

Department of Retailing & Tourism Management  
Criteria and Evidences for Appointment, Reappointment, Nonrenewal of Appointment, Terminal  
Appointment, Promotion and Faculty Performance for Lecturers and Senior Lecturers  
Approved by the Tenured Faculty of Department on Friday, October 22, 2010  
Approved by the Dean on November 5, 2010

Appointment

The criteria for appointment include an earned terminal degree appropriate to the field of assignment (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 good teaching experience. Other credentials, such as publications, may also be considered.

Appointments

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

Reappointments follow AR 2:9 <http://www.uky.edu/Regs/files/ar/ar2-9.pdf>.

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 follows:

1. At the rank of lecturer, performance reviews occur annually, according to established College of Agriculture, Food and Environment criteria posted at <http://administration.ca.uky.edu/facultyapr>.
2. At the rank of senior lecturer, performance reviews occur biennially, according to established College of Agriculture, Food and Environment criteria posted at <http://administration.ca.uky.edu/facultyapr>.

Promotion

A lecturer 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 Portfolio

The teaching portfolio is an important element in the promotion 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 objectives 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 returned and reviewed 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 in the teaching portfolio may 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, and student recruitment. When appropriate to assignment, materials may also include publications.

Tenured and tenure-eligible faculty members in the Department of Retailing and Tourism Management have established by majority vote the maximum percentage of lecturer faculty that may be employed as 30 percent. (At the time this policy was approved, the department had nine tenured/tenure-track faculty lines).