

**University of Washington, Tacoma,
School of Engineering & Technology**

**GUIDELINES FOR APPOINTMENT OF
LECTURERS**

The Guidelines for Promotion and Review supplement UW-Tacoma Handbook and Appendix A and the University of Washington Faculty Code (in particular [here](#)). These guidelines, in combination with the other two referenced documents, provide the criteria, expectations, and processes related to faculty appointment at the rank of Senior Lecturer and Principal Lecturer within the UW-Tacoma School of Engineering and Technology.

Note that this document makes no comment on faculty appointment at the rank of Lecturer. Its intent is to be used by those applying for promotion, those evaluating promotion candidates, and for appointment at a rank higher than Lecturer for potential new faculty.

Faculty Code	Proposed SET Policy
Senior lecturer ... [is an] instructional title that may be conferred on persons who have special instructional roles and <i>who have extensive training, competence, and experience in their discipline.</i>	A senior lecturer is characterized by <i>excellence in teaching</i> in their own classrooms and with their own students and by <i>dedicated service</i> to their students, program, and unit.
Principal lecturer is an instructional title that may be conferred on persons whose excellence in instruction is demonstrated by exemplary success in curricular design and implementation, student mentoring, and service and leadership to the department, school/college, University, and field.	A principal lecturer is characterized by an excellence in teaching <i>that reaches to students and others outside of their classroom</i> and by dedicated service or impact <i>outside of the unit or University.</i>

Statement on Service: Appointment at any lecturer rank will not be made based on service alone.

Statement on Evidence: Evidence for the characteristics of teaching and service appropriate to rank is expected to be documented in the faculty member's portfolio in any form deemed relevant by the applicant, including but not limited to, student/peer evaluations, teaching/service statement, letters of reference, etc..

A. Senior Lecturer

Demonstration of teaching excellence should focus on interactions between the faculty member and their students at the School of Engineering and Technology. Excellence in teaching our students means adjusting teaching methodologies, materials and content to the diverse range of student experience and expectations we encounter at SET. Maintaining excellence in teaching means engaging in ongoing development related to teaching and to one's field of expertise.

Teaching excellence will be demonstrated by activities that include, but are not limited to, the following:

- use of class time
- course and learning material preparation

- supervision of students outside the classroom
- promoting student performance
- activities or materials intended to increase the value of out of class study time

Demonstration of dedicated service should focus on the student, student group, program and/or unit level contributions that have been made by the faculty member. A lecturer's service to their students, program or unit will be demonstrated by activities that include, but are not limited to, the following:

- membership and active participation in program and School committees
- membership on hiring committees or participation in hiring events
- membership on program and School sub-committees
- faculty advisor of student organization, society chapter or team
- individual student mentoring
- successful recruiting/marketing of academic programs to potential faculty or students
- contributing to the ABET assessment of courses within programs

B. Principal Lecturer

Demonstration of teaching excellence should, in addition to reiterating excellence in their own classrooms, include evidence of activities that reach students and faculty members outside of their own classes. The faculty member may be able to reach students outside of their classroom through a variety of activities including, but not limited to:

- guest lecturing in other classes, units, or universities
- development of new curriculum
- mentoring other faculty members in teaching and curriculum development
- organization of teaching workshops
- receipt of an award or honor for teaching excellence from an internal or external agency
- carrying out and disseminating the results of research in the discipline and/or in pedagogy
- publishing textbooks
- disseminating course material and/or pedagogy beyond the bounds of the academic unit

Demonstration of dedicated service should focus on the broader community outside of the unit. The faculty member may perform service through a variety of activities including, but not limited to:

- membership/chair in campus and University committees
- faculty advisor of student organization, society chapter or team outside the unit
- guest lecturer, speaker or trainer at a community organization
- reviewing/editing journal manuscripts, conference proceedings, and/or grant proposals
- member/chair of editorial board, technical committee or organizing committee of a national or international journal, conference, workshop or special session
- active member/chair/officer of a professional society, organization, committee, or board

Approved by SET faculty 31 May 2019.