

# GUIDE TO PART-TIME FACULTY INITIAL APPOINTMENT AND PROMOTION

INITIAL APPOINTMENT	REQUIREMENTS	SALARY
Lecturer	See the Certification of Qualifications document for specifics: <a href="http://louisville.edu/artsandsciences/faculty-staff/faculty-affairs/files/Certificate%20of%20Qualifications%20PTL.pdf">http://louisville.edu/artsandsciences/faculty-staff/faculty-affairs/files/Certificate%20of%20Qualifications%20PTL.pdf</a>	\$1,032/ credit hour
Senior Lecturer I	Recognized terminal degree in the field OR successful promotion from Lecturer rank.	\$1,136/credit hour
Senior Lecturer II	Not available for initial appointment; may only be obtained through promotion.	\$1,258/credit hour

## 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 PTL whose promotion is denied must wait at least four more semesters before requesting promotion again.

## Criteria for Promotion

- 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.
- 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

- Part-time faculty initiate their promotion reviews by submitting to their department chair a promotion file that includes:
  - CV
  - Annual College merit evaluations
  - Numerical teaching evaluations
  - Peer reviews of teaching
  - Syllabi (if developed by the part-time faculty member)
  - If applicable, promotion files may also include teaching awards, evidence of course or curriculum development, and/or evidence of research and creative activity
- Chairs submit the entire dossier, with their letter, to [farecord@louisville.edu](mailto:farecord@louisville.edu)
- Review process:

