Section 1: 
Procedures for Appointment and Promotion of Faculty to the Position of Senior Lecturer

The Chair shall appoint an Evaluating Committee consisting of at least two tenured faculty and, if possible, one Senior Lecturer, to evaluate the credentials and qualifications of a candidate for the position of Senior Lecturer. This Committee, together with the Chair, shall be responsible for obtaining student input and at least three letters of recommendation (beyond student letters) for the dossier. In particular, one of the letters should be from the Chair and one from a faculty member with appropriate experience of the work of the individual—for example, if appropriate, the Director of Undergraduate Studies.

The dossier for promotion shall include the following:

- A summary statement of professional achievements (the factual report) by a subcommittee of the Department’s APT committee. This report should summarize the candidate's credentials and qualifications, a description of the candidate’s teaching quality including a detailed examination of student and peer evaluations, and any other qualifications including service and research.

- In the case of promotions, a copy of this factual report shall be given to the candidate for his/her comments, which will be included in the dossier.

- An evaluative report, presenting the committee’s recommendations and their rationale. One element of this report is a summary of the letters of support.

The Department’s voting APT members (that is, the faculty assembly consisting of assistant, associate, and full professors) augmented by all Senior Lecturers, if any, shall evaluate the dossier and vote on the case. A majority vote of the membership of the group is required for a positive recommendation by the Department.

Upon a positive recommendation by the Department, the dossier, together with a letter from the Chair, shall be forwarded to the College.
Section 2:
CMSC Criteria for Appointment/Promotion to the Positions of Lecturer and Senior Lecturer

As with all CMSC faculty positions, appointees to the positions of Lecturer and Senior Lecturer are expected to establish and maintain the highest standards of teaching and service, consistent with our stature as one of the nation’s leading computer science departments. The following paragraphs provide guidance as to the criteria for promotion and appointment to these ranks, in order to ensure that our faculty members are qualified to uphold these standards.

Teaching, Advisement and Mentoring: The ability to teach well is an essential qualification for appointment to the rank of Lecturer or Senior Lecturer. Some of the elements to be evaluated in appointment and promotion decisions include:

- experience in teaching
- the breadth and depth of knowledge of the subject matter
- presentation skills
- interest in students and the ability to stimulate student interest both in the classroom and through advisement

Those seeking appointment or promotion to the rank of Senior Lecturer are further expected to have demonstrated the highest attainment in teaching skills, success in introducing and developing new courses, and innovativeness in teaching.

Lecturers and Senior Lecturers are also expected to contribute to the Department’s educational mission by mentoring students. For promotion to Senior Lecturers this may also include mentoring lecturers of junior rank to assist in their professional development and providing guidance for departmental student organizations.

Service: The Department expects all its faculty members to engage in various service activities. Examples of departmental and university service include the following.

- serving on Department and University committees, as requested
- serving on honor review boards
- participating and organizing activities of student chapters of professional societies
- participating in activities to convey the Department’s mission to the wider community

Although candidates for the rank of Lecturer typically will not have had an opportunity to establish a record of service, candidates for the rank of Senior Lecturers are expected to have a consistent record of service to the Department and University, as is appropriate to their background. Further, the promotion case for the rank of Senior Lecturer would be significantly strengthened by a record of service to professional societies such as ACM SIGCSE.

Research, Scholarship, and Creative Activities: Unlike professorial faculty, an established record in scholarly research is not required for appointment or promotion to the ranks of Lecturer or Senior Lecturer. Nonetheless, involvement in research and other creative activities is encouraged to the degree that it serves to enhance the quality of education in the Department and the wider field of computer science. Examples include the following.
research on new and more effective teaching methods
writing textbooks or contributing to collected editions
developing software tools for use throughout the broader computer science community

Candidates for the rank of Lecturer will usually not have sufficient experience to have a record of such activities. The promotion case for the rank of Senior Lecturer would be significantly strengthened by a record of research activities, especially if they appear in refereed conferences and journals or have had a demonstrated impact on the field.
Appendix 1:  
The University’s Definitions of the Lecturer and Senior Lecturer Ranks  
(April 2003)

Source: http://www.cmps.umd.edu/pics/pdfs/SeniorLecturer.pdf

**Lecturer**
The title Lecturer will ordinarily be used to designate appointments to the instructional faculty for a limited term, full time or part time. Appointees to this rank must have the background experience and academic qualifications required to develop or teach specific courses or participate in other instruction-related activities. Appointment to this rank is made for a term not to exceed three years and is renewable. This rank does not carry tenure.

**Senior Lecturer**
In addition to having the qualifications of a lecturer, the appointee shall have established over the course of six years a record of teaching excellence and service. Appointment to this rank requires the approval of the departmental faculty. The appointment is made for a term not to exceed five years and is renewable. This rank does not carry tenure.

Normally, initial non-tenure track instructional appointments should hold the title of lecturer and ensuing promotion to the rank of senior lecturer should not be based solely on time in rank.

**Notes from the Committee:**

- The six years teaching record for the Senior Lecturer position is understood to be at the College/University level, but it need not be at the University of Maryland. Furthermore, the University’s policies are quite clear in stating that 6-years of service is not, by itself, sufficient ground to merit promotion to Senior Lecturer.

- Senior Lecturers need not have job permanence. Unlike the implied connection between Associate Professor and tenure, there is no implied connection between Senior Lecturer and job permanence. University policies state that instructors with job permanence who are promoted to Senior Lecturer will retain permanence.
Appendix 2:
CMPS Policies on Promotion to Rank of Senior Lecturer (December 2003)

Source: http://www.cmps.umd.edu/pics/pdfs/SeniorLecturersCMPS.pdf

Any unit in CMPS that intends to appoint or promote individuals into the rank of Senior Lecturer must have a unit policy that is consistent with its current APT policies and the Provost's policy announced in his letter of April 18, 2003. The unit policy must include at least the following components:

- There must be a written report by a departmentally appointed individual or small committee that summarizes the candidate's credentials and qualifications, and the rationale for the appointment/promotion.
- There must be at least three supporting letters, (beyond student letters) one of which should be from the Chair, and one from a faculty member with appropriate experience of the work of the individual—for example, if appropriate, the Director of Undergraduate Studies in the candidate's department.
- Student input must comprise part of the dossier—for example, a detailed examination of teacher evaluation forms.
- An appropriate departmental faculty committee, including any existent Senior Lecturers in the unit, must consider the file and vote affirmatively on the case.

Upon a positive recommendation to the College, a committee consisting of the Associate Dean for Faculty Affairs, Research and Graduate Education, the Associate Dean for Undergraduate Studies, and one Undergraduate Director from a CMPS unit other than the unit in which the candidate resides, will review the case and make a recommendation to the Dean. The final decision rests with the Dean.