Faculty Senate Issue Log Form

Date-Submitted: October 1, 2018
Title-of-Issue: Master Lecturer annual reviews and in-depth reviews.
Description: While I understand it is the intent of the Handbook to limit review of lecturers of any rank to one per year, the Handbook does not clearly state that when a senior or master lecturer is undergoing an in-depth review, that review will serve as the annual review for reappointment for that year. I am wondering if the Handbook should be more explicit in that regard.
Rationale: There has been much confusion resulting from the recent Handbook changes addressing review of lecturers. A clarifying statement such as the one I suggested above might help to resolve much of that confusion.
Name: Kate Hawkins
Department: Vice Provost for Faculty Affairs
Date: October 1, 2018
Signature: Kate Hawkins

Response by Committee F
In collaboration with Vice Provost Hawkins, the committee edited both the policy on evaluation of lecturers and the policy on reappointment of faculty to hopefully clarify these issues.
Evaluation of Lecturers, Senior Lecturers, and Master Lecturers and Promotion of Lecturers and Senior Lecturers

NUMBER: 1417

APPROVED: September 26, 2013; Revised June 9, 2016 (eff. 7/1/16); Revised June 14, 2018 (eff. 7/1/18)

The academic ranks of lecturer, senior lecturer, and master lecturer do not carry tenure, and time at Old Dominion University in these ranks is not counted as part of the probationary period for tenure. These ranks are intended to meet the University’s need to fill special instructional roles that differ from the traditional university faculty role, preparation, and expectation. All appointments and reappointments are contingent upon available funding.

A. Lecturer - This is a full-time rank that requires an appropriate master's degree and evidence of teaching ability. Demonstrated expertise in a specific field may also be required. Persons appointed to this rank are expected to assume a predominantly instructional role, at undergraduate or graduate levels, and participate in other professional service activities normally assigned to or expected of full-time faculty.

1. Evaluation

   a. Lecturers will undergo an annual in-depth review by their department committee and department chair and a recommendation will be made to the dean concerning the lecturer’s reappointment on an annual basis, according to the policy on "Reappointment or Nonreappointment of Faculty."

   b. If the evaluation is positive and the dean's recommendation on retention is affirmative, the individual will be reappointed according to the policy on “Reappointment or Nonreappointment of Faculty.”

   c. If the decision by the dean is not to retain the lecturer, he or she will be notified of termination according to the appropriate schedule contained in the policy on "Reappointment or Nonreappointment of Faculty" and
may request a review of the nonreappointment decision by the provost and vice president for academic affairs as provided by the same policy.

d. Lecturers considered for promotion to senior lecturer in a given year will not undergo a separate annual evaluation in the same year.

2. Promotion from Lecturer to Senior Lecturer

Promotion to the rank of senior lecturer from the rank of lecturer shall be initiated by request from the lecturer and conferred upon the recommendation of the department promotion and tenure committee, chair, and college promotion and tenure committee to the dean of the college.

a. The candidate prepares and submits to the department chair his/her professional accomplishments to include at a minimum a curriculum vitae prepared in accordance with the Guidelines from the Provost’s Office, a list of teaching assignments with teaching portfolio evaluations, student opinions both quantitative and qualitative, all annual evaluations by the department chair and dean, and other relevant materials. The chair forwards the credentials to the department promotion and tenure committee.

b. The department promotion and tenure committee reviews the credentials, votes, and makes a recommendation. The vote should be recorded. The recommendation and votes are submitted to the department chair with a copy to the lecturer seeking promotion.

c. The department chair makes an independent evaluation and recommendation with copies to the lecturer seeking promotion and forwards all credentials and recommendations to the college promotion and tenure committee.

d. The college promotion and tenure committee reviews the documents, votes, and makes a recommendation. The materials, votes and other documents are forwarded to the dean.

1. If the dean decides against the promotion, the candidate may request a review by the provost and vice president for academic affairs. The decision of the provost and vice president for academic affairs is final.

2. If the dean finds in favor of promotion, the promotion becomes
effective at the start of the subsequent academic year

B. Senior Lecturer - This is a full-time rank that requires an appropriate master's degree, demonstrated expertise in the field, a sustained record of effective performance in teaching and professional service, evidence of continued development and study in the field, and a minimum of five years' experience at the rank of lecturer or equivalent. Persons appointed to this rank are expected to assume a predominantly instructional role, at undergraduate or graduate levels, and participate in other professional service activities normally assigned to or expected of full-time faculty.

1. Evaluation

   a. Senior lecturers will be evaluated by their department chair every year, according to the policy on "Reappointment or Nonreappointment of Faculty." In lieu of this simple annual review, every five years senior lecturers will instead undergo an in-depth evaluation that is initially conducted by a committee consisting of tenured members of the department, and then by the chair, following the steps outlined in Section A.1. In either case, the evaluation and a recommendation on retention is forwarded to the dean.

   b. If the evaluation is positive and the dean's recommendation on retention is affirmative, the individual will be reappointed according to the policy on "Reappointment or Nonreappointment of Faculty.

   c. If the decision by the dean is not to retain the senior lecturer, he or she will be notified of termination according to the appropriate schedule contained in the policy on "Reappointment or Nonreappointment of Faculty" and may request a review of the nonreappointment decision by the provost and vice president for academic affairs as provided by the same policy.

   d. Senior lecturers considered for promotion to master lecturer in a given year or going through an in-depth 5th-year review (1.a.) will not undergo a separate annual evaluation in that same year.

2. Promotion from Senior Lecturer to Master Lecturer Promotion to the rank of master lecturer from the rank of senior lecturer shall be initiated by the senior lecturer and conferred upon the recommendation of the department promotion and tenure committee, chair, and college promotion and tenure
committee to the dean of the college.

a. The candidate prepares and submits to the department chair his/her professional accomplishments to include at a minimum a curriculum vitae prepared in accordance with the Guidelines from the Provost’s Office, a list of teaching assignments with teaching portfolio evaluations, student opinions both quantitative and qualitative, all annual evaluations by the department chair and dean, and other relevant materials. The chair forwards the credentials to the department promotion and tenure committee.

b. The department promotion and tenure committee reviews the credentials, votes, and makes a recommendation. The vote should be recorded. The recommendation and votes are submitted to the department chair with a copy to the senior lecturer seeking promotion.

c. The department chair makes an independent evaluation and recommendation with copies to the senior lecturer seeking promotion and forwards all credentials and recommendations to the college promotion and tenure committee.

d. The college promotion and tenure committee reviews the documents, votes, and makes a recommendation. The materials, votes and other documents are forwarded to the dean.

1. If the dean decides against the promotion, the candidate may request a review by the provost and vice president for academic affairs. The decision of the provost and vice president for academic affairs is final.

2. If the dean finds in favor of promotion, the promotion becomes effective at the start of the subsequent academic year.

C. Master Lecturer – This is a full-time rank that requires an appropriate master’s degree, demonstrated expertise in the sustained record of superior performance in teaching and professional service, evidence of recognition within teaching or professional service, evidence of continued development and study in the field, and a minimum of five years’ experience at the rank of senior lecturer or equivalent. Persons appointed to this rank are expected to assume a predominantly instructional or leadership role, at undergraduate or graduate levels, and participate in other professional service activities normally assigned to or expected of full-
1. Evaluation

a. Master lecturers will be evaluated by their department chair every year, according to the policy on "Reappointment or Nonreappointment of Faculty." In lieu of this simple annual review, every five years senior lecturers will instead undergo an in-depth evaluation that is initially conducted by a committee consisting of tenured members of the department, and then by the chair, following the steps outlined in Section A.1. In either case, the evaluation and a recommendation on retention is forwarded to the dean.

b. If the evaluation is positive and the dean's recommendation on retention is affirmative, the individual will be reappointed according to the policy on “Reappointment or Nonreappointment of Faculty.”

c. If the decision by the dean is not to retain the master lecturer, he or she will be notified of termination according to the appropriate schedule contained in the policy on "Reappointment or Nonreappointment of Faculty" and may request a review of the nonreappointment decision by the provost and vice president for academic affairs as provided by the same policy.
Reappointment or Nonreappointment of Faculty

NUMBER: 1402

APPROVED: June 12, 1980; Revised June 20, 1985; Revised June 16, 2011; Revised April 26, 2013 (eff. 6/1/13); Revised June 14, 2018 (eff. 7/1/18)

I. Board of Visitors Policy

A. Nature of Appointment

1. Unless tenure has been awarded by the university, all appointments of full-time faculty are on an annual, temporary, or probationary basis, renewable one year at a time at the discretion of the university.

2. In some cases, appointments for a period of less than one academic year may be made, for example initial appointments at mid-year or emergency one-semester appointments.

II. Guidelines

A. Consideration of reappointment or nonreappointment will be according to a timetable distributed by the Office of the Provost and Vice President for Academic Affairs. Consideration takes place early in the second semester for faculty members in their first year of service and early in the first semester for faculty members in the second or subsequent year of service.

B. For instructors, assistant professors, lecturers, clinical assistant professors, research assistant professors, and untenured associate professors and professors, the initial consideration will be by the departmental tenure and promotion committee unless they are in their first year and have been appointed mid-year. For senior lecturers, master lecturers, research associate professors, research professors, clinical associate professors, and clinical professors, initial consideration will be by the department chair, except for those years when the faculty member is undergoing their fifth year review (see III.B. below).

C. In the case of financial constraints or demonstrable overstaffing of departments, the dean or the provost and vice president for academic
affairs may require that the number of probationary tenurable and nontenurable faculty members in the department be reduced.

D. Faculty members who were appointed as instructors with the expectation that the terminal degrees would be completed may not be reappointed before the award of the degree unless prior approval has been obtained from the provost and vice president for academic affairs. (See the Board of Visitors Policy and Procedures Concerning Academic Rank and Promotion in Rank.)

E. If the critical requirements of the position of a probationary tenurable faculty member are changed so as to affect the primary duties expected of the faculty member, and hence his or her consideration for tenure, the faculty member shall be fully and promptly informed of the changes in writing at least one semester before the changes are implemented.

III. Procedures

A. Reappointment or Nonreappointment of Probationary Tenure-Track Faculty

1. The departmental promotion and tenure committee and all subsequent persons considering the case will take into consideration the formal evaluations of the faculty member’s performance by the chair and the dean, faculty information sheets, and any other relevant data, as well as the needs of the department.

2. These procedures will be suitably adapted for faculty members who hold interdisciplinary, interdepartmental or joint appointments or who hold appointments in a department with two or fewer tenured faculty members. The adapted procedures should be recommended by the promotion and tenure committee of the college or colleges involved and approved by the dean or deans concerned and the provost and vice president for academic affairs.

3. Each department conducts an annual review of the probationary tenure-track faculty in that department. This review is based on the performance of the individual faculty member and the needs of the department and is initially conducted by a committee consisting of tenured members of the department.

4. The departmental promotion and tenure committee recommends to the chair one of the following actions:

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1The members of the faculty who are elected to serve on the University Promotion and Tenure
Committee shall serve for the subsequent academic year. The promotion and tenure committee elected by each individual degree-granting college serve for an entire year, not for the spring semester of one year and the fall semester of the following year.

a. That the faculty member be considered for tenure through normal channels, if a sufficient probationary period has elapsed. (In this case, the faculty member is considered for tenure through the normal tenure procedures, and the remainder of this section does not apply.)

b. That the faculty member be offered an additional annual contract without tenure.

c. That the faculty member not be reappointed, that is, not be offered an additional contract if in the first or second year of service or offered a terminal contract for the succeeding year if in the third or subsequent year of service.

d. A copy of the committee's recommendation shall be supplied to the faculty member.

5. Considering the written recommendation of this committee, the performance of the faculty member and the needs of the department, the chair makes a recommendation to the dean concerning reappointment or nonreappointment of each individual probationary tenure-track faculty member and provides the faculty member with a copy of the recommendation.

6. Considering the recommendation of the departmental promotion and tenure committee and of the chair as well as the needs of the college, the dean makes a decision concerning reappointment or nonreappointment of each individual probationary tenure-track faculty member, notifies that faculty member in writing of this decision, and provides the faculty member and the provost and vice president for academic affairs with a copy of the decision letter.

a. If the dean decides not to reappoint a faculty member, the faculty member may request a review by the provost and vice president for academic affairs. The decision of the provost and vice president for academic affairs is final.

b. Notice of the dean's decision concerning reappointment or nonreappointment of probationary tenure-track faculty
members shall be according to the following schedule:

1. Not later than March 1 of the first academic year of service.

2. Not later than December 15 of the second academic year of service.

3. Terminating appointment of one year, with notice by December 15, after two or more academic years of service.

B. Reappointment or Nonreappointment of Nontenure-track Faculty

1. Each department conducts an annual review of all nontenure-track faculty members in that department. This review is based on the performance of the individual faculty member and the needs of the department.

   a. For lecturers and clinical assistant professors, this review is conducted by a committee consisting of tenured members of the department and master lecturers and clinical professors, followed by the department chair and the dean.

   b. For senior lecturers, master lecturers, clinical associate professors, and clinical professors, the annual review is conducted by the chair followed by the dean. In lieu of this simple annual review, every five years senior lecturers, master lecturers, clinical associate professors, and clinical professors will instead undergo an in-depth evaluation that is initially conducted by a committee consisting of tenured members of the department, followed by the chair and the dean.

2. For lecturers and clinical assistant professors, and for all nontenure-track faculty undergoing an in-depth 5th year evaluation, the departmental committee recommends to the chair one of the following actions:

   a. That the faculty member be offered an additional annual contract.

   b. That the faculty member not be reappointed, that is, not be offered an additional annual contract.

3. A copy of the committee's recommendation shall be supplied to the faculty member.

4. Considering the written recommendation of this committee (in case section
2. above applies), the performance of the faculty member, and the needs of the department, the chair makes a recommendation to the dean concerning reappointment or nonreappointment of each individual nontenure-track faculty member and provides the faculty member with a copy of the recommendation.

5. Considering the recommendations of the departmental committee (in case section 2 above applies), and of the chair, as well as the needs of the college, the dean makes a decision concerning reappointment or nonreappointment of each individual nontenurable nontenure-track faculty member and notifies each faculty member of this decision. If the decision is not to reappoint the faculty member, the dean provides the faculty member and the provost and vice president for academic affairs with a copy of the decision letter.

   a. If the dean decides not to reappoint a faculty member, the faculty member may request a review by the provost and vice president for academic affairs. The decision of the provost and vice president for academic affairs is final.

   b. Notice of the dean's decision concerning reappointment or nonreappointment of nontenurable faculty members shall be according to the following schedule:

      1. Not later than March 1 of the first academic year of service.

      2. Not later than December 15 of the second or subsequent academic year of service.