

**University of Kentucky**  
**College of Engineering**  
**Department of Chemical and Materials Engineering**  
**Guidelines for Appointment, Re-appointment and Promotion**  
**LECTURER SERIES FACULTY**

University regulations pertaining to the appointment, re-appointment and promotion of individuals in the Lecturer Series are detailed in the Administrative Regulations, Section 2:9. As per the AR's, individuals employed in the Lecturer Series hold non tenure-track appointments, with responsibilities primarily related to undergraduate instruction (75%) and other assigned duties (*e.g.* advising, support of student professional activities) that serve the undergraduate mission of the unit (25%).

The guidelines presented here have been established to assist the members of the Department of Chemical and Materials Engineering in evaluating Lecturer Series Faculty for re-appointment and potential promotion to the rank of Senior Lecturer (without tenure), and to provide candidates with an understanding of those factors to be considered in the evaluation process. These guidelines are intended to supplement, but not replace, the procedures described in the University of Kentucky Administrative Regulations.

**Re-appointment Procedures**

Re-appointment decisions will be based primarily on evaluations conducted during the course of regularly-scheduled Faculty Performance Reviews (*re:* AR 2:9). Teaching performance will be evaluated through the preparation of a detailed teaching portfolio that includes a reflective statement on teaching philosophy, samples of teaching materials and innovative contributions, and complete quantitative and qualitative student course evaluations, by semester. Other factors that may be taken into consideration include feedback obtained from student letters and interviews, and an assessment by unit faculty as to the strength of preparation and readiness of undergraduates as they move forward in the curriculum. Activities related to advising and other undergraduate support functions are to be detailed in the Performance Review documentation and accompanying teaching portfolio.

The position description stipulates that the Lecturer must hold the Professional Engineer (PE) license in the State of Kentucky, or obtain the PE within the first four years of employment in the Lecturer position.

**Promotion to Rank of Senior Lecturer**

Procedures for promotion to the rank of Senior Lecturer (without tenure) are detailed in the Administrative Regulations. The candidate for promotion to Senior Lecturer will

demonstrate a strong and sustained record of high-quality and effective classroom teaching and student advising; successful teaching across multiple undergraduate courses is expected, including participation in undergraduate laboratory courses, as appropriate. In addition to outstanding classroom performance, significant teaching contributions that will be taken into consideration include the development of new courses and/or laboratory experiments, the introduction of novel teaching techniques, modules or technologies, and the creation of new materials such as textbooks or web-based content.

Beyond the delivery of core academic content, the candidate for promotion to the rank of Senior Lecturer is expected to participate in student advising and professional development activities. The successful candidate should demonstrate a record of sustained involvement in the advising of student professional groups, undergraduate mentoring, and engagement in student extra-curricular activities. Involvement in external functions, such as recruitment and participation in science and engineering-related events in the local community, will be duly recognized.

*Guidelines approved by unanimous (15-0) vote of the Chemical and Materials Engineering faculty on the Lexington Campus at a faculty meeting held April 13, 2011.*

**Employment of Lecturer Series Faculty in the Department of Chemical and Materials Engineering:**

As per majority vote of the Chemical & Materials Engineering Faculty (April 13, 2011), the employment of Lecturer Series faculty in the Department will be limited as follows:

- 1.) One Lecturer (maximum) in the Extended Campus program at Paducah in chemical engineering (established May 2007).
- 2.) One Lecturer (maximum) in the Department of Chemical and Materials Engineering, chemical engineering program, in Lexington (established April 2011).

Approved by Dean Thomas Lester on April 19, 2011

*April 15, 2011*