

F. Joseph Halcomb III, M.D. Department of Biomedical Engineering

Guidelines for Appointment, Reappointment, and Promotion of Lecturer-Series Faculty

Lecturers are faculty members whose contribution is primarily to the teaching mission of the department and the institution. This contribution will be reflected in the distribution of effort, which should show approximately 80% teaching, with the remaining 20% being other assigned duties which will include service and professional development. Other assigned duties are those that indirectly relate to undergraduate teaching but help promote educational experience of the students.

Appointment

Lecturer: Faculty appointed at the rank of Lecturer will be expected to have the following qualifications:

- Thorough knowledge of the subject matter they are expected to teach. Ideally, they will have this knowledge through a combination of advanced academic study and experience outside of academia.
- General knowledge of the field, as evidenced by an advanced degree in an engineering discipline, preferably Biomedical engineering, or additional experience, or other means deemed appropriate by the department faculty.
- Appreciation for and knowledge of relevant pedagogical techniques, including assessment of student learning, along with willingness and ability to stay informed about such techniques.
- Ability and desire to work with the rest of the department faculty to develop and implement curriculum changes as needed.

Senior Lecturer: Faculty appointed at the rank of Senior Lecturer are expected to have the above qualifications, plus a minimum of five years' teaching experience in a postsecondary setting.

Appointment procedures as described in the relevant University Academic and General Regulations shall be followed.

Promotion

Teaching:

Promotion to Senior Lecturer requires a sustained record of excellence in teaching. Candidates for promotion are expected to have:

- Provided up to date content at an appropriate level in every instructional situation and demonstrated continuing growth in subject matter knowledge.
- Demonstrated the ability to organize and present class material effectively.
- Demonstrated appropriate use of various modes of instruction, classroom technology, and other teaching strategies to create an optimal learning environment.
- Engaged students actively in the learning process and encouraged independent thought, creativity, and appreciation of the knowledge creation process.

- Provided appropriate and timely feedback to students throughout the instructional process.
- Treated students with respect and courtesy.
- Improved curriculum, the revision of existing courses and the development of new courses and/or academic initiatives.

Evidence of effective teaching can take many forms, including:

- A detailed teaching portfolio including a statement on teaching and advising philosophy, samples of teaching materials and assignments, student and course evaluations.
- Peer evaluation of classroom instruction, teaching materials, assignments and course syllabi.
- A record of teaching undergraduate 100, 200 and 300 level courses. Exception can be made for higher level courses upon request and approval by Provost (AR 2:9 VI-A)
- Student letters to demonstrate a candidate's quality of teaching.
- Teaching awards or other formal acknowledgments of teaching excellence at various levels.
- Documented contributions to the educational mission of the Department, College and University.

Professional Development and Service:

Candidates are expected to have:

Made substantive contributions to the effective governance and advancement of the department, and to have provided useful service to the College, University, and/or professional community. Engagement with local industry and/or civic organizations is also valued.

Evidence of effective service can include:

- Introduction of new content modules and/or new effective teaching techniques, including distance learning methods.
- Management and training of graduate and undergraduate teaching assistants in support of courses.
- Professional licensure to qualify for teaching design courses.
- Professional development (e.g., takes education courses, attends educational conference and workshops, and networking/collaborating with other academic institutions).
- Service to the Department and the College by participating in activities such as Recruiting, Outreach, Living Learning Program, Career Development, Merit Weekend, SeeBlueU, etc.
- Service to students by mentoring or involvement with student organizations and student extra-curricular activities as well as undergraduate student projects.
- Service to the Profession by participation in educational and technical societies as a member, officer, panelist, reviewer, author, or presenter.

Note: In those circumstances where a faculty member appointed in the Lecturer Title Series in the F. Joseph Halcomb III, M.D. Department of Biomedical Engineering (Biomedical Engineering) has significant (>50%) effort dedicated to instruction in the College's First Year Engineering (FYE) program, the faculty member will report to the Director of the First-Year Engineering Program. The

Director will conduct the annual performance review for Lecturers and biennial performance review for Senior Lecturers. The Director will also be responsible for recommending any annual merit increases. As part of the performance review, the Director will consult with the BME department chair, and a committee of faculty peers to include Senior Lecturers affiliated with the FYE program, as well as faculty in Biomedical Engineering. Such consultation will also be undertaken in rendering decisions to re-appoint, non-renewal actions and consideration for promotion.

Approved by Department Faculty: February 6, 2023

Approved by Associate Dean for Faculty Affairs and Facilities, Dr. Michael Renfro: February 28, 2023

Michael W. Renfro

*approved 3/14/23
Sue E. Nokes*



**Guidelines for Appointment & Promotion of
Lecturer Title**

College: Pigman College of Engineering

Unit: Biomedical Engineering

Approved by Provost: Nokes, 3/14/2023

Approved by College Dean: 2/28/2023

**Approved by Unit Director (Indicating Approval by
Faculty): 2/6/2023**