Department of History

Departmental Policy for Lecturers [as approved by Department on 11/12/2014 and updated April, 2015 pursuant to changes in the CLASS policy]

“The appointment and reappointment of lecturers in the College of Liberal arts and Social Sciences [and therefore in the History Department] is based upon the experience, academic background, and achievement of the candidate as well as the instructional needs of the College and its constituent units. The designation applies to non-tenure track positions that carry out special instructional functions.” —College of Liberal Arts and Social Sciences (CLASS) Policy 302.

CLASS policy recognizes the diverse group of disciplines within the college and states that "Faculty performance is evaluated in teaching, scholarship, and service. Each department will develop guidelines that will demonstrate the quality of faculty accomplishment" (CLASS Policy 300).

A. Appointment and Renewal

An initial appointment to a lecturer position is for a one-year period with subsequent renewal on an annual basis. Per Board of Regents’ policy (8.3.4.3), lecturers and senior lecturers who have served full-time for the entire previous academic year have the presumption of reappointment for the subsequent academic year unless notified in writing.

CLASS policy prescribes that department chairs will seek the advice of tenured faculty and senior lecturers on decisions of reappointment or non-reappointment of lecturers. Before written notice of non-reappointment is provided to the faculty member, the Department Chair will discuss with the Dean and the Dean will discuss with the provost each intention not to reappoint.

Notification of non-reappointment will be provided as early as possible but no later than the schedule outlined by Board of Regents' policy 8.3.4.3:

- For lecturers with less than three years of full-time service, institutions are encouraged to provide non-reappointment notice as early as possible, but no specific notice is required.
- For lecturers with three or more years but less than six years of full-time service, institutions must provide non-reappointment notice at least 30 calendar days prior to the institution's first day of classes in the semester.
• For senior lecturers or lecturers with six years or more of full-time service, institutions must provide non-reappointment notice at least 180 calendar days prior to the institution's first day of classes in the semester.

Lecturers or senior lecturers who have served for six or more years of full-time service as a lecturer at the institution and who have received timely notice of non-reappointment shall be entitled to a review of the decision in accordance with published procedures of Georgia Southern University per Board of Regents' policy 8.3.4.3.

B. Professional Expectations
Based on the above BoR, University, and College policies, in the Department of History a lecturer's annual evaluation for presumptive continuation in the position (up to the initially allowable six years) is based on teaching performance and service and/or professional development. The Department encourages a lecturer’s participation in departmental governance and other activities which are consistent with these criteria. While there is no research expectation in a lecturer's annual evaluation, the History Department also encourages ongoing scholarly research and activity in order for the person to stay competitive and informed in his/her field of specialization, and as an avenue to enhance teaching.

C. Departmental Governance and Other Participation
As part of fulfilling their service and/or professional growth and development requirements, the Department of History welcomes lecturers to attend and participate in departmental faculty meetings, where, as a general rule, they have a vote on all matters EXCEPT those that assess or address research, or affect the composition of the tenure-track faculty.

Examples of lecturer or senior lecturer participation include (but are not limited to):
• routine department decisions, including departmental policy-making issues;
• serving on/voting for the Recruitment and Scholarship Committee;
• if having appropriate knowledge or expertise, serving on the Technology Committee;
• serving on/voting for ad hoc committees deemed appropriate by majority vote of the tenured and tenure-track faculty;
• serving as a non-voting member of the Undergraduate Committee (Note: only one lecturer may serve on the Undergraduate Committee, which must maintain a majority membership of tenure-track/tenured faculty members);
• voting on hiring decisions related to lecturer positions;
• serving on a faculty search committee for a lecturer position (Note: only one lecturer may serve on such a committee; the search committee must maintain a majority membership of tenure-track/tenured faculty members);
• developing and teaching online courses in U.S. History (HIST 2110) or World History (HIST 1112);
• volunteering as the department’s coordinator for the annual “A Day for Southern” campaign, or in outreach events involving the department;
• serving on Faculty Senate per its membership bylaws.

Examples of lecturer or senior lecturer participation do NOT include:
• setting hiring priorities [affects composition of tenure-track faculty];
• participation in hiring decisions for tenure-track positions [affects composition of tenure-track faculty];
• serving on faculty search committees for tenure/tenure-track positions [affects composition of tenure-track faculty];
• participation in tenure or the tenure process, and promotions within the professorial ranks [affects composition of tenure-track faculty];
• serving as Library Liaison or Teacher Education Liaison [potentially assesses or addresses research];
• serving on the Graduate Committee or on Graduate M.A. thesis committees [assesses or addresses research; such service is excluded by COGS policy].

D. Annual Evaluations
The Faculty Handbook states that “Every lecturer and senior lecturer shall have an annual review conducted along the same schedule as individuals in the professorial ranks. Any additional requirements for departmental input or constitution of the review committee may be adopted by the individual department and/or college in which they are appointed. For lecturers, annual performance reviews should show achievement in teaching and achievement in at least one of the following areas: (1) service; (2) professional growth and development.” The faculty in each unit and college should establish its own formal review process (mechanisms and policies) for lecturers and senior lecturers, including definitions of “exceptional teaching ability,” “extraordinary value to the institution,” and “noteworthy achievement” (Faculty Handbook, Section 214.01.01).
CLASS policy adds, "Lecturers and senior lecturers shall have an annual review conducted by the Department Chair along the same schedule as individuals in the professorial ranks. For lecturers, annual performance reviews should evaluate performance in the areas of teaching, service, and professional development. These annual evaluations will be used for determination of merit increases (when available) and for decisions concerning reappointment and promotion" (CLASS Policy 302.B).

The required annual review of lecturers in the History Department is the purview of the Department Chair, who shall keep to the general procedures outlined in the department’s “Guidelines and Procedures for Review, Tenure, Promotion, Post-Tenure, and Annual Evaluation,” but following evaluation criteria appropriate to the position of lecturer as stipulated above. This includes the aforementioned BoR/GSU proviso that lecturers “have the presumption of reappointment for the subsequent academic year” following the initial probationary first year.

Further, the department recommends that the Chair meet regularly with each lecturer to describe this review policy and departmental expectations of the position, and to remind the faculty member that excellence in teaching will receive the highest priority in annual and major reviews.

**E. Third-Year Review**
Consistent with evaluation procedures designated in CLASS Policy and the *Faculty Handbook*, which require some form of peer review, the History Department Chair, paralleling the procedure in the professorial ranks, will appoint an advisory subcommittee to aid and advise the Chair and inform the department serving as a committee of the whole in the evaluation process for a lecturer’s third year. This advisory subcommittee will consist of three or more tenured faculty and senior lecturers (when possible) chosen in consultation with the Department Chair. Tenured faculty must make up the majority membership of this subcommittee. When the Chair and the candidate have agreed on the composition of the committee, the Chair will notify the subcommittee members. If any member of the subcommittee is unable to serve, the Chair will notify the candidate before nominating a substitute.

The lecturer under review will create a dossier for the subcommittee and the Chair that includes a current *curriculum vitae* in standard format, highlighting the review period, and
any other materials deemed appropriate.

The subcommittee will develop a written evaluation, signed by all three members, to be included in the candidate’s dossier as part of the review. The Department Chair will appoint one member of the committee to serve as chair of the subcommittee, responsible for coordinating the final written report on behalf committee and submitting it to the Department Chair by the appropriate deadline consistent with other third year reviews: January 15.

_Evaluation of teaching:_ Each member of the subcommittee (and, it is recommended, also the Department Chair) will arrange to visit at least one of the candidate’s classes at a time mutually agreeable to the candidate and the committee member. Subcommittee members need not attend the same class meeting and are encouraged to divide the duties in order to observe all the candidate’s courses being taught.

_Evaluation of service or professional development:_ The subcommittee will also include in its report a summary and evaluation of the candidate’s record of service to the Department, College, University, the profession, and the community.

As per History Department policy:

**TEACHING**

A demonstrated record of superior, effective teaching is the first and most important area of evaluation. Superior Teaching is reflective, student-centered, respectful of the diversity of students, adapted to various learning styles, and focused on student learning outcomes.

Teaching represents professional activity directed toward the dissemination of knowledge and the development of critical thinking skills. ... Teaching activities include the development of new courses, programs, and other curricular materials, including the development of online courses. (GSU Faculty Handbook 2013-2014, Section 205.01 Criteria for All Types of Faculty Evaluation)

Judgments of the quality of teaching activities will include consideration of at least the following:

- student ratings of instruction and peer evaluation through classroom observation and examination of syllabi and other relevant course materials;
- ongoing enhancement and improvement of existing courses, and development of
curricular materials;
- participation in workshops, conferences, grants, and other programs designed to enhance and improve pedagogical skills.

**SERVICE OR PROFESSIONAL DEVELOPMENT**

*Faculty are expected to make service contributions to their professions and to the institution.* Service at the department/school, college, and university levels is essential to the well-being of the University. Service includes the application of one’s expertise in the discipline for the benefit of a professional organization, the community, or the institution. (GSU *Faculty Handbook 2013-2014*, Section 205.01 Criteria for All Types of Faculty Evaluation)

Every member of the Department of History is expected to serve the Department, the University, the larger academic community, and the general public. Service entails being a “good citizen” – willinglyshouldering one’s responsibilities as a member of a community of teachers and as a representative of a university with a longstanding tradition of service.

**Service includes but is not limited to:**

*Service to the campus:*
- service on Departmental, College, and University committees, or on the Faculty Senate (where appropriate for lecturers or senior lecturers);
- mentoring of Georgia Southern students special assignments within the Department, liaison with other Colleges, student recruitment, coordinating outreach programs, maintaining the Department’s web page, editing the Department newsletter, etc.;
- advising student organizations.

*Service to the community:*
- presentation of programs and workshops on campus and in the community; receipt of honors and awards recognizing service to the community.

*Service to the profession:*
- offices and committee memberships in local, state, regional, and national professional associations;
- being interviewed by the media as an expert; receipt of professional honors and awards recognizing service to the profession.
Professional Development includes but is not limited to:

- workshops or specialized training related to teaching or research interests;
- book reviews in academic journals; book reviews written for electronic media if they are subject to the same scrutiny and professional editing as scholarship in print; historical articles in popular publications such as newspapers, magazines, etc.;
- professional consulting such design and development of professional conferences; contributing one's professional expertise in projects with schools, businesses, museums, and the like;

Like the annual review, the third-year review of lecturers in the History Department remains the purview of the Department Chair (as per BoR/GSU policy). Nevertheless, the third-year review process outlined above is designed to advise and make a recommendation to the Department Chair, as well as to inform the department as a whole, regarding a lecturer's progress toward possible promotion to senior lecturer.

BoR policy recognizes lecturers as part of the "corps of instruction and members of the faculty." As such, lecturers have access to grievance procedures specified in the Faculty Handbook. The Handbook further provides that notification of non-reappointment of a lecturer or senior lecturer must be provided "as early as possible," and following the schedule for notification so designated (sections 214.01, 214.01.03, and 222).

_A positive annual review and/or third-year review is not a guarantee of continuation and/or promotion to senior lecturer._

F. Promotion to Senior Lecturer

According to CLASS Policy 302.C, Lecturers who are in their fifth or sixth year of service at the institution and who demonstrate a sustained record of noteworthy achievement may be considered for promotion to senior lecturer (Board of Regents policy 8.3.8.2; Georgia Southern University Faculty Handbook 214.01.02). In the College of Liberal Arts and Social Sciences, a faculty member must be promoted to the rank of senior lecturer to be eligible for continuation beyond the initial five or six-year period. To be promoted to senior lecturer, annual performance reviews and other supporting evidence are required to show noteworthy achievement in teaching and a sustained record of service to the institution. Together, noteworthy achievement in teaching and a sustained record of service mean a consistent record of "exceptional teaching ability and extraordinary value to the institution"
For the purposes of promotion to senior lecturer and reappointment beyond the initial five or six years, the following definitions apply in the College of Liberal Arts and Social Sciences (CLASS Policy 302.C):

- "exceptional teaching ability": The faculty member shows a record of consistently exceeding departmental expectations for competency in teaching and demonstrates a clear commitment to successful and engaging interaction with students in which the focus is on student gains in skills, knowledge, understanding, and personal growth.

- "extraordinary value to the institution": The faculty member shows a record of consistent contribution to the institution through professional development and a sustained commitment to service, demonstrating an active involvement in the operation and governance of the department, College, and/or University.

For the Department of History, contributions that can provide evidence of a lecturer’s "extraordinary value" may include (but are not limited to):

- service to the department, college, university, profession or community;
- active participation in department governance and other participation in department activities, as outlined above;
- professional development as an instructor via workshops, specialized training, online course development, etc.
- presentations at regional, national, and international professional conferences;
- professional consulting or contributing professional expertise in projects with schools, businesses, museums, etc.;
- being interviewed by the media as an expert;
- offices and committee memberships in professional associations;
- publication of book reviews, which are treated as service to the profession.

CLASS Policy 302.C requires that “Each department will utilize a lecturer reappointment and promotion committee comprised of five or more tenured faculty members and senior lecturers. A majority of the committee must be tenured faculty, but the departmental review committee also shall include one or more senior lecturers if any exist in the unit. In the event that a department has fewer than five faculty members eligible to serve or vote
as part of the lecturer reappointment and promotion committee, the Dean will consult with
the Department Chair and appoint additional eligible faculty members from within the
College to bring the committee up to five voting members. The lecturer reappointment and
promotion committee will review a candidate’s dossier and will make recommendations to
the Department Chair for each applicant for reappointment and promotion. The review
committee’s recommendation to the Chair should be made in the form of a memorandum
that identifies the members of the committee and reports the committee’s vote (e.g. 4
votes in favor, 2 against) and the rationale for the committee’s recommendation” (CLASS

In the History Department, when a lecturer is being considered for promotion to senior
lecturer, the History Department Chair, paralleling the procedure in the professorial ranks,
will appoint a Lecturer Reappointment and Promotion Subcommittee that will consist of
three or more tenured faculty and senior lecturers (when possible) chosen in consultation
with the Department Chair. Tenured faculty must make up the majority membership of this
subcommittee. When the Chair and the candidate have agreed on the composition of the
committee, the Chair will notify the subcommittee members. If any member of the
subcommittee is unable to serve, the Chair will notify the candidate before nominating a
substitute.

The lecturer under review for promotion will create a dossier for the subcommittee and the
Chair that includes a current curriculum vitae in standard format, highlighting the review
period, and any other materials deemed appropriate.

Paralleling the third year review, the subcommittee will develop a written evaluation, signed
by all three members, to be included in the candidate’s dossier as part of the review. The
Department Chair will appoint one member of the committee to serve as chair of the
subcommittee, responsible for coordinating the final written report on behalf committee and
submitting it to the Department Chair by the appropriate deadline: September 1.

Like the annual review and the third-year review of lecturers in the History Department,
promotion to senior lecturer remains the purview of the Department Chair (as per BoR/GSU
policy). Paralleling procedure in the Third Year Review, the subcommittee’s report will
advise the Chair and inform the department. The department, acting as the committee of
the whole, constitutes the Lecturer Reappointment and Promotion Committee. The
department discussion and vote, along with the subcommittee’s accompanying report as noted above, would therefore inform and advise the Department Chair, as CLASS policy requires.

Lecturers wishing to apply for promotion to senior lecturer should notify the Department Chair by April 1 of the year during which the application will be submitted. Each candidate for promotion shall submit the following materials, excepting those listed as “to be inserted by the Department Chair,” by September 1:

CLASS Policy 302.C requires that by October 1 of each year, departments in the College of Liberal Arts and Social Sciences will provide the Dean with the following items for each lecturer seeking continuation and promotion to senior lecturer beyond the sixth year:

1. Required cover materials, including a completed reappointment/promotion application form.
2. A department chair’s evaluation specifically written for the purpose of reappointment and promotion
3. A copy of the department reappointment and promotion committee’s memorandum to the department chair regarding the candidate.
4. A current curriculum vitae in standard format, highlighting the review period
5. A personal narrative of accomplishments in teaching service, and professional development.
6. Copies of annual performance reviews for the review period
7. A copy of the mid-term review (if required by department policy)
8. Summary of student ratings of instruction for the review period
9. Evidence of peer evaluation of instruction
10. Evidence of service activities during the review period
11. Other supporting materials that the applicant believes will strengthen the application.

CLASS Policy 302.C states that the applicant’s dossier will be reviewed by the College Personnel Review Committee, which will make a recommendation to the Dean for each lecturer applicant for reappointment and promotion. The recommendations of the College Personnel Review Committee are advisory to the Dean. At the Dean’s discretion, lecturer promotion and retention applications may also be reviewed by the College Advisory Council.
The Dean reviews the materials submitted by the candidates, considers the recommendations of the College Personnel Review Committee, and makes a determination as to whether a candidate should be retained and promoted to senior lecturer. Lecturers will be notified in writing at each level of review concerning the recommendation.

G. Appeals
The candidate for promotion and reappointment beyond the sixth year may appeal a negative decision following the process outlined in the Faculty Handbook (214.01.03).

“In keeping with Board of Regent’s policy, promotion to senior lecturer requires approval by the President. Reappointment procedures for senior lecturers follow the same reappointment procedures as those for lecturers” (Faculty Handbook section 214.01.02).

H. Major Review of Senior Lecturers
CLASS Policy 302.E requires a major review of lecturers after their promotion to senior lecturer (if applicable), to be undertaken every five years. This review parallels post-tenure reviews in the professorial ranks and as such “focuses on continuing a mutually beneficial relationship between the institution and individual in order to provide development opportunities and to recognize, reward, and enhance faculty performance.” For the major review of senior lecturers, a review committee, comprised of three or more tenured faculty members (who must be the majority) and senior lecturers (when available), will conduct this major review and report the results of its evaluation in writing to the Department Chair.

A senior lecturer undergoing a five-year major review will submit the following materials (excepting those items to be inserted by the Department Chair) to the Department Chair by January 15:

1. The Department Chair’s evaluation specifically written for the purpose of the major review;
2. The department review subcommittee’s report to the Department Chair;
3. A current curriculum vitae in standard format, highlighting the review period;
4. Copies of annual performance reviews for the review period;
5. Summary of student ratings of instruction for the review period;
6. Evidence of peer evaluation of instruction;
7. Evidence of service activities during the review period;
8. Self-evaluation narrative with projected goals.
Items 1-8 will be submitted in a single 1.5” notebook with supporting materials, if any, submitted separately.

The Department Chair will, by February 1 of the review year, submit these materials to the CLASS Dean, to be evaluated in accord with Policy 302.E.

The Department’s policies and procedures supplement but do not supersede any provisions of the university Faculty Handbook or the College of Liberal Arts and Social Sciences Policy and Procedures Manual, nor do they constitute a contractual commitment on the part of the College or the University.

Draft created by the ad hoc Committee on Departmental Policy for Lecturers:

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