

College of Sciences
Department of Biology
Criteria, Policies and Procedures for
Review of 3-Year Appointed Lecturers

1. PURPOSE

The Department of Biology in accordance with UTRGV policies and UT System Regents Rules supports a system of promotion for all 3-year appointed Lecturer Faculty. The purpose of Promotion is to retain the best qualified faculty to help develop and execute UTRGV's mission. All Department of Biology 3-year appointed Lecturer Faculty are evaluated annually during their 3-year appointment period and are subjected to a comprehensive promotion review after their 3rd year in their current rank. Three-year appointed Lecturer I, Lecturer II and Lecturer III faculty may be eligible for promotion three years after their last promotion. Only 3-year appointed Lecturer Faculty holding a terminal degree in a biology or related field (i.e. Ph.D.) may be promoted to Senior Lecturer. Under special circumstances, such as approved leave, each of these reviews may be delayed with the approval of the EVPAA.

2. PROCEDURES

Following the University calendar for personnel actions, 3-year appointed Lecturer Faculty members submit their Faculty Review Dossiers (FRD) for review in accordance with University guidelines. The FRD must include the following: 1) a self-evaluation summary that includes a statement of the significance and impact of achievements in *teaching* and *service*, and if applicable *research & scholarship*, 2) a current curriculum vita, 3) summaries of standard course evaluation reports for courses taught during the period under review and course syllabi, 4) a development plan for teaching and service, and if applicable, also for *research & scholarship* of faculty evaluation during the review period, and 5) copies of approved annual workload forms including annual percent appointments in teaching and service. Three-year appointed Lecturer Faculty members may also include additional material in support of their application. The material to be included and the organization of the FRD should conform to the Instructions for Preparation of Faculty Review Dossiers.

Each 3-year appointed Lecturer Faculty member is required to submit their completed FRD to the appropriate department chair/school director no later than the due date of each year. For 3-year appointed Lecturer Faculty holding joint appointments, it is the responsibility of the chair/director of the department/school in which the 3-year appointed Lecturer Faculty member holds a majority (>50%) appointment to obtain input on a 3-year appointed Lecturer faculty member's performance from the minority appointment department/school/chair/director and include it in his/her FRD.

In accordance with University policies, each FRD for promotion will be independently reviewed by the departmental/school Promotion Review Committee (PRC), the Department chair/school director, the Dean, and the EVPAA. The department/school promotion committee must be composed of *all* faculty above the rank being reviewed in the department/school. The

chair of the departmental/school promotion committee is elected by the committee members, and must be a full professor. The department chair/school director will submit an independent review to the Dean and does not serve on the departmental/school PRC. The Dean will conduct his/her own independent reviews. Each review level must include a written narrative highlighting strengths and weaknesses, as well as recommendations for promotion. After the Dean has completed his/her reviews, all reviews are forwarded to the EVPAA who conducts his/her own independent review.

3. CRITERIA

Each department/school is responsible for developing separate criteria for the promotion of 3-year appointed Lecturer faculty, which must be reviewed and approved by the department chair/school director, the Dean, and the EVPAA to ensure consistency with current COS policies and expectations, UTRGV policies and priorities, and UT Regent's Rules.

Three-year appointed Lecturer Faculty promotion criteria must include two basic competency areas – *teaching* and *service* – which must be evaluated in accordance with the 3-year appointed Lecturer Faculty member's annual assignments (% appointment in each competency area) and responsibilities within the department/school, the college, and the university during the entire review period. There are no requirements for *research & scholarship* for 3-year appointed Lecturer Faculty members, but information related to this activity may be included.

3.1 PROMOTION OF LECTURER I TO LECTURER II, LECTURER III OR SENIOR LECTURER.

(i) Teaching

Metrics for *teaching* effectiveness should include student evaluations of teaching and course syllabi, peer-review of teaching, teaching awards and honors, curriculum and course development (including online, hybrid, and distance education classes), activities that promote student success including the use of technology and innovative pedagogy, advising and mentoring activities, and student /teacher training grant funding.

A meets expectations rating in *teaching* competency area requires that *all* the following criteria are met by the 3-year appointed Lecturer Faculty member during the review period:

1. Meets classes on time. Uses all of class period; i.e. does not regularly dismiss classes more than 10 minutes early. Meets all classes or arranges for a replacement; does not arbitrarily cancel classes. Gives class syllabus not later than the end of the first week of classes. Uses tests or other quantitative evaluation procedures. Assigns grades based solely on performance of students on quantitative evaluations. Demonstrates comprehensive and current knowledge of course contents. Maintains a level of professionalism in the classroom. Maintains office hours and encourages students to use this time to get help and to resolve questions.
2. There is not a "magic number" to the overall ratings on student course evaluations as they may vary across course student population (e.g. class size, majors, undergraduate vs graduate, and grade distributions). With this in mind, the 3-year appointed Lecturer Faculty member is responsive to concerns expressed in student evaluations of teaching and strives

to maintain a student evaluation score of at least 80% agree and/or strongly agree (average of all courses combined over probationary period). Other measures of teaching effectiveness, such as, pre-post testing of concepts or competencies, peer evaluation of teaching, student self-assessment of learning, and faculty self-assessment should also be considered to assess overall faculty performance in teaching.

3. Performance on faculty peer evaluations of teaching must be positive. (1 review per year)
4. Makes efforts to address any teaching weaknesses identified in teaching evaluations.
5. Involves technology, pedagogy, and innovative teaching techniques in the classroom.
6. Typically, have at least three years of college or university full time faculty teaching experience at the Lecturer I rank.

(ii) Research & Scholarship

There are no requirements for *research & scholarship* for 3-year appointed Lecturer Faculty members, but if included, the effectiveness metrics include peer-reviewed research publications (including pedagogy research) and other acceptable forms of scholarly output such as book chapters and books, patents, invited and contributed presentations at professional meetings/conferences, seminars, research grant funding, numbers and performances of high-school, undergraduate, and graduate students mentored, and relevant awards and honors received.

Lecturer I, Lecturer II, Lecturer III and Senior Lecturer faculty have **NO** research expectation so they automatically *meet expectations* in the *research* category. However, Lecturers may earn an *exceeds expectations* rating in the *research* category as follows:

1. Has one of the following: a peer reviewed original research publication (based on work done while at the University of Texas Rio Grande Valley), obtained external competitive research funding as PI or Co-PI or a substantive research/administrative role as senior personnel, talk or poster presentation (based on work done while at the University of Texas Rio Grande Valley), at a professional or academic conference (State, National or International level).
2. Show evidence of seeking external support to sustain an active research program. Either by submitting a grant proposal as PI or Co-PI or a substantive research/administrative role as senior personnel.
3. Have a research program that demonstrates a sustained level of productivity (i.e. involves undergraduate, graduate and postdoctoral research students, collaborates with other institutions, produces data that can be incorporated into grants and scientific manuscripts, etc).

(iii) Service

Metrics for *service* effectiveness should include both the quantitative and qualitative assessments of faculty member's contributions to student, staff, faculty, department, college, university, profession, and community success. Quantitative metrics of service activities may include numbers of committees, student recruitment events, judging events, community outreach and engagement events, journal articles reviewed, grants reviewed, editorships of

journals, etc. Qualitative metrics of service effectiveness should describe the faculty member's initiatives, leadership roles, mentorships and development of junior faculty, vision and commitment, impact, and relevant recognitions and awards received.

A meets expectations rating in *service* requires that the 3-year appointed Lecturer Faculty member with a 10% Service appointment meets *all* the following annually over the three years of the review period:

1. Attends departmental, school, and university meetings.
2. It is expected that a 3-year appointed Lecturer Faculty will serve on average on one committee per semester at either the department, college or university level.
3. Provides service to the community such as, but not limited to, high school student mentoring, providing seminars to lay persons, and volunteerism in the local community.

Service appointments that are in excess of 10% (with a corresponding decrease in teaching load) must be approved by the department chair, the dean, and the EVPAA. Such appointments include service as associate department chair, undergraduate or graduate coordinator, director of a formally recognized center, etc. Such service appointees receive a maximum of one course release per semester depending upon the scope of the work and therefore could carry up to 20% additional *service* appointment/commitment. These 3-year appointed Lecturer Faculty members also maintain a 10% base service appointment and an 80% teaching appointment. Annual expectations for the additional *service* appointment/commitment must be clearly defined and communicated to the appointee prior to making such an appointment and to the departmental Annual Review Committee (ARC) and Promotion Review Committee (PRC). Administrative appointments are also considered service appointments. Appointments including Associate Deans, Department Chairs and School Directors are given two course releases per semester and therefore carry a 40% administrative appointment. These 3-year appointed Lecturer Faculty members also maintain a 10% base service appointment, and a 60% teaching appointment. The relative percentage of teaching and service appointment may be negotiated at the time of acceptance of these well-recognized administrative appointments. Faculty members holding these extra service/administrative appointments are evaluated by the department committees (for the 10% basic service) and the department chair (for both the 10% basic service and for any departmental committee service assignments), and by the Dean. Three-year appointed Lecturer Faculty holding college or university level administrative/service appointments are evaluated by the Dean and/or 3-year appointed Lecturer Faculty member's immediate supervisor with respect to their service.

To *meet expectations* in service with >10% service appointment the 3-year appointed Lecturer Faculty member should produce *all* the following:

- Satisfactory accomplishment of all the tasks of the appointment provided that institutional resources were available
- Timeliness of responses and reporting
- Positive impact of the activities on the students, faculty, department/school, college, university and/or the community

4. APPEALS

All 3-year appointed Lecturer Faculty have the right to appeal decisions involving promotion recommendations at the department, chair/director and college levels by filing a written request for reconsideration within ten (10) working days of receiving a written copy of the evaluation from that level. There is no appeal at the EVPAA's level.