

**College of Agriculture, Food and Environment**  
**Department of Entomology**

*Criteria and Evidences for Appointment, Reappointment, Nonrenewal of Appointment, Terminal Appointment, Promotion and Faculty Performance for Lecturers and Senior Lecturers*

Approved by Faculty in the Department of Entomology on 11-26-2018

Approved by the Dean on 12-17-2018

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 adequate teaching experience and evidence of teaching excellence. Other credentials, such as publications, a history of outreach efforts, and departmental service, may also be considered.

Appointments

Lecturer appointments in the College of Agriculture, Food and Environment may be for 9 or 12 months. The distribution of effort for the Lecturer position shall be no less than 60% instruction. Appointment periods are determined at the time of the creation of the position description.

Reappointments follow AR 2:9

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

Nonrenewal of appointments and terminal appointments follow AR 2:9

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

Performance Review

The college policies on performance review of lecturer series faculty employees prescribe that they undergo faculty performance review as follows:

1. At the rank of lecturer, performance reviews are conducted annually based on 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, based on College of Agriculture, Food and Environment criteria posted at <http://administration.ca.uky.edu/facultyapr>.

Promotion

A lecturer with a terminal degree may be considered for promotion (without tenure) from the rank of the lecturer to the rank of senior lecturer at any time after five (5) years of continuous full-time service, contingent upon the agreement of the departmental faculty and the chair, and in consultation with the dean. In preparing a recommendation to the dean on a promotion case in the lecturer series, the chair/director shall consult with and obtain written judgments from

departmental faculty as stated in AR 2: 1 Appendix I Matrix of Consultation and Written Judgments. Before making a recommendation to the dean on a promotion case in the Lecturer series ([http://administration.ca.uky.edu/files/p\\_t\\_2013\\_senior\\_lecturer\\_promotion\\_process.pdf](http://administration.ca.uky.edu/files/p_t_2013_senior_lecturer_promotion_process.pdf)), the dean shall provide the dossier to the college advisory committee on appointment, reappointment, promotion, and tenure, and obtain written advice from said committee. The provost makes the final decision on the promotion, without reference to an area committee. A faculty employee promoted to the rank of Senior Lecturer shall be offered a three-year rolling contract. During the years that a Lecturer Series faculty employee is on a rolling contract, the Notice of Academic Appointment will state the following in the “Comment” box:  
“This Notice of Academic Appointment tenders a rolling contract to the faculty employee in the Lecturer Series named herein. A rolling contract in the Lecturer Series is subject to the conditions stated in Sections II and III of AR 2:9 (Lecturer Series Faculty).”

### 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 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, refereed journal articles related to teaching, non-refereed publications related to teaching, teaching grants, and other evidence of regional, national, and international recognition.

Finally, a senior lecturer should provide evidence of professional development through continued engagement with the discipline or its pedagogy, including the following:

1. Published or presented research 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.

*Tenured and tenure-eligible faculty members in the Department of Entomology established by majority vote on 11-26-2018 that the maximum number of Lecturer faculty members that may be employed in the Department is two or 10% of the total number of faculty in the Department, whichever is the greater number.*