College of Arts and Sciences, Stony Brook University

Procedure for Lecturer (Non-tenure track) Reappointments

(Revised February 2024)

All documents for Lecturer reappointments are to be submitted through **Interfolio**

Lecturer Reappointments:

The reappointment process for full-time Lecturers has two distinctive features:

- Interfolio <u>cases are started by the Provost Office</u> and then sent to the reappointing unit. Units receive an email and spreadsheet of cases with due dates from Provost office.

- <u>Course evaluations are uploaded</u> to Interfolio cases <u>by the Provost office</u> where required.

Deadline:
- Reappointment file must be submitted to the Dean's Office by **April 1st**.

Appointment Term:
Full-time Lecturers
- The <u>default term for full-time Lecturers is expected to be two years</u>. All initial appointments as well as reappointments are expected to be for two years. However, one-year terms may be required in cases where two-year terms are not operationally feasible. For instance, one-year reappointments will be necessary in cases of replacement appointments shorter than two-years, budgetary constraints, special programs like student success, lecturer initiatives, etc.

- A full -time Lecturer who has completed six years of continuous service may be reappointed for a three-year term with justification based upon teaching excellence. The Chair's memo in support of the reappointment should include justification for the three-year term.

Part-time Lecturers
- The normal term for part-time Lecturers is one year. This can be extended to two years upon request.

Faculty candidate required documents:
- Current CV (Stony Brook CV from Faculty 180 strongly preferred)
- Candidate statement of teaching philosophy, research, and service, as applicable

Department required documents:
- Chair's Memo
    - This should include information about the candidate's teaching effectiveness and departmental service. If the candidate is to be nominated for promotion to Senior or Advanced Senior Lecturer, please indicate that in the memo.
- Lecturer Reappointment – Term Requested Form
- Upcoming Courses Form - (this form replaces the coversheet)
- Reappointment Vote Results Form (Note: only required for 3 year reappointments)

Procedure Lecturer Reappointments:

Department receives an email/spreadsheet from the Provost office that identify a case in Interfolio:

- Log-on to Interfolio under "Partner Institution"

- Under Review, Promotion and Tenure module on the left choose "Cases"

- Under "Candidate Documents" upload the following as separate PDF files**:**

    - Candidates CV and /or CV from Faculty 180

    - Teaching Statement

- Under "Departmental Documents" upload/ complete forms in Interfolio:

    - Chair's Memo

    - Lecturer Reappointment – Term Requested Form

    - Upcoming Courses Form - (this form replaces the coversheet)

    - Reappointment Vote Results Form

- Move case forward by clicking "Send Case" button at the top right and Click on "VPC Dean Technical Review"

Template name:
- Provost – Reappointment Full-Time Lecturer (Dean's Review, then Provost)

For more information, see Provost's Office website:

https://www.stonybrook.edu/commcms/provost/interfolio/lecturer_reappointments.php

Case Review Steps:
1. Department Administrator/Department Chair
2. VPC Dean Technical Review
3. Associate Dean /Dean Review
4. Provost VPC – Technical Review
5. Vice Provost
6. Provost VPC
7. VPC Dean

REMINDER:
Lecturers are evaluated for reappointment every two years, unless on a multi-year appointment.

Note regarding eligibility for Senior Lecturer and Advanced Senior Lecturer nominations:

Senior Lecturer:
- At least 6 years full time service to the College in the rank of Lecturer

Advanced Senior Lecturer
- At least 3 years full time service to the College as Senior Lecturer

For additional information, see Nomination Procedures on CAS website:
https://www.stonybrook.edu/commcms/cas/faculty_and_staff/faculty_affairs/reappointment_tenure_promotion/lecturer-reappointment.php