Draft: Lecturer Appointment Category

PREAMBLE: The lecturer appointment category is established as a category of employment that contributes to the intellectual life of the University. Lecturer positions are reflective of a strong teaching ability and professional experience or expertise in the area of instruction. Lecturers are appointed primarily to provide instruction on a fixed term basis, i.e., with an end date; they are not eligible for tenure.

POSITIONS: Lecturers are appointed as either Lecturer or Senior Lecturer in an academic department, school and/or college.

DUTIES AND RESPONSIBILITIES: Lecturers are engaged in graduate or undergraduate teaching and are significantly involved in providing instruction in classes, labs, seminars, practica and clinical settings. The responsibilities of a lecturer include but are not limited to:

- delivering lectures, seminars and tutorials;
- developing and implementing new methods of teaching to reflect changes in research;
- designing, preparing and developing teaching materials;
- assessing students' coursework;
- setting and marking examinations;
- supporting students through an advisory role

Lecturers may not be assigned research responsibilities.

Lecturers may participate in the governance of the University or of an academic unit consistent with University and unit bylaws.

UNION FOR NONTENURE-TRACK FACULTY: Lecturers who meet the eligibility criteria as defined in Article 1, Recognition, of the Union for Nontenure-track Faculty collective bargaining agreement are covered under the agreement as bargaining unit members. All provisions of the contract apply. This policy is not intended to supersede existing provisions of the contract. Provisions of the contract, where applicable, are referenced within this policy.

TERMS OF APPOINTMENT: Lecturers are recruited and appointed on a fixed term basis through the academic hiring procedures.

The initial appointment for a lecturer can vary by unit needs, but is normally for a semester or for one year. Lecturers can be appointed on a full-time or part-time basis and are supported by appropriate University funds.

PERFORMANCE REVIEW: Lecturers are expected to meet the teaching standards for comparably ranked tenure system faculty. Units must establish procedures for the review of lecturers in accordance with the principles in the policy on Annual Performance Review for Fixed Term Faculty and Academic Staff and/or the Union for Nontenure-track Faculty collective bargaining agreement, where applicable.
The review must be conducted by the relevant academic unit that assesses the effectiveness of the lecturer in fulfilling the teaching mission of the unit. Documentation of teaching performance may include, but is not limited to: teaching portfolios, student ratings and commentary, syllabi, course materials, personal narrative, and classroom observation. Units are encouraged to use multiple sources of information in the review process when multiple sources as available.

The lecturer must be informed in writing of the results of his/her evaluation by the unit administrator.

**REAPPOINTMENT:** Reappointment is at the discretion of the appointing unit, college, and Office of the Provost. Decisions not to reappoint may be for failure to meet unit standards for competence or performance, changes in program needs or due to low course enrollment. A lecturer must be informed in writing regarding reappointment as outlined in the applicable Union for Nontenure-track Faculty collective bargaining agreement.

**PROMOTION:** Lecturers are eligible for promotion after completion of 60 FTE service months. Promotion to the rank of senior lecturer, is predicated on the exemplary performance of assigned duties, excellence in teaching, leadership and contributions to the institution. A promotion recommendation requires endorsement not only by the immediate academic unit administrator but by the Dean and the Provost. Promotion to senior lecturer requires meeting unit standards and criteria, including the qualifications specified below.

**QUALIFICATIONS FOR LECTURER POSITIONS** (Colleges, departments and schools may have additional standards and criteria):

1. Lecturer
   1. Evidence of professional experience or expertise in an area of study
   2. Evidence of ability to fulfill relevant responsibilities in a teaching role

2. Senior Lecturer
   1. Evidence of significant professional experience or expertise in an area of study
   2. Evidence of excellence in teaching

**PAY AND BENEFITS:** Lecturers are covered by the same salary guidelines that apply to other fixed term faculty and academic staff. The guidelines provide for annual pay adjustments based on merit. Lecturers are covered by the same benefit programs applicable to other fixed term faculty and academic staff, e.g., health, dental and prescription drug coverage, retirement plan, etc. Eligibility for coverage under such programs is the same as for other fixed term faculty and academic staff.

**TERMINATION AND DISCIPLINE:** Termination may occur during the term of the appointment for cause or for unforeseen changes in budgetary circumstances.

If the lecturer is covered by the provisions of the Union for Nontenure-track Faculty collective bargaining agreement, the provisions on layoff, disciplinary action and dismissal supersede those specified below.
Dismissal for cause during the appointment period may be the result of incompetence, or serious personal or professional misconduct including, but not limited to, failure to carry out assigned duties, theft or misuse of University property, acts of moral turpitude, insubordination, intellectual dishonesty, use of professional authority to exploit others, or violation of University rules and regulations. Prior to dismissal, the unit administrator shall confer with the dean and the Associate Provost for Academic Human Resources and provide written notice of the reason(s) for dismissal, projected date of dismissal and an opportunity to respond.

Disciplinary action other than dismissal may be imposed after the unit administrator has conferred with the dean and has provided the lecturer with written notice of the pending disciplinary action, reason(s) for the disciplinary action, and an opportunity to respond. Upon dismissal or other disciplinary action, the unit administrator shall provide the lecturer with written notice of the right to file a grievance under the Faculty Grievance Policy. A lecturer dismissed for cause will be terminated no earlier than 30 days from the date of the termination notice.

Terminations may also be implemented during the appointment period for budgetary reasons. In such cases, the lecturer will be notified in writing of the effective date of termination in accordance with the Fixed Term Appointment Policy or the Union for Nontenure-track Faculty collective bargaining agreement timelines, whichever is applicable.

TRANSFER OF LECTURERS TO OTHER APPOINTMENT CATEGORIES:
Lecturers are eligible to apply for tenure system or other position openings in accordance with standard University appointment policies and procedures.