

## **GUIDELINES FOR STONY BROOK UNIVERSITY NOMINATION AND SELECTION FOR THE TITLE OF SENIOR LECTURER**

The local title of Senior Lecturer at Stony Brook University recognizes the university's appreciation for the faculty member's significant, notable, ongoing contribution to the missions of the University. Lecturer appointments may be for up to three years (renewable) in a Stony Brook Department, Program, or Interdisciplinary Program (DPI). Senior Lecturer term reappointments in the rank of Lecturer take place in the first year of each subsequent contract renewal.

### **I. THE AWARD OF TITLE OF SENIOR LECTURER**

I.01 The local title of Senior Lecturer shall be considered an award granted to a full-time faculty Lecturer at Stony Brook University, based on significant contribution to the university as evidenced by quality of teaching, service, and related professional development.

I.02 In the case of new appointments to Stony Brook University, consideration for the award title of Senior Lecturer shall be contingent upon demonstrated quality teaching, service, and related professional development.

I.03 A faculty member's status as either Lecturer or Senior Lecturer shall not preclude consideration or application for an appropriate tenure-track position at the University.

### **II. BENEFITS OF THE SENIOR LECTURER TITLE AWARD**

II.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 unit to which the faculty member was appointed as Lecturer.

II.02 Once awarded, the title of Senior Lecturer at Stony Brook University is anticipated to remain in effect for the duration of the faculty member's service in the rank of Lecturer at the University.

II.03 Senior Lecturer term reappointments take place in the first year of each subsequent multi-year contract renewal.

II.04 When possible, the Senior Lecturer award title appointment shall include a salary increase.

### III. SELECTION CRITERIA FOR THE SENIOR LECTURER TITLE AWARD

III.01 Selection for the award of the title of Senior Lecturer shall be based on significant contributions to the university as evidenced by teaching, service, and related professional development.

III.02 The review process for selecting a full-time faculty Lecturer for the award title of Senior Lecturer shall follow the selection procedures outlined below.

### IV. PROCEDURE FOR THE SELECTION OF THE SENIOR LECTURER AWARD

IV.01 After significant contribution at the rank of Lecturer at Stony Brook University, the DPI may nominate a Lecturer for the local title of Senior Lecturer. The process may be initiated by one of three means:

- (a) The Lecturer may make a request to the DPI Chair or Director to be considered for the title award of Senior Lecturer, or
- (b) The DPI Chair or Director may nominate a Lecturer for the Senior Lecturer title, or
- (c) A group of three or more tenured faculty may nominate a Lecturer for the Senior Lecturer title award

IV.02 The candidate for the title award of Senior Lecturer shall prepare materials for review by the Chair or Director of the DPI. 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 Note below).
- (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) representative samples of course evaluations, including statistics and student comments.
- (9) a description of significant professional development as a Lecturer.
- (10) any other supporting documentation including letters of reference that the nominee would like to include (a maximum total of ten letters).

IV.03 A special DPI committee shall make a recommendation to the DPI Chair or Director who shall then submit the nomination with a letter of recommendation to the relevant Dean.

IV. 04 The Dean reviews the recommendation of the DPI and forwards a recommendation to the **Senior Lecturer Selection Committee [SLSC]** (the Joint Senate - Provostial Selection Committee for Senior Lecturers) for consideration and recommendation to the Provost

IV. 05 The Senior Lecturer Selection Committee [SLSC] will review the nomination and make a recommendation to the Provost. The SLSC will consist of five tenured faculty members (with representatives from DPIs that include at least one Lecturer). If available, one of the five members shall be a Senior Lecturer and the other four shall be tenured faculty members. When a Lecturer from a given DPI is under consideration, the member from that DPI shall not participate in the review, discussion, or recommendation. Three members from a wide range of disciplines shall be elected as specified by Arts and Sciences Senate procedures. The other two members shall be appointed by the Provost. Members will serve staggered three year terms.

## V. TIMETABLES FOR THE SELECTION PROCESS

V. 01 Nominations must be submitted by the DPI to the Dean no later than November 1st each year.

V.02 The Dean shall submit her or his recommendation to the SLSC no later than the following February 15th.

V.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 Dean shall be notified by the Provost no later than this date.

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**NOTES:**

*ABBREVIATIONS USED IN THIS DOCUMENT*

**DPI** = Department, Program, or Interdisciplinary Program

**SLSC** = Senior Lecturer Selection Committee (a Joint Senate - Provostial Selection Committee for Senior Lecturers) is a Standing Committee of the Arts and Sciences Senate (with five tenured faculty members, three elected and two appointed by the Provost).

**JOB PROFILE** = At initial hiring, the **DPI** makes available to the Lecturer appointee a **Job Profile** defining the criteria for contract renewal. The **Job Profile** should specify how the **DPI** will evaluate: (1) teaching, (2) service, and (3) professional development. The **Job Profile** should be included in the appointee's personnel file and should be registered with the Office of the relevant Dean at the time of appointment.