of consecutive full-time employment following promotion to Senior Lecturer. The portfolio shall focus primarily on the candidate's teaching expertise with examples of pedagogical approach and student and peer evaluations. The portfolio shall also include documentation of the candidate's efforts to develop professionally as well as evidence of other areas of activity, such as advising and service where these have been included in the candidate's plan of work and as required for eligibility for promotion. The portfolio shall include all administrative reviews for the specified time period.

b The candidate shall submit the portfolio to a college (or equivalent) promotion committee for review. The committee chair will solicit letters of recommendation for or against promotion from the department chair (or equivalent), and from the tenured faculty members and principal lecturers from within the candidate's department (or equivalent).

c. The committee will send a letter of recommendation for or against promotion to the dean (or equivalent) accompanied by copies of the letters received from the department chair (or equivalent), tenured departmental faculty, department, principal lecturers, and the candidate's portfolio.

d Based on the statement of accomplishments and the letters solicited from the department chair (or equivalent), the tenured and tenure track faculty members and non-tenure track teaching faculty senior in rank from within the department, and the promotion committee, the Dean (or equivalent) will send his or her recommendation for or against promotion accompanied by all other letters and documentation to the provost.

e The provost will inform the candidate of the final decision.

H. Granting or Denial of Promotion

1. Promotion to senior lecturer normally will be accompanied by an initial award of a three-year contract. The offer of a three-year contract does not guarantee subsequent three-year terms, nor does it relieve the senior lecturer of the requirement to follow RIT policies. In the event that projected departmental needs and college resources do not support subsequent three-year contracts, a senior lecturer can be offered a contract of less than three-year duration, but would nevertheless retain the rank of senior lecturer. If a senior lecturer is offered a subsequent contract of less than three years, notice of non-renewal will be provided in accordance with this Policy.

2. Promotion to principal lecturer normally will be accompanied by an initial award of a five-year contract. The offer of a five-year contract does not guarantee subsequent five-year terms, nor does it relieve the principal lecturer of the requirement to follow RIT policies. In the event that projected departmental needs and college resources do not support subsequent five-year contracts, a principal lecturer can be offered a contract of less than five-year duration, but would nevertheless retain the rank of principal lecturer. If a principal lecturer is offered a subsequent contract of less than five years, notice of non-renewal will be provided in accordance with this Policy.

3. Denial of promotion

Each lecturer who seeks promotion but is not promoted must be informed in writing by the provost of the decision to reject the appointment to senior lecturer or principal lecturer. This process does not preclude such lecturers from continuing in a lecturer position or from applying for promotion in any subsequent year if they are eligible and meet the conditions for promotion. At least one full calendar year must elapse between applications for promotion.

4. Appeal: If a candidate wishes to appeal a promotion denial, the Institute Faculty Grievance Procedures are available to the extent provided in E24.0. Such appeal shall be limited to the question of whether the policies and procedures set forth in the promotion policy have been followed in the candidate's case.