

COLLEGE OF BUSINESS ADMINISTRATION GUIDELINES FOR LECTURERS FOR PROMOTION AND CONTRACT RENEWAL

I. Contract renewal during and after the probationary years

MISSION – BASED. All criteria listed are emphasized and measured with the College Mission in mind. Thus we want to measure and show excellence in all that we do.

TEACHING. We are a teaching university, so teaching excellence is the major concern. Lecturers are expected to show evidence of effective teaching and to work toward achieving teaching excellence commensurate with their years of experience. Discipline coordinators will at a minimum observe each lecturer at least once during the first year of a lecturer's probationary position. This provides necessary feedback to a lecturer and begins a desirable mentoring process with that faculty member. It also provides an additional measure for purposes of evaluation. Peer evaluation will be in addition to student evaluations and other measurements collected by the lecturer and/or the discipline area coordinator.

SERVICE. Lecturers are expected to make contributions in service to the Discipline, College, University, and Profession without necessarily taking a leadership role in these efforts.

RESEARCH. Lecturers must be engaged in sufficient scholarly research to "keep abreast of current developments in their fields". Lecturers are expected to engage in scholarly or professional activities to maintain their accreditation status (See CBA *Statement of Faculty Qualifications*, Approved December 5, 2014). Enrollment in a terminal degree program in the discipline or a closely related field is an evidence of keeping abreast in the field.

II. For promotion from Lecturer to Senior Lecturer

The criteria for the rank of Senior Lecturer are teaching excellence, appropriate service contributions, a minimum of eight (8) years of teaching experience and a record of maintaining currency in discipline.

Approved May 13, 2016