

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

Within the College of Business and Economics (CBE) the title of Lecturer shall refer to full time non-tenured/tenure track faculty members. Lecturers are expected to provide high quality learning experiences and supervision for students enrolled in the College's academic programs of study.

**I. Qualifications**

To be qualified within the CBE, a lecturer must:

- A. Hold an ***appropriate master's degree or higher*** in a field related to the teaching discipline.
- B. Have ***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).

Normally, lecturers maintain the faculty qualification status of Instructional Practitioner (IP) or, in the case of lecturers teaching courses in business law or taxation, Practice Academic (PA), but may also be classified as Scholarly Academics (SA) or Scholarly Practitioners (SP). See CBE [Policy Statement on Faculty Qualifications](#).

**II. Hiring Policy**

Towson University is committed to a comprehensive program of affirmative action and fair hiring practices to ensure equal access, equity, and fairness in the employment of all academic faculty and staff without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, or status as a disabled or Vietnam-era veteran. Hiring procedures for lecturers shall comply with those outlined in Appendix 1-A of the [Towson University ART Policy](#).

**III. Annual Review**

**A. Regular Review, Year I**

In the first year of employment after a search, a lecturer will be evaluated by the chair of the department, using the faculty member's Annual Review document. The chair will give primary weight to the following considerations:

1. The quality of the teaching (80% of the workload), including:
  - *Evaluation of teaching by students*: Course evaluations are a required part of the evaluation process. Such an evaluation is one kind of assessment and should be considered in concert with all other measures of teaching effectiveness. Faculty members 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. A minimum of one peer observation shall be conducted per academic year. 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 (see links at the end of this document)
2. Professional qualifications (10% of the workload)
    - Continued maintenance of faculty qualifications of SA, PA, SP or IP as appropriate
  3. The quality of service (10% of the workload)
    - Willingness and capacity to understand and articulate the programs and objectives of the department
    - 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 may confer with the chair of department merit committee before making a decision on whether to recommend reappointment to the dean.

#### **B. Regular Review**

Lecturers will submit Annual Review portfolios with supporting evidence as provided for in the appropriate department's PTRM document. The Merit Committee of each department will review as part of its work each fall the Annual Review portfolios and report recommendations to the department chair according to established PTRM deadlines and the criteria as described in section III A of this document.

### **IV. Reappointment**

#### **A. Process**

A department recommendation to reappoint a lecturer must come to the dean from the chair of the department and must have the support of the chair. The chair is charged with applying the criteria stated above and the ones in the department PTRM document in considering reappointments, as well as with examining carefully the comments of the department Merit Committee and the record of prior evaluations and annual reviews.

#### **B. Timing**

The chair 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 normally shall 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.

### **V. Merit Recommendation**

The Merit Committee of each department will review as part of its work each fall the Annual Review portfolios of lecturers in the department. The Merit Committee will apply the following criteria in examining the portfolios:

- The criteria for evaluating teaching specified in the department PTRM document for tenure line faculty
- The expectation for maintenance of professional currency described in the [CBE Policy Statement on Faculty Qualifications](#).
- 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.

The chair of the department may add comments 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 and recommend to the provost who should receive merit pay.

### **VI. Working Conditions**

- *Support for Teaching.* The appointing department shall provide all faculty members 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 has in place written procedures for evaluating faculty performance on a regular schedule, as required by [Board of Regents' Policy II-1.20](#). 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 lecturers shall be integrated into the scholarly, intellectual, academic, and social life of the department and institution. Institutional shared-governance procedures shall include all lecturers.

**VII. Department PTRM Policies**

- Department of Accounting (approved 04-11-17)
- Department of e-Business and Technology Management (approved 03-10-17)
- Department of Economics (approved 03-10-17)
- Department of Finance (approved 03-10-17)
- Department of Management (approved 03-10-17)
- Department of Marketing (approved 03-10-17)