1. Introduction

In accordance with the Agreement Between the University of Vermont and United Academics (AAUP/AFT) (referred to as the Union Contract hereafter), this document provides reappointment and promotion guidelines for Full-Time Lecturers and Senior Lecturers in the School of Engineering (SoE). The SoE applies the quality criteria for teaching, advising and service in the Evaluation of Faculty and Reappointment, Promotion and Tenure Criteria and Procedures in the Union Contract (Articles 14 & 15), and has the following additional specifications.

2. Student Selection for Teaching Evaluations

Candidates will provide a summary of the numerical scores for their teaching evaluations for a minimum of the preceding 5 years or the duration of the candidate’s employment if it has been for less than 5 years. The Director’s office will provide copies of all of the students’ anecdotal comments for each of the courses listed by the candidate.

The candidate has the option of providing student opinion on the candidate’s teaching and advising by submitting letters from a selected group of students who have either completed coursework or are taking a course with the candidate or have been one of her/his advisees.

3. Peer Teaching Evaluations

For each review, the SoE Director will invite 2-3 faculty members to provide written peer teaching observations. The candidate has the option of requesting that specific faculty colleagues not be invited to provide these teaching observations. The final decision on the reviewers rests with the Director in consultation with the Chair of the SoE Faculty RPT Committee.

All peer teaching observations will be done by qualified faculty. (e.g. tenured faculty in the candidate’s program). The SoE Director, in consultation with the candidate, may invite appropriate faculty members from other departments to provide teaching observations.
The peer evaluators are requested to examine the candidate’s course materials as well as attend at least one of the candidate’s lectures.

### 4. Advising

Candidates preparing their review dossier are advised to have a separate section on advising. In addition to student numbers, it is useful to include other information such as:

1. availability for student contact,
2. frequency of meetings and other interactions with advisees,
3. in-service training for advising, and
4. efforts to support the SoE in advising.

Although not a requirement, lecturers can be mentors and be involved in undergraduate research, organizations and projects; if they do, they should report on it.

### 5. Faculty Input and Eligible Voters for RPT Reviews

#### 5.1. Faculty Input and Schedule for RPT Reviews

The SoE Director will set an appropriate schedule for each review so that the complete dossier will be ready for review at least 2 weeks before the submission deadline to the Dean’s Office. The Director will, to the degree possible, confirm the authenticity and accuracy of the information provided in the greensheets.

Once the candidate’s dossier is ready for faculty review, all faculty members, tenured and untenured (including tenure-track/tenured faculty, research faculty, lecturers, and senior lectures) will be invited to review the dossier.

If the candidate so elects, she/he can request letters of evaluation from members of their academic degree unit (program).

At the beginning of the second week after the candidate’s review dossier is complete, the Chair of the SoE Faculty RPT Committee will convene and chair a two-part meeting of the faculty to discuss the candidate’s performance with respect to scholarship and research work as well as to other duties expressly assigned and clearly defined by the SoE Director. The first part of this meeting is for all faculty where non-eligible voters may share their comments. This is followed by the second part with only the eligible faculty voters who will vote by Australian ballot on the candidate’s reappointment or promotion. The RPT Committee Chair will record the faculty vote regarding whether or not the candidate should be reappointed or promoted prior to the adjournment of the meeting and will send a brief written
report containing the vote and a summary of the faculty discussion to the SoE Director. That vote and report will be recorded on the Director’s Evaluation.

After the above faculty feedback and eligible voters’ vote, the SoE Director will decide whether or not to recommend the candidate’s application, and will inform the candidate of this recommendation and will provide them with a copy of the Director’s Evaluation.

5.2. Eligible Voters for Lecturer/Senior Lecturer Reviews

- For a Lecturer reappointment with a review: Senior Lecturers, tenure-track/tenured faculty members, and those Lecturers who have successfully passed a reappointment review in the past and are not themselves applying for a reappointment in the current year, are eligible voters.
- For a Senior Lecturer application: Senior Lecturers and tenure-track/tenured faculty members are eligible voters.
- For a Senior Lecturer reappointment with a greensheet review: tenure-track/tenured faculty members, and those Senior Lecturers who have successfully passed a reappointment review in the past and are not applying for a reappointment in the current year, are eligible voters.
- The SoE Director is not an eligible voter.
- Only eligible voters present at the meeting whereat the merits of the case are considered are eligible to vote.

6. Guidelines for Promotion to Senior Lecturer

An application for Senior Lecturer in the School of Engineering will be evaluated based upon the following criteria.

- A minimum of 6 years (within an eight year period) of service, as specified in the Union Contract.
- Subject to a regular RPT review without the research expectations.
- Good citizenship in terms of service activities within the School.
- Evidence of maintaining currency in their field of expertise, for example as demonstrated through professional development activities, publications, etc.
- Evidence of sustained quality classroom teaching and, when appropriate, student advising.

7. Guidelines for Reappointment as Senior Lecturer

Reappointment as a Senior Lecturer in the School of Engineering will be evaluated based upon the following criteria.

- Subject to a regular RPT review without the research expectations.
- Good citizenship in terms of service activities within the School.
- Evidence of maintaining currency in their field of expertise, for example as demonstrated through professional development activities, publications, etc..
- Evidence of sustained quality classroom teaching and, when appropriate, student advising.

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