

Appendix G

Hiring and Promotion of University Lecturers

1. Hiring

- a. Hiring of University Lecturers and Senior University Lecturers shall follow the standardized search process following procedures outlined in the Lecturer Search Guidelines.
- b. Upon recommendation of the Committee on Lecturers (see below), and in keeping with the University's internal mobility policy, which encourages promotions and lateral transfers both between and within schools and departments, and in furtherance of the University's goal to recognize and reward the performance of its employees, an expedited search may be conducted by way of an internal posting. This posting must be on the University website for a minimum of five (5) business days, and posted on the websites of the department where a Lecturer line is open.
- c. In cases where a Lecturer must be hired after July 1 for the new academic year to fulfill the instructional mission of the academic unit, the unit head (Chair or Dean) may offer a one year Interim appointment, with the proviso that continuation of the candidate in the Lecturer position is subject to the requirements of Paragraph 1.a. above, before the end of the academic year. If the Interim hire starts in January, his/her initial term may be extended until the end of the next full academic year. This first year of employment shall count as the probationary year under Article XI.A.5 of the Agreement.

2. Promotion to Senior University Lecturer

- a. Senior University Lecturer is a rank of distinction that may be attained either on initial appointment or through promotion. Appointment to the rank of Senior University Lecturer is awarded to candidates with documented superior performance and credentials in their domain of expertise. Given the nature of instructional focus of these positions, promotion from the rank of University Lecturer to the rank of Senior University Lecturer is attained through successful teaching-related performance over a sustained period, demonstrating a record of substantial and continued effectiveness. Promotion to Senior University Lecturer, or initial appointment at that rank, carries with it the expectation of a service component consistent with the teaching nature of the position.
- b. To be eligible for promotion to the position of Senior University Lecturer, the candidate must have served for five consecutive years in the position of University Lecturer. Equivalent prior full-time teaching at the college level may be considered for two years of the required five-year period. The quality and significance of the candidate's work in instruction will be the primary determinant for promotion; however, professional development, scholarship, and service contributions may also be considered and evaluated.

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- c. The promotion process is initiated by the candidate, who submits a dossier to the Committee on Lecturers ("CoL") consisting of the following:
- A portfolio of student work indicating student outcomes (papers, exams, research or design projects, etc.)
 - A full set of student evaluations, including all comments, in hard copy or as a digital file, for each course taught over the past three years.
 - A summary statement by the Lecturer indicating significant teaching accomplishments that warrant consideration for promotion, including any research and service activities that are consistent with the nature of the position.
 - The candidate's biographical data, including the candidate's C.V. in NJIT format.
 - A Personal Statement of Teaching (maximum of two typed pages).¹

Additionally, the Lecturer may request peer review via a classroom visit by a tenured Faculty Member appointed by the Committee on Lecturers. The Lecturer may also include letters from students, colleagues, or administrators with first-hand knowledge of their capabilities.

- d. A recommendation from the Committee on Lecturers, along with the dossier, is submitted in writing to the Chair of the candidate's academic department. The Chair will review the dossier, and the Committee's recommendation, and will write a recommendation letter that is forwarded, also along with the dossier, to the Dean for review. In academic units with no departments the CoL recommendation will go directly to the Dean. The Dean will review the dossier and the Chair's recommendation and will write a recommendation letter that is forwarded to the Provost, along with the dossier, for final action. The Provost will notify the candidate regarding approval or denial of promotion in writing, with copies sent to the Department Chair and Dean. A candidate for promotion who contends unjust denial may appeal the decision in writing to the Provost through the Department Chair and Dean, within 14 calendar days of the date of receipt of written notification of denial. Grounds for appeal exist when the denial of promotion resulted from the fact that not all evidence in support of the candidate was presented at the time of the original consideration or when the denial resulted from procedural irregularities.

3. Committee on Lecturers

The Committee on Lecturers is appointed by the P&T Committee of the academic unit and consists of two Faculty Members and one Senior University Lecturer, the latter drawn from the department if possible or from the college or school of which the department is part. The CoL reports to the P&T Committee which shall submit its recommendations to the head of the academic unit (Chair or Dean).

This Committee shall be charged with four duties:

- Conducting a search for open Lecturer positions;
- Reviewing Lecturers hired after July 1 of the new academic year prior to their renewal for a second one-year term;

- Conducting annual reviews of each Lecturer; the Senior University Lecturer on the Committee shall be recused from self-evaluation.
- Reviewing dossiers of University Lecturers applying for promotion to Senior University Lecturer.

4. Protocol

The hiring and promotion policy for Lecturers shall be implemented through the Provost's Office. All issues concerning terms and conditions of employment are governed by the NJIT/PSA Collective Negotiations Agreement (CNA), to the extent applicable. [Once the PSA and the administration agree, the promotion policy that currently resides in the PSA contract will be amended to conform to this document.]² It will also be available on the Provost's website. After that time, any changes to the promotion policy are subject to the negotiations with the PSA, to the extent that they implicate terms and conditions of employment that are negotiable under New Jersey law.

TIMELINE FOR PROMOTION

- Submission of dossier to department chair: October 1st
- Forwarding of Department Chair recommendation and candidate's dossier to Dean: December 1st
- Forwarding of Dean's recommendation and candidate's dossier to Provost: February 1st
- Written notification from Provost to candidate: April 1st
- Submission of appeal: April 15th
- Response to appeal: May 30th
- If awarded, promotion is effective as of Fall of the next academic year.