

Guidelines for Reappointment and Promotion of Lecturer Track Faculty (adopted December 9, 2020)

1. Introduction

The following standards and criteria for reappointment and promotion reflect the expectation that lecturer track faculty will make high quality contributions to the teaching mission of the School of Law, and are designed to ensure that education in the School of Law will be of the highest possible quality.

2. Standards for Reappointment and Promotion – General Considerations

a. General Considerations

- i. *General expectations.* The School of Law expects Lecturers to be very good teachers and it expects Senior Lecturers and Teaching Professors to be excellent teachers. These standards, defined below, are to be understood in the context of a first-rate university law school.
- ii. *Number of critical evaluation stages.* During a probationary period not to exceed seven years, Lecturers will be reviewed annually for reappointment. No later than the sixth year of service, each Lecturer will be considered for promotion to Senior Lecturer, which carries with it the security of a five-year renewable contract. The decision of when to consider a particular Lecturer for promotion to Senior Lecturer will be made by the responsible committee and the Dean, after consultation with the Lecturer involved.

Senior Lecturers may be reviewed for promotion to Teaching Professor at any time, at the candidate's request. For each Senior Lecturer who has been at that level for seven years or more, the dean or executive associate dean shall occasionally consider if the Senior Lecturer may be eligible for promotion. If an application for promotion is unsuccessful, the candidate may request another review in a later year. Denial of promotion to Teaching Professor shall not affect the contract status of the faculty member.

b. Evaluation Standards – Definitions

A lecturer track faculty candidate meets the standard of *excellent* in relation to teaching when the candidate demonstrates outstanding classroom teaching and, for promotion to Teaching Professor, pedagogical leadership.

While a rating of *excellent* does not require that the candidate demonstrate excellence through each performance area listed below, or through any single model of teaching, the overall body of evidence must demonstrate excellence in classroom instruction, as well as pedagogical leadership for candidates for Teaching Professor. A rating of excellent should be awarded only if the candidate has also met the criteria for ratings of both *very good* and *effective*.

A rating of *very good* requires that the candidate demonstrate a mastery of classroom teaching, though not at the level necessary for a rating of excellence. A rating of very good should be awarded only if the candidate has also met the criteria for a rating of *effective*.

A rating of *effective* requires that a candidate demonstrate quality instruction in the candidate's own classes and commitment to mentoring students. Such evidence should demonstrate that students benefit from the candidate's instructional style, methods, and feedback, and that the candidate is responsive to student needs and advancement. Effective teaching also requires that candidates make informed, well-reasoned decisions about all aspects of their courses, as well as continually work to better understand and improve them.

A candidate who does not meet the criteria for a rating of effective in teaching should receive a rating of *ineffective*.

c. Standards Pertaining to Service

Lecturer track faculty shall make positive and meaningful contributions to any assigned service. Service assignments for lecturers will be consistent with university guidelines.

3. Substantive Criteria for Reappointment

a. Reappointment as Lecturer during Probationary Period

For reappointment as Lecturer during the probationary period, a candidate shall demonstrate very good teaching, and positive and meaningful contributions to any assigned service, on the same criteria as specified below for promotion to Senior Lecturer.

b. Reappointment as Senior Lecturer or Teaching Professor

Senior Lecturers and Teaching Professors shall be employed under long-term contracts with a duration of five years. Under University policies, a Senior Lecturer or Teaching Professor who is employed under such a long-term contract may not be dismissed during the five-year period of the contract, except for the following reasons:

- Closure or permanent down-sizing of the program within which the lecturer teaches;
- Professional incompetence;
- Serious misconduct; or
- Financial exigency.

Under University policies, a Senior Lecturer or Teaching Professor who is employed under such a long-term contract shall, upon the expiration of the contract, be reappointed to another five-year contract, except for the following reasons:

- Closure or permanent down-sizing of the program within which the lecturer teaches;
- Professional incompetence;
- Serious misconduct;
- Financial exigency; or
- Changing staffing needs of the program within which the lecturer teaches.

4. Substantive Criteria for Promotion of Lecturer Track Faculty

a. Teaching

By the time of promotion, lecturer track faculty are expected to be excellent teachers. The primary criterion of success in their teaching is excellence in helping students learn course content, course skills, or both. High-quality performance in classroom instruction and other out-of-class interactions with students or supervision of student work as appropriate are essential to excellent law teaching by lecturer track faculty. Promoted appointees are expected to remain current in their pedagogical specialties, to attend and participate in appropriate professional conferences, and to integrate advances in methodologies, materials, and technologies into their classroom teaching.

Like all faculty members at the School of Law, lecturer track faculty are expected to possess the intellectual capability and thoughtful cast of mind necessary to engage in critical analysis of the law and its foundations. Included within the scope of effective law teaching by lecturer track faculty are the development of courses and materials, the use and development of innovative or particularly effective teaching methods, mentoring and advising that results in high quality achievements by students and advisees, or the publication of works that explore teaching methods or the subjects taught by lecturer track faculty. Elements of excellent law teaching may also demonstrate aspects of the pedagogical leadership required of Teaching Professors.

b. Pedagogical Leadership Standards for Promotion to Teaching Professor

In addition to excellence in classroom instruction, a candidate for promotion to Teaching Professor must also demonstrate leadership in pedagogy. Some ways of demonstrating pedagogical leadership include development of instructional or curricular materials that are used or referenced by instructors in the candidate's field, innovation and mentoring, pedagogical publications (e.g., textbooks or scholarship of teaching and learning) and presentations, teaching-related participation in national or international conferences, regular participation in workshops on innovative teaching practices, as well as student or peer recognition of excellent pedagogical practices and impact (e.g., peer reviews of teaching, teaching awards, teaching titles, or formal evaluations of teaching). The candidate must show how these contributions engage with and enhance the goals of the teaching and learning community within and beyond the Maurer School of Law. The candidate must further demonstrate how these contributions have made a significant impact at the school, campus, university, county, state, regional, national, or international level — impact significant enough for the candidate to be recognized as a pedagogical leader, both within the School of Law and by those who are asked to review the candidate's file.

c. Service

Promotion is based on teaching excellence and, for Teaching Professor, pedagogical leadership. Some service performed by lecturer track faculty can serve as evidence of teaching excellence or pedagogical leadership.

5. Procedural Criteria for Reappointment and Promotion

a. General Provisions and Definitions

Where specific dates are indicated, they are guidelines that will be followed whenever possible. However, some variation may be required by circumstances such as deadlines imposed by University procedures.

Whenever a committee or the faculty as a whole votes or deliberates on reappointment or promotion of a lecturer track faculty member, only tenured faculty or non-tenured faculty with a long-term contract will be allowed to take part.

b. Procedures for Promotion

- i. No later than June 1 of each year, the Dean, in consultation with the Policy Committee, shall appoint a committee with responsibility for the lecturer track faculty (typically as part of the Clinical and Lecturer Ranks Committee, referred to here as the Lecturer Track Committee), consisting of three or more faculty members with either tenure or long-term contracts. This Committee shall be responsible for making initial recommendations on the reappointment and promotion of lecturer track faculty.
- ii. The Lecturer Track Committee, in conjunction with the Dean, shall determine which lecturer track faculty are to be considered for promotion during the fall semester. Any faculty member may submit a recommendation to the Dean concerning the promotion of any lecturer track faculty member, including the person making the recommendation.
- iii. A member of the Lecturer Track Committee shall be assigned the responsibility of assembling a file for each candidate. This member shall ensure that a complete and thorough file is developed and that the specified procedures are followed, and shall present the candidate's file to the Committee and, if requested by the Committee and Dean, to the Promotion and Tenure Committee.
- iv. As soon as the Lecturer Track Committee and Dean have jointly determined which candidates are to be reviewed, the Dean shall notify each such individual in writing that he or she is under review and that within a specified and reasonable period of time the candidate may submit materials relevant to a consideration of his or her professional qualifications. Copies of these Guidelines, and of the appropriate University guidelines for lecturers, shall be provided. All members of the permanent faculty shall also be informed and invited to submit any statements they may desire.
- v. The Lecturer Track Committee shall compile a complete file on each candidate under consideration. The content of the file shall consist of such materials as shall be determined by the Committee, after consultation with the candidate under consideration, which may include, but is not limited to, the following:
 - 1) All materials submitted by the candidate;
 - 2) The candidate's own statement about teaching and other professional activities;
 - 3) The factual data on the candidate's teaching and service activities;
 - 4) A summary of teaching evaluations by students;
 - 5) The results of interviews with students;
 - 6) Peer evaluations of teaching, by faculty members assigned to visit the candidate's classes since their initial appointment or last promotion, and by faculty members who have worked with the candidate or who otherwise have knowledge of his or her teaching competence;

- 7) Evaluations of the quality of the candidate's service activities, whether inside or outside of the University, by professional colleagues at Indiana University or by associates in the service activity;
- 8) Evaluations of any pedagogical or scholarly publications, by faculty members assigned to review them or by outside referees as the Lecturer Track Committee and Dean deem appropriate, in consultation with the candidate;
- 9) For promotion to Teaching Professor, the candidate's file must include six letters from referees capable of addressing the candidate's teaching excellence as well as pedagogical leadership for Teaching Professor candidates. Half of these referees should be derived from a list submitted by the candidate, and the other half should be drawn from a list prepared by the Lecturer Track Committee.
 - a) At least four of the six letters must be from individuals who are not employed by Indiana University Bloomington.
 - b) Referees should be from an academic institution and hold tenure or a long-term contract at their institution. Alternatively, letters may be solicited from referees holding non-academic positions who are leaders in their field or organization at a level comparable to that of a senior faculty member. Referees should not hold any compromising relationships with the candidate (mentor, student, former colleague, familial attachments, etc.). There may be exceptions to these rules but they should be justified. All solicited letters must be included in the dossier.
 - c) All referees shall be given a copy of these Guidelines, the candidate's curriculum vitae, all the materials to be reviewed by the particular referee, and an option to receive the candidate's other publications.
- vi. The Lecturer Track Committee or a member designated by the Committee shall inform the candidate from time to time regarding the development of the file and shall involve the candidate as far as possible in the development of the file. The candidate shall have the right to examine all parts of the file at any time, including any letter or other evaluation as soon as it becomes available.
- vii. The Lecturer Track Committee shall decide whether an affirmative recommendation on promotion is to be made to the Promotion and Tenure Committee, and shall prepare a written report containing a review of the candidate's achievements and the recommendation of the Lecturer Track Committee (unless the candidate withdraws), which it shall submit to the Dean. The Dean shall immediately refer the recommendation and report, along with the complete file, to the Promotion and Tenure Committee for its consideration. The Lecturer Track Committee shall also make its recommendation and report available to the candidate at this time.

- viii. As soon as practicable, the Promotion and Tenure Committee shall decide whether an affirmative recommendation on promotion is to be made to the faculty, and shall supplement the report with the recommendation of the Promotion and Tenure Committee. Following receipt of either a positive or negative recommendation from the Promotion and Tenure Committee (unless the candidate withdraws), the Dean shall promptly call a meeting of the appropriate members of the faculty. The reports and recommendations of both the Lecturer Track Committee and the Promotion and Tenure Committee shall be made available to faculty members voting on promotion at least seven days in advance of the meeting. The Promotion and Tenure Committee's recommendation shall also be made available to the candidate at least seven days in advance of the faculty meeting.

- ix. As soon as practicable after the meeting of the appropriate members of the permanent faculty, the Dean shall prepare his or her recommendation. The recommendation is to be made available to faculty members who were eligible to participate in the meeting. Faculty members who were eligible to participate in the meeting may, if they so desire, prepare an additional statement of their views to supplement the candidate's file; which statement, if prepared in time, shall be sent to the Vice Provost for Academic Affairs as part of the complete file. The Dean shall supply any such statements, insofar as they do not reveal confidential deliberations, to the candidate as well.

- x. As soon as practicable after the faculty deliberates on promotion, the Dean shall inform the candidate of the action of the faculty, and of his or her intended action or recommendation, if any. If the result is a negative recommendation by either the faculty or the Dean, the candidate shall be provided with a written statement fully explaining his or her rights according to University policies. In the case of such a negative recommendation, upon written request submitted to the Dean within 30 days of reasonable notification thereof, the Dean will provide the candidate within a reasonable period of time with a written statement of the reasons for the recommendation. The candidate may request reconsideration of a negative recommendation. If not satisfied with the Law School's action, the candidate has recourse to the review mechanisms specified by University policies.

c. Procedures for Dismissal and Reappointment of Senior Lecturers and Teaching Professors

Ordinarily, Senior Lecturers and Teaching Professors are reappointed. All decisions on dismissal or non-reappointment of Senior Lecturers and Teaching Professors shall be made by the Dean after consultation with the Policy Committee. If a decision on dismissal or non-reappointment is based on the individual's professional incompetence or serious misconduct, the Dean may request that the Lecturer Track Committee compile relevant information and supply that information to the Dean and the Policy Committee. In the event of a decision by the Dean to dismiss or not to reappoint a Senior Lecturer or Teaching Professor, the Dean shall notify the individual of that decision as soon as possible. The Dean shall also inform the individual of his or her rights,

including all of the available review mechanisms specified by University policies. The jurisdiction of campus faculty grievance institutions extends to all cases of dismissal and non-reappointment of senior lecturers and teaching professors.

d. Procedures for Reappointment of Lecturers during the Probationary Period

Probationary appointment is the name given to the period of employment of a Lecturer who has not achieved promotion to Senior Lecturer; this probationary period may last no longer than seven years. Even though a Lecturer on probationary appointment does not have the security of a long-term contract, there are certain other protections against arbitrary administrative action. Specifically, depending upon the number of years of academic service at Indiana University an individual has, there are varying notice requirements if the individual's services are to be terminated. In the first year of service, notice of non-reappointment must be given three months before the termination of a one-year contract; in the second year of service, notice of non-reappointment must be given by November 15 if the appointment expires at the end of that academic year; and in the third and later years, twelve months' notice is required.

- i. At the beginning of each academic year (by October 1), the Dean will inform the Lecturer Track Committee of the names of those Lecturers on probationary appointment.
- ii. The Dean will notify each such Lecturer that he or she is under such consideration, and that within a properly specified and reasonable period the Lecturer may submit material relevant to a consideration of his or her professional qualifications.
- iii. Since reappointment is procedurally separate from promotion to Senior Lecturer, the extent of formal file preparation and Lecturer Track Committee review required for reappointment will vary depending on whether the lecturer is being or has recently been reviewed for promotion. The extent of the review necessary will be determined in each case by the Committee in conjunction with the Dean.
- iv. The Lecturer Track Committee will make its recommendations to the Dean in a timely fashion, having in mind the deadlines for notice and the University timetable of deadlines.
- v. If the Lecturer Track Committee recommends reappointment and the Dean concurs, the Dean shall proceed with the reappointment. If the Committee recommends non-reappointment or if the Dean disagrees with an affirmative Committee recommendation, the matter shall be presented to all appropriate members of the faculty for their advice. The vote of the faculty shall be included as part of the Dean's report and the recommendation on the reappointment.
- vi. In the event of a decision not to recommend reappointment of a Lecturer on probationary status, the Dean shall notify the Lecturer of that decision as soon as possible and shall inform the individual of the review procedures as specified by University policies. A copy of these University policies shall be furnished to the Lecturer.

e. Peer Evaluation Procedures for Promotion

Lecturer track faculty are reviewed on an annual basis during the probationary period, and then on a five-yearly basis thereafter with a presumption of reappointment. For promotion to Teaching Professor, the Committee shall evaluate the candidate's teaching in each class taught for the two semesters prior to the proposed application for promotion.

6. *Initial Appointments of Lecturer Track Faculty*

A recommendation for the initial appointment of a lecturer track faculty member shall come from the Lecturer Track Committee, which shall prepare a complete file documenting the candidate's credentials and supporting the Committee's recommendation. All members of the full voting faculty as defined in the Faculty Handbook may consider and vote on the Committee's recommendation.

7. *Transition Period*

These Guidelines apply to all lecturer track faculty appointed or reappointed after the Guidelines are adopted. The probationary period specified in these rules will begin to run with a new initial appointment or the first reappointment thereafter. For Senior Lecturers, all provisions in these Guidelines pertaining to promotion to Teaching Promotion shall apply immediately.