University of Iowa College of Engineering Guidelines for the Recruitment and Retention of Renewable-term Lecturers (FH15)

Vision for hiring renewable-term lecturers in the College of Engineering. Renewable term lecturers play an important role in advancing the teaching excellence of the College of Engineering. Lecturers who are focused on the teaching mission may provide departments with critical support and expertise to ensure the success of the teaching mission. Examples may include: expert teaching in an important subject area that does not align with a research thrust; specialized skills and knowledge that don’t currently exist in the department; high quality teaching of core departmental courses; performance of important tasks related to accreditation, projects labs, laboratory course support, outreach, extracurricular activities, etc. In addition, some lecturers may be at the forefront of the development of innovative teaching methods, while others may enhance the educational opportunities offered to our students due to the specialized experiences or knowledge that they have gained in a prior engineering career. To optimize the positive impact that renewable term lecturers can have on our undergraduate and graduate programs, the policies and guidelines for their recruitment and retention must be designed to attract the best available candidates, engage them in a vibrant community of teaching and learning, and support their development as valued professionals.

Policies and Guidelines for Lecturers in the College of Engineering:

Initial appointments: Majority vote of tenured and tenure-track faculty as well as senior lecturers of the department is required for initial appointments of lecturers.

Length of initial and renewal appointments: Initial appointment length: from 2 to 3 years. Renewal appointment length: from 3 to 5 years.

Minimal qualifications: Promise of teaching excellence; Ph.D. in Engineering or related discipline or substantial professional experience.

Title: The titles for the renewable-term lecturers are Lecturer, and Senior Lecturer.

Annual performance review and evaluation procedures and criteria: Annual evaluations shall be performed by the DEO for all department lecturers. The DEO will carefully review the available material, including a summary of activities and accomplishments provided by the lecturer under review, and including at least one peer-review of teaching each semester for lecturers and one per year for senior lecturers. These materials will be assessed based on classroom teaching effectiveness for lecturers in the department. The DEO will then schedule an individual conference with each lecturer to discuss the DEO’s evaluation of the material. Such conferences shall take place before making any final recommendations for salary increments for the coming year. In addition, the DEO may utilize inputs from students and other faculty members who may have special knowledge of the contributions of the lecturer. If, as a result of an annual review, the DEO concludes that there are significant deficiencies related to teaching or other expectations, the DEO shall provide written notification of these conclusions to the lecturer being reviewed, and the lecturer will be given an opportunity to respond in writing. The final report and the lecturer's response will be sent to the Dean for appropriate action.
**Process and requirements for appointment renewal:** Reappointment evaluations are required for all lecturers who seek reappointment. Such evaluations shall be undertaken and completed by a date designated by the DEO.

1. The DEO will be responsible to: a) establish a timetable for the review; b) arrange for the development of a file for each person being reviewed with each person given the opportunity to submit materials he/she considers relevant to the established criteria; c) convene a review committee of tenured and tenure-track faculty as well as senior lecturers, and appoint a chairperson to conduct meetings; d) transmit, after considering the review committee’s recommendations and consulting other faculty members of the department, his or her independent recommendation to the Dean, indicating in the transmittal letter the vote of the review committee and the results of any consultations described above; e) inform the lecturer of the recommendation being forwarded at each level of the review; and f) meet with any lecturer not recommended for reappointment to review the recommendations of the review committee, DEO, and the decision of the Dean. Senior Lecturers will not participate in the review of Senior Lecturers.

2. The review committee shall meet to review and evaluate the lecturer’s teaching and other contributions. The lecturer being reviewed may be interviewed by the review committee and may request such an interview.

3. A closed ballot vote of all tenured and tenure track members of the review committee shall be taken at the meeting, with votes counted at the meeting. Senior Lecturers will not vote. A written report of the review committee’s activities and evaluation shall be drafted by the chairperson, modified as necessary and approved by the review committee, and submitted to the DEO. Minority reports, if applicable, shall be appended to and submitted as part of the written report.

**Career path procedures:**

After a minimum of five years of service as a Lecturer or equivalent, an individual may be granted the title of Senior Lecturer. A Senior Lecturer may expect reappointment for up to a five-year period. The primary criteria for granting the title of Senior Lecturer are:

- Convincing evidence of excellence in teaching
- A clear record of enhancing the teaching mission of the department through contributions such as: curricular advances; innovative teaching methods; development of collaborative educational opportunities across the University; creation of new extracurricular learning opportunities, etc.

Evaluation of a candidate to be considered a Senior Lecturer will be based on a teaching dossier submitted by the nominee. That dossier will include:

- The candidate’s CV, including a description of teaching semester-by-semester assignments,
- The candidate’s personal statement on teaching, including future plans concerning teaching,
- A list of other contributions (if any) to instructional programs,
- Course materials, including syllabi, etc.,
- Teaching evaluations, and
- Any other materials deemed relevant by the candidate or the evaluation committee.

Procedures for assessing a candidate’s request for being advanced to Senior Lecturer are:

1. If the DEO deems the request to be appropriate, the DEO will be responsible to:
   a) establish a timetable for the review; b) arrange for the development of a file for each person being evaluated with each person given the opportunity to submit materials he/she considers relevant; c) convene a review committee of tenured and tenure track faculty as well as senior lecturers, and appoint a chairperson to conduct meetings; d) transmit, after considering the review committee’s recommendations and consulting other faculty members of the department, his or her independent recommendation to the Dean together with the candidate’s record, indicating in the transmittal letter the vote of the review committee and the results of any consultations described above; e) provide the candidate with a copy of the DEO’s recommendation to the Dean, at the same time the candidate’s file is submitted to the Dean; f) meet with each candidate not granted the Senior Lecture title to review the recommendations of the review committee, the DEO, and the decision of the Dean, and to provide suggestions for improving any apparent deficiencies.

2. The review committee shall meet to review and evaluate the lecturer’s teaching and other contributions. When appropriate, the review committee may solicit information and assessments of a candidate’s teaching or service from knowledgeable individuals from within or outside of the University. The lecturer being reviewed may be interviewed by the review committee and may request such an interview.

3. A closed ballot vote of all tenured and tenure track members of the review committee members in attendance shall be taken at the meeting, with votes counted at the meeting. Senior Lecturers will not vote. It is highly desirable that the meeting at which the final vote is taken be held at a time when all review committee members can attend. The committee chair shall give at least one week’s notice of this meeting, unless an earlier meeting with full attendance is possible. Absentee voting by members of the review committee via conference call is appropriate, but voting must be anonymous. To make the vote anonymous, the member missing will participate in the meeting by teleconference and leave two ballots, one yes, one no, each in an envelope inside another envelope. The appropriate vote will be made by having the person designate which envelope contains the official vote. A simple majority voting in favor of granting the Senior Lecture title will represent a positive recommendation by the review committee. A written report of the review committee’s activities and evaluation shall be drafted by the chairperson, modified as necessary and approved by the review committee, and submitted to the DEO. Minority reports, if applicable, shall be appended to and submitted as part of the written report.

4. If the recommendation of the DEO differs from the judgment of the majority of the review committee, the DEO shall report this fact to the committee and to the Dean together with the reason(s) for the recommendation made. The report to the review committee shall be made at the time the DEO’s recommendation is submitted to the Dean.
5. When the candidate’s file is submitted to the Dean, the candidate will have five working days to access the file and another five working days to submit a letter of response and additional information.

Collegiate rights and responsibilities of Lecturers: Lecturers will have voting rights on only departmental curriculum and accreditation decisions, and will be eligible for selected teaching awards and teaching grants.

Nothing in these guidelines should be construed as negating University employment policies and policies governing faculty rights and responsibilities. Lecturer positions are not intended to lead to tenure-track faculty positions.