College of Business and Economics
Guidelines for Hiring, Evaluation, Reappointment, and Merit for Lecturers

I. Definition of Lecturer

Lecturer faculty is defined in the Towson University Policy On Appointment, Rank and Tenure of Faculty, VI.B.3.e.ii, p.19 as: Lecturer: This title may be used for appointment to any salary and experience level of persons who are competent to fill a specific position, but who are not intended to be considered for professional appointment. Appointments to this rank shall be for terms not to exceed three years and are renewable.

Lecturer faculty members are expected to provide high quality learning experiences and supervision for students enrolled in the College’s academic programs of study. The primary responsibility is one of effective teaching and pedagogy. Depending on the lecturer’s rank, there are likely scholarship and service requirements.

II. Faculty Ranks

a. Lecturer: This title may be used for appointment at any salary and experience level of persons who are competent to fill a specific position but who are not intended to be considered for professorial appointment. The persons must possess specific professional qualifications. Appointments to this rank shall be for terms not to exceed three years and are renewable.

b. Senior Lecturer: In addition to having the qualifications of a Lecturer, the appointee shall have completed at least six years as a Lecturer (or in a rank at another institution of higher education that is accepted as comparable to Lecturer), and shall have established a record of teaching excellence, peer-reviewed scholarship and service. Fewer than six years experience may qualify one for this rank if approved by the President or designee. Appointments to this rank shall be for terms not to exceed five years and are renewable.

III. Hiring Policy: Lecturer

Faculty hired as lecturers are considered employable provided that they meet the following approved professionally qualified (PQ) criteria:

1. The lecturer holds an appropriate master’s degree or higher in a field related to the teaching discipline.
2. The lecturer has practical work experience that is relevant to the teaching area and is significant in duration, currency and level of responsibility, at the time of hiring (up to five years after hiring).
3. Retaining professional qualification requires evidence of continuous learning during the most recent five-year period. Lecturers who remain employed in their area of expertise are deemed to be maintaining currency. Lecturer, no longer in the workforce, can demonstrate continuing currency by engaging in at least three (3) professional activities such as:
   - Publication in a professional or practitioner journal
   - Paper presentations at an academic or professional conference
   - Panel discussant at an academic or professional conference
   - Principal or secondary investigator in a research grant of any amount from external agencies
   - Reviewer for a journal or conference in the area of specialization
   - Maintaining a current professional certification or license
   - Membership on a corporate or non-profit board of directors
• Position of leadership in a professional association
• Maintaining an active consulting practice deemed to be significant and related to teaching area
• Delivering executive education
• Speaking engagements to an external community or professional association
• Committee or task force for a professional association
• Development of a new course or new degree program
• Meaningful participation in faculty development and continuing education programs with demonstrated pedagogical outcomes

IV. **Hiring Policy: Senior Lecturer**

Faculty hired as senior lecturers are considered employable provided that they meet the following approved academically qualified (AQ) criteria:

1. The lecturer holds an appropriate doctorate degree in the area in which she or he teaches, or JD degree or M.S. in taxation for those teaching business law/legal or accounting tax classes, respectively.
2. Senior lecturers who have earned an appropriate doctorate during the most recent five-year period are considered academically qualified.
3. A senior lecturer holds a doctorate degree in a business field, but primary teaching responsibility in a business field that is not the area of academic preparation. The faculty must maintain active involvement in the areas of teaching responsibility through writing, participation in professional meetings, or related activities.
4. Senior lecturers who have officially achieved ABD status are considered academically qualified for a period of three years from the time they were designated ABD.
5. A doctoral degree outside of business, but primary teaching responsibilities that incorporate the area of academic preparation. The senior lecturer must maintain active involvement in the areas of teaching responsibility through writing, participation in professional meetings, or related activities.

To maintain academic qualification, a faculty member should:

*Publish at least two (2) scholarly, peer reviewed articles related to the college mission and obtain at least 18 points from the various sources of intellectual contributions listed in the following table during the most recent five-year period.*

<table>
<thead>
<tr>
<th>Type of Intellectual Contribution</th>
<th>Points</th>
</tr>
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<tbody>
<tr>
<td>Article published in a Category 3 or 4 [A/A+] peer-reviewed journal</td>
<td>13</td>
</tr>
<tr>
<td>Article published in a Category 2 [B] peer-reviewed journal</td>
<td>9</td>
</tr>
<tr>
<td>Principal Investigator or Co-PI on a research grant from external agencies with an award totaling at least $50,000</td>
<td>9</td>
</tr>
<tr>
<td>Published book (first edition of textbook, edited volume, academic or practitioner)</td>
<td>9</td>
</tr>
<tr>
<td>Article published in a Category 1 [C] peer-reviewed journal</td>
<td>5</td>
</tr>
<tr>
<td>Peer-reviewed book chapter</td>
<td>5</td>
</tr>
<tr>
<td>Publication of a professional book</td>
<td>3</td>
</tr>
<tr>
<td>--------------------------------------</td>
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<tr>
<td>Peer-reviewed paper presentation/proceeding at academic or professional conferences</td>
<td>3</td>
</tr>
<tr>
<td>Peer-reviewed published case study with instructional materials</td>
<td>3</td>
</tr>
<tr>
<td>Article published in trade journal or magazine</td>
<td>3</td>
</tr>
<tr>
<td>Development of first-edition, peer-reviewed, publicly available software with instructional materials</td>
<td>3</td>
</tr>
<tr>
<td>Significant annual editorial responsibilities for a quality peer reviewed journal</td>
<td>3</td>
</tr>
<tr>
<td>Principal Investigator or Co-PI on research grant from external agencies with an award totaling less than $50,000</td>
<td>3</td>
</tr>
<tr>
<td>Revisions of a published textbook</td>
<td>2</td>
</tr>
<tr>
<td>Article on a business related topic published in an unranked peer-reviewed outlet (not on the CBE list of journals)</td>
<td>2</td>
</tr>
</tbody>
</table>

V. **Procedures for Hiring Lecturer and Senior Lecturer Faculty**

**New applicant:**
- Ensure applicant meets AACSB AQ or PQ standards
- Interview candidate
- If candidate is acceptable, forward all documents listed below to the Director of AACSB Accreditation and Faculty Management to validate the applicant’s qualifications. Applicants deemed professionally qualified (PQ) and approved to teach assigned courses shall have their documents and contracts submitted by the Director to the Dean’s office for processing.
  - AQ/PQ form completed and signed by chair (2 copies)
  - Submission of a résumé/CV
  - Submission of an official transcript
  - Intellectual Contributions, if any
  - Teaching schedule

**Returning faculty**
- Forward all documents listed below to the Director of AACSB Accreditation and Faculty Management to validate the qualifications. Applicants deemed professionally qualified (PQ) and approved to teach assigned courses shall have their documents and contracts submitted by the Director to the Dean’s office for processing.
  - AQ/PQ form completed and signed by chair (2 copies)
  - Submission of an updated résumé/CV
  - Teaching schedule

**NOTE:** All paperwork should be received in the semester prior to the contract term.
VI. CBE Guidelines on Evaluating Lecturer’s: Regular Review, Year I

In the first year of employment after a search, a Lecturer will be evaluated by the chair of the department or program director, using the faculty member’s Annual Review document, who will give primary weight to the following considerations:

- The quality of the Lecturer’s teaching (80% of the workload)
- Lecturer faculty teaching effectiveness shall be evaluated by students and peers.
  
  Evaluation of teaching by students: Course evaluations are a required part of the evaluation of lecturer faculty. Such an evaluation is one kind of assessment and should be considered in concert with all other measures of teaching effectiveness. Lecturer faculty shall be evaluated by students for all courses taught, every semester, inclusive of the summer semester.

- Evaluation of teaching by peers: Classroom visits are required for the purpose of professional growth. One peer observation shall be conducted per review period. Advance notice of at least one week prior to the peer observation shall be given to the faculty member. Assessments shall include:
  - Carefully planned and well organized course syllabi as per the department’s standards
  - Expertise and currency in the content of one’s teaching
  - Refinements and improvements in courses that one teaches
  - Appropriate and effective teaching, evaluation, and grading of student’s performance consistent with the Profile of a CBE Graduate
- Evaluation of advising as articulated in the department/CBE PTRM document

- The quality of the lecturer’s research (10% of the workload)
  - See the section on “Hiring Policy: Lecturer.”
- The quality of the lecturer’s service (10% of the workload)
  - The Lecturer’s willingness and capacity to understand and articulate the programs and objectives of the department
  - The Lecturer’s readiness to contribute to the work of the department and to accept the guidance of the chair and of departmental colleagues

The Chair of the department/program director may confer with the chair of department merit committee/CBE lecturers merit committee before making a decision on whether to offer an additional year of employment to the Lecturer.

VII. Regular Review, Re-appointment and Merit:

Lecturers will submit Annual Reviews with supporting evidence as provided for in the Towson University Policy on the Employment of Lecturers. A Lecturer who has held appointment for more than one year will have provided in previous Annual Reviews a percentage weighting for teaching, scholarship, and service and statements on expected activities in each area of responsibility.
I. Reappointment Recommendation

A department recommendation to reappoint a Lecturer must come to the Dean from the Chair of the department/program director and must have the support of the Chair/program director. The Chair/program director is charged with applying the criteria stated above and the ones in the department PTRM document in considering all reappointments of Lecturers, as well as with examining carefully the comments of the department Merit Committee when available and the record of prior evaluations and annual reviews.

The Towson University Policy on the Employment of Lecturers provides that "After three consecutive years, a Lecturer may be eligible for a three-year contract with a recommendation from the department chairperson and college dean." A Chair/program director choosing to make such a recommendation will provide a substantive letter of explanation and support to the Dean that addresses each sphere of faculty responsibility. The Lecturer’s annual review portfolios from the three years preceding must accompany the recommendation. The Dean will submit his or her separate recommendation to the Provost. A Lecturer completing a three-year contract will be subject to the normal reappointment process and may be recommended for non-renewal, a one-year appointment, or a three-year appointment.

II. Timing of Reappointment Decision

The Chair or the program director will normally communicate to the Lecturer the decision on whether to recommend reappointment for the following year by February 28 of the current contract year. If a Lecturer has provided more than seven years of continuous fulltime service, notice of non-renewal shall normally be given at least six months before the end of the current contract. Should new information, institutional circumstances, or changing needs lead to a decision and notification at a later time, that decision may be communicated at any date subject to the provisions and conditions of the Towson University Policy on the Employment of Lecturers (see G., 3).

III. Merit Recommendation

Consideration of Lecturers for Merit Pay:

i. The Merit Committee of each department will review as part of its work each Fall the Annual Review portfolios of lecturers in the department. Unless otherwise articulated in an addendum on Lecturers in the department PTRM document (approved as above), the Merit Committee will apply in examining the lecturer portfolios the criteria for evaluating teaching specified in the department PTRM document for tenure line faculty; the expectation for scholarly activity and currency described in the Towson University Policy on the Employment of Lecturers and the section on “Hiring Policy: Lecturer”; and criteria on service consistent with the expectations for all faculty, as modified by recognition of different degrees of eligibility for committee and shared governance positions. (See the Towson University Policy on the Employment of Lecturers, section D., 3, a, and b.) The Business Excellence lecturers will be evaluated by the CBE lecturers merit committee.

ii. CBE BUSX Lecturers Merit committee
The BUSX lecturers will be evaluated for merit consideration by a committee consisted of the director of Cornerstone, director of Professional Experience, and the lecturers’ representative to the CBE Council.

The CBE BUSX Merit Committee should provide:

1. Comments to the chair of the committee reflecting the committee’s judgment on the performance of the Lecturer in all spheres of faculty expectation
2. Feedback to the lecturer containing suggestions for teaching strategies or other professional development
3. When appropriate, a recommendation for merit consideration contributing to the college-based process described below.

The Chair of the department/program director may add comments to the Lecturer in a separate letter. The Lecturer, upon receiving the evaluative comments from the department, may request a meeting with the Chair or the Chair’s designee to discuss the feedback received.

The evaluative comments of the Merit Committee should inform but do not determine the department decision on whether to offer reappointment to the lecturer for a subsequent year.

Lecturers are eligible for merit pay, when funds for this purpose are made available, as described in university policy.

The Dean will review recommendations from the departments/programs and recommend to the provost lecturers who should receive merit pay, normally limiting positive recommendations for merit to no more than 30% of the total number of lecturers in the college.

**Working Conditions**

- **Support for Teaching.** The appointing department or unit shall provide all lecturer faculty member with the support it determines to be necessary for the execution of the appointee’s duties. Provision should be made for new appointees to attend departmental and institutional orientation sessions.
- **Professional Development.** Professional development opportunities for all lecturers should be supported to the extent possible. This may include extending invitations to departmental, institutional, and external faculty development events.
- **Teaching Assignment.** The appointing department or unit shall provide all lecturers with reasonable and adequate notice of projected teaching assignments prior to the start of classes. Notice of 45 days is suggested.
- **Performance Evaluation.** The institutional president or designee shall assure that each department or unit has in place written procedures for evaluating faculty performance on a regular schedule, as required by Board of Regents’ Policy II-1.20. Departments shall evaluate the teaching of all lecturer faculty members on the same basis used to evaluate the teaching of tenure-track faculty members. Evaluations shall be kept on record in a personnel file and shall be consulted when decisions about promotion, salary, and any subsequent contracts are made.
- **Faculty Participation.** All lecturer faculty members shall be integrated into the scholarly, intellectual, academic, and social life of the department or unit, and institution. Institutional shared-governance procedures shall include all lecturers.