**Criteria and Procedure for Contract Renewal for**

**Full-Time Senior and Principal Lecturers**

# Department of Psychology, UMBC

**Overview**

The promoted ranks for Lecturers include Senior and Principal Lecturer. Both ranks have specific opportunities and criteria for promotion. Promotion policies and guidelines are available in the Faculty Handbook and in other Department of Psychology policies. **This departmental policy applies to senior and principal lecturer contract renewals only**.

Appointment at the rank of Senior and Principal Lecturer is generally for a period up to five years and, unless specified otherwise at the time of appointment, may be renewed. Appointment length is at the Chair’s discretion (see the Faculty Handbook for specific details.)

The guidelines below provide for the renewal of contracts (i.e., re-appointment) at the rank of Senior and Principal Lecturer in the Department of Psychology. Prior procedures used by the Psychology Department for contract renewal of all Lecturers were the same as those described for tenure track faculty, however, this was not the procedure recommended nor required by the college nor the university for whom a Chair’s request to reappoint was sufficient. After many years of experience, the department is hereby moving to use guidelines that are more aligned with the Post-tenure review process for tenured full-time faculty. This is in keeping with the Faculty Handbook. The guidelines for contact renewal outlined below also reflect the values, mission and vision of our [UMBC](https://umbc.edu/about/mission-and-vision/), CAHSS, and the Department of Psychology. In addition to the assessment of progression towards promotion within the field of Psychology, efforts in community engagement, interdisciplinarity, technology transfer, and inclusive excellence included in the dossier will be considered.

Decision on contract renewal remain the final responsibility of the Chair, who will take into account the recommendations received through the guideline described below.

**Contract Renewal Expectations**

For successful contract renewal at the rank of Senior and Principal Lecturer, the candidate must demonstrate a record of teaching excellence (as defined in the Teaching section, below), and a record of effective service.

Materials to be considered in the decision are: 1) Current ***curriculum vitae*** (CV); 2) **Faculty Annual Reports** since the last contract action; 3) M**erit reports** since the last contract action; 4) **Student Course Evaluation** (SEC/SEEQ/SCEQ/etc.) data since the last contract action; 5) **All course syllabi** since last contract action; 6) **Chair’s annual letters** to faculty, together with any faculty responses to these memoranda, since the last contract action; 7) C**lassroom observations** (utilizing the guidelines outlined in the department-adopted Peer Teaching Observation Procedure) 8) **Supplemental Teaching Portfolio** materials in keeping with the Teaching Portfolio Overview (available in the PSYC P&T Resource Pack) may be included *but are not required;* 9)A **brief personal statement** addressing teaching, service, or other work-relevant information, not to exceed three printed pages (roughly 1500 words) in length may be included *but is not required.* Useful sources of information about departmental evaluation processes and resources can be found in the Psychology Department Merit Evaluation Form and the Faculty Annual Review.

**Eligibility**

The Department shall review Senior and Principal Lecturers who, in the final year of their contracts (typically, the fifth year) at the University, wish to be re-appointed, contingent upon the availability of continued funding for the same rank and position.

**A note on Promotion to Principal Lecturer** (please see separate policy for details)

Senior Lecturers who wish to be considered for promotion to Principal Lecturer should consult with the Chair well in advance of anticipated contract renewal/promotion. Requests for consideration of promotion to Principal Lecturer may occur whenever the university benchmarks are reached and do not have to wait until the end of a current contract.

**Criteria**

We recognize that inclusive excellence is a value and an ongoing practice at UMBC, and we are committed to recognizing and rewarding DEIA efforts in all aspects of faculty work. Our guiding principle for the description and value of contributions to diversity, equity, inclusion and accessibility in Teaching, Service, and Research (if appropriate) is **a flexible understanding** of the many ways in which DEIA efforts can reflect contributions in these areas.

**Teaching.**

The instructional mission of the university and department is of primary importance in the responsibilities of all Lecturers regardless of rank. Criteria for the evaluation of teaching are consistent with those employed by the Department for all evaluations of full-time faculty with instructional responsibilities, although the stress on teaching excellence is greater. As defined by the Department of Psychology, teaching includes classroom instruction, student advising, supervision of individual student projects, and supervision of student practica. An effective teacher creates a respectful teaching environment, is responsive to student concerns, utilizes effective strategies to meet the needs and advance all students, maintains up-to-date knowledge of the subject matter being taught, conveys content in a clear manner that students can readily follow, responds appropriately to students’ questions, conducts evaluations of academic performance in a fair and appropriate manner, structures teaching activities in an organized way that is conducive to learning, and aims to provide content and utilize teaching processes that promote diversity, inclusion, and excellence including but not limited to developing courses focused on DEIA themes, a record of advising and mentoring students from underrepresented minority (URM) groups, and participation in trainings to promote DEIA in the classroom.

A **Senior Lecturer** will have shown themselves to carry out these responsibilities not only effectively but with excellence. This may be seen in superior SCE scores; superior pedagogical expertise and/or applied skills; ongoing training and learning that brings innovative and creative ideas to their classroom and the department; leadership in bringing pedagogical expertise and resources to the department, etc. In addition to general evaluation of teaching effectiveness, evaluation for contract renewal for Senior Lecturer should include formative feedback about progress toward meeting the criteria for promotion to the rank of Principal Lecturer.

In addition to meeting the requirements for Senior Lecturer, **Principal Lecturers** will also demonstrate excellence in pedagogical research, service, mentoring, or program development. Principal Lecturers are expected to demonstrate excellence in teaching and teaching leadership, which may include development of new curriculum, teaching innovations, scholarship, and/or creative works. Principal Lecturer should also be engaged in the scholarship of teaching and learning (professional presentations, posters, etc.).

**Service.** Faculty members typically engage in service activities of many types. These include service at the department, institution, and University System levels; service to professional organizations; service to local, state, and national agencies; and service to the public. Candidates for re-appointment to the rank of Senior and Principal Lecturer should have a record of ongoing and effective service in one or more of these categories. Service focused on DEIA may include, for example, membership in DEIA events and activities at the departmental, campus, system, or professional society level, serving as an advisor to a URM student organization, or professional contributions to DEIA work of community organizations. If a candidate for contract renewal at the Principal Lecturer rank utilizes their service activities as the additional point of excellence that sets them apart from a Senior Lecturer, then their service should be more than merely “ongoing and effective” and should include examples of not only membership but leadership in some activities.

**Procedures**

A three-person contract review committee made up of Associate Professors, Full Professors, and/or Principal Lecturers will be appointed by the Chair. The Chair may not be a member of the review committee. The faculty member being reviewed for contract renewal will be notified of the composition of the committee and may object to any member to the Department Chair. The reason for any such objection shall be held confidential, and the Chair shall evaluate and act on the substance of the objection.

The Contract Renewal materials to be evaluated by the Review Committee will include the eight items enumerated above and should be collected and uploaded by the faculty member under review to a Box folder by **November 1** of the academic year in which their contract expires.

The committee’s report evaluating the candidate in the areas of teaching and service shall be completed by **February 1** and submitted to the Chair. The report will indicate whether the faculty member meets the expected standards of performance over the reviewed period since the last contract action. The committee’s report may also indicate whether a faculty member’s performance is outstanding, as well as providing formative feedback about progress toward and recommendations for meeting the criteria for promotion to the rank of Principal Lecturer.

In those cases, in which the performance is deemed not to meet the expected standards, the reasons for this conclusion should be explained and a suggested outcome (e.g., no new contract; required professional development action with interim contract and re-review; renewal with professional development strongly recommended; etc.) If appropriate, suggestions for improvement should be provided.

The Chair or committee will share the report with the full DP&TC and Principal Lecturers prior to it being discussed at a spring semester faculty meeting, ideally to occur no later than **March 1**. The DP&TC and Principal Lecturers may ask questions of the review committee and suggest wording changes to the report if necessary. A consultative vote on the contract renewal will be held. As per the Faculty Handbook, contract decisions are at the discretion of the chair.

This policy will be periodically reviewed and revised by the full Psychology faculty to align with any changes in the USM and/or UMBC policies on senior or principal lecturer contract renewal.