

College of Agriculture, Food, and Environment

Department of Biosystems and Agricultural Engineering

*Criteria and Evidences for Appointment, Reappointment, Nonrenewal of Appointment, Terminal Appointment, Promotion, and Faculty Performance for Lecturers and Senior Lecturers
Approved by Tenured Faculty in the Department of Biosystems and Agricultural Engineering
on April 27, 2016*

Approved by the Dean on August 12, 2016

Appointment

The criteria for appointment include an earned terminal degree appropriate to the field of assignment (PhD). With the approval of the Provost, evidence of the appropriate professional experience or credentials may substitute for a terminal degree. Candidates must also have demonstrated excellent teaching or have demonstrated the potential for becoming an excellent instructor. Other credentials, such as publications, may also be considered.

Appointment Periods

Lecturer appointments in the College of Agriculture, Food, and Environment may be for 9, 10, 11 or 12 months. Appointment periods are determined at the time of the creation of the position description.

Reappointments, nonrenewal of appointments, and terminal appointments follow AR 2:9

<http://www.uky.edu/Regs/files/ar/ar2-9.pdf>.

Performance Review

The college policies on performance review of lecturer series faculty employees prescribe that lecturer series faculty employees undergo faculty performance review as posted

<http://administration.ca.uky.edu/facultyapr>.

Promotion

In order to be considered for promotion to senior lecturer in the College of Agriculture, Food, and Environment Department of Biosystems and Agricultural Engineering a lecturer must have a terminal degree. A lecturer with a terminal degree may be considered for promotion (without tenure) from the rank of lecturer to the rank of senior lecturer at any time after five (5) years of continuous full-time service, contingent upon agreement of the departmental faculty with the chair, and in consultation with the dean. In preparing a recommendation to the dean on a promotion case in the lecturer series, the educational unit administrator shall consult with the appropriate faculty employees of the unit and obtain their written judgments. Prior to making a recommendation to the provost on a promotion case in the lecturer series, the dean shall provide the dossier (http://administration.ca.uky.edu/files/p_t_2013_senior_lecturer_promotion_process.pdf) to the college advisory committee on appointment, reappointment, promotion, and tenure, and obtain its written advice. The provost makes the final decision on the promotion, without reference to an area committee.

Teaching

The teaching portfolio is an important element in the promotion and performance review process. Satisfactory performance of faculty in resident teaching focuses on the development of innovative course materials, lectures, assignments, alternative teaching methods, and on examinations that provide educational benefits to students. Courses should be content driven with learning outcomes clearly stated. Course content is expected to be up-to-

date, applicable to the subject matter, and at the appropriate level. Exams and assignments should reflect course materials and lectures, and be reviewed and returned within a reasonable period. Instructors are expected to be available to assist students outside of the classroom and to follow all University Rules that protect student rights.

Teaching evaluations by students should reflect this positive learning environment, but not be the primary factor in evaluating teaching. The entire teaching portfolio (which includes numerical course evaluations as a part) should be used as the primary tool to evaluate teaching. Suggested items to include in the teaching portfolio include one's teaching philosophy, samples of materials detailing course content and innovative instructional methods, teaching awards, numerical ratings, courses taught, new course development, teaching methods, student advising, student mentoring, teaching workshops and professional meetings, student organizations, student recruitment, other curriculum responsibilities, refereed journal articles related to teaching, non-refereed publications related to teaching, teaching grants, or other evidence of professional recognition.

Service

Satisfactory performance in service shall be measured by active engagement in assisting the department, college, university, profession, and clientele groups in achieving desired goals and objectives. Examples include administrative or coordinator service, serving on departmental, college or university committees, serving as an officer in or advisor to professional or college and university organizations, editorships, journal or project reviewer, service on clientele boards, and other outreach activities not associated with teaching, research, or extension.

For promotion to senior lecturer, an individual should provide evidence of professional development through continued engagement with the discipline or its pedagogy, including some or all of the following:

1. published or presented work in the field of study appropriate to the discipline;
2. active participation in conferences, workshops, professional organizations, and other public venues pertinent to the discipline proper or its pedagogy;
3. service to the department, college, university, profession or clientele.

Tenured and tenure-eligible faculty members in Department of Biosystems and Agricultural Engineering have established by majority vote the maximum number of lecturer faculty that may be employed as three.