	<b>Title: Appointment and Promotion Criteria for Lecturers</b>	Review Frequency: Two Years	<b>Effective Date:</b> 10/18/2021
	<b>Document Category / Document Type Policy</b>	Doc Control #	CON-305
		Revision #	2

1. Purpose/Objectives.
  - 1.1. This document outlines appointment and promotion structure for faculty hired as Lecturers.
2. Scope.
  - 2.1. This policy applies to lecturer faculty at the College of Nursing (CON).
3. Content.
  - 3.1. Appointment:
    - 3.1.1. Faculty who are hired as a Lecturer are appointed to the position of Lecturer I, II, or III as defined in the UNM Faculty Handbook
    - 3.1.2. These appointments are for professionals with appropriate academic qualifications, who are demonstrably competent in the relevant areas of their disciplines. There is no movement among numerical positions; promotion occurs within the position into which an individual is hired.
    - 3.1.3. Lecturers serve on one-year renewable term appointments. Senior Lecturers serve on renewable two-year term appointments, and Principal Lecturers serve on renewable three-year term appointments. In addition, Lecturers who have completed at least three academic years of continuous service are eligible for renewable two-year term appointments. One-, two- and three-year term appointments are renewable at the discretion of the University. In the first contract year, written notice of renewal or non-renewal will be given to the Lecturer no later than March 31. In the second and subsequent contract years, notice of the status of the term appointment will be given no later than December 15. Those Lecturers who serve on two- or three-year term appointments will be provided written notice of the status of their appointments by December 15 of the final year of the term appointment.
  - 3.2. Promotion:
    - 3.2.1. While not eligible for tenure, lecturers in each numerical class have the opportunity to be reviewed for promotion to Senior Lecturer and Principal Lecturer after defined terms of service.
    - 3.2.2. The primary role of the Lecturer is teaching, although a record of professional service and progressive applied scholarship is required for promotion into advanced ranks at the College of Nursing.
    - 3.2.3. Lecturers who are eligible for promotion will prepare a dossier that reflects attainment of advancement in the areas of scholarly teaching, service, and/or scholarly practice reflective of the work assignment. The dossier will be reviewed by senior faculty using the criteria listed sections for the Senior Lecturer or the Principal Lecturer.
    - 3.2.4. Years of service at other institutions of higher learning may be used to meet the years needed to apply for promotion, at the discretion of the Associate and/or Assistant Deans.
  - 3.3. Senior Lecturer
    - 3.3.1. The Lecturer is eligible for promotion to the rank of Senior Lecturer after at least five years in rank of Lecturer I, II, or III. The dossier should reflect an overall record of progressive teaching effectiveness, leadership in clinical and classroom teaching, and collaboration contributing to the teaching mission of the College, as well as a record of active participation and collaboration in institutional and professional service and scholarship to the institution or community. The dossier should provide evidence for each of the following areas:
      - 3.3.1.1. Demonstrates growth of competence in teaching, using innovative teaching strategies and integrating evidence into teaching content and strategies.
      - 3.3.1.2. Effectively organizes, teaches and administers courses within the CON.

- 3.3.1.3. Consistently and actively participates in curriculum development, revision, and evaluation.
- 3.3.1.4. Contributes to an environment that promotes student engagement and enhances student learning.
- 3.3.1.5. Demonstrates teaching effectiveness from self, peer, and student perspectives utilizing a variety of assessment methods.
- 3.3.1.6. Demonstrates application of evidence in teaching and clinical practice.

3.4. Principal Lecturer

- 3.4.1. The Senior Lecturer is eligible for promotion to the rank of Principal Lecturer after at least 11 years of continuous service at the rank of Lecturer and Senior Lecturer. The dossier should reflect an overall record of progressive achievement in teaching effectiveness, collaboration and substantial contribution to the teaching mission of the College, as well as leadership in institutional and professional service, and applied scholarship.

4. Responsibilities.

<b>RESPONSIBILITIES</b>	
<b>Position/Title/Group</b>	<b>Requirements/Expectations/Duties</b>
CON Faculty Affairs Committee	Responsible for reviewing the policy on a regular basis
CON Faculty	Responsible for understanding process for promotion and adherence to this policy.
CON Dean	Responsible for ensuring enforcement of this policy.

5. Records Applicability/Retention

- 5.1. "Documentation related to this policy will be maintained in accordance with UNM Administrative Policies and Procedures, UAPPM Policy 6020, and applicable requirements of the New Mexico Public Records Act, N.M.S.A § 14-3-1 et. seq."

6. External Reference(s).

- 6.1. None

7. Internal Reference(s).

- 7.1. UNM Faculty Handbook: <https://handbook.unm.edu/>
- 7.2. UNM UAPPM Policy 6020: <https://policy.unm.edu/university-policies/6000/6020.html>

8. Definitions.

- 8.1.


9. Key Words.

- 9.1. Appointment, promotion, lecturers

10. Attachments.

- 10.1. None

11. Approval Authority.

APPROVAL and Information			
Item	Contact Information	Date	Approved/Reviewed
Document Owner	College of Nursing Faculty		
	College of Nursing Faculty	10/18/2021	Approved
	College of Nursing Faculty Affairs Committee	10/11/2021	Reviewed
Official Approver	Christine E. Kasper, Dean and Professor, College of Nursing		
Official Signature		6/14/22	
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12. Document History.

HISTORY LOG				
Date and Date Type:	New/Revision #	Title of Document:	Description of Change(s):	Approved By: Print Name/Title
	?	Appointment and Promotion Criteria for Lecturers	Revisions to section 3.1.3; added section 3.2.4 and moved the majority of the language describing the criteria for appointment or promotion into a table—see Attachment A.	
4/15/2013	1	Appointment and Promotion Criteria for Lecturers	New Format	College of Nursing Faculty
3/24/20	1	Appointment and Promotion Criteria for Lecturers	Transferred CON Policy from word document to revised HSC policy template to #CON-301. No changes to original content.	
10/18/2021	2	Appointment and Promotion Criteria for Lecturers	Expanded section 3.1.3 to layout appointment terms by rank. 3.2.4 added to document regarding years of service at other institutions. Revised 3.3 and 3.4 from prior version of document which provided examples of work in respective categories for teaching, service, and scholarship. Revised responsibilities section.	Christine E. Kasper, Dean and Professor

**Attachment A**

<b>Criteria for Appointment</b>		
Lecturer I	Lecturer II	Lecturer III
Qualifications equivalent to teaching assistants or graduate students and who are not currently graduate students at the University in the same department as their academic appointment.	Qualified professionals who have completed all requirements except the dissertation for the terminal degree (or equivalent) in their fields of study and who are not currently graduate students at the University in the same department as their academic appointment. It may also be used for professionals who have the terminal degree but only limited experience in teaching or scholarly work, or for professionals who do not have the terminal degree but have extensive experience.	The title used for qualified professionals who hold the terminal degree (or equivalent) in their fields of study and who have additional experience in teaching and scholarly work.
<b>Criteria for Appointment – See criteria for promotion for appointment to Lecturer, Senior Lecturer or Principle Lecturer</b>		
Lecturer	Senior Lecturer	Principle Lecturer
Lecturers serve on one-year renewable term appointments  Appointments for professionals with appropriate academic qualifications who are demonstrably competent in the relevant areas of their disciplines.	Lecturer with at least five years of continuous service in rank of Lecturer I, II or III.  Meet criteria of the College for advancement to Senior Lecturer  Senior Lecturers serve on renewable two-year term appointments	Senior Lecturer with at least 11 years of continuous service at the rank of lecturer and senior lecturer.  Meet criteria of the College for advancement to Principle Lecturer  Principle Lecturers serve on renewable three-year term appointments
<b>Criteria for Promotion</b>		
Lecturer	Senior Lecturer	Principle Lecturer
<b>TEACHING</b>		
	A record of teaching effectiveness, leadership in clinical and classroom teaching. Collaboration contributing to the teaching mission of the CON. -Demonstrates growth	Record of progressive achievement in teaching effectiveness, collaboration and substantial contribution to the teaching mission of the college. - Demonstrate Teaching

	<p>of teaching competence, using innovative teaching strategies, and integrating evidence into teaching content and/or strategies.</p> <ul style="list-style-type: none"> <li>-Effectively organizes, teaches and administers courses within the CON.</li> <li>-Consistently and actively participates in curriculum development, revision, and evaluation.</li> <li>-Contributes to an environment that promotes student engagement and enhances student learning.</li> <li>-Demonstrates teaching effectiveness from self, peer, and student perspectives utilizing a variety of assessment methods.</li> <li>-Demonstrates application of evidence in teaching and clinical practice.</li> </ul>	<p>mastery using pedagogical or curricular innovations and integration of evidence into teaching content and strategies.</p> <ul style="list-style-type: none"> <li>- Demonstrates progressive leadership by coordinating courses and/or program elements.</li> <li>-Actively leads curriculum development, revision, and/or program evaluation efforts to align with current trends and national standards.</li> <li>-Promotes and supports the teaching mission and a climate of collegial cooperation and mentorship.</li> <li>-Consistently demonstrates outstanding teaching effectiveness through self-assessment, formal assessment of new strategies implemented, peer and student assessment.</li> </ul>
	<p>Examples:</p> <ul style="list-style-type: none"> <li>- Uses evidence-based guidelines as basis for teaching and/or practice.</li> <li>-Applies sound evaluation strategies to assess teaching effectiveness or practice outcomes.</li> </ul>	
<b>SCHOLARLY WORK</b>		
	Active participation and	Leadership in institutional

	<p>collaboration in institutional and professional service and scholarship to the institution or community.</p> <ul style="list-style-type: none"> <li>-Regularly participates in self-development activities related to teaching and scholarship</li> <li>-Participates as an individual or team member in the dissemination of scholarly work</li> </ul>	<p>and professional service, and applied scholarship.</p> <ul style="list-style-type: none"> <li>-Demonstrate a progressive expertise in an area of applied scholarship.</li> <li>-Consistently leads and/or collaborates in scholarly projects.</li> <li>-Dissemination of scholarly work.</li> </ul>
	<p>Examples:</p> <ul style="list-style-type: none"> <li>- Attending conferences, meetings, workshops</li> <li>- Participation in journal clubs</li> <li>- Completion of academic course or progression in academic degree</li> <li>-Grant contributions or full submission for teaching, research, or practice projects</li> <li>- Implementation of defined education, practice or research project</li> <li>- Evaluation of practice or educational change</li> <li>-Professional presentations at local, state, or national meeting or conference</li> <li>- Author or contributor toward book chapter, journal article, blogs, instructor resource materials, etc.</li> </ul>	<p>Examples:</p> <ul style="list-style-type: none"> <li>-Serve as a consultant for education, practice, or research projects or initiatives</li> <li>- Lead workshops or other educational activities related to content expertise</li> <li>-Submission of a grant for intramural or external funding</li> <li>-Development or participation in development and evaluation of innovative teaching or practice change initiatives.</li> <li>-Participation in expert panel for development of practice guidelines</li> <li>-Leadership or participation in quality improvement for teaching or practice</li> <li>-Professional presentations at local, state, or national meetings/conferences</li> <li>-First author or coauthor of book, book chapter, journal articles, blogs, test banks,</li> </ul>

		instructor resource materials, etc.
<b>SERVICE</b>		
	A record of active participation and collaboration in institutional and professional service to the institution or community.	A record of leadership in institutional and professional service.
	<p>Examples:</p> <ul style="list-style-type: none"> <li>-Active participation in College, Health Science Center, or University committees, task forces, work groups, etc.</li> <li>- Active participation in professional organizations, nonprofit organizations, etc. as a member or officer</li> <li>-Active participation in community health improvement projects or activities</li> </ul>	<p>Examples:</p> <ul style="list-style-type: none"> <li>-Assumes leadership roles in College, Health Sciences Center, or University committees, task forces, work groups, etc.</li> <li>-Assumes leadership roles in professional organizations, nonprofit</li> <li>-Assumes leadership roles in community health improvement activities or projects</li> </ul>

