**Non-Tenure-Track Appointment and Review Policy**

As outlined in Faculty Handbook Section 3.13.4, appointment to the rank of lecturer minimally requires (a) A master’s degree from an accredited institution with 18 graduate credits in their field of teaching; (b) Evidence of potential in teaching; and (c) Evidence of potential in institutional service. Minimal criteria for consideration of appointment to the rank of senior lecturer are: (a) A master’s degree from an accredited institution with 18 graduate credits in their field of teaching; (b) Experience teaching a minimum of 40 courses (or the equivalent thereof) at Appalachian State post matriculation for the master’s degree; and (c) Demonstrated ability in teaching and institutional service to the university.

Both lecturers and senior lecturers should place primary emphasis on demonstrating excellence and continued growth in instruction and student development. This may include implementing sound instructional strategies, continuing professional and/or pedagogical training, promoting an inclusive, student-centered, learning environment, new course development, any scholarship that supports student development, and student advising and mentorship. Lecturers and senior lecturers are furthermore expected to demonstrate continued professional expertise in the discipline, as demonstrated by continuing education, professional development activities, service to the discipline, and/or scholarly activities. The service contributions of lecturers should be limited to one service obligation to the department in their first year. Thereafter, lecturers and senior lecturers should serve on two committees - either two to the department or one to the department and one to the college/university. Senior lecturers should additionally demonstrate departmental leadership, as evidenced by chairing department committees once every three years.

Reappointment and promotion to senior lecturer will be based on a candidate consistently meeting or exceeding expectations in accordance with the standards set forth in teaching and student development and service in the current Promotion and Tenure policy as well as evidence of the potential for future growth.

**Departmental Personnel Committee (DPC) Procedures Related to NTT Selection, Renewal, and Promotion:**

* All procedures for NTT selection, renewal, and promotion will mirror policies and procedures noted in the university Faculty Handbook and the Department of Sociology’s most current Promotion and Tenure Policy.
* DPC composition and function will be based on Section 4.1 in the Faculty Handbook.
* NTT faculty interested in renewing their contracts or applying for promotion to senior lecturer (see Subsection 3.13.4.3 of the Faculty Handbook) must submit all materials required by the department, as detailed below.
* At the beginning of each spring semester, the Department Chair will determine and announce the due date for NTTs to submit materials for consideration.
* The Department Chair will share the materials with DPC members for consideration at least two weeks before an announced DPC meeting.
* The DPC will meet, deliberate, and vote on recommendations to the Department Chair concerning the NTT faculty’s request for appointment/reappointment and promotion.
* During renewal or promotion considerations, the DPC will provide constructive feedback that indicates the faculty member’s strengths in instruction and service, as well as provide any recommendations for areas of improvement prior to the next review period.
* The Department Chair will provide the results of the DPC’s recommendations and their feedback to the candidate based on the timeline presented in Section 4.1 of the Faculty Handbook.
* The Department Chair will send the DPC recommendation, the Chair recommendation, and the supporting documents to the Dean for consideration for reappointment or promotion. The Dean’s Office or the Chair will notify the NTT faculty member of the final decision when it is rendered.

**Materials Required for NTT Appointment, Renewals/Reappointments, and Promotions will be as follows:**

* **Part-Time/Adjunct NTT/NTT Lecturer Initial Appointment**
  + Cover letter
  + Current CV
  + Evidence of teaching experience, effectiveness, and/or preparedness (e.g., evaluations, sample assignments, syllabi, teaching philosophy)
* **NTT Contract Renewal/Reappointment**
  + Letter of reappointment – a 1-2 page cover letter that states the candidate’s desire to be reappointed/renewed and outlines their contributions to instruction, student development, and service in the preceding year. This should include evidence of teaching excellence such as growing and maintaining professional expertise in the discipline, implementing sound instructional strategies, continuing professional and/or pedagogical training, promoting an inclusive, student-centered, learning environment, any scholarship that supports student development, and student mentorship.
  + Current CV - Candidate’s vita, including evidence related to teaching, research/creative endeavors, and service. The organization of these entries is up to the candidate, but the outline should include education and experience; awards and honors; peer-reviewed/juried products (grant/contract funding, publications, presentations, exhibits, etc.); course development and teaching responsibilities and innovations; professional trainings; outreach and/or service to the department, college, school, University, and discipline.
  + Annual Review from the previous year.
  + Teaching evaluations – student and peer evaluations from the previous year.
  + Supplemental materials such as course syllabi, assignments, and other items germane to teaching may be submitted by the applicant. The DPC may ask for these materials if further information is needed to complete a full assessment.
* **NTT Promotion to Senior Lecturer** – The DPC requires that NTT faculty provide a dossier of their performance in instruction and service for consideration for promotion to senior lecturer. This NTT faculty dossier includes the following items:
  + Letter of intent– a 2-page cover letter that states the candidate’s desire to be promoted and outlines their contributions to instruction, student development, and service over the 40-course period. The letter should include evidence of teaching excellence such as growing and maintaining professional expertise in the discipline, implementing sound instructional strategies, continuing professional and/or pedagogical training, promoting an inclusive, student-centered, learning environment, any scholarship that supports student development, and student mentorship, as well as outline plans for future growth.
  + Current CV **–** See above for guidelines on what to include.
  + Evidence of quality and effective teaching: (a) a narrative statement describing the candidate’s teaching philosophy and experience; with (b) a discussion of three particularly notable indicators as outlined by our Promotion and Tenure Policy. This narrative should be at least two pages but should not exceed six pages.
  + Evidence of contributions to the department/college/university and/or the profession through service: (a) a narrative statement describing the candidate’s contributions to service; with (b) a discussion of three particularly notable indicators as explained by our Promotion and Tenure Policy. This narrative should be at least two pages but should not exceed six pages.
  + Copies of the last five annual reviews.
  + Teaching evaluations – student and peer evaluations from the previous five years.
  + Supplemental materials such as course syllabi, assignments, and other items germane to teaching may be submitted by the applicant, or the DPC may ask for these materials if further information is needed to complete a full assessment.
* **NTT Senior Lecturer Reappointment** –The NTT senior lecturer reappointment dossier includes the following items:
  + Letter of intent– a 2-page cover letter that states their desire to be reappointed and outlines their contributions to instruction, student development, and service over the previous three-year period. The letter should include evidence of teaching excellence such as growing and maintaining professional expertise in the discipline, implementing sound instructional strategies, continuing professional and/or pedagogical training, promoting an inclusive, student-centered, learning environment, any scholarship that supports student development, and student mentorship, as well as outline plans for future growth over the next three-year contract period.
  + Current CV **–** See above for guidelines on what to include.
  + Copies of the last three annual reviews.
  + Teaching evaluations – student and peer evaluations from the previous three years.
  + Supplemental materials such as course syllabi, assignments, and other items germane to teaching may be submitted by the applicant, or the DPC may ask for these materials if further information is needed to complete a full assessment.

If a senior lecturer fails to meet expectations in their reappointment review, they may be given the opportunity to improve performance. In consultation with the dean, the faculty member’s chair will: (a) consider the evaluation from the DPC and the faculty member’s response; and (b) prepare a written individual professional development plan for the faculty member. A specific timeline including steps for improvement must be included in the development plan, with a clear statement of consequences should improvement not occur within the designated timeline. Consequences may include discharge or demotion for “sustained unsatisfactory performance” after the faculty member has been given an opportunity to remedy such performance and fails to do so within a reasonable time, pursuant to section 4.10.1.1 of the Faculty Handbook. The chair is encouraged to assign one or more mentoring peers to the faculty member, and the chair must hold a progress meeting with the faculty member on at least a semi-annual basis during the specified timeline. Remediation plans are not required and are made at the discretion of DPC and the department chair. Remediation plans also do not override the terms of the contract, and they do not guarantee contract renewal.

*Adopted October 26, 2022*