Arts and Sciences Senate Faculty Rights and Responsibilities Policy Committee

Guidelines for Stony Brook University Full-Time Faculty Lecturer Appointments and their Nomination and Selection for the Title Award of Senior Lecturer

The local title of Senior Lecturer at Stony Brook University is awarded to full-time faculty Lecturers nominated by their Department, Program, or Interdisciplinary Program to recognize and express the university’s appreciation for the faculty member’s significant, notable, ongoing contribution to the missions of the University. Senior Lecturer term reappointments take place in the first year of each subsequent contract renewal.

I. THE RANK OF LECTURER AT STONY BROOK UNIVERSITY

I.01 According to the Policies of the SUNY Board of Trustees, full-time faculty Lecturers are eligible for renewable term contract appointments of up to three years.

I.02 Stony Brook University Departments, Programs, and Interdisciplinary Programs (DPIs) recommend appointments to the rank of full-time Lecturer for terms of up to three years.

I.03 Typically in the penultimate year of the contract, DPIs review Lecturer appointments and make recommendations to the Administration regarding reappointment for terms of up to three years.

I.04 At the initial time of hiring, the DPI makes available to the appointee a Job Profile defining the criteria for contract renewal. The profile should specify how the DPI will evaluate (1) teaching, (2) service, and (3) professional development / scholarship. The Job Profile should be included in the appointee’s personnel file and should be registered with the Office of the Dean.*

I.05 During the second year of the initial three-year appointment as Lecturer, the DPI conducts and documents an internal review of the faculty member’s performance. If the term of appointment is less than three years, the internal review takes place in the first year of initial appointment.

I.06 A Lecturer Review Committee (LRC) is established by the DPI in order to evaluate Lecturer contract renewals. The LRC should normally be composed of at least three Tenured Faculty or Senior Lecturer (TF/SL) members in the DPI. TF/SL members of other departments or programs may fill out the required membership on the LRC if not available in the Lecturer’s home DPI.

I.07 The LRC votes on the reappointment of the Lecturer for a subsequent term of up to three more years. The LRC submits its recommendation to the DPI Chair and to the TF/SL members of the DPI.

I.08 All TF/SL members designate on an official signature sheet their approval or disapproval of the LRC recommendation.
I. 09  The DPI Chair writes a cover letter addressed to the Dean. The recommendation to the Dean should indicate: (a) the evaluation of the LRC, (b) the recommendation sheet with the signatures of the TF/SL members, and (c) the Chair’s recommendation, and (d) a signature sheet of the TF/SL members of the DPI indicating that they have read the Chair’s letter.

I.10  The procedure specified in I.05-I.09 is repeated each subsequent appointment term.

II. THE AWARD TITLE OF SENIOR LECTURER

II.01  The title of Senior Lecturer shall be considered an award granted to a full-time faculty Lecturer at Stony Brook University, based on significant, notable, and ongoing contribution to the university.

II.02  In the case of new appointments to Stony Brook University, consideration for the award title of Senior Lecturer shall be contingent upon demonstrated contributions comparable to those indicated in II.01.

II.03  Nomination and recommendation for the award title of Senior Lecturer may occur at any time, and shall be considered independently of the regular reappointment process for Lecturers.

II.04  An unsuccessful nomination for the award title of Senior Lecturer shall have no bearing on the status or reappointment as Lecturer.

II.05  A faculty member’s status as either Lecturer or Senior Lecturer shall not preclude consideration for an appropriate tenure-track position at the University.

III. BENEFITS OF THE SENIOR LECTURER TITLE AWARD

III.01  Upon receipt of the award of the title of Senior Lecturer, the Lecturer shall carry the local title of Senior Lecturer in the Stony Brook University DPI to which the faculty member was appointed as Lecturer.

III.02  Once awarded, the title of Senior Lecturer at Stony Brook University shall remain in effect for the duration of the faculty member’s service in the rank of Lecturer at the University.

III.03  Senior Lecturer contract renewals shall take place in the first year of each three year term and shall take priority over Lecturer reappointments.

III.04  Senior Lecturers shall join tenured faculty in the evaluation of other Lecturers in terms of their progress, contribution, and candidacy for the Senior Lecturer award title.
III.05 Senior Lecturers should be afforded the opportunity to take appropriate scholarly or professional development leave time. Leave time must be negotiated between the Senior Lecturer, the DPI and the Dean. While on leave, a Senior Lecturer maintains seniority and enjoys all normal rights within the DPI.

III.06 Award of the Senior Lecturer title should normally be accompanied by an increase in annual salary. The amount and source of such an increase shall come from outside the DPI budget allocation and shall be determined by the Provost and appropriate Dean.

IV. SELECTION CRITERIA FOR THE SENIOR LECTURER TITLE AWARD

IV.01 Selection for the award of the title of Senior Lecturer shall be based on teaching, service, and continued professional development or scholarship.

IV.02 Selection for this award shall be in recognition of significant, notable, and ongoing contribution at the rank of full-time faculty Lecturer at Stony Brook University.

IV.03 Selection for the Senior Lecturer Award Title shall be evaluated in accordance with the definition and expectations of the Lecturer position as delineated in the faculty member’s Stony Brook University Job Profile (see I.04).

IV.04 Substantial scholarship and review by outside experts is not required for awarding the title of Senior Lecturer unless demonstrated scholarship or creative activity is a significant component of the faculty member’s Stony Brook University Job Profile.

IV.05 The review process for selecting a full-time faculty Lecturer for the award title of Senior Lecturer shall follow the selection procedures outlined below.

V. PROCEDURE FOR THE SELECTION OF THE SENIOR LECTURER AWARD

V.01 After significant, notable, and ongoing contribution at the rank of Lecturer at Stony Brook University, the DPI may nominate a Lecturer for the award title of Senior Lecturer.

V.02 The process may be initiated by one of three means:

a. The Lecturer may request to be considered for the title award of Senior Lecturer and the self-nomination shall be reviewed by the DPI LRC, or
b. The DPI Chair may nominate a Lecturer for the Senior Lecturer title award for review by the DPI LRC,
c. A group of three or more TF/SLs may nominate a Lecturer for the Senior Lecturer title award, followed by a review by the DPI LRC.
V.03 The candidate for the title award of Senior Lecturer shall prepare materials for review by the DPI LRC. These materials shall include (where relevant) the following:

1. A complete and current curriculum vitae

2. A specification of areas of specialization and areas of competence in the field of appointment, included along with a copy of the Job Profile (see I.04).

3. A list of all degrees, certificates, or diplomas received

4. A list of all awards or honors received

5. A list of all courses taught at Stony Brook (and elsewhere), indicating course number, title, topic, semester, and a description of the course.

6. A list of service on all departmental, university governance, and administrative committees (and any offices held by the candidate), indicating dates and length of service.

7. A list of special contributions to the life of the DPI, which can include advising, student recruitment, program development, etc.

8. A list of publications, other scholarly or creative activities, or official reports (complete copies shall be included with the file)

9. A list of invited lectures, submitted papers or posters presented at professional conferences, workshops, or other public venues (indicating title and dates)

10. A list of memberships in professional societies

11. A list of committees served on (with any offices held) in local, national or international professional societies or groups

12. A list of conferences, workshops, or professional enhancement events organized, directed, or attended (including dates)

13. A list of any special service or functions at professional societies or conferences (including dates)

14. A list of professional contributions and service to the local community (including dates)

15. A list of activities designed to enhance diversity on campus (including dates)

16. A list of external funding brought into the University (including dates)
(17) a list of at least three former or current students who could be asked to comment on the faculty member’s teaching and other contributions to the classroom and to student life at the university.

(18) a list of at least four names of persons (normally, colleagues inside or outside the university) who would be asked to write letters in support of the Senior Lecturer title award.

V. 04 The LRC shall solicit at least three additional confidential letters of evaluation, independently of the names of references provided by the candidate. These referees, who will be asked to write concerning the merits of the nominee for the award title of Senior Lecturer, may be either from inside or outside the University. Referees shall be asked to comment specifically on the success and accomplishments of the Lecturer in fulfilling the Job Profile associated with the position. The LRC shall also ensure that at least six student letters (including those student names specified by the nominee) along with evaluation summaries and sample student evaluations (where appropriate) are included in the evaluative file.

V. 05 On the basis of the materials collected and evaluated, the LRC shall submit its recommendation to the DPI Chair and to the TF/SL members of the DPI.

V. 06 All TF/SL members in the DPI shall designate on an official signature sheet their approval or disapproval of the LRC recommendation. A majority of those eligible to vote is required to constitute a favorable recommendation. Only favorable nominations shall be forwarded to the next stage of the selection process.

V. 07 If the vote of the TF/SL is favorable, the Lecturer shall be officially nominated for the award title of Senior Lecturer by the DPI.

V. 08 The DPI Chair shall write a cover letter reflecting (a) the evaluation of the LRC, (b) the statement of support of the nomination by the TF/SL members, and (c) the Chair’s recommendation in support of the nomination of the Lecturer for the award of the title of Senior Lecturer in the DPI.

V. 09 The TF/SL members shall then sign a second sheet indicating that they have reviewed all the documentation and that they agree, disagree, or abstain from the official DPI nomination.

V.10 The official DPI nomination of the Lecturer to the award title of Senior Lecturer shall be sent with all documentation to the Arts and Sciences Senate Senior Lecturer Review Committee (SLRC).

V.11 The SLRC shall review all materials included in the DPI nomination. The SLRC shall make a recommendation to the Provost and to the appropriate Dean* (without identifying how each member of the committee voted) as to whether or not it supports the DPI nomination. The vote shall indicate only whether the recommendation is unanimously in favor, divided, or not in favor. The SLRC may offer to include with its vote a written statement signed by the members of the committee. If a member of the SLRC is a voting TF/SL member of the candidate’s home DPI, that member of the SLRC shall not participate in any way in the discussion, vote, or recommendation concerning the nomination.

V. 12 Along with its recommendation, the SLRC shall include an expression of appreciation of the nominee’s accomplishments and achievements by the peer faculty governance committee.

V. 13 The SLRC shall send a copy of its recommendation to the Provost and Dean* and to the DPI Chair who shall communicate the SLRC recommendation to the Lecturer and to the members of the DPI.
V. 12 Along with the recommendation from the DPI and the subsequent recommendation from the SLRC, the Provost shall also solicit a recommendation from Dean. On the basis of these multiple recommendations, the Provost shall make a final recommendation to the President who shall send a letter awarding the local title of Senior Lecturer to the successful candidate. The Provost shall inform the Dean, SLRC, and DPI of the final outcome as soon as possible and shall also send a letter confirming the new title to the Lecturer nominee.

VI. TIMETABLES FOR THE SELECTION PROCESS

VI.01 So as to provide ample time for the SLRC to review nomination files, they must be submitted by the DPI to the SLRC no later than November 1st each year.

VI.02 The SLRC shall submit its recommendation to the Provost and Dean no later than the following February 15th.

VI.03 Final decisions concerning Senior Lecturer Title Awards shall be completed prior to April 15th of the academic year of the initial DPI nomination. The Lecturer nominee, the DPI, and the SLRC shall be notified by the Provost no later than this date.

VI.04 Senior Lecturer Award Title announcements shall be included as part of Spring Graduation Ceremonies and the annual Provostial Awards Ceremonies.

Respectfully submitted by the Arts and Senate Faculty Rights and Responsibilities Policy Committee, Hugh J. Silverman, Chair.
NOTES:

ABBREVIATIONS USED IN THIS DOCUMENT

- **DPI** = Department, Program, or Interdisciplinary Program
- **Lecturer** = A full-time faculty member appointed to a DPI on an up-to-three year renewable term contractual basis
- **Job Profile** = A document produced (typically at the time of first appointment) by the DPI and with the agreement of the Lecturer defining the criteria for contract renewal
- **TP/SL** = Tenured and Senior Lecturer members of the DPI
- **LRC** = Lecturer Review Committee, established by the DPI to review and recommend contract renewals and nominations for the award title of Senior Lecturer
- **SLRC** = Senior Lecturer Review Committee (a Committee of the Arts and Sciences Senate) – established by the Arts and Sciences Senate to review and recommend the award title of Senior Lecturer for worthy candidates to the Dean and Provost.

*Note: The Dean indicated here shall be the Dean for the College or School in which the Lecturer's DPI is located. The Arts and Sciences Senate Constituencies include the College of Arts and Sciences (CAS), the School of Marine and Atmospheric Sciences (SoMAS), the School of Journalism (SoJ), and Stony Brook Southampton (SBSH).*

THE ARTS AND SCIENCES SENATE SENIOR LECTURER REVIEW COMMITTEE (SLRC)

The Arts and Sciences Senate “Senior Lecturer Review Committee” (SLRC) shall be a standing committee of the Arts and Sciences Senate. It shall review all nominations for the award title of Senior Lecturer by Departments, Programs, or Interdisciplinary Programs (DPIs). Its recommendations shall be submitted in a timely fashion to the Provost and appropriate Dean together with the nomination and all materials provided by the DPI. The SLRC will follow specific selection guidelines formulated and reviewed periodically by the Arts and Sciences Senate Faculty Rights and Responsibilities Policy Committee (FRRPC) and confirmed by the Arts and Sciences Senate.

The SLRC shall include two members from each of the three areas: (1) Humanities and Fine Arts (including Journalism), (2) Social and Behavioral Sciences, and (3) Natural Sciences and Math (including SoMAS). One member from each area shall be a Senior Lecturer. In the absence of available Senior Lecturers, these positions shall be filled by tenured faculty members from the respective areas.