# GUIDE TO PART-TIME FACULTY INITIAL APPOINTMENT AND PROMOTION

(Not a substitute for the official policy which may be read in full online at [http://louisville.edu/artsandsciences/home/facultyaffairs](http://louisville.edu/artsandsciences/home/facultyaffairs))

## INITIAL APPOINTMENT REQUIREMENTS AND SALARY

<table>
<thead>
<tr>
<th>INITIAL APPOINTMENT</th>
<th>REQUIREMENTS</th>
<th>SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer</td>
<td>Graduate degree in the field OR Evidence of having completed a body of research, scholarship, or other creative activity equivalent in scope and quality to the similar component of such degree. All part-time faculty must show promise of proficiency in teaching, or, if applicable, performing the specific duties stipulated in the contract.</td>
<td>$1,012/credit hour</td>
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<tr>
<td>Senior Lecturer I</td>
<td>Recognized terminal degree in the field.</td>
<td>$1,114/credit hour</td>
</tr>
<tr>
<td>Senior Lecturer II</td>
<td>Not available for initial appointment; may only be obtained through promotion.</td>
<td>$1,234/credit hour</td>
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### Eligibility for Promotion
Promotion may be considered after a part-time faculty member has held one rank for at least ten semesters in no fewer than five years in the College. (Summer teaching counts as one semester.) A part-time member whose promotion is denied must wait at least four more semesters before requesting promotion again.

### Criteria for Promotion
1. Promotion from Lecturer to Senior Lecturer I requires **proficient** teaching, or, if applicable, service and/or research and creative activity for at least ten semesters in no fewer than five years in the College.
2. Promotion from Senior Lecturer I to Senior Lecturer II requires **exceptional** performance in teaching, or, if applicable, in service and/or research and creative activity for at least ten semesters in no fewer than five years in the College.

### Procedure for Evaluations for Promotion of Part-time Faculty
1. Part-time faculty initiate their promotion reviews by submitting to their department chair a promotion file that includes:
   a. Curriculum vitae in standard College format ([http://louisville.edu/artsandsciences/home/facultyaffairs](http://louisville.edu/artsandsciences/home/facultyaffairs))
   b. Annual College merit evaluations
   c. Numerical teaching evaluations
   d. Peer reviews of teaching
   e. Syllabi (if developed by the part-time faculty member)
   f. If applicable, promotion files may also include teaching awards, evidence of course or curriculum development and/or evidence of research and creative activity
2. Review process:

   ![Diagram of review process]
   - Chair
   - Dean (final disposition unless faculty appeals)
   - A&S Personnel Committee (only for appeals)
   - Dean (final disposition)
   - The Dean will accept or reject A&S Personnel Committee recommendation