CARNEGIE MELLON UNIVERSITY

H. John Heinz III School of Public Policy and Management

Lecture Track Appointment Policy

April 3, 1995
Introduction

This policy, which implements the pertinent provisions of the University Policy on the Lecturer Track, concerns the full-time teaching positions of Lecturer, Senior Lecturer, and Principal Lecturer. A major distinction between appointments in the Lecture Track and appointments of Type C in the Special Faculty is that the former ' assume a sizable degree of autonomy and responsibility and are associated with functions that are likely to be long-term in nature. A primary distinction between adjunct appointments and lecturer appointments is the full-time status of the latter.

All provisions of the Carnegie Mellon Policy on Lecturer Track Appointments shall be applicable mutatis mutandis to the lecturer track faculty; in case of conflict, the provisions of the University policy shall prevail. Criteria and procedures not spelled out in either Policy are to follow the Appointment and Tenure Policy of the H. John Heinz III School of Public Policy and Management and, by reference, those of the Appointment and Tenure Policy of Carnegie Mellon University.

As indicated in the University Policy on Lecturer Track, for purposes of application of pertinent provisions of the Appointment and Tenure Policy of the Heinz School, the ranks of Lecturer, Senior Lecturer, and Principal Lecturer shall be regarded as equivalent to those of Assistant Professor, Associate Professor, and Professor, respectively, except as may be explicitly indicated below.

Lecturer appointments should be restricted to areas in which the faculty and the dean judge it inappropriate at the time of consideration for such a position to be held by a tenure track faculty appointment within the Heinz School, but require the employment of persons of sufficiently high caliber and specific talent as to justify conferring faculty status in order to attract and retain them. Choice of lecturer status may be for any of several reasons that would make regular faculty appointment inappropriate, e.g., the educational responsibilities of the position may be so specifically focused to be inappropriate for regular faculty; or, the desirability of professional managerial or policy experience may be sufficiently strong to make a regular faculty position inappropriate.
Terms of Appointments

Appointments to the rank of Lecturer are for terms of three years. This appointment may be renewed once. Initial appointments as Senior Lecturer are for a term of three years. Subsequent reappointments as Senior Lecturer are for a term of five years. Initial appointment as, promotion to, or reappointments as Principal Lecturer are for five-year terms.

Evaluation of initial appointment as Lecturer and Senior Lecturer occurs in the beginning of the third year of the appointment. A subsequent terminal year is available in these cases in the event of a negative decision regarding reappointment or promotion. For all other appointments, evaluation occurs the year prior to the last year of the contract, with the last year of the contract serving as a terminal year in the event of a negative decision regarding reappointment.

In all of these instances, shorter terms of lecturer track appointments can be made under special circumstances, but in general shorter appointments should be filled by Special Faculty appointments of Types A and C, as the case may be, for special or temporary educational appointments.

Lecturer appointments are typically made on an academic vs. calendar year basis. Lecturers within the Heinz School are typically expected to carry a teaching load equivalent to seven semester course credits per academic year, with one course credit typically provided in exchange for active involvement of the Lecturer in relevant administration or student-related activities outside the classroom, coordination with other relevant courses, and so forth. By mutual agreement, however, some of these course credits can occur during the Summer Semester.

Procedures

Reappointment and promotion cases within the lecturer track are heard by the relevant committee within the School. For reappointment at the level of Lecturer, and for, appointment at, promotion to, or reappointment at the level of Senior Lecturer, the relevant committee consists of all associated and full professors who are allowed to participate and vote within the Heinz School in regular faculty promotions to the rank of associate professor (without tenure), and all Senior Lecturers and Principal Lecturers within the School.

For appointment at, promotion to, or reappointment at the level of Principal Lecturer, the relevant committee consists of all full professors who are allowed to participate and vote within the Heinz School in regular faculty promotions within the Heinz School to the rank of full professor, and all Principal Lecturers within the School.

The procedures for these cases are as set forth in the Appointment and Tenure Policy of the Heinz School; i.e., with a pro and con presentation, followed by discussion, and a vote on a four-point scale.
As set forth in the University Policy on Lecturer Track Appointments, apart from the appointment or evaluation of a particular individual for a lecturer track appointment, *the regular faculty should approve the establishment of any new lecturer track position*. Approval will constitute a majority of those voting. Those able to vote on this matter are regular faculty who can vote in cases in the Heinz School for reappointment at the rank of assistant professor, and all assistant professors with 50% or more of their salary-line associated with the Heinz School. The dean shall circulate an announcement in writing of an upcoming vote, indicating the general area of the position being considered, an associated ballot, and an indication of the deadline for submitting ballots to the Dean's Office (no sooner than one week after circulation). The dean or any faculty member can place discussion of the position on a faculty meeting agenda, in which case such discussion must occur before ballot submissions are official.

**Criteria**

The criteria for appointment and promotion are those referred to in the University Policy on the Lecturer Track: "the main criterion for appointment and promotion is excellence in teaching." However, *the entire actual and potential contribution of the candidate to the educational enterprise of Carnegie Mellon is also relevant and should be evaluated.*

Senior lectures are expected to demonstrate exceptional mastery in teaching. Senior lecturers require excellence in teaching, leadership in education, and appropriate advanced degree and ability to keep pace with changes in the field. Senior lecturers should have demonstrated an ability to develop teaching methods and procedures that have substantial impact with the School, and to contribute new courses or update existing courses to add to the vitality of the unit's curriculum.

Appointments at the rank of Principal Lecturer are made for extraordinary accomplishments in teaching and fundamental contributions to the School's educational mission, or by broad national or international impact to education.

Reappointment and promotion decisions for lecturing faculty requires a portfolio showing the results of the candidate's work. Every portfolio must include:

*Curriculum vita* indicating biographical data, teaching and educational positions and duties, publications, grants and contracts, and professional activities;

*History of teaching and other assignments*;

A statement, typically 5-7 pages, including discussion of teaching strategy and educational goals, goals for the current appointment period, and self-evaluation;
* Teaching ratings and evaluations;

* Syllabi of courses developed and taught;

It should also include any other relevant material such as:

* Evaluations from referees proposed by lecturer and the dean in equal numbers (including brief biographical descriptions or other identification of reviewers and their relevance and expertise);

* Evaluations from outside observers of lecturer instruction, invited for this role by the lecturer.

* Letters of student referees chosen by lecturer;

* Statement of related non-classroom activity, such as committee work, papers and presentations, software developed, educational publications, textbooks and other instructional materials, curricular development, etc.

April 3, 1995 - Approved by Heinz School Faculty