

Guidelines for Hiring, Evaluation, Renewal, and Promotion of Lecturers
Department of Classical Studies
(Ultimate Revision, 10-16-2013)

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I. **Lecturers, “85” and “88” lines**

The College of Arts and Sciences (CAS) and University have introduced Lecturer positions in two categories, called “85” and “88” lines. “85” lines are contracted for one academic year at a time, although they are normally renewed through a three-year term; “88” lines are contracted for one academic year. Depending upon evaluations, Lecturer contracts of either type may be renewed without limitation. While the lecturer is not required to conform to guidelines relating to Tenured or Tenure Tracked faculty members regarding scholarly productivity, s/he will, however, perform service for the Department, the College and/or the University. Lecturers who hold “85” lines and whose contractual arrangements have been renewed are eligible for promotion from *Lecturer* to *Advanced Lecturer* in the fourth year of consecutive teaching service and to *Senior lecturer* in the eighth year of consecutive teaching service (see below VI.A.).

II. **Purpose of the Guidelines**

The following guidelines establish ground rules for matters relating to Lecturers in the Department of Classical Studies. These include:

- 1.) hiring of Lecturers (Section III.);
- 2.) regular evaluation of a Lecturers (Section IV.);
- 3.) renewal of contracts and reappointment of Lecturers (Section V.);
- 4.) promotion in rank of Lecturers holding “85” lines (Section VI.).

The purpose of the guidelines is to specify procedures for Lecturers involving hiring, regular evaluation, and, for Lecturers who hold “85” lines, singular evaluation for renewal of contracts and reappointment and for promotion to higher Lecturer ranks in the Department of Classical Studies and CAS. The procedures and evaluative criteria for hiring, retention and promotion are, *mutatis mutandis*, consistent both with those that pertain to Tenured and Tenure Tracked faculty members of the Department and with the Faculty Handbook of

Loyola University of Chicago (2009). The Dean of CAS is the final arbiter in the promotional process for Lecturers in the College.

Revisions to these guidelines may be made at the initiative of the Department Chairperson in consultation with the Tenured or Tenure-Tracked faculty of the Department. All revisions must be reviewed and approved, however, by all Tenured or Tenure-Tracked faculty before their advancement to the Dean of CAS and CAS Rank, Tenure, and Leave (RTL) Committee. The Dean of CAS is the final arbiters for such changes. Revision to the departmental guidelines become viable and operative with the approval of the Dean of CAS.

III. **Hiring of Lecturers**

The procedures for hiring of Lecturers will be consistent with those used for Tenure-Tracked faculty where possible. Positions will be advertised according to Department policy and applications solicited in ways appropriate to ensure that positions are filled with the best possible candidates. Applications will be reviewed by a committee of the Department appointed for the purpose of review. The committee's recommendation will be brought before the Tenured and Tenure Tracked faculty in a meeting chaired by the Chairperson of the Department. The recommendations of both the Department Committee and the Tenured and Tenure Tracked faculty are advisory to the Chairperson of the Department. After receiving the recommendation of the Committee and of the Tenured and Tenure Tracked faculty of the Department, the Chairperson will make her/his recommendation in writing to the Dean of CAS.

Upon hiring, in accordance with CAS specifications, the entry-level title for such a position is *Lecturer*. The Lecturer will receive a copy of these guidelines and all other materials pertinent to her/his position.

IV. **Regular Evaluation of Lecturers**

The performance of a Lecturer shall be reviewed and evaluated annually by the Chairperson of the Department. This review will consist of examination of course-syllabi, teacher-course evaluations (TCEs) and in-class visitations conducted by full-time, tenure track faculty appointed by the Chair, and all other material pertinent to the evaluation. Regular evaluation may be conducted in tandem with the annual merit review of the Lecturer. The Chairperson of the Department shall write a summarizing report of her or his evaluation for inclusion in the dossier of the Lecturer evaluated. A copy of this report will be made available to the Lecturer.

V. **Renewal of Contracts and Reappointment of Lecturers**

A. **Standards and Requirements for Contract Renewal and Reappointment**

1. **Distinguished teaching** is defined as outstanding instruction that is documented. It requires sound scholarship, thorough organization, effective classroom presentation, and appropriate assessment. Counseling and advising students outside of the

classroom are also part of teaching duties. Sound scholarship implies a solid grounding in the primary sources and up-to-date secondary literature pertinent to the course material. Instrumental in assessing some of the features of teaching performance are: course syllabi and other course documents, classroom visitations by the Chairperson and/or by Tenured or Tenure Tracked faculty members and written reports based on those visitations, TCEs, the results of which are assessed and tabulated by the Chairperson's staff and returned to the Lecturer and which form part of the Lecturer's annual merit review with the Chairperson and the Dean of CAS.

2. **Scholarly contributions** are not required of Lecturer, but shall be recognized as extraordinary and beneficial to the Department, the College and the University. Original scholarly research may manifest itself by several means, including papers presented, grants, archaeological field or museum work, participation in professional panels, and editing and refereeing scholarly articles for journals or collections, but is most evident in published writings intended for an audience of professional peers.
3. **Academic service** includes, but is not limited to, committee work on Department, College and University levels that contributes to the betterment of the Department and its students, the College and the University.
4. **Professional service.** Professional service is not required of Lecturers, but shall be recognized as extraordinary and beneficial to the Department, the College, and the University. Professional service may manifest itself by several means, including serving in an office or on committees of professional organizations, serving on extra-departmental and extra-University dissertation committees, organizing and serving on programs and panels at professional meetings, community outreach, and maintaining correspondence with scholars active in the field toward the faculty member's own improvement and toward the betterment of the Department, the College and the University.

B. Review Process for Contract Renewal and Reappointment

Materials pertinent to contract renewal and reappointment will be reviewed by the Department Promotion and Tenure (P&T) Committee and the Chairperson of the Department with regard to dates appointed by the Dean of CAS. The P&T Committee, which acts in an advisory capacity to the Chairperson of the Department, will evaluate the dossier and make its recommendation to the Chairperson. The Chairperson will in turn make her/his recommendation in writing to the Dean of CAS. The Dean of the College is the final arbiter for contract renewal and reappointment of the Lecturer.

The P&T Committee of the Department of Classical Studies consists of the Tenured Faculty of the Department. Its members are appointed by the Chairperson of the Department.

VI. Promotion of Lecturers, “85” lines

A. Eligibility

In accordance with the policies of CAS and the University, a Lecturer holding an “85” line will be eligible for promotion to the level of *Advanced Lecturer* in the fourth year of continuous teaching service effective in the fifth year and to the level of *Senior Lecturer* in the eighth year of appointment of continuous teaching service effective in the ninth year. Candidates for promotion to *Advanced Lecturer* must be in teaching service for three consecutive years (and their contractual arrangement renewed for a further three years) to be eligible to apply for promotion in the fourth year of teaching service. Candidates for promotion to *Senior Lecturer* must be in teaching service for seven consecutive years (and their contractual arrangement renewed for a further three years) to be eligible to apply for promotion in the eighth year of teaching service.

(Up to two years of consecutive service in an “88” line can be counted toward promotion to *Advanced Lecturer*, for those who have changed from the “88” to the “85” line.)

B. Requirements for Promotion

Advanced Lecturer:

Requirements for promotion to the rank of *Advanced Lecturer* are a continuing record of distinction in teaching (V.A.1.) and engagement in academic service (V.A.3.) manifesting continuing development and contribution to the Department, the College, and the University. Any scholarly contributions of the candidate (V.A.2.) shall be recognized as extraordinary and beneficial to the Department, the College and the University and be evaluated along the same lines as scholarship produced by Tenured and Tenure Tracked faculty. Successful professional service (V.A.4.) shall likewise be recognized as extraordinary and beneficial to the Department, the College and the University.

Senior Lecturer:

Requirements for promotion to the rank of *Senior Lecturer* are a continuing record of outstanding teaching (V.A.1.) and notable engagement in academic service (V.A.3.) leading to distinctive contributions to the Department, the College, and the University. Scholarly contributions of the candidate (V.A. 2.) shall continue to be recognized as extraordinary and beneficial to the Department, the College and the University and be evaluated along the same lines as scholarship produced by Tenured and Tenure Tracked faculty. Successful professional service (V.A.4.) shall continue to be recognized as extraordinary and beneficial to the Department, the College and the University.

C. Evaluation Materials for Promotion

Evaluation for promotion shall be based upon, but not limited to the following: the *c.v.*, a statement from the candidate detailing her/his performance and accomplishments and their benefits to the Department, the College and the University, TCEs for all classes for all periods of appointment, two letters of recommendation, reports from in-class visitations and all other material pertinent to the evaluation for promotion. These collected materials of the candidate for review for promotion amount to her/his dossier.

D. Standards for Promotion

The Department shall give the greatest weight to the candidate's teaching. Where the candidate's contributions to the Department, the College and the University include scholarship, they are to be weighed together with the candidate's teaching but accorded lesser weight, depending on the nature, extent, and significance of the candidate's scholarly contributions. Where the candidate's contributions include professional service, these are to be weighed together with the candidate's academic service to the Department, the College and the University but accorded lesser weight. It is, however, the fullness of the candidate's contributions that is under consideration and some variation will be allowed as long as the candidate's overall achievement, with particular regard to teaching, is exemplary.

E. Review Process for Promotion

Advanced Lecturer

The candidate for promotion to the level of ***Advanced Lecturer*** will assemble the dossier in cooperation with the Chairperson of the Department for the fall semester of the fourth academic year of consecutive appointment.

Materials will be reviewed by the P&T Committee of the Department and the Chairperson of the Department. The review will occur in compliance with pertinent dates set by the Dean of CAS for the fall semester of the fourth year of consecutive appointment of Lecturers for such promotions (see Time-Line for Material Submission, VI. F.). The Committee will evaluate the dossier, vote on the candidacy by written ballot, and communicate its recommendation to the Chairperson of the Department. The committee's recommendation will then be brought before the Tenured and Tenure Tracked Faculty of the Department in a meeting chaired by the Chairperson of the Department. The final recommendations of both the Department P&T Committee and the Tenured and Tenure Tracked Faculty are advisory to the Chairperson of the Department. After receiving the recommendation of the Committee and of the Tenured and Tenure Tracked faculty, the Chairperson will make her/his recommendation in writing to the Dean of CAS.

The Department P&T Committee consists of the tenured faculty of the Department. For the review processes involving promotions of Lecturers, when available, one faculty member who has achieved promotion to *Advanced Lecturer* status will be added to the membership of the Department P&T Committee. Members of this committee for these processes are appointed by the Chairperson of the Department.

Senior Lecturer

The procedures affecting the NTT candidate for promotion to the level of *Senior Lecturer* will be the same as for those of *Advanced Lecturer* except that s/he will assemble the dossier in cooperation with the Chairperson of the Department for the fall semester of the eighth academic year of consecutive appointment.

Materials will be reviewed by the P&T Committee of the Department and the Chairperson of the Department. The review will occur in compliance with pertinent dates set by the Dean of CAS for the fall semester of the eighth year of consecutive appointment of the Lecturer for such promotions (see Time-Line for Material Submission, VI. F.). The Committee will evaluate the dossier, vote on the candidacy by written ballot, and communicate its recommendation to the Chairperson of the Department. The committee's recommendation will be brought before the Tenured and Tenure Tracked Faculty of the Department in a meeting chaired by the Chairperson of the Department. The final recommendations of both the Department P&T Committee and the Tenured and Tenure Tracked Faculty are advisory to the Chairperson of the Department. After receiving the recommendation of the Committee and of the Tenured and Tenure Tracked faculty, the Chairperson will make her/his recommendation in writing to the Dean of CAS.

The Department P&T Committee consists of the tenured faculty of the Department. For review processes involving promotion of *Advanced Lecturers* to *Senior Lecturers*, when available, one faculty member who has achieved promotion to *Senior Lecturer* status will be added to the membership of the Department P&T Committee. Members of this committee for these processes are appointed by the Chairperson of the Department

F. Time-Line for Material Submission

Lecturers who desire to be considered for promotion must notify the Department Chairperson by April 15th of the academic year that immediately precedes the year of the review. They will then submit all documentation to the Department Chairperson by August 15th. These documents will go to the Department P&T Committee for process by September 15th, to the Chairperson of the department by November 15th, and to the Dean of CAS no later than December 15th. The Dean will forward all materials to the CAS RTL Committee by February 1st.

G. Reconsideration

A *Lecturer* or *Advanced Lecturer* whose request for promotion is denied will be afforded the option of having her/his application and portfolio reviewed again. The process shall parallel that articulated on page 54 of the *Faculty Handbook* under the rubric 'reconsideration.' The

faculty member can invoke this process by submitting, in writing, a request to the Department Chairperson within one month of the decision. In such cases, the CAS RTL Committee will serve in the same capacity as the University's Rank and Tenure Committee. At their discretion and with their chairpersons' assent, *Lecturers* or *Advanced Lecturers* can also reapply for promotion in the following or subsequent academic years.

H. Prerogative for Promotion Consideration

Contract faculty members may choose to stay at their current levels. Their contracts are renewable as long as their performance meets or exceeds department standards. In addition, failure to be promoted does not, *ipso facto*, result in a notice of non-renewal of contract. Conversely, success in promotion does not, *ipso facto*, guarantee permanent employment.

VII. Approval/Implementation of Guidelines for CLST

These guidelines will not be in effect until they are approved by Department of Classical Studies P&T Committee, the Tenured and Tenure Tracked Faculty of the Department, the Chairperson, the CAS RTL Committee, and the Dean of CAS.

Respectfully submitted

B. Lavelle, chair, P&T Committee
Department of Classical Studies
30 November 2012

Revised in view of faculty comments:
B. Lavelle, interim chair
Department of Classical Studies
5 March 2013

Revised in view of final comments
by the office of the Dean of CAS
and the CAS Rank, Tenure and
Leave Committee:
B. Lavelle, interim chair
Department of Classical Studies
14 August 2013

Revised in view of additional comments
by the office of the Dean of CAS
B. Lavelle, Interim chair
Department of Classical Studies
16 October 2013

These guidelines have been approved by the Dean of the College of Arts and Sciences on 11/11/2013.