

E. Lecturer and Senior Lecturer;

Lecturer series faculty are professionally qualified teachers hired for a fixed term. Lecturer series faculty do not have the same responsibilities and professional obligations of Regular or Special Title series faculty. The appointee will have received a PhD and show promise of being an excellent teacher as evidenced by previous teaching experience, UK classroom presentations, or any teaching statement submitted as part of the application process. The maximum percentage of lecturers among the total faculty in the Department of Biology must not be greater than 15%, based upon the written approval of the tenured and tenure-track faculty of the Department. The assignment period for Lecturer may be on a nine month, ten month, eleven month or twelve month basis. The initial appointment at the rank of Lecturer shall not exceed two (2) years. Notification of non-renewal of appointment at the end of the first year of service shall be given no later than March 1 if the appointment expires at the end of that academic year or three months in advance if the one-year appointment terminates after completion of the academic year.

1. The appointee will have received a PhD and show promise of being an excellent teacher as evidenced by previous teaching experience, UK classroom presentations, or any teaching statement submitted as part of the application process.
2. Lecturer faculty will be evaluated on an annual basis. Criteria for a positive review will include faculty assessment of teaching effectiveness through visitation of classroom activities by the Chair and/or Associate Chair and other members of the faculty as desired and the review of materials in the teaching portfolio and student evaluations.
 - a. Recommendations for reappointments will be based on faculty evaluation of teaching effectiveness and other contributions to the mission of the department.
 - b. After two successful reviews and 5 continuous years of employment, faculty in the Lecturer series will be eligible for promotion to Senior Lecturer. However, continuation in the Lecturer series for another two year appointment is not prohibited.
 - c. Criteria (evidences) for promotion to Senior Lecturer will include demonstrated excellence and innovation in the classroom, activities in developing new educational approaches and demonstration of excellence in other aspects of academic career as listed on the Distribution of Effort (Service, Professional Development or other explicitly delineated duties).

2. Senior Lecturer; Senior Lecturer faculty members are non-tenure-track faculty who have demonstrated excellence in teaching and have contributed to the intellectual life of the Department above and beyond the level of classroom instruction. The appointee will have received a PhD at least five years prior to appointment and be demonstrably an excellent teacher. In addition, the lecturer will have a record of excellence in the performance of any assigned nonteaching responsibilities. This may include curriculum development, scholarly activity and/or other intellectual activities

- a. The initial appointment of a Senior Lecturer shall not exceed two (2) years.
- b. If appointment to Senior Lecturer is through promotion from Lecturer, a three year rolling contract will be awarded.
- c. Senior Lecturers will undergo FMER evaluations on a biennial basis. Criteria for a positive review will include faculty evaluation of teaching effectiveness through visitation of classroom activities by the Chair and/or Associate Chair and other members of the faculty as desired and the review of materials in the teaching portfolio and student evaluations.

3. Reappointment: The lecturer or senior lecturer will have shown evidence of living up to his or her promise of excellence at teaching as evidenced by the teaching materials gathered as part of

the FMER process and any additional information available to the Department such as information gained through classroom observation. The lecturer will also have a record of excellence in the performance of any assigned nonteaching responsibilities.

4. Nonrenewal of Appointment: The lecturer or senior lecturer will have persistently failed to perform well as a teacher (or in his or her nonteaching responsibilities) as evidenced by the materials gathered as part of the FMER process and any additional information available to the Department such as information gained through classroom observation.

5. Terminal Reappointment: The lecturer or senior lecturer will have persistently failed to perform well as a teacher (or in his or her nonteaching responsibilities) as evidenced by the materials gathered as part of the FMER process and any additional information available to the Department such as information gained through classroom observation.

Biology

Guidelines for Promotion and Tenure in the Biology Department

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3. Research guidelines for the Department of Biology

1. Department guidelines for tenure and promotion from assistant professor to associate professor

1.1 Regular Title Series

i. Research and Professional Development

The successful candidate for promotion and tenure must demonstrate substantive, original, innovative intellectual contributions to scholarship and to attain national recognition through the impact of her/his activities.

In evaluating research and professional development, the Department of Biology will consider the quality of the faculty member's research and development efforts. Quality is considered a measure of scholarly productivity and overall scientific impact.

In listing its guidelines for research, the Biology Department acknowledges the diversity of research interests in this discipline. The skills required for success vary greatly among programs involved in field research, wet-bench experimentation, theoretical or computational biology and bioscience education. In some instances, involvement in multi-group/multi-institutional projects may be necessary or desirable (e.g., "large scale" projects like genomic bioinformatics) while in others, individual efforts may suffice. It is important, however, that the candidate demonstrate scholarly independence and leadership. The faculty

member is expected to have worked effectively to fund his or her research program, although the expectations and opportunities for extramural funding, graduate student participation and publication rates may vary from field to field. Therefore, the items listed must be judged against the norms for the research sub-discipline of the faculty member.

Evidence of a research effort that is commensurate with tenure and promotion from assistant professor to associate professor includes:

- Publications in well-respected refereed journals
- Presentations at conferences, meetings, workshops or other academic or research institutions
- Submission and funding of proposals for extramural support of research activities (especially nationally competitive awards)
- Training & mentoring of undergraduate students, graduate students, or post-doctoral researchers in research projects
- Evaluations by respected scholars in the sub-discipline who can assess the quality of the candidate's research program

In general, the candidate is expected to achieve in all of these areas, although the distribution of these may vary. Further evidence of the overall strength of the research effort may include awards and invitations that reflect recognition of the faculty member, such as:

- Awards or honors for research activities
- Organization of scientific conferences, meetings, workshops
- Editorship of refereed journals, conference proceedings, etc.
- Service as peer reviewer for refereed journals and/or funding agencies
- Publication of research books, monographs or review articles
- Invited presentations at scientific conferences, meetings, and workshops
- The acquisition of patents relevant to the research

ii. Teaching

Departmental expectations for teaching performance include a record of quality instruction at more than one academic level. The department also expects the careful, committed advising of undergraduate students and graduate students. The faculty member is expected to communicate effectively with students. Teaching methods, course content, and exams are expected to be appropriate to the level of the course, equity and fairness in dealing with students is required.

Such performance will be evaluated with:

- The faculty member's teaching portfolio
- Appropriateness of course content, syllabi and examinations
- Student teaching evaluations and letters
- Other evidence of the strength of teaching of the candidate may include:
- Innovations in teaching methods or materials
- Awards or honors for teaching activities
- Teaching-related publication
- Submission and support of teaching-related grants
- Demonstrated success working with teaching assistants or other faculty members to enhance their teaching & advising skills

- Exceptional contributions in student advising
- Exceptional contributions in mentoring the research activities of students

iii. Service

Service activities are expected of all faculty members in the department. Examples of professional service include:

- Participation on departmental and university committees
- Organization of seminars or colloquia
- Efforts in recruiting undergraduate and graduate students
- Participation in professional organizations
- Outreach activities at schools or in the general community or governmental agencies
- Reviewer service to publications and funding agencies
- Editorships for professional publications
- Formation of educational policy, participation in faculty governance, and effective performance of administrative duties.

Although the service responsibilities assigned to assistant professors are generally modest, it is required that all faculty contribute conscientiously to the growth and development of the department, college, and/or university.

1.2 Special Title Series

Each Special Title Series faculty position is, by definition, one whose job duties are uniquely defined. Explicit criteria for promotion and tenure are included in the position description that is approved, according to established University rules and procedures. In Biology, Special Title Series faculty members are scholars with unique mixes of teaching, research, and service.

1.3 Research Title Series

Research Title Series faculty positions are focused on research activities. Such positions do not include provisions for tenure, but promotion to associate level is awarded when the research record meets an appropriate level of quality, based upon activities outlined in Section 1.1.i above.

2. Department guidelines for promotion from associate professor to full professor

2.1 Regular Title Series

i. Research and Professional Development

The successful candidate for promotion and tenure must demonstrate substantive, original, innovative intellectual contributions to scholarship and to attain national recognition through the impact of her/his activities. In evaluating research and professional development, the Department of Biology will consider the quality of the faculty member's research and development efforts. Quality is considered a measure of scholarly productivity and overall scientific impact.

In listing its guidelines for research, the Biology Department acknowledges the diversity of research interests in this discipline. The skills required for success vary greatly among programs involved in field research, wet-bench experimentation, theoretical or computational biology and bioscience education. In

some instances, involvement in multi-group/multi-institutional projects may be necessary or desirable (e.g., “large scale” projects like genomic bioinformatics) while in others, individual efforts may suffice. It is important, however, that the candidate demonstrate scholarly independence and leadership. The faculty member is expected to have worked effectively to fund his or her research program, although the expectations and opportunities for extramural funding, graduate student participation and publication rates may vary from field to field. Therefore, the items listed must be judged against the norms for the research sub-discipline of the faculty member.

Evidence of a research effort that is commensurate with tenure and promotion from assistant professor to associate professor includes:

- Publications in well-respected refereed journals
- Presentations at conferences, meetings, workshops or other academic or research institutions
- Submission and funding of proposals for extramural support of research activities (especially nationally competitive awards)
- Training & mentoring of undergraduate students, graduate students, or post-doctoral researchers in research projects
- Evaluations by respected scholars in the sub-discipline who can assess the quality of the candidates research program

In general, the candidate is expected to have notable achievements in all these areas, although the distribution of these may vary. Further evidence of the overall strength of the research effort may include awards and invitations that reflect recognition of the faculty member, such as:

- Awards or honors for research activities
- Organization of scientific conferences, meetings, workshops
- Service as peer reviewer for refereed journals and/or funding agencies
- Editorship of refereed journals, conference proceedings, etc.
- Publication of research books, monographs or review articles
- Invited presentations at scientific conferences, meetings, and workshops
- The acquisition of patents relevant to the research

ii. Teaching

The candidate is generally expected to have demonstrated a consistently strong record of effective teaching at more than one instructional level. Furthermore, the faculty member is expected to have demonstrated a record of careful, committed advising of undergraduate students and graduate students. The faculty member is expected to communicate effectively with students. Teaching methods, course content, and exams are expected to be appropriate to the level of the course, and equity and fairness in dealing with students is required.

Such performance will be evaluated with:

- the faculty member’s teaching portfolio
- appropriateness of course content, syllabi and examinations
- student teaching evaluations and letters

Other evidence of the strength of teaching of the candidate may include:

- innovations in teaching methods or materials

- awards or honors for teaching activities
- teaching-related publications
- submission and support of teaching-related grants
- demonstrated success working with teaching assistants or other faculty members to enhance their teaching and advising skills
- exceptional contributions in student advising
- exceptional contributions in mentoring the research activities of students

ii. Service

Service activities are expected of all faculty members in the department. Service may include:

- Participation on departmental and university committees
- Organization of seminars or colloquia
- Efforts in recruiting undergraduate and graduate students
- Participation in professional organizations
- Outreach activities at schools, in the general community, or governmental agencies
- Reviewer service to publications and funding agencies
- Editorships for professional publications
- Formation of educational policy, participation in faculty governance, and effective performance of administrative duties.

2.2 Special Title Series

Each Special Title Series faculty position is, by definition, one whose job duties are uniquely defined. Explicit criteria for promotion are included in the position description that is approved, according to established University rules and procedures. In Biology, Special Title Series faculty members are scholars with unique mixes of teaching, research, and service.

2.3 Research Title Series

Promotion to full professor in the Research Title Series is warranted when the candidate meets the guidelines for such promotion according to Section 2.1.i.

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