



College of Fine Arts

Department of Arts Administration

Lecturer Title Series

Evidences for the Evaluation of Faculty in Cases of Promotion

The purpose of this document is to serve as a supplement to the policies and procedures outlined in the College of Fine Arts Handbook and the University Governing and Administrative Regulations pertaining to evaluative criteria to be used in the granting of tenure and faculty promotions.

Lecturers in the Department of Arts Administration are appointed and evaluated according to the policies described in [University of Kentucky Administrative Regulation 2-9](#). Lecturers generally have nine-month appointments and are evaluated using the same criteria as other faculty based upon a distribution of effort that includes teaching, service, and possibly administration. The relevant sections of the Statement on Evidences of Activity in Teaching, Service and Administration that are Appropriate for Use in Evaluation of Lecturer Faculty appear below.

Areas of Activity

Four areas of activity are important in the evaluation of faculty for appointment, reappointment, promotion, and the granting of tenure in the regular title series:

- 1) Teaching, Advising, and Other Instructional Activities;
- 2) Department, College, University, and Professional Service; and
- 3) Administration.

Evaluation of a faculty employee's performance in each area of activity should be commensurate with his or her approved distribution of effort agreement. Excellence in each assigned area is expected.

Since all appointment, reappointment, promotion, and tenure actions shall be made on the basis of merit, the following detailed statements regarding each of these areas will serve as a guide for evaluating the accomplishments of a faculty member.



Department of Arts Administration

Teaching, Advising, and Other Instructional Activities

Teaching involves creating a learning environment, as well as transmitting, transforming and extending knowledge. Evaluation of candidates for tenure and/or promotion will be based on a clear demonstration of excellence in teaching.

1. Excellence in teaching and advising shall be recognized as integral components of the evaluation for promotion and tenure as appropriate, given the faculty employee's assignment. The faculty member is expected to demonstrate competency in the following:
 - a. Knowledge of subject matter;
 - b. Quality organization of course material;
 - c. Ability to communicate subject matter effectively;
 - d. Ability to effectively assess student learning outcomes;
 - e. Ability to mentor students effectively;
 - f. Fulfillment of program student-faculty assignments such as student advising and/or supervising student practicums or internships; and
 - g. Ability to guide and supervise undergraduate research projects and independent projects.
 - h. Other criteria, as appropriate.

2. Educational activities extend far beyond the classroom, and the University of Kentucky acknowledges the importance of educating citizens, both on and off campus, as part of its land grant mission. Thus, the following activities may also be considered relevant to teaching excellence:
 - a. Development of new instructional approaches, methodologies or educational aids;
 - b. Curriculum and program development resulting in the approval of new or revised courses, new or revised majors, minors or degree programs at the undergraduate or graduate level;
 - c. Participation in collaborative, interdisciplinary projects, programs or courses;
 - d. Invitations to guest lecture in other courses and/or other educational institutions;
 - e. Awards and recognition for teaching; and
 - f. Other criteria, as appropriate.



College of Fine Arts

Department of Arts Administration

3. Teaching, advising, and other instructional activities shall be documented through the Teaching Portfolio. Objective evidence of the quality of teaching shall be included in the final dossier. Such evidence should include:
 - a. Reports by colleagues qualified in the field;
 - b. Evaluations by students and, if available, graduates;
 - c. When appropriate, the subsequent accomplishments of graduates whose major work has been supervised by the individual under consideration;
 - d. Awards and recognition for teaching; and
 - e. Other criteria, as appropriate.

Department, College, University, and Professional Service

A service component is a normal part of a faculty employee's obligation to the University. Formation of policy, participation in faculty governance, and effective performance of service duties at the department, college and/or university level shall be taken into consideration in the evaluation process. Faculty employees are expected to engage in service related to their professional role as scholars for the benefit and development of local, state, national, international, and the University communities.

1. Evaluation of candidates will be based on a clear demonstration of their service at the department, college, University, or professional level. The faculty member is expected to demonstrate competency through one or more of the following service activities:
 - a. Member of department, college or university-level committee(s)
 - b. Chair of department, college or university-level committee(s)
 - c. Involvement with relevant professional associations
 - d. Other activities defined by the CFA Faculty Handbook as criteria for merit review may also be used as evidence of service to the academic community

Administration

Involvement in Department, College, or University administrative activities primarily take the form of leadership on committees, assignments to unit leadership, engagement in reaccreditation activities, involvement in specific tasks associated with meeting goals of the



College of Fine Arts

Department of Arts Administration

strategic plan, etc. These functions are critical to the success of the Department, College, and University.

Unlike service on committees and occasional leadership roles in specific arenas, these administrative roles demand a great deal of the individual faculty's time and energy. When an individual's DOE specifies a percentage of effort specifically focused on administration, achievement will be assessed based on the job description for the administrative role as described in the [Department of Arts Administration's Operating Rules and Procedures](#).

General Criteria for Reappointment or Promotion to Senior Lecturer

A recommendation for Reappointment or Promotion to Senior Lecturer should clearly present evidence that the candidate has made and will continue to make significant contributions. The recommendation should identify the candidate's relative balance of responsibilities and accomplishments in teaching, service, and/or administration.

A candidate must have served a minimum of five (5) years of continuous service as a full-time Lecturer in order to be eligible for promotion. Promotion to Senior Lecturer requires excellence in the area of teaching. Additionally, the candidate's efforts in the areas of service and administration, if assigned, must be considered. The appropriate balance among teaching, service and/or administration is generally determined by the candidate's letter of appointment, distribution of effort, and expectations of the department. While ratings of teaching effectiveness are used to document the case, ratings are not the case in-and-of themselves.

Approved by Acting Associate Provost for Faculty Advancement

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