

## **Policy on Fixed Term Faculty Department of Applied Linguistics**

Fixed term faculty members are essential to the curricular mission of the Department of Applied Linguistics. The following describes the position of the fixed-term instructor within the department in general terms. Exceptions to these determinations must be approved by faculty vote and/or indicated in offer letters to new hires.

Fixed-term instructors are designated as either Fixed-Term I or Fixed-Term II. Fixed-term I appointments are full-time appointments for a period of at least six months, with a specified ending date. Such appointments are discontinued at the stated ending date, but may be renewed. Fixed-term II appointments are either full-time appointments for less than six months or less than full time. Fixed-term II appointments are discontinued at the stated ending date, but may be renewed. *This document concerns Fixed-Term I appointments.*

### **Requirements**

1. *Appointments.* The Department has the authority to make the appointment of fixed-term faculty when funding for the position comes from departmental funds. The appointment of fixed-term faculty who have multiyear appointments must be approved by the Dean's office.
2. *Functions.* Fixed-term faculty members are primarily involved in the educational and curricular mission of the department and only by exception engage in research, scholarship, or service beyond the department.
3. *Titles.* Fixed-term faculty members are either Lecturers or Senior Lecturers.
4. *Lecturers.* Lecturers are individuals who have been employed as instructors in the department's language education programs.
  - a. *Qualifications.* The minimum educational qualification is the Master's degree and any additional requirements set by the head and/or director of the relevant program.
  - b. *Duties.* The terms of employment, teaching load and other duties of these positions is also set by the head and/or director of the relevant program. Lecturers are not typically involved in the undergraduate and graduate programs of the department, and they do not typically engage in research or in service outside the programs in which they serve.
5. *Senior Lecturers.* Department Program Coordinators will be hired as senior lecturers. These include the ESL/EAP Writing Program Coordinator, the ITA Program Coordinator, and the ESL/IECP Program Coordinator. Full-time faculty who are not program coordinators but who are employed in other capacities *and* who are members of

faculty of the Graduate School may also hold the title of senior lecturer. Finally, lecturers with outstanding records of service may also be promoted to senior lecturer.

- a. *Qualifications.* The minimum educational qualification for a senior lecturer is either a master's degree in applied linguistics or TESL, plus appropriate experience, or a doctorate in applied linguistics or related field. Other qualifications for particular positions are set by the head and faculty at the time of hiring.
  - b. *Duties.* Position responsibilities within the educational programs of the department are set by the head in consultation with the standing faculty or by the faculty director of the program within which the senior lecturer serves. Senior Lecturers engage in research only to a limited extent and with the approval of the head, and they are expected to serve on department committees as appropriate.
6. *Promotion to Senior Lecturer.* The rank of senior lecturer recognizes the qualifications and achievements of full-time but non-tenure-line Liberal Arts faculty members with special qualifications and abilities in pedagogy. Senior lecturers may achieve this rank at initial appointment or via a promotion process.
- a. *Qualifications.* Senior lecturers must have served at least five years at the rank of lecturer. Promotion to senior lecturer is not guaranteed by instructional service for a minimum number of years, but is recognition of outstanding teaching and/or other contributions to the programs of the department or its mission. Performance of the candidate must consistently demonstrate outstanding achievement in the following:
    - i. mastery of subject matter;
    - ii. classroom instruction (measured by SRTEs, peer evaluations, other student evaluations, and such other evidence as the candidate and the department may wish to submit, such as a teaching portfolio);
    - iii. activities related to teaching and / or advising, as relevant; and
    - iv. if appropriate, service to the campus, the college, the public, and the profession (e.g., service on department committees or other professional service to the university community).
  - b. *Promotion Materials.* Materials to be submitted for the dean's consideration include:
    - i. current curriculum vitae;
    - ii. narrative statement of no more than three pages emphasizing accomplishments and contributions during the Penn State career;
    - iii. syllabi for a selection of courses taught;
    - iv. summary of SRTE scores over the past four years;
    - v. other evidence of teaching performance, such as peer evaluations and student evaluations (open-ended comments), over the past four years;
    - vi. supporting letter from the appropriate department committee;
    - vii. supporting letter from department head(s).
  - c. *Process:*
    - i. The process, which may be initiated by the faculty member or the department head, begins with consultation between the candidate and the

head (or the head's designee) to determine the advisability of a formal application for this promotion.

- ii. If the head is in agreement, the candidate submits the dossier to the promotion and tenure committee.
- iii. The department committee submits the dossier with a recommendation to the department head.
- iv. The department head submits the dossier with a recommendation to the dean.
- v. If a lecturer has a budgeted joint appointment or is assigned responsibilities in another academic unit in addition to applied linguistics, the department of applied linguistics will administer the process. The materials submitted will represent the candidate's complete range of assignments, and the heads or directors of the other unit(s) will provide a letter of recommendation before the head of applied linguistics adds his or her recommendation.

7. *Performance Review.* All fixed-term faculty members are evaluated annually as part of the department's merit review process. The head will communicate to each faculty member the materials that he or she must submit for the annual review.
8. *Governance.* Senior Lecturers who are program coordinators and who are members of the faculty of the Graduate School share in departmental decision making processes and are expected to attend faculty meetings, workshops, retreats, etc. Other faculty who hold adjunct, affiliate, part-time, or fixed term appointments and who are members of the Graduate Faculty (under Form B) may participate in faculty governance on a pro tem/ad hoc or standing basis at the approval of the head. Lecturers do not attend department faculty meetings but are represented in faculty governance by the Program Coordinator of the IECP.
9. *Communications.* All fixed-term faculty members are included on department list-serves, web-pages, etc. This document and others as appropriate will be shared with all fixed-term faculty.