

Fixed-Term Appointments in the College of Arts and Sciences

Fixed-term faculty appointments are made at the ranks of lecturer, senior lecturer, and teaching professor, as well as adjunct, clinical, or research (assistant, associate) professor, and professor of the practice. The unit chair may independently appoint fixed-term faculty for one year. For periods longer than one year, he or she must consult and report a vote of the unit or curriculum's eligible voting faculty, in accordance with the unit's personnel guidelines. Fixed-term faculty appointments are appropriate for individuals who possess sound qualifications for teaching, research, academic administration, or public service, but for whom none of the tenure-track professorial ranks is appropriate because of a unit's special programmatic needs or budgetary exigencies in a particular unit.

The appointment may be for a fixed term of one to five years. The appropriate Senior Associate Dean must approve all fixed-term appointments with the Dean retaining final authority on the appointment and promotion of all fixed-term faculty in the College. Because College-wide policies and procedures for the promotion of fixed-term faculty other than lecturers and senior lecturers have not yet been formulated, reviews of fixed-term faculty other than lecturers and senior lecturers whom their unit colleagues deem eligible for promotion proceed from the unit to the Dean's office according to the personnel policies and procedures of the unit(s) in which the fixed-term faculty member is appointed.

Policies and procedures on promotion of eligible lecturers to senior lecturer are predicated on the following criteria:

Senior Lecturer is defined as follows:

- A 1.0 FTE appointment, with benefits, for one to five years, subject to renewal
- A doctorate or terminal master's degree or documented evidence of competency according to established University credentialing requirements
- Teaching for and service to the appointing unit, as stipulated by that unit

A Senior Lecturer has the following rights and responsibilities:

- A salary increase at the next annual raise process effective July 1, subject to legislative and Board of Governors approvals. For January promotions, the increase will be effective the following July.
- Salary proportional to accomplishments and service beyond those of a Lecturer
- Voting rights in those areas of departmental decision-making accorded fixed-term faculty, consistent with a stated unit policy on faculty voting rights
- Eligibility to apply for College travel grants and course development grants
- Office space
- Eligibility for a CCI Computer according to established schedules of delivery

Eligibility for Senior Lecturer

A lecturer is eligible for recommendation for promotion to senior lecturer on the following bases:

- The candidate must have a minimum of six consecutive years' full-time (i.e., 1 FTE) service as a lecturer in the appointing unit, or, if the candidate is from another institution, six consecutive years of full-time (1 FTE) service as a lecturer or faculty equivalent.
- The candidate must provide demonstrable evidence of extraordinary teaching and extraordinary service to the appointing unit, beyond that which is expected of a lecturer, in accordance with

standards of extraordinary teaching and service defined by the unit in which the candidate is appointed.

In the College, evidence of extraordinary teaching may include: a university teaching award, consistent teaching evaluations in the top 10% of the unit, regular service on undergraduate honors theses committees, exceptionally high peer teaching reviews, success in writing and/or administering grants that improve teaching in a unit, administrative oversight and training of teaching assistants and/or other fixed-term faculty in a unit. Each unit defines its criteria for extraordinary teaching and what constitutes “demonstrable evidence.”

In the College, evidence of extraordinary service may include: a university service award, service as departmental undergraduate advising coordinator, service on the UNC Faculty Council and/or its subcommittees, service on university committees (such as Teaching Award Committee, Staff Award Committee, university search committees), chairing unit committees or task forces, membership on the advisory board of a professional journal, invitations for speaking engagements at other institutions of higher learning, service through Carolina Speakers Bureau. Each unit defines its criteria for extraordinary service and what constitutes “demonstrates evidence.”

Procedure for unit review of candidates for Senior Lecturer

Only a lecturer who has completed a minimum of six consecutive years of full-time (1 FTE) service in a single unit is eligible to be considered for promotion to senior lecturer.

A candidate eligible for promotion to senior lecturer will be reviewed by a unit committee, either standing or appointed by the Chair. This review committee will be composed of at least three tenured faculty members and at least one senior lecturer, provided one or more senior lecturers are part of the unit’s faculty. If the unit faculty contains no senior lecturers, a senior lecturer from another unit may be included on a review committee, with the approval of the Dean’s office. This committee is responsible for reviewing any eligible candidate’s dossier and submitting a report on each candidate under consideration.

To be reviewed by the unit’s faculty review committee, eligible candidates for senior lecturer must submit a dossier containing the following:

1. The candidate’s current curriculum vitae;
2. The candidate’s statement of teaching and service;
3. Documentation of the candidate’s teaching and service activities;
4. Annual summaries of teaching, annual summaries of student evaluations, and periodic peer teaching evaluations. Peer teaching evaluators should be assigned according to individual unit policy.
5. Evidence of extraordinary teaching and service.
6. The names of two individuals (from UNC or external) who may serve as referees as to the candidate’s qualifications for the rank of senior lecturer.
7. Additional materials, such as observations of classroom teaching, student recommendations, nominations for teaching awards, grant applications, and other materials relevant to the case.

Upon receipt of a complete dossier, the Chair will solicit letters from two referees, one from a list provided by the candidate and one from a list developed by the Chair, as to the candidate’s qualifications for promotion to the rank of senior lecturer. Upon receipt of the two letters, the Chair will include them

in the candidate's dossier. If more than two letters are solicited, all received letters should be included with the dossier.

After reviewing each dossier, the unit review committee will submit to the Chair a report concerning each candidate for promotion to senior lecturer. The Chair will make this report available to the assembled eligible faculty of the unit, whom the Chair will consult in a manner analogous to the process whereby the unit Chair consults the unit's faculty on the promotion of faculty members on the tenure track. This consultation will result in a vote of the eligible faculty of the unit, recorded by rank, on each case for promotion to senior lecturer. For cases involving promotion to senior lecturer, this consultation must include the tenured faculty (including at least four full professors) and any teaching professors and senior lecturers in the unit.

The Chair of the unit may decide to accept or reject the advice given by the eligible faculty. In either case, the candidate's complete dossier must be forwarded to the Dean with a letter from the Chair either recommending or denying promotion. Besides reporting the vote of the faculty, the Chair's letter should highlight factors concerning teaching and service that most influenced the recommendation. Regardless of the Chair's recommendation, the Chair must communicate that decision in writing to the candidate.

The dossier for the candidate forwarded to the Dean will contain the following:

- The chair's letter, noting the review committee's role and vote, and the vote of the eligible faculty, recorded by rank;
- The report of the unit review committee on the candidate;
- The candidate's current curriculum vitae;
- The candidate's statement of teaching and service;
- Documentation of the candidate's teaching and service activities;
- Annual teaching summaries and summaries of student evaluations;
- A minimum of two letters from referees (UNC or external) that address the candidate's qualifications for the rank of senior lecturer.
- Additional materials required by the unit.

All dossiers forwarded to the Dean will be reviewed by the appropriate Senior Associate Dean and a College ad hoc committee on the promotion of lecturers. The Dean retains final authority on the promotion of lecturers to the rank of senior lecturer.

A lecturer whose case for promotion is denied will be eligible to be reconsidered three years after the decision against promotion.

Policies and procedures on promotion of eligible senior lecturers to teaching professor are predicated on the following criteria:

Teaching Professor is defined as follows:

- A 1.0 FTE appointment, with benefits, for up to five years, subject to renewal.
- A doctorate or terminal master's degree or documented evidence of competency according to established University credentialing requirements.
- Teaching for and service to the appointing unit, as stipulated by that unit.

A Teaching Professor has the following rights and responsibilities:

- A salary increase at the next annual raise process effective July 1, subject to legislative and Board of Governors approvals. For January promotions, the increase will be effective the following July.
- Salary proportional to accomplishments and service beyond those of a Senior Lecturer.
- Voting rights in those areas of departmental decision-making accorded fixed-term faculty, consistent with a stated unit policy on faculty voting rights.
- Eligibility to apply for College travel grants and course development grants.
- Upon appointment to teaching professor, a one-time \$5,000 professional development fund, to be expended within 5 years.
- Upon appointment to teaching professor and based on a written project proposed by the teaching professor and approved by her or his unit chair, a 50% reduction in the teaching professor's teaching and/or administrative responsibilities for one semester.
- Office space.
- Eligibility for a CCI computer according to established schedules of delivery.

Eligibility for Teaching Professor

A senior lecturer is eligible for recommendation for promotion to teaching professor on the following bases:

- The candidate must have a minimum of six consecutive years' full-time (i.e., 1 FTE) service as a senior lecturer in the appointing unit.
- The candidate must provide demonstrable evidence of distinguished teaching and distinguished service to the appointing unit, beyond that which is expected of a senior lecturer, in accordance with standards of distinguished teaching and service defined by the unit in which the candidate is appointed.

In the College, evidence of distinguished teaching may include: a university teaching award, consistent teaching evaluations in the top 5-10% of the unit, outstanding peer teaching reviews, leadership roles on unit committees concerned with teaching, success in writing and/or administering grants that improve teaching in a unit, administrative oversight and training of teaching assistants and/or other fixed-term faculty in a unit. Each unit defines its criteria for distinguished teaching and what constitutes "demonstrable evidence."

In the College, evidence of distinguished service may include: a university service award; leadership on committees and task forces at the unit, College, or University levels (such as educational policy, teaching award, staff award, or search committees); service as unit undergraduate advising coordinator or director of undergraduate studies; outstanding service on the UNC Faculty Council and/or its subcommittees; leadership in national or regional professional organizations; membership on the advisory board of a professional journal; invitations for speaking engagements at other institutions of higher learning; professional consulting. Each unit defines its criteria for distinguished service and what constitutes "demonstrable evidence."

Procedure for unit review of candidates for Teaching Professor

Only a senior lecturer who has completed a minimum of six consecutive years of full-time (1 FTE) service in a single unit is eligible to be considered for promotion to teaching professor.

A candidate eligible for promotion to teaching professor will be reviewed by a unit committee, either standing or appointed by the Chair. This review committee will be composed of at least three tenured faculty members and at least one teaching professor, provided one or more teaching professors are part of the unit's faculty. If the unit faculty contains no teaching professors, a teaching professor from another unit may be included on a review committee, with the approval of the Dean's office. This committee is responsible for reviewing any eligible candidate's dossier and submitting a report on each candidate under consideration.

To be reviewed by the unit's review committee, eligible candidates for teaching professor must submit a dossier containing the following:

1. The candidate's current curriculum vitae;
2. The candidate's statement of teaching and service;
3. Documentation of the candidate's teaching and service activities;
4. Annual summaries of teaching, annual summaries of student evaluations, and periodic peer teaching evaluations. Peer teaching evaluators should be assigned according to individual unit policy.
5. Evidence of distinguished teaching and service.
6. The names of two individuals (from UNC or external) who may serve as referees as to the candidate's qualifications for the rank of teaching professor.
7. Additional materials, such as observations of classroom teaching, student recommendations, nominations for teaching awards, grant applications, and other materials relevant to the case.

Upon receipt of a complete dossier, the Chair will solicit letters from two referees, one from a list provided by the candidate and one from a list developed by the Chair, as to the candidate's qualifications for promotion to the rank of teaching professor. Upon receipt of the two letters, the Chair will include them in the candidate's dossier. If more than two letters are solicited, all received letters should be included with the dossier.

After reviewing each dossier, the unit review committee will submit to the Chair a report concerning each candidate for promotion to teaching professor. The Chair will make this report available to the assembled eligible faculty of the unit, whom the Chair will consult in a manner analogous to the process whereby the unit Chair consults the unit's faculty on the promotion of faculty members on the tenure track. This consultation process will result in a vote of the eligible faculty of the unit, recorded by rank, on each case for promotion to teaching professor. For cases involving promotion to teaching professor, this consultation must include the tenured faculty (including at least four full professors) and any teaching professors in the unit.

The Chair of the unit may decide to accept or reject the advice given by the eligible faculty. In either case, the candidate's complete dossier must be forwarded to the Dean with a letter from the Chair either recommending or denying promotion. Besides reporting the vote of the faculty, the Chair's letter should highlight factors concerning teaching and service that most influenced the recommendation. Regardless of the Chair's recommendation, the Chair must communicate that decision in writing to the candidate.

The dossier for the candidate forwarded to the Dean will contain the following:

- The chair's letter, noting the review committee's role and vote, and the vote of the eligible faculty, recorded by rank;
- The report of the unit review committee on the candidate;

- The candidate's current curriculum vitae;
- The candidate's statement of teaching and service;
- Documentation of the candidate's teaching and service activities;
- Annual teaching summaries and summaries of student evaluations;
- A minimum of two letters from referees (UNC or external) that address the candidate's qualifications for the rank of teaching professor.
- Additional materials required by the unit.

All dossiers forwarded to the Dean will be reviewed by the appropriate Senior Associate Dean and a College ad hoc committee on the promotion of senior lecturers. The Dean retains final authority on the promotion of lecturers to the rank of teaching professor.

A senior lecturer whose case for promotion is denied will be eligible to be reconsidered three years after the decision against promotion.

See Standard Order Table for Fixed-term Salaried Permanent Appointments

<http://academicpersonnel.unc.edu/files/2012/03/Standard-Order-Table-Fixed-Term-Salaried-Permanent-Appointments-4.10.13.pdf>

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