

## Guidelines for Professor of the Practice/Lecturer Appointments and Reviews

### Preamble:

According to the faculty handbook:

In Part III, Subheading A, Article 2, Section 6 (pg 21-22):

***Non-tenure-track appointments** will normally be for periods up to three years, except for clinical appointments in the School of Medicine and the School of Public Health and Tropical Medicine, which are bound by the appropriate rules of each school. Three-year appointments will be reviewed during the second year to determine reappointment. If reappointment is not recommended, the faculty member will have one year's notice before their employment is terminated. In the event of a lengthier term of appointment, a review to determine reappointment will take place before the beginning of the final year of the contract.*

[....]

***Professors of the Practice, Lecturers, and Senior Lecturers:** These categories of fulltime faculty membership refer to faculty whose primary assignment is instruction and activities related to instruction. The choice of titles for these appointments follows prevailing practices and traditions in the schools and disciplines. No more than 25% of a school's full-time regular faculty (with the exception of the School of Continuing Studies) will consist of Professors of the Practice, Senior Professors of Practice, Lecturers or Senior Lecturers in any one academic year.*

#### **Professor of the Practice:**

*A member of the faculty whose primary assignment is instruction and activities related to instruction. Professors of the Practice have terminal degrees or equivalent professional experience. Professors of the Practice do not receive and are not eligible for tenure. After completion of a second term, Professors of the Practice may be offered renewable appointments, and may be promoted to **Senior Professors of the Practice**.*

#### **Lecturer:**

*A member of the faculty whose primary assignment is instruction and activities related to instruction. Lecturers hold terminal degrees or have equivalent professional experience. Lecturers do not receive and are not eligible for tenure. After completion of a second term, Lecturers may be offered renewable appointments and may be promoted to **Senior Lecturers**.*

In Part III, Subheading B ("Faculty Titles," pg. 41)

#### **Professor of the Practice:**

*A member of the faculty whose primary assignment is instruction and activities related to instruction. Professors of the Practice hold a terminal degree in their field or have equivalent professional experience. Professors of the Practice do not receive and are not eligible for tenure. Upon appointment for a third term, Professors of the Practice may be promoted to Senior Professors of the Practice.*

#### **Lecturer**

*A member of the faculty whose primary assignment is instruction and activities related to instruction. Lecturers normally hold a terminal degree in their field or have equivalent professional experience. Lecturers do not receive and are not eligible for tenure. Upon reappointment for a third term, Lecturers may be promoted to Senior Lecturers.*

## Appointments

1. Departments/Schools must conduct full national searches for all Professor of the Practice or Lecturer positions.
2. As with any other appointment, all appointments, including requests for waiver of a search, must be approved by the Office of Institutional Equity.
3. According to the faculty handbook, all such appointments are “normally” for three years, but this does not necessarily preclude shorter contract terms.
4. Although these appointments are described as primarily dedicated to instruction, it is possible that an individual Professor of the Practice and/or Lecturer may be assigned additional responsibilities within the unit. Offer letters should include a clear description of all assigned responsibilities (Please see standard template attached).
5. As with any other regular faculty appointment, the Provost’s Office will review the candidate’s qualifications (C.V.) and sign off on all offer letters and on the Faculty Appointment Forms after offers have been accepted.
6. If subsequent to the initial appointment, a Professor of the Practice/Lecturer’s assigned responsibilities change, the unit should draft a new job description, obtain the faculty member’s signature and forward to the Provost’s office for approval.

## Reviews

1. The Faculty Handbook is clear that reviews of Professors of the Practice and Lecturers should take place before the beginning of the terminal year of the contract. In the case of decisions to not reappoint, this gives the faculty time to secure other teaching positions according to traditional academic hiring calendars.
2. The essence of the review should be an assessment of how well the faculty member has fulfilled the assigned duties (as outlined in the offer letter and/or subsequent revision). It is expected that the primary emphasis of the review will be on teaching practice; therefore it should include a review of the faculty member’s teaching portfolio—including a statement on teaching philosophy and pedagogy, student evaluations, syllabi for all classes taught (since last appointed), service learning, and a report on classroom observations (at least one). There is no need for external letters.
3. To the degree that professional experience/familiarity with current research in the field impinge upon a faculty member’s ability to perform his/her classroom duties effectively, the review should also address these issues.
4. As with any other review process, this dossier should be compiled in a binder by the department/school.
5. The department/school will generate its own assessment and vote on whether to reappoint and include this information in the dossier.
6. The Dean will also make his/her own separate recommendations and include them in the dossier before forwarding to the Provost’s Office for final review.

7. Note that according to the Faculty Handbook, upon appointment for a third term, the faculty member may be promoted to Senior Professor of the Practice or Senior Lecturer.
8. Senior Professors of the Practice and Senior Lecturers will be reviewed following the same protocol outlined above.
9. The outcome of the review process will determine whether the Professor of the Practice/ Lecturer is reappointed for another term. For reappointments, the procedures outlined above should be followed, including a new offer letter and faculty appointment form.

If the outcome of the review process is negative and the decision is made to not reappoint for a subsequent term, the Professor of the Practice/Lecturer may request reconsideration by the Dean on the basis of significant new evidence of teaching excellence and/or excellence in the performance of the duties identified in the offer letter. This reconsideration must be requested in writing before the end of the first semester of the terminal year of the contract. If the Dean determines that there is sufficient new evidence to warrant reconsideration, then the case is returned to the department to undertake a new review. As with the initial review, separate recommendations will be made by the department and the dean to the provost for final determination.