

Memo To: All UH-Downtown PS Holders
From: Michael A. Olivas, Interim President
Subject: Lecturer Policy

UH-Downtown/PS 10.A.21
Issue No. 1
Effective Date: 4/11/17
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1. PURPOSE

This PS establishes university policies governing the hiring, support, supervision, evaluation, promotion, and termination of lecturers and senior lecturers. These faculty members are a significant component of the university's teaching work force and have a critical role to play in carrying out the university's mission.

2. DEFINITIONS

2.1 Lecturers and senior lecturers are defined in PS 10.A.20 (Non-Tenure & Non-Tenure Track Academic Appointments).

3. POLICY/PROCEDURES

The use of lecturers and senior lecturers varies across departments and is determined by factors unique to each department. When possible, an adequate number of tenure-track faculty will be employed to provide effective leadership in teaching, mentoring, scholarship, curriculum development, institutional planning and shared governance.

3.1 Qualification, Hiring and Support

3.1.1 Qualification: Lecturers must meet the requirements for hire set forth in PS 10.A.20.

3.1.2 Hiring procedure

3.1.2.1 The department chair, after discussion with and concurrence of the dean, shall request the approval of the provost to fill a lecturer position.

3.1.2.2 Lecturer positions shall be filled by open searches conducted by a Lecturer Search Committee. This committee shall be comprised of a minimum of three full-time departmental faculty recommended by the department chair. A member from outside the department may be added at the discretion of the chair.

3.1.2.3 The search committee reviews, at minimum, the candidates' CV, cover letter, and transcripts. Additional application materials may be requested and reviewed based on disciplinary, departmental, and/or accreditation

needs. Before any candidate is interviewed, ESO must receive a list of candidates so a review may be conducted regarding the diversity of the candidate pool. Top candidates are then interviewed on-campus, via video interviews, and/or via phone interviews.

3.1.2.4 After discussion with the search committee, and the concurrence of the college dean and the provost, the department chair negotiates with the primary candidate.

3.1.2.5 Upon successful negotiation, the department completes the offer letter and hiring documents. The department forwards the candidate's folder to the provost's office for completion of the hiring process.

3.1.2.6 Senior lecturers as defined in PS 10.A.20 shall not be hired with such a title. The title of senior lecturer shall be obtained only via promotion, as stated in PS 10.A.20.

3.1.2.7 Emergency hiring of lecturers is governed by the process detailed in PS 10.A.20.

3.1.3 Support: Each department shall establish written policies and procedures regarding the orientation and support of its lecturers and senior lecturers. These policies and procedures will include the following provisions:

3.1.3.1 The university and/or department shall provide them orientations on departmental procedures, evaluation rubrics and other needed university information.

3.1.3.2 They shall be provided office space where students seeking face-to-face academic assistance have access.

3.2 Evaluation, Supervision, Promotion, Reappointment, and Dismissal: All departments shall follow the policies and procedures given below, regarding evaluation, supervision, reappointment, and dismissal of lecturers and senior lecturers.

3.2.1 Development and Review of Departmental Evaluation Rubrics.

3.2.1.1 Evaluation rubrics written by the department shall be used in the evaluation of lecturers and senior lecturers.

3.2.1.2 New rubrics shall be submitted to the college dean and provost by December 15, if they are to be used the following year. If rubrics have not been submitted by then, the previous year's rubric shall be used.

3.2.2 Lecturer self-reports

3.2.2.1 Lecturers and senior lecturers shall be responsible for consulting the department for specific departmental guidelines governing the format and content of the annual self-report.

3.2.2.2 They shall submit self-reports to the department chair at a departmentally determined time.

3.2.3 Department Evaluation Reports

3.2.3.1 The department chair or their designee shall submit written annual evaluation reports to all lecturers and senior lecturers by the second Monday in April.

3.2.3.2 These evaluations shall rely on all relevant available information sources including, but not limited to, the terms of their contracts, student opinion surveys, syllabi, self-reports, peer observation of teaching reports, and rubric scores.

3.2.3.3 The report shall include, at a minimum, scores in all the rubric criteria, positive contributions, and possible improvements needed.

3.2.4 Evaluation Meetings with Chairs:

3.2.4.1 The department chair or designee shall be available for meetings with individual lecturers and senior lecturers to discuss their evaluations.

3.2.5 Supervision: Department chairs or their designees shall be responsible for supervising lecturers and senior lecturers.

3.2.6 Promotion: Lecturers may be promoted to senior lecturer according to the procedure set forth in PS 10.A.20.

3.2.7 Reappointment:

3.2.7.1 Lecturers and senior lecturers may or may not be reappointed according to the provisions established in Texas Education Code Section 51.943 which states, "Except as provided in Subsection (c), an institution of higher education that determines it is in its best interest to reappoint a faculty member for the next academic year shall offer the faculty member a written contract for that academic year not later than 30 days before the first day of the academic year."

3.2.7.2 Non-reappointments must conform to the schedule of dates set forth in the UH SAM 06.A.09.

3.2.8 Lecturers and senior lecturers are subject to "dismissal" as defined in UH SAM 06.A.09.

4. EXHIBIT

There are no exhibits associated with this policy statement.

5. REVIEW PROCESS

Responsible Party (Reviewer): Senior Vice President for Academic Affairs and Provost

Review: Every five years, or as necessary

Signed original on file in The Office of the Provost

6. POLICY HISTORY

Issue #1: 4/11/17