POLICY ON THE

LECTURER (i.e. Teaching) TRACK

(Full-time teaching positions)

Tepper School of Business
Carnegie Mellon University
Eligibility

The lecturer track collectively refers to the full-time faculty positions of Assistant Teaching Professor, Associate Teaching Professor and Teaching Professor. These positions confer faculty status and lecturers enjoy all normal regular Carnegie Mellon faculty fringe benefits.

Candidates for the lecturer track must have established excellent teaching records. These positions will be created only when they cannot be filled by tenure-stream faculty due to the nature of the area and may not be given to candidates who engage in research the way the regular tenure-stream faculty do.

A. The Assistant Teaching Professor rank

1. Criterion for Initial Appointment and Reappointment: Excellence in teaching
2. Initial Appointment Term: Three years
3. Reappointment: At most once for another three-year term
4. Termination: One year termination/expiration notice
5. Supervision by Associate Teaching Professor, Teaching Professor or Dean/Deputy Dean/Associate Dean, Education
B. The Associate Teaching Professor rank

1. Criteria for Initial Appointment, Reappointment or for Promotion from the Rank of Assistant Teaching Professor

   - Demonstrated excellence in classroom teaching
   - Contributions to the broader educational mission of Tepper School of Business
   - Services that contribute to the effective functioning of the Tepper School of Business

   **Examples:**

   - selection and development of challenging, timely and appropriate course materials
   - effective supervision of students involved in individual or team projects
   - contributions to the broader educational mission of the Tepper School of Business, such as through the introduction of new courses, teaching methods, or extracurricular activities that serve the cause of education.

2. Initial Appointment Term: Three years

3. Reappointment: Several times for five-year terms

4. Termination: One year termination/expiration notice

5. Supervision by Teaching Professor or Dean/Deputy Dean/Associate Dean, Education
C. The Teaching Professor rank

1. Criteria for Initial Appointment, Reappointment or for Promotion from the Rank of Associate Teaching Professor:
   - Evidence of exceptional classroom teaching
   - Contributions to the educational mission of Tepper School of Business beyond one’s own courses
   - Services that contribute to the effective functioning of Tepper School of Business
   - Demonstrated ability and willingness to exercise educational leadership in one’s area, by overseeing curriculum and course content

Examples:
   - Serving as mentor to less experienced faculty
   - Promoting collaboration with other areas in the Tepper School of Business and the university as a whole
   - Advising the administration on educational strategy
   - External visibility and publications are relevant to the extent that they provide evidence of expertise and capacity for leadership. They are by no means a necessary condition for promotion or reappointment.

2. Initial Appointment Term: Five years

3. Reappointment: Several times for five-year terms

4. Termination: One year termination/expiration notice

5. Supervision by Dean/Deputy Dean/Associate Dean, Education
Process for appointment, renewal and promotion

1. Appointment to Assistant Teaching Professor by Dean’s Office in consultation with area faculty. Appointment to Associate Teaching Professor is subject to review by Policy Committee and approval by the Provost. Appointment to Teaching Professor is subject to review by Tier-I Committee, Policy Committee, the University Committee on Tenure or Non-Tenure Appointments and approval by the Provost.

2. Reappointments of Assistant Teaching Professor, Associate Teaching Professor and Teaching Professor are subject to review by Tier-I Committee and Policy Committee, the University Committee on Tenure or Non-Tenure Appointments and approval by the Provost.

3. Appointment (except of Assistant Teaching Professor), Reappointments, renewal and promotion recommendations will be based on:

- Teaching record and course/instructor evaluations.
- Teaching/educational contributions statement prepared by the candidate.
- Individually solicited student evaluations (by Dean’s Office).
- Evaluations from Academic Department Heads.
- For Teaching Professor and Associate Teaching Professor, external letters will be solicited from experts who can assess the candidate’s contributions. 4 to 8 external evaluation letters (evenly suggested by the candidate and the Dean’s Office) will be obtained from experts who can assess the candidate’s contributions.

4. Initial appointments to the Lecturer Track are subject to the approval of the Provost prior to the start of a review when the person to be appointed holds or has held a regular faculty position at Carnegie Mellon University at or above the rank of Assistant Professor or Assistant Teaching Professor.

Wherever there is ambiguity the wording of the University Policy on the Lecturer Track shall prevail.