

**UNIVERSITY OF NORTH TEXAS  
COLLEGE OF BUSINESS ADMINISTRATION**

**DEAN'S GUIDELINES FOR PROMOTION OF LECTURERS**

**STATEMENT OF PHILOSOPHY**

The Dean of the College of Business is responsible for recommending lecturers for promotion to the Provost. The Dean also has a responsibility to the faculty to evaluate the quality and quantity of a candidate's lifetime contributions in accordance with the faculty's high standards for promotion. The Dean's evaluation, however, remains an independent review. The goal of these guidelines is to communicate the Dean's minimum expectations for promotion to the ranks of Senior Lecturer and Principal Lecturer. Departmental requirements for promotion of lecturers may be more rigorous than the Dean's guidelines. Departmental requirements for promotion of lecturers may not be less rigorous than the Dean's guidelines.

**Teaching**

The College prides itself on its reputation for outstanding teaching. Candidates for promotion must demonstrate that they are dedicated to student learning and engaged in the assessment and continuous improvement of their teaching.

**Service**

Service to one's colleagues, the University, and the business community is an important aspect of a lecturer's job. While service may take many different forms, the Dean expects candidates for promotion to demonstrate a service commitment that increases with seniority.

**Summary**

In the final analysis, the Dean necessarily exercises his or her judgment as to the extent to which the candidate has met the faculty's expectations of overall quality in teaching and service. The candidate must also realize that the promotion process requires the wisdom and good judgment of those who make recommendations and that these judgments are invariably subjective.

**Definitions**

The following definition of *instructional development* draws on the AACSB International's Standards for Accreditation and is used throughout this document: "Instructional development is the enhancement of the educational value of the instructional efforts of the college or discipline."

Must and should statements: *must* connotes an imperative, a requirement, and a condition to be achieved with certainty, while *should* connotes what is expected, probable and advisable. Deviations from conditions preceded by *should* require an explanation or alternative.

## **PART I. RECOMMENDATION FOR PROMOTION FROM LECTURER TO SENIOR LECTURER**

### **A. Minimum Criteria for Teaching**

1. Evidence of quality teaching: for the period under review, the candidate must present evidence of a consistent level of quality teaching. Quality teaching requires, as a minimum, that the candidate state clearly what the students are supposed to learn in each class the candidate teaches. Furthermore, evidence that the students are learning what is intended is essential. Good student evaluations of teaching are necessary but insufficient to meet this requirement. Assessment and continuous improvement of teaching and student learning must be presented.
2. The candidate must have served at least three consecutive years in the rank of Lecturer at UNT. In each of those three years the candidate must have been rated near the top of their department based on Departmental criteria for teaching.
3. Evidence of instructional-related activity: the candidate should have participated in instructional development-related activities such as the following:
  - a. course revision or new course development;
  - b. teaching grants applied for (received or not received); and
  - c. supervision of independent study, internship or co-op, not part of an organized class.

### **B. Minimum Criteria for Service**

1. The candidate must render service to the College of Business Administration. This service may include, but is not limited to sponsoring student organizations, engaging in student recruitment, and providing student mentoring.
2. The candidate should render service to the University and to the business community.
3. The candidate should show evidence of interaction with business or government that develops his or her knowledge about College programs and enhances the reputation of the College and the University.
4. The candidate must meet the College's stated requirements for either Academically or Professionally Qualified status.

## **PART II. RECOMMENDATION FOR PROMOTION FROM SENIOR LECTURER TO PRINCIPAL LECTURER**

The minimum criteria set forth in Part II assumes that the candidate has already fulfilled the criteria in Part I, Promotion from Lecturer to Senior Lecturer.

### **C. Minimum Criteria for Teaching**

1. The candidate must demonstrate commitment and leadership in instructional development and teaching as evidenced by Departmental evaluations.
2. The candidate must have served at least three consecutive years in the rank of Senior Lecturer at UNT. In each of those three years the candidate must have been rated near the top of their department based on Departmental criteria for teaching.
3. The candidate must have outstanding teaching evaluations and have developed or published high quality instructional materials.
4. The candidate must have commendations of teaching excellence from his or her students and colleagues.
5. The candidate must have conducted seminars at UNT, other universities, or regional or national meetings, or they must have published articles in the area of instructional development.
6. The candidate should have formal recognition by University, College, Department, or professional group for high quality teaching.

### **D. Minimum Criteria for Service**

1. The candidate must render service to the College of Business Administration. This service may include, but is not limited to sponsoring student organizations, engaging in student recruitment, and providing student mentoring.
2. The candidate must render service to the University and to the business community.
3. The candidate must show evidence of interaction with business and government that develops his or her knowledge about College programs and enhances the reputation of the College and the University.

In addition the candidate must have some combination of the following:

4. Editorships of newsletters, journals, etc., related to teaching.
5. Memberships on committees or advisory boards related to teaching.
6. Election or selection as major officer in regional or national professional organizations related to teaching.
7. Presentation of teaching-related programs or workshops.