The James McKelvey School of Engineering (“McKelvey Engineering” hereafter) recognizes the important roles full-time, non-tenure-track faculty play in the instruction and training of our students and in other education-related endeavors. Teaching-track faculty are central to the teaching mission and fundamental to the education mission of the school, and they provide essential pedagogy that shapes the subsequent scholarship of students. This policy defines the nature of these teaching appointments in McKelvey Engineering, and the terms in this document reflect the terms in the Danforth Campus Policy on Full-Time Teaching-Track Faculty.

I. **Titles:** Individuals who hold full-time appointments in McKelvey Engineering that are not tenured, tenure-track, or on the research-track and who are primarily engaged in teaching, will ordinarily be given the title Lecturer, Senior Lecturer, or Teaching Professor. This policy shall not apply to individuals primarily engaged in research, to post-doctoral appointees, fellows, or scholars, to Professors of Practice, to staff or to individuals with primarily administrative responsibilities, such as directors or coordinators, or to part-time faculty members.

II. **Duties and Responsibilities:** Lecturers, Senior Lecturers, or Teaching Professors (“Teaching Faculty” hereafter) shall be primarily engaged in teaching and other educational activities. Precise duties and responsibilities, including teaching load, may vary depending on administrative or other responsibilities related to the position. There is no expectation or obligation to conduct domain research. The following rank-specific duties and responsibilities may be adjusted to meet the needs of the Department.

A. **Lecturers** primarily teach courses and may serve as academic advisors. In addition, they may develop new courses or revise existing courses and may provide other service to the Department. Lecturers on twelve-month appointments may take on additional education-related responsibilities during the summer including coordinating undergraduate summer programs.

B. **Senior Lecturers** share the same duties and responsibilities as Lecturers. In addition, they are typically more engaged in departmental service such as undergraduate program coordination and oversight.

C. **Teaching Professors** share the same duties and responsibilities as Senior Lecturers. In most cases, they are more broadly engaged in curriculum development, university-wide service and/or conduct education-related research.

III. **Appointments:** The Department, Program, or Academic Unit (“Department” hereafter) will specify, in a letter given to the Teaching Faculty at the time of the initial appointment and approved by the Dean of McKelvey Engineering (“Dean” hereafter), the Teaching Faculty duties and responsibilities, including teaching load, which may vary depending on administrative or other responsibilities related to the position. The new faculty shall also be advised of this policy. Any renewal shall also specify the faculty duties and responsibilities. Teaching Faculty shall receive annual re-appointment letters from the Dean. Changes in the faculty duties and responsibilities may be negotiated between the faculty and the Department, subject to the approval of the Dean.
IV. Terms of Appointment: Faculty within this policy are not tenured and not on tenure-track. They are eligible for appointments and renewals as follows:

A. Lecturers may receive up to a one-year renewable appointment. Teaching Faculty with this rank may be considered by the school for promotion typically after three to six years of full-time service in the school (see section V.D). Initial notice of non-renewal of Lecturer appointments will be given by April 15 of each appointment year. After two years of consecutive service at this rank, a lecturer who is thereafter reappointed in the same role will be given notice of non-renewal at least 12 months before the expiration of the appointment.

B. Senior Lecturers receive up to a three-year renewable appointment (but no multi-year appointment until at least after two years of service in McKelvey Engineering). This rank is reserved for faculty who have demonstrated consistent excellence in teaching and other duties as defined by the school (see section V.D). Faculty with this rank may be considered by the school for promotion typically after five years of full-time service in the school as a Senior Lecturer. Notice of non-renewal for Senior Lecturer appointments will be given at least 12 months before the expiration of the appointment.

C. Teaching Professors receive up to a 5-year renewable appointment (but no multi-year appointment until at least after two years of service in McKelvey Engineering). This rank is reserved for faculty who have a distinguished record of teaching and other contributions as defined by the school (see section V.D). Notice of non-renewal for Teaching Professor appointments will be given at least 12 months before the expiration of the appointment.

In special cases, the Department may, with the approval of the Dean, appoint a Lecturer for a term of more than one year. In such cases, the Lecturer shall be advised about renewal by April 15 of the final year of that appointment.

V. Criteria for reappointment and promotion: Tenure may not be acquired through these ranks. Teaching Faculty in these appointments are expected to demonstrate continued excellence and innovation in teaching and maintain current knowledge in their teaching field. Teaching-track faculty will not be evaluated on or expected to engage in domain research or scholarship as part of their appointment. Education-related research and scholarship can be considered when evaluating performance.

A. Appointments, renewals, and promotions shall be based on the Teaching Faculty performance and institutional needs. Performance evaluation is focused primarily on teaching, but also includes consideration of any applicable departmental, university and professional service. Institutional needs include the academic, budgetary, and teaching requirements of the Department and McKelvey Engineering.

B. The Department, with the approval of the Dean, will advise the Teaching Faculty in writing if there are any other specific criteria for reappointment, promotion, or evaluation. The Department may, with the approval of the Dean, also specify its expectations regarding teaching and service by Teaching Faculty.

C. All teaching-track faculty will be reviewed annually, and the results of the review will be reported in writing to the individual. Suggested minimum measures for review include
quality of execution of assigned duties and responsibilities, other accomplishments, and a review of the course evaluations and any additional adopted teaching assessment instruments. At least one classroom observation is recommended within the term of the appointment.

D. Promotion process: Promotions are granted at the discretion of the Dean with the approval of the Provost. All requests and materials for promotion effective the following academic year are due to the Dean’s office by 5 p.m. Friday at the end of the first week of business in January.

Promotions and new appointments at the rank of Senior Lecturer are reviewed by the Dean in consultation with the Department, Program, or Academic Unit chair/director (“Department Chair” hereafter).

Promotions and new appointments at the rank of Teaching Professor are reviewed by the Dean in consultation with the Department Chair and McKelvey Engineering Advisory Committee on Teaching-Track Faculty Promotions.

For promotions and new appointments at the rank of Senior Lecturer and Teaching Professor, the Department Chair will forward to the Dean the endorsement for promotion with the following materials (subsequent to the positive outcome of any Department process):

i. Cover letter from Department Chair detailing the Teaching Faculty case

ii. Curriculum vitae of Teaching Faculty

iii. Teaching Faculty teaching statement

iv. Summary of course evaluations

v. Recent classroom observations and other assessments, if available

vi. At least three to four solicited evaluation letters from references. The letters may be referees within the Department; however, letters from referees in another unit or institution are permitted and indeed encouraged (see section V.E. below).

vii. Any other documentary materials that the Department requires or may be considered helpful in the evaluation process.

Criteria for promotion to Senior Lecturer: have a record of outstanding teaching and service to students and positive contributions to the life of the Department. Domain research shall not be considered as a criterion for promotion. Promotion to the rank of Senior Lecturer may not lead to tenure.

Criteria for promotion to Teaching Professor: this position is an opportunity to distinguish and acknowledge our most accomplished Teaching Faculty and should not be based primarily on years in rank. Cases must demonstrate an ongoing record of superior teaching and service. Service may be measured in terms of contributions to both the university and the discipline. Teaching Professors should have a clear record of advanced pedagogy in the discipline. Domain research shall not be considered as a criterion for promotion. Promotion to the rank of Teaching Professor may not lead to tenure.
E. Solicited evaluation letters: The letters of support must cover the quality of the candidate’s teaching, interaction with students, any innovations in teaching or pedagogy, and service. McKelvey Engineering expects several letters from faculty, and letters from faculty outside of the Department or Washington University would also be a good addition, if possible. Any student letters should be in addition to the required letters.

F. McKelvey Engineering Advisory Committee on Teaching-Track Faculty Promotion: This committee shall be appointed by and advise the Dean on nominations from the Departments for promotion to the rank of Teaching Professor. This standing committee shall be comprised of a full-time faculty member with rank of Associate Professor, full Professor, or Teaching Professor from each Department with Teaching Faculty appointments but not the Department Chair. The members of this committee will serve staggered three-year terms so approximately one-third of the members will be new each year. The committee’s charge is to review the materials provided by the Department Chair(s) and make recommendations to the Dean, with an eye towards ensuring a high level of consistency and fairness in this process. Except in extenuating circumstances, the committee is not expected to, nor is responsible for obtaining additional materials for review. The committee may return a nomination package to the Dean, who will then return it to the Department Chair, if it fails to contain the required materials or information.

VI. Conducting Research: Teaching Faculty primary responsibilities are to advance and execute the school’s educational mission through teaching and relevant service. Research may be conducted under certain circumstances but may not lead to tenure.

A. Education-Related Research: Teaching Faculty at all ranks can be senior/key personnel on an education-related grant, Co-Principal Investigator (Co-PI) on a Washington University-led education grant, or Principal Investigator (PI) on a modest (in terms of level of effort and budget) education-related grant. Teaching Faculty at ranks of Senior Lecturer and Teaching Professor can be a PI on education-related grants or Washington University lead as Co-PI on multi-institutional education-related grants based at another institution. These responsibilities require a certain level of autonomy that is acknowledged through appointment at these ranks. In all cases, the extent of such engagement shall be negotiated with the Department Chair to ensure an appropriate level of teaching (and service responsibilities as appropriate) are maintained. Serving as PI on education-related grants or Washington University lead as Co-PI on multi-institutional education-related grants based at another institution also requires approval of the Dean.

Education-related research is not an obligation but can be considered when evaluating for promotion.

B. Engineering Domain/Discipline Research: Teaching Faculty at all ranks can work as personnel on research not related to education but cannot serve as PI or Co-PI. Such work must be approved by the Dean and shall be negotiated with the Department Chair to ensure an appropriate level of teaching (and service responsibilities as appropriate) are maintained. Teaching Faculty level of effort on domain research should be charged to the project.

Domain research is not an obligation and shall not be considered when evaluating for promotion.
VII. **Project/Thesis Advising:** Advising research projects with the primary objective being education of an undergraduate or master’s student (thesis or non-thesis) is considered an education duty; such projects are classified as research only if the Teaching Faculty is personally and substantively contributing to the research and/or the Teaching Faculty is being compensated for their work on the project. If classified as an education duty, the extent of such engagement shall be negotiated with the Department Chair to ensure an appropriate level of other teaching (and service responsibilities as appropriate) is maintained. If classified as research, the above domain/discipline research criteria apply (Article VI).

Teaching Faculty may serve as Master of Science thesis advisors, and appropriately qualified Teaching Faculty can serve on doctoral dissertation committees but may not advise or co-advice doctoral dissertation research.

VIII. **Professional Development:** McKelvey Engineering and its Departments are committed to promoting, and when appropriate supporting, the professional development of Teaching Faculty.

IX. **Voting:** Departments may grant Teaching Faculty voting rights on matters other than tenure and the hiring or promotion of tenure-track faculty. Each Department shall establish written guidelines indicating on which matters and to what extent the Teaching Faculty participate in voting or Department decision-making processes.

X. **Due Process and Academic Freedom:** Please refer to Washington University Policy on Academic Freedom, Responsibility, and Tenure, section VII.A.