

Guidelines for Promotion of Non-Tenure Track Faculty

Senior Lecturer

The criteria for appointment or promotion to Senior Lecturer shall include:

- at least five years of full-time teaching experience as a lecturer at UT Tyler in which the applicant has “Exceeded Expectations” or “Met Expectations” in teaching on their annual performance evaluation, and
https://www.uttyler.edu/soules-college-of-business/files/2020_soules_performance_evaluation_guidelines.pdf
- continuous maintenance of academic or professional qualifications under the guidelines set forth by SACSCOC for all faculty, in the *Soules College of Business Faculty Qualifications and Engagement* policy for AACSB disciplines, and by ATMAE for technology faculty,
- participation in the activities of and service to the department and College, including membership on at least one College committee, and
- ongoing and systematic effort to engage in collegial behavior.

Distinguished Senior Lecturer

In addition to the criteria for appointment or promotion to Senior Lecturer, the criteria for appointment or promotion to Distinguished Senior Lecturer shall build upon those expected for promotion to Senior Lecturer and shall include:

- at least five years of teaching experience in the rank of Senior Lecturer at UT Tyler in which the applicant has “Exceeded Expectations” in teaching on their annual performance evaluation, and
https://www.uttyler.edu/soules-college-of-business/files/2020_soules_performance_evaluation_guidelines.pdf
- other evidence that their “teaching experiences and qualifications demonstrate extraordinary service and performance.” (HOP 3.3.5.G.II).

Process and Timetable for Non-Tenure Track Promotion Decisions

- **September 1:** Each department chair will notify non tenure-track faculty who are eligible for promotion and direct them to the promotion guidelines.
- **October 15:** Candidates for promotion will submit materials to the Department Chair.
- **October 15:** Department Chair will submit the materials to a department committee comprised of all tenure-track faculty members and all non-tenure track faculty members with a rank higher than the rank the non-tenure track faculty is applying for.
- **November 1:** Department committee will submit their materials for each candidate to the Department Chair.

- **November 15:** Department Chairs forward candidates' supporting materials and recommendations to the College Tenure and Promotion committee.
- **December 1:** The College Tenure and Promotion Committee will submit their recommendations to the Dean.
- **January 7:** The Dean of the College submits candidate's supporting materials and recommendations to the Provost.