

**Non-Tenure Track Faculty  
Expectations for Reappointment**

1. Lecturers undergo reappointment review every year; Senior Lecturers undergo reappointment review every 3 years. The portfolio used for the review process and the timeline for each review is described in the *BCHS Procedures for Faculty Actions* manual.
2. The decision to reappoint faculty is based upon the candidate's body of work in their professional activities, but with emphasis on their professional activities since appointment to their current rank at ASU.
3. The candidate for reappointment must provide documentation that their teaching and service meet the minimum requirements for reappointment. This evidence should demonstrate:
  - competent and effective teaching
  - participation in service activities
4. Examples of evidence supporting effective and significant teaching and service can be found in the following tables. It is not expected that faculty will demonstrate all examples of evidence listed in the table. Consult the chair as needed regarding progress towards demonstrating effective and significant teaching and service, or for supporting activities not listed in these tables.

Teaching	Expectations	Examples of Evidence
Teaching Effectiveness	<ul style="list-style-type: none"> <li>· provides evidence of effective teaching performance</li> </ul>	<ul style="list-style-type: none"> <li>· student and peer evaluations</li> <li>· assessments of student learning outcomes</li> </ul>
Instructor Enhancement	<ul style="list-style-type: none"> <li>· participates in, designs and/or leads programs or activities designed to improve effectiveness of instruction</li> </ul>	<ul style="list-style-type: none"> <li>· evidence for attending instructional development activities (e.g., workshops, seminars, communication with experts)</li> <li>· copies of agenda, program announcements</li> </ul>

Awards	<ul style="list-style-type: none"> <li>· obtains college, university, professional or other recognition</li> </ul>	<ul style="list-style-type: none"> <li>· documents indicating nomination, award, or other recognition</li> </ul>
Curriculum Development	<ul style="list-style-type: none"> <li>· participates in evaluation/revision of department curricula</li> <li>· contributes to assessment of student learning outcomes</li> </ul>	<ul style="list-style-type: none"> <li>· documents or other evidence of contributions to curriculum evaluation/revision (e.g., peer institution analyses, proposed programs of study, proposed new course syllabi)</li> </ul>
Other (service learning, student mentorship, etc.)		
<b>Service Activities</b>	<b>Expectations consistent with 20% effort</b>	<b>Evidence Examples</b>
Department	<ul style="list-style-type: none"> <li>· serves on department committee(s)</li> <li>· represents department at college and/or university events (commencement, convocation, open house)</li> <li>· attends department faculty meetings, research seminars, thesis proposal/defense</li> <li>· performs peer reviews of teaching as assigned</li> </ul>	<ul style="list-style-type: none"> <li>· appropriate documentation including entries into the CV</li> </ul>
College/University	<ul style="list-style-type: none"> <li>· participates on committees, task forces, inter-professional educational events in the role of faculty mentor/leader</li> </ul>	<ul style="list-style-type: none"> <li>· appropriate documentation including entries into the CV</li> </ul>

Profession	· participates in service to the profession as appropriate, such as committees, boards, task force	· correspondence or other evidence of participation
Community	· service related to professional expertise	· correspondence or other evidence of participation
Other		

### Other Considerations

Faculty in Lecturer/Senior Lecturer appointments may contribute to scholarship; however, accomplishments in scholarship do not replace expectations for teaching and service.

### Promotion from Lecturer to Senior Lecturer

Per University requirements, an individual in a lecturer position cannot apply for promotion to Senior Lecturer until they have been in the Lecturer role for a minimum of 5 years. Therefore, the promotion portfolio should consist of the prior 5 years of materials, according to the format indicated by the *BCHS Procedures for Faculty Actions* manual, which outlines the timeline and materials required in the portfolio.

Expectations include:

- 1) Excellent teaching that is current in the discipline. Components of excellent teaching include clearly articulated course syllabi, a clearly articulated philosophy of teaching and superior evaluations of teaching by students and peers, as well as formal regular professional development in teaching enhancement;
- 2) Evidence of service at the department, college and/or university level that makes a worthwhile contribution to the institution; and,
- 3) Evidence of commitment to the BCCHS Mission, Vision and Core Values and professional behaviors consistent with the Attributes of Successful Faculty.

### Multi-Year Contracts (Senior Lecturers only)

Senior Lecturers wanting to receive a multi-year appointment are expected to provide supporting documentation to warrant such an appointment. Consistent performance at “meets expectations” or “exceeds expectations” in both teaching and service are required.