

Principal and Senior Lecturer Performance Expectations Edwards College of Humanities and Fine Arts Department of English

Performance Expectations for Senior Lecturer

The successful Senior Lecturer in the Department of English will demonstrate exceptional teaching and sustained pedagogical innovation in all courses. The successful Senior Lecturer will be expected to:

- demonstrate content currency in all courses;
- employ pedagogical variety to improve student learning;
- maintain high performance standards for students;
- maintain a high standard of professionalism in the preparation of teaching materials and in the mentoring of students;
- observe institutional regulations regarding class meetings, office hours, and final examinations; exhibit civility, approachability, and fairness in interactions with students.

In terms of service, regular attendance at scheduled department meetings is expected. It is also expected that Senior Lecturers will offer some service in areas that affect their lives as teachers and for the good of the department. When a Senior Lecturer undertakes limited service for his or her own professional development, such activity should not be allowed to interfere with the primary obligation to teach well. Senior Lecturers may take on compensated service and/or administrative appointments. Such obligations are accepted voluntarily and do not change the fundamental instructional responsibilities of the Senior Lecturer position.

Scholarship and creative writing activities are not expected of Senior Lecturers, but some Senior Lecturers do pursue various scholarly and creative activities in areas that directly affect their lives as teachers and for their own professional development. The Department values scholarship and creative writing activities, particularly as they directly enhance pedagogy, but such activities should not interfere with the primary obligation to teach well.

Activities Performance Indicators for Senior Lecturers

Required

- Classroom teaching
- Maintaining course currency
- Developing new pedagogical materials for ongoing or new courses
- Service activities that enhance teaching expertise or pedagogical practice

Optional

- Participating in scholarly or creative activities that enhance teaching expertise or pedagogical practice
- Participating in teaching seminars and workshops
- Mentoring of student research or creative projects
- Mentoring graduate teaching assistant
- Developing innovative teaching initiatives, including but not limited to: effective use of technology in the classroom, developing experiential-learning courses and/or assignments, developing course assessments and responses to them, collaborative teaching

Documentary Performance Indicators

Required

- Copies of all student evaluations from the past year
- Faculty Performance Evaluation (a.k.a. "The Annual Report")
- Chair classroom observation and evaluation (required first year of appointment only)
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Optional

- Classroom observation and from department chair, associate chair, Faculty Welfare and Development Committee, or member of the Composition Committee (evaluation *strongly encouraged* every other year)
- Peer classroom observation and evaluation
- Teaching portfolio (e.g. statement of teaching philosophy, sample syllabi, assignments, etc.)
- Teaching awards and/or recognitions

Performance Expectations for Principal Lecturer

The successful Principal Lecturer in the Department of English must have:

1. a sustained record of excellent teaching as a Senior Lecturer, and
2. either ongoing service in department, college, or university level; or ongoing intellectual contributions/professional contributions; or a record of sustained pedagogical service, and
3. held a full-time appointment under the title of Senior Lecturer or Senior Instructor at the University for a minimum of three years.

Appointments holding this title must be conferred following promotion from Senior Lecturer or Senior Instructor. The duration of the appointment shall be six years. Individuals holding this title are not allowed to vote on issues concerning tenure and

promotion policies and procedures for tenured and tenure-track faculty. Individuals holding this title are allowed to vote on issues concerning promotion policies and procedures for candidates for Senior Lecturer and Principal Lecturer.

The Dean of Edwards College will notify the Senior Lecturers of their eligibility by the first Friday in September each year. The Department Chair and Dean will provide all eligible candidates with copies of the College and/or Departmental criteria and guidelines for promotion when the candidate is notified of their eligibility. The Senior Lecturer must specify in writing that she/he intends to seek promotion by the third Friday of September.