
PROPOSED FOR ENDORSEMENT BY THE ARTS AND SCIENCES SENATE (at its meeting on 23 March 2009)

MOTION: THE ARTS AND SCIENCES SENATE ADOPTS THE FOLLOWING GUIDELINES AND REQUESTS THAT THEY BE SENT TO THE UNIVERSITY ADMINISTRATION FOR IMPLEMENTATION.

Arts and Sciences Senate Faculty Rights and Responsibilities Policy Committee

Guidelines for the Title of Senior Lecturer at Stony Brook University

The title of Senior Lecturer at Stony Brook University is bestowed upon a full-time Lecturer in order to recognize the faculty member's ongoing significant and notable contribution to the missions of the University. However, once promoted to the title of Senior Lecturer, the mandated review and renewal shall take place in the first year of each subsequent three year contract renewal appointment.

I. THE RANK OF LECTURER AT STONY BROOK UNIVERSITY

I.01 According to the Policies of the SUNY Board of Trustees, full-time Lecturers are eligible for renewable term contract appointments of up to three years.

I.02 Stony Brook University Departments and Programs recommend appointments to the rank of full-time Lecturer for terms of up to three years.

I.03 Typically in the penultimate year of the contract, Departments or Programs review Lecturer appointments and make recommendations to the Administration regarding reappointment for terms of up to three years.

I.04 At the initial time of hiring, the Department or Program should make available to the appointee a **Job Profile** defining the departmental criteria for contract renewal. The profile should specify how the Department or Program will evaluate (1) teaching, (2) service, and (3) professional development / scholarship. The **Job Profile** should be included in the appointee's personnel file and should be registered with the Office of the Dean.*

I.05 During the second year of the initial three-year appointment as Lecturer, the Department or Program conducts and documents an internal review of the faculty member's performance. *If the term of appointment is less than three years, the internal review takes place in the first year of initial appointment.*

I.06 A **Lecturer Review Committee (LRC)** should be established by the Department or Program in order to evaluate the Lecturer contract renewals. The LRC should normally be composed of at least three **Tenured Faculty or Senior Lecturer (TF/SL)** members in the Department or Program. TF/SL members of other departments or programs may fill out the required membership on the LRC if not available in the Lecturer's home Department or Program.

I.07 The LRC votes on the reappointment of the Lecturer for a **subsequent** term of up to three more years. The LRC submits its recommendation to the Department or Program Chair and to the TF/SL members of the Department or Program.

I.08 All TF/SL members designate on an **official signature sheet** their approval or disapproval of the LRC recommendation.

I.09 The **Department or Program Chair writes a cover letter** addressed to the Dean.* The recommendation to the Dean should indicate: (a) the evaluation of the LRC, (b) the recommendation sheet with the signatures of the TF/SL members, and (c) the Chair's recommendation, and (d) a signature sheet of the TF/SL members of the Department or Program indicating that they have read the Chair's letter.

I.10 The procedure specified in I.05-I.09 is repeated each subsequent appointment term.

II. ELIGIBILITY FOR THE TITLE OF SENIOR LECTURER

II.01 After ongoing, significant, and notable contribution as a Lecturer at Stony Brook University, the Lecturer will be eligible to be considered for the title of Senior Lecturer in a Stony Brook University Department or Program.

II.02 In the case of new appointments to Stony Brook University, the title of Senior Lecturer shall be contingent upon demonstrated contributions comparable to those indicated in II.01.

II.03 Application and review for the title of Senior Lecturer may occur at any time after eligibility has been established, and shall be considered independently of the regular reappointment process for Lecturers.

II.04 Denial of Senior Lecturer title shall have no bearing on the status or reappointment as Lecturer.

II.05 If denied, a Lecturer shall not reapply for the title of Senior Lecturer until there is substantial new evidence (such as new material, increased activity, or significant change in the profile) to warrant reconsideration. The Department / Program Chair or the LRC in the Department or Program shall determine when or if sufficient new evidence can be demonstrated.

II.08 A faculty member's status as either Lecturer or Senior Lecturer shall not preclude consideration for an appropriate tenure-track position at the University.

III. CRITERIA FOR THE TITLE OF SENIOR LECTURER

III.01 The review process for the title of Senior Lecturer shall follow the Guidelines outlined below.

III.02 Substantial scholarship and review by outside experts is not required unless demonstrated scholarship or creative activity is a significant component of the faculty member's Stony Brook University **Job Profile** (see I.04).

III.03 The principal criteria shall be teaching, service, and continued professional development, consistent with the definition and expectations of the Lecturer position as delineated in the **Job Profile**.

IV. BENEFITS OF THE SENIOR LECTURER TITLE

IV.01 The Lecturer shall carry the **local title of Senior Lecturer** in the Stony Brook University Department or Program to which the faculty member was appointed as Lecturer.

IV. 02 Once granted, the title of Senior Lecturer at Stony Brook University shall remain in effect for the remainder of the faculty member's service in the Lecturer rank at the University. Contract renewal for Senior Lecturers shall take place in the first year of each three year term and shall take precedence over Lecturer

IV.03 The title of Senior Lecturer should normally include the opportunity for scholarly or professional development leave time. While on leave, a Senior Lecturer maintains seniority and enjoys all normal rights within the Department or Program. Any such leave time must be negotiated between the Department or Program and the Dean.

IV. 04 Appointment to the title of Senior Lecturer should be accompanied by an increase in annual salary (as determined by the Administration).

V. PROCEDURE FOR APPOINTMENT TO THE TITLE OF SENIOR LECTURER

V.01 After ongoing, significant, and notable contribution at the rank of Lecturer at Stony Brook University, the Department or Program may recommend a review to consider appointment to the title of Senior Lecturer.

V.02 The process may be initiated by one of three means: (a) the Lecturer may apply to be considered for the title of Senior Lecturer, (b) a group of three or more Tenured Faculty members and/or Senior Lecturers may make a recommendation to the Department or Program Chair that the Lecturer be considered for the title of Senior Lecturer, or (c) the Department or Program Chair may recommend that the LRC conduct a review of the Lecturer's qualifications for the title of Senior Lecturer.

V.03 The LRC shall review materials submitted by the candidate for the title of Senior Lecturer. These materials shall include (where relevant) the following:

- (1) a complete and current curriculum vitae
- (2) a specification of areas of specialization and areas of competence in the field of appointment
- (3) a list of all degrees, certificates, or diplomas received
- (4) a list of all awards or honors received
- (5) a list of all courses taught at Stony Brook (and elsewhere), indicating title, topic, semester, and a description of the course.
- (6) a list of service on all departmental, university governance, and administrative committees (and any offices held by the candidate), indicating dates and length of service.

- (7) a list of special contributions to the life of the Department or Program, which can include advising, student recruitment, program development, etc.
- (8) a list of publications, other scholarly or creative activities, or official reports (complete copies shall be included with the file)
- (9) a list of invited lectures, submitted papers or posters presented at professional conferences, workshops, or other public venues (indicating title and dates)
- (10) a list of memberships in professional societies
- (11) a list of committees served on (with any offices held) in local, national or international professional societies or groups
- (12) a list of conferences, workshops, or professional enhancement events organized, directed, or attended (including dates)
- (13) a list of any special service or functions at professional societies or conferences (including dates)
- (14) a list of professional contributions and service to the local community (including dates)
- (15) a list of activities designed to enhance diversity on campus (including dates)
- (16) a list of external funding brought into the University (including dates)
- (17) a list of at least three students who could be asked to comment on the faculty member's teaching and other contributions to the classroom and to student life at the university.
- (18) a list of at least four names of persons who may be asked to write letters in support of the appointment to the title of Senior Lecturer.

V.04 The LRC shall solicit at least three additional confidential letters of evaluation, independently of the names of references provided by the candidate. These referees, who will be asked to write concerning the appointment to the title of Senior Lecturer, may be either from inside or outside the University. Referees shall be asked to comment specifically on the success of the Lecturer in fulfilling the **Job Profile** associated with the position. The LRC shall also ensure that at least three student letters along with evaluation summaries and sample student evaluations (where appropriate) are included in the evaluative file.

V.05 On the basis of the materials collected and evaluated, the LRC **shall submit its recommendation** to the Department or Program Chair and to the TF/SL members of the Department or Program.

V.06 All TF/SL members in the Department or Program shall designate on an official signature sheet their approval or disapproval of the LRC recommendation. A majority of those eligible to vote is required to constitute a favorable recommendation.

V.07 If the vote of the TF/SL is favorable, the Lecturer shall be recommended for the title of Senior Lecturer by the Department or Program.

V. 08 The **Department Chair shall write a cover letter** reflecting (a) the evaluation of the LRC, (b) the vote of the TF/SL members, and (c) the Chair's recommendation for appointment to the title of Senior Lecturer. The TF/SL members shall then sign a second sheet indicating that they have reviewed all the documentation and that they have read and agree with the official recommendation.

V.09 The official Department or Program recommendation for appointment to the title of Senior Lecturer shall be sent with all documentation to the **Arts and Sciences Senate Senior Lecturer Title Review Committee (SLTRC)**.

V.10 The SLTRC shall review all materials and the Department or Program recommendation. The SLTRC shall make a recommendation to **the appropriate Dean*** (without identifying how each member of the committee voted). The vote shall indicate whether the recommendation is unanimously in favor, divided, or not in favor. The SLTRC may offer to include with its vote a written statement which shall be signed by the members of the committee. If a member of the SLTRC is a voting member of the candidate's home Department or Program, that member of the SLTRC shall not participate in any way in the discussion, vote, or recommendation concerning the candidate's case.

V. 11 The SLTRC shall send a copy of its recommendation to the Dean* and to the Department or Program Chair who shall communicate SLTRC recommendation to the faculty member and to the TF/SL.

V. 12 The Dean shall then determine whether to recommend appointment to the title of Senior Lecturer. If the SLTRC's recommendation and the Dean's recommendation are positive, the recommendation shall be submitted to the **Provost and President** for their review, approval, and appointment to the title of Senior Lecturer in the Department of Program. The final decision and appointment shall be made by the President upon the recommendation of the Provost (who will provide documentation from the positive recommendations of the Department or Program, the SLTRC and the Dean).

V.13 The Provost shall notify the candidate that the file is being forwarded to the President once all recommendations have been completed.

V.14 The file for appointment to the title of Senior Lecturer shall be submitted to the SLTRC by **November 1st**. The SLTRC should make its recommendation to the Dean no later than 45 days after receipt by the SLTRC. The final decision concerning appointment to the title of Senior Lecturer should be made by **May 1st** in the year of the recommendation.

V.15 The Department or Program shall submit reappointment papers for Senior Lecturer in the first year of each subsequent three-year term.

VI. ARTS AND SCIENCES SENATE SENIOR LECTURER TITLE REVIEW COMMITTEE (SLTRC)

THE ARTS AND SCIENCES SENATE "SENIOR LECTURER TITLE REVIEW COMMITTEE" (SLTRC) shall be a Committee of the Arts and Sciences Senate. It shall review all recommendations to the title from Lecturer to Senior Lecturer by Departments or Programs. Its decisions shall be submitted to the appropriate Dean who makes a recommendation to the Provost and President. The SLTRC will follow specific Guidelines as formulated by the Arts and Sciences Senate Faculty Rights and Responsibilities Policy Committee and confirmed by the Arts and Sciences Senate.

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The SLTRC shall include two members from each of the three areas:

(1) Humanities and Fine Arts (including Journalism), (2) Social and Behavioral Sciences, and (3) Natural Sciences and Math (including SoMAS). From each area, one of these members shall be a Senior Lecturer. In the absence of available Senior Lecturers, these positions shall be filled by tenured faculty members from the respective areas.

ABBREVIATIONS USED IN THIS DOCUMENT

- **Lecturer** = A full-time faculty member appointed to a Department or Program on an up-to-three year renewable term contractual basis
- **Job Profile** = A document produced (typically at the time of first appointment) by the Department or Program and with the agreement of the Lecturer defining the criteria for contract renewal
- **LRC** = Lecturer Review Committee, established by the [Department or Program](#) to review and recommend contract renewals and promotions to Senior Lecturer
- **TF/SL** = Tenured and Senior Lecturer members of the Department or Program
- **SLTRC** = Senior Lecturer Title Review Committee (a Committee of the Arts and Sciences Senate) – established by the Arts and Sciences Senate

** NOTE: if the Lecturer is a member of a College, School, or other unit that is officially part of the Arts and Sciences Senate constituencies and if that unit has its own Dean, the Dean of that unit shall be substituted for the Dean of the College of Arts and Sciences (CAS) in each instance of this document. This currently includes the Deans of SoMAS and the School of Journalism.*

(modified including updates by the FRRPC – 7 mar 09 – for final review by the FRRPC on 13 mar 09)