

Arts & Sciences recognizes the important roles full-time, non-tenure-track faculty play in the instruction and training of our students. In many Departments Teaching-Track faculty are central to the teaching mission and fundamental to academic life. They provide essential pedagogy that shapes the subsequent scholarship of students in Arts & Sciences. This Policy defines the nature of these teaching appointments in Arts & Sciences in order to better anticipate the needs of teaching-track faculty and their Departments. The terms of this document reflect the terms of the *Danforth Campus Policy on Full-Time Teaching Track Faculty*.

I. Titles: Individuals who hold full-time appointments in Arts & Sciences that are not tenured, tenure-track, or on the research track and who are primarily engaged in teaching, will ordinarily be given the title Lecturer, Senior Lecturer, or Teaching Professor. This Policy shall not apply to individuals primarily engaged in research, to post-doctoral appointees, fellows, or scholars, to Professors of Practice, to staff or to individuals with primarily administrative responsibilities, such as Directors or Coordinators, or to part-time faculty members.

II. Appointments: The Department, Program, or Academic Unit (“Department” hereafter) will specify, in a letter given to the Lecturer, Senior Lecturer, or Teaching Professor (“Teaching Faculty” hereafter) at the time of the initial appointment and approved by the Dean of the Faculty of Arts & Sciences (“Dean” hereafter), the Teaching Faculty duties and responsibilities, including teaching load, which may vary depending on administrative or other responsibilities related to the position. The new Faculty shall also be advised of this Policy. Any renewal shall also specify the Faculty duties and responsibilities. Teaching Faculty shall receive annual re-appointment letters from the Dean. Changes in the Faculty duties and responsibilities may be negotiated between the Faculty and the Department, subject to the approval of the Dean.

III. Terms of Appointment: Faculty within this policy are neither tenured nor on tenure-track. They are eligible for annual appointments, subject to renewal:

A. **Lecturer** – Lecturers may receive up to a 1-year renewable appointment. Teaching Faculty with this rank may be considered by the school for promotion after 6 years of full-time service in the school (see section 4.d.1.). Initial notice of non-renewal of Lecturer appointments will be given by April 15 of each appointment year. After two years of consecutive service at this rank, a lecturer who is thereafter reappointed in the same role will be given notice of non-renewal at least 12 months before the expiration of the appointment.

B. **Senior Lecturer** – Senior Lecturers receive a 3-year renewable appointment. This rank is reserved for faculty who have demonstrated consistent excellence in teaching and other duties as defined by the school. Faculty with this rank may be considered by the school for promotion after 5 years of full-time service in the school as a Senior Lecturer. Notice of non-renewal for Senior Lecturer appointments will be given at least 12 months before the expiration of the appointment.

C. Teaching Professor – Teaching Professors receive a 5-year renewable appointment. This rank is reserved for faculty who have a distinguished record of teaching and other contributions as defined by the school (see section 4.d.2.). Notice of non-renewal for Teaching Professor appointments will be given at least 12 months before the expiration of the appointment.

D. In special cases, the Department may, with the approval of the Dean, appoint a Lecturer for a term of more than one year. In such cases, the Lecturer shall be advised about renewal by April 15 of the final year of that appointment.

IV. Criteria for reappointment and promotion:

Tenure may not be acquired through these ranks. Teaching Faculty in these appointments are expected to demonstrate continued excellence and innovation in teaching and maintain current knowledge in their teaching field. Teaching track faculty will not be evaluated on or expected to engage in research or scholarship as part of their appointment.

A. Appointments, renewals, and promotions shall be based on the Teaching Faculty performance and institutional needs. Performance evaluation is focused primarily on teaching, but also includes consideration any applicable Departmental or University service. Institutional needs include the academic, budgetary, and teaching requirements of the Department and Arts & Sciences.

B. The Department, with the approval of the Dean, will advise the Teaching Faculty in writing if there are any other specific criteria for reappointment, promotion, or evaluation. The Department may, with the approval of the Dean, also specify its expectations regarding teaching and service by Teaching Faculty.

C. Teaching Faculty will be reviewed regularly, and the results of the review will be reported in writing to the individual. If a unit does not specify the frequency of the reviews, it is recommended that they should be reviewed at least once within the term of their appointment. Suggested minimum measures for review include one classroom observation and a review of the course evaluations for the period since the previous review.

D. promotion process: Promotions are granted at the discretion of the Dean with the approval of the Provost. All requests and materials for promotion effective the following academic year are due to the Dean's office by 5 p.m. Friday at the end of the first week of business in January.

1. Promotions and new appointments at the Senior Lecturer rank are reviewed by the Dean in consultation with the deans in the Faculty of Arts & Sciences. The Department will forward to the Dean the endorsement for promotion to Senior Lecturer with the following materials (subsequent to the positive outcome of any Departmental process):
 - a. Cover letter from Department Chair/Director detailing the Teaching Faculty case

- b. Curriculum vitae of Teaching Faculty
- c. Teaching Faculty teaching statement
- d. Summary of course evaluations
- e. Recent classroom observations, if available
- f. At least 3-4 solicited evaluation letters for Senior Lecturer cases from references (these may be referees within the Department or from another unit or institution). See section 3, below.
- g. Any other documentary materials that the Department requires or may be considered helpful in the evaluation process.

Criteria for promotion to senior lecturer: Senior Lecturers must have a record of outstanding teaching and service to students and positive contributions to the life of the unit.

2. Promotions and new appointments at the rank of Teaching Professor are reviewed by the Dean in consultation with the Arts & Sciences Advisory Committee on Tenure, Promotion, and Personnel. The Department will forward to the Dean the endorsement for promotion to Senior Lecturer with the following materials (subsequent to the positive outcome of any Departmental process):
 - a. Cover letter from Department Chair/Director detailing the Teaching Faculty case
 - b. Curriculum vitae of Teaching Faculty
 - c. Teaching Faculty teaching statement
 - d. Summary of course evaluations
 - e. Recent classroom observations, if available
 - f. At least 5-6 solicited evaluation letters for Senior Lecturer cases from references (these may be referees within the Department or from another unit or institution). See section 3, below.
 - g. Any other documentary materials that the Department requires or may be considered helpful in the evaluation process.

Criteria for promotion to Teaching Professor: Teaching Professorships are an opportunity to distinguish and acknowledge our most accomplished Teaching Track faculty and should not be based primarily on years in rank. Cases must demonstrate an ongoing record of superior teaching and service. Service may be measured in terms of both the university and the discipline. Teaching Professors should have a clear record of advanced pedagogy in the discipline and tangible contributions to the field of teaching.

3. Solicited evaluation letters: The letters of support must cover the quality of the candidate's teaching, interaction with students, any innovations in teaching or pedagogy, and service. Arts & Sciences expects several letters from faculty, including the DUS. Letters from faculty outside of the department or program would also be a good addition, if possible. The student letters should be in addition to the required letters.

V. Professional development: Departments should encourage and when appropriate support the professional development of Teaching Faculty.

VI. Voting: Voting in meetings of the Faculty of Arts & Sciences shall be determined in accordance with the *Manual of Procedures: Washington University Faculty of Arts & Sciences*. Full-time Teaching-Track Faculty are voting members of the Faculty of Arts & Sciences and may serve on elected committees for which they meet the eligibility requirements (excluding any committees involved in matters of tenure). Individual Departments may grant full-time teaching track faculty voting rights on matters other than tenure and the hiring or promotion of tenure-track faculty. While control of the Departmental curriculum and other academic governance issues of Departments must ultimately remain the responsibility of the tenured and tenure track faculty, subject to the oversight of the Dean, Departments are encouraged to consult teaching-track faculty and take advantage of their expertise in content as well as teaching theory and method when fashioning curricula. Each Department will establish guidelines indicating on which matters and to what extent the teaching-track faculty participate in the voting or decision-making process.

VII. Due Process and Academic Freedom: Please refer to Washington University Policy on Academic Freedom, Responsibility, and Tenure, section VII.A.

updated: September 5, 2017. The changes reflected in this version do not alter the terms of any prior appointment commitment. Edited October 3, 2017 to reiterate the expectations for promotion to teaching professor in 3.b. and clarify the number of letters required in 4.d.6. Revised January 2018 to clarify criteria for promotion.