The ideal of a research university is a university in which all those who convey knowledge are also engaged in producing it. Further, those engaged in producing knowledge require and should have, as a necessary condition in support of their freedom of inquiry, the protection of tenure. The faculty of the University of Texas at Dallas has been dedicated to this concept since the University began and this dedication does not waver. Other things being equal, as many of the faculty as practicable should hold tenure-track or tenured appointments. On the standard of the major American research universities, this would mean substantially all teaching faculty.

We recognize, however, that we will continue to be required to hire faculty for a wide variety of purposes for which tenure-track positions are not available. Such faculty are generally hired under the headings of Lecturers and Senior Lecturers. This policy applies to Senior Lecturers. For purposes of the policy, a “Senior Lecturer” will be understood to be a person employed on a renewable annual contract with a teaching requirement of 24 workload points in organized courses or a person appointed as a Senior Lecturer at least half time or with administrative duties. This policy also applies to a person employed on the same terms with the title of Clinical Professor. This policy does not apply to ordinary “Lecturers,” who are hired to teach specific courses on a course-by-course basis.1 The titles “Visiting Professor” and “Clinical Lecturer” are not used for this type of position since they carry an expectation that the term of employment is fixed and not renewable. However, in the event that a person bearing one of these latter titles does continue at the University for three years or more, they should become subject to peer review as described herein. The title “Adjunct Professor” is not used for this type of position since it is used for positions that are not remunerated.

It is the policy of the University of Texas at Dallas that Senior Lecturers should be treated as true colleagues in a collective academic enterprise. Senior Lecturers should have the same kinds of working conditions and expectations of fair and considerate treatment as tenured and tenure-track faculty and should be able to work with tenured and tenure-track faculty as genuine colleagues. Accordingly, the purpose of this policy is to better integrate Senior Lecturers into the established processes of faculty hiring and evaluation.

This policy is to be implemented in the several schools as the responsibility of the School Dean and Faculty. Promotion recommendations regarding Senior Lecturers are not to be reviewed by the Committee on Qualifications of Academic Personnel. Appeals or complaints should be directed to the University Committee on Faculty Standing and Conduct. The Academic Senate will exercise general oversight with respect to academic

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1. These definitions reflect established usage at U T Dallas. With respect to the Regent’s Rules, Senior Lecturer I at U T Dallas corresponds to “Lecturer” in the Rules. Senior Lecturer I and II are divisions of “Senior Lecturer” in the Rules, and “Lecturer” corresponds to a position that would presumably be subcategory of “Lecturer” in the rules.
policy. The University Provost will exercise general oversight with respect to contractual responsibilities and due process.

2. STANDARDS OF EVALUATION

The University recognizes three categories of standards of performance in matters of promotion, reappointment, and tenure for all faculty. They are (a) peer-reviewed research and academic achievement; (b) teaching effectiveness; and (c) university citizenship, which may include specific administrative duties as specified in the Senior Lecturer’s contract. Contracts will specify the duties of Senior Lecturers in terms of the proportion of effort expected under each of these categories.

Peer-Reviewed Research and Academic Achievement

Peer-reviewed research and academic achievement is not required of Senior Lecturers as part of their normal assigned responsibilities at U. T. Dallas. However, Senior Lecturers have the same standing to seek funding for, and to pursue, independent funded research as other faculty. If peer-reviewed research and academic achievement is required as a condition of employment, it should be a basis of evaluation. When not required, it may still be noted in peer reviews.

Evidence of research and academic achievements can include publication in peer-reviewed journals; monographs which contribute to advancing knowledge or its utilization in the resolution of societal problems; development of widely adopted clinical or educational techniques which advance the quality of life; presentations at professional gatherings; literary publications, performances, and visual and other artistic contributions in regional and national exhibitions.

Teaching

Because of the difficulties in measuring teaching effectiveness, it is important that evaluating committees seek a variety of ways to evaluate an individual’s teaching. Teaching effectiveness is not to be measured solely in terms of teaching in organized courses. It also includes the ability and willingness to develop new courses and to teach a wide variety of courses. Committees should consider the importance of such courses to the instructional programs, the willingness to teach evening or Saturday courses, and the development of innovative teaching methods. Teaching also extends to curriculum development and student advisement.

University Citizenship

University citizenship is that amorphous blend of willingness to participate actively as citizens in the life of the University and as collegial representatives of the University in extramural settings. Service, in contrast to administration, includes membership in governance bodies and committees, program planning and development, public service, and special assignments from Deans or the University Administration.
Administration

Senior Lecturers may be assigned duties that require academic knowledge and experience but are also heavily administrative, such as Associate Deans for Undergraduate Education, graduate student advisor, and graduate clinical instructor or coordinator. Aspects of this type of activity that indicate good or poor performance include overall work-load or case-load, the overall levels of satisfaction and good order in the program, letters or other expressions of satisfaction or dissatisfaction from students, colleagues, or immediate supervisors, and the development of innovative methods or program designs.

3. Procedures

1. Inclusion in by-laws. Procedures for hiring and peer review of Senior Lecturers should be incorporated in the by-laws of the school. Where by-laws have not yet been written, rules for peer review Senior Lecturers should be written independently.

2. Rank and recognition of employment history. The differences between faculty in the ranks of Senior Lecturer I, II, and III should correspond to the differences in academic attainment and achievement in areas relevant to their assigned activities as specified by the faculties of their respective schools. Criteria for this differentiation might include relevant degrees, teaching experience, work, and creative or research experience. In general, Senior Lecturer I is an initial appointment. Senior Lecturer II signifies a record of excellence relevant to their assignments, and Senior Lecturer III should reflect distinguished attainments relevant to their assignments. A person would not normally become eligible for appointment as a Senior Lecturer II until their second three-year review.

3. Faculty voting on appointments. Faculty recommendations for initial appointments or promotions to the level of Senior Lecturer II should be approved by a vote of the tenured faculty of the concerned School or Department, and including those of the rank of Senior Lecturer II and Senior Lecturer III if provided for in the by-laws of the school. Faculty recommendations for initial appointments or promotions to the level of Senior Lecturer III should be approved by a vote of the Full Professors of the concerned School or Department, together with those of the rank of Senior Lecturer III if provided for in the by-laws of the school. Votes should be taken by secret ballot in a meeting of the faculty eligible to vote. Those voting should attest that they have read the report of the ad hoc committee.

4. Hiring. For hiring Senior Lecturers, each School or Department should institute a standing or ad hoc search committee or designate an already existent standing committee as a search committee. If Senior Lecturers are available, when appropriate at least one should be included on the search committee.

5. Teaching Evaluation. Each school should establish or designate a Committee to review and provide advice on Senior Lecturer’s teaching performance. This evaluation may be assigned to the school Committee on Effective Teaching. For
this purpose, the Committee should include an appropriate number of senior lecturers, depending on the numbers of Senior Lecturers in the School. A school Committee on Effective Teaching is mandated by POLICY MEMORANDUM 96-III.21-70, which requires in part:

a. A teaching evaluation procedure developed and administered by an independent faculty committee.

b. Written objective standards for evaluating teaching performance. These standards must include student course evaluations, teaching load contributions, diversity of courses covered, course development and administration, and factors such as thesis and dissertation supervision\(^2\).

c. Procedures for periodic collection of reliable and verifiable information related to teaching performance including periodic classroom visits by designated faculty to supplement information taken from sources such as course syllabi and student course evaluations.

d. Some mechanism for faculty to comment on their evaluations and provide information they feel is pertinent to the teaching evaluation process.

6. Orientation programs and advice. Each School with Senior Lecturers should develop orientation programs and materials for Senior Lecturers and assure that there is some system for ongoing advice. This program should involve both more experienced Senior Lecturers and tenured faculty. If there is a mentoring program, Senior Lecturers should be included as appropriate given their work assignments and numbers in the school. Each school or Department should clearly designate a faculty member or faculty body for each Senior Lecturer to consult with in regard to their academic responsibilities. Senior Lecturers should also consult regularly with school Deans and Associate Deans.

7. Periodic Review. Under Regent’s Rules, the longest contract available to Senior Lecturers is three years (renewable). The practice at UTD is to issue only one-year contracts, but with an expectation of renewal subject to job performance and availability of funds. Like all other faculty, Senior Lecturers are subject to an annual administrative review. For annual administrative reviews, Senior Lecturers will submit annual review documents in the same manner and at the same times as tenure-track and tenured faculty.

8. Senior Lecturers should be reviewed periodically in a process involving tenure-track faculty as well as above-grade Senior Lecturers as appropriate in the school. As with reviews for tenure-track faculty, these reviews should strive for an even consideration of strengths and weaknesses and should attempt to commend performance that is already outstanding as well as give constructive advice where performance can be improved. The weighting of the standards of evaluation should reflect the employment agreement. The interpretation of the standards of

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\(^2\) Whether a Senior Lecturer is required to serve on dissertation committees or supervise dissertations will depend upon their terms of employment. It is established university policy, however, that they shall not be precluded from such service simply because of their status as Senior Lecturers. Service on dissertation committees depends wholly on a person’s actual academic qualifications.
evaluation should reflect the interpretations of the School or Department guidelines. The reviews may recommend non-renewal, renewal in grade, renewal at a higher grade, or changes in assignment. If the ad hoc committee recommends promotion from Senior Lecturer I to Senior Lecturer II or Senior Lecturer II to Senior Lecturer III, the recommendation should be accompanied by a vote of the faculty of the unit as in Section 3 above. As feasible, the reviews should be conducted on the following schedule:
  a. First in the first year.
  b. In their third year.
  c. Subsequent reviews every three years thereafter subject to favorable recommendations.

9. All reviews should be complete by March 30 in the years they occur.

10. Non-renewal or dismissal. Each school should provide a way to assure that non-renewals or dismissals will not be arbitrary and will involve consultation by the Dean with the Executive Committee or another faculty body designated in the school by-laws.

4. REVIEW OF FILES

A Senior Lecturer who will be reviewed by a faculty body under this policy is responsible for preparing the file which will constitute the essential basis for this review. The Review File as submitted by the faculty member to their Dean will include a complete professional vita from the faculty member which covers the areas of assigned responsibility and any additional areas the candidate wishes to have considered. For teaching evaluation, information should include statistical summaries of the teaching evaluation form for each course taught during the previous six regular, long semesters (including transcripts of or original comments by students) as well as information on course content and process, such as copies of syllabi and exams. Upon receipt of the basic Review File from the faculty member, the Office of the Dean will inventory the contents and insert a copy of the inventory in the file.

The designated reviewing committee has the authority and responsibility to add material to the basic Review File, these additions being clearly identified components of the Review File. Possible additions will include items such as the letters from external and internal evaluators for the ad hoc committee's review of teaching performance, and the ad hoc committee's recommendations. All these additions will be entered on the file inventory sheet.

5. RIGHT TO VIEW FILES

If a Senior Lecturer under review requests to see his or her file during the review process, the Dean shall make the file available within three working days.

6. OPPORTUNITIES

Nothing in these guidelines or the school by-laws should be construed as precluding Senior Lecturers from applying and being considered for tenure track positions in the manner established for those positions.