

Proposed Language

2.3.2 Lecturer

Faculty may be appointed to the position of Lecturer. These appointments are for teaching professionals with appropriate academic qualifications, who are demonstrably competent in the subject matter of the courses to be taught. While not eligible for tenure, lecturers may hold the rank of lecturer, senior lecturer, or principal lecturer.

3.4.2 Lecturers

Lecturers are appointed for annual terms renewable at the discretion of the University. During the first three years of service, lecturers will be eligible for renewable one-year contracts. Written notice regarding the status of a lecturer shall be given according to the following minimum periods of notice: (1) not later than June 30 of the first academic year of service or (2) not later than Mar. 15 of the second or subsequent academic year of service.

4.10 ANNUAL REVIEW OF CLINICIAN EDUCATORS

Continuing clinician educators shall be reviewed annually following procedures adopted by each department.

4.11 ANNUAL REVIEW OF LECTURERS

Continuing lecturers shall be reviewed annually according to adopted university procedures (*link to pdf file with procedures*).

Current Language

2.3.2 Lecturer

(a) Lecturer I—The title used for individuals who have qualifications equivalent to teaching assistants or graduate students and who are not currently graduate students at the University in the same department as their academic appointment.

(b) Lecturer II—The title used for qualified professionals who have completed all requirements except the dissertation for the terminal degree (or equivalent) in their fields of study and who are not currently graduate students at the University in the same department as their academic appointment. It may also be used for professionals who have the terminal degree but only limited experience in teaching or scholarly work, or for professionals who do not have the terminal degree but have extensive experience.

(c) Lecturer III—The title used for qualified professionals who hold the terminal degree (or equivalent) in their fields of study and who have additional experience in teaching and scholarly work.

3.4.2 Lecturers

Lecturers are appointed for annual terms renewable in the discretion of the University. Written notice that a faculty member serving as a full-time lecturer is not to be continued in service shall be given according to the following minimum periods of notice: (1) not later than Mar. 31 of the first academic year of service or (2) not later than Dec. 15 of the second or subsequent academic year of service.

4.10 ANNUAL REVIEW OF CONTINUING NON-TENURE-TRACK FACULTY

Continuing non-tenure-track faculty (lecturers and clinician educators) shall be reviewed annually following procedures adopted by each department.

Procedures for Lecturers and Annual Review of Those in Lecturer Positions In accordance with Sections 2.3.2, 3.4.2, and 4.11 of the Faculty Handbook

These procedures were approved by the Faculty Senate Policy Committee on xxx and all subsequent changes must be approved in accordance with processes defined by the Faculty Senate.

1. Titles

A. Lecturer

- (1) The title used for qualified professionals who are demonstrably competent in the subject matter of the courses to be taught, but who are not hired into a tenure-track position.
- (2) Lecturer I—The title used for individuals who have qualifications equivalent to teaching assistants or graduate students and who are not currently graduate students at the University in the same department as their academic appointment.
- (3) Lecturer II—The title used for qualified professionals who have completed all requirements except the dissertation for the terminal degree (or equivalent) in their fields of study and who are not currently graduate students at the University in the same department as their academic appointment. It may also be used for professionals who have the terminal degree but only limited experience in teaching or scholarly work, or for professionals who do not have the terminal degree but have extensive experience.
- (4) Lecturer III—The title used for qualified professionals who hold the terminal degree (or equivalent) in their fields of study and who have additional experience in teaching and scholarly work.
- (5) The procedure for promotion and benefits associated with all three numerical designations shall be the same regardless of numerical designation.

B. Senior Lecturer

- (a) Lecturers with at least five years of service who have demonstrated excellence as teachers and shown a conscientious interest in improving their teaching
- (b) Appointment at, or promotion to, the rank of senior lecturer represents a judgment on the part of the department, college, and University that the individual has made and will continue to make sound contributions to teaching and service. The appointment should be made only after careful investigation of the candidate's accomplishments and promise in teaching and leadership.

C. Principal Lecturer

- (a) Senior Lecturers with at least eleven years of service who have sustained consistently high standards in teaching, consistently demonstrated their wider service to the University community and its mission, and shown a conscientious interest in improving their teaching. It is expected that the principal lecturer will continue to develop and mature with regard to teaching, service, and professional activities.
- (b) Appointment at, or promotion to, the rank of principal lecturer represents a judgment on the part of the department, college, and University that the individual has attained and will continue to sustain an overall profile of excellence in teaching, service, and engagement in the wider profession. The appointment should be made only after careful

investigation of the candidate's accomplishments and promise in teaching and leadership.

D. New Hires

For all new hires, the promotion path will normally start at the "Lecturer" status. Hiring committees may suggest exceptions to this policy, and such exceptions may be granted if supported by the Department Chair and relevant Dean.

E. Current Lecturers as of adoption of this policy:

As of 2011, the University employs approximately 300 lecturers who have been with their departments for varying years of service. All existing lecturers shall be initially classified at the "Lecturer" status. For those lecturers who have served in their departments for five years or more, the Department Chair in consultation with the relevant Dean *and* the Department's Tenure and Promotion Committee (or its equivalent) may consider changing the lecturer's title to "Senior Lecturer." Such a decision shall be made on the basis of the lecturer's current employment file and any additional materials identified as appropriate by the Chair. The Senior Lecturer will receive the increased financial compensation as well as the multiyear contract as previously described.

Likewise, if a lecturer has been employed by their department for eleven years or more, the Department Chair in consultation with the relevant Dean *and* the Department's Tenure and Promotion Committee (or its equivalent) may consider changing the lecturer's title to "Principal Lecturer." Such a decision shall be made on the basis of the lecturer's current employment file and any additional materials identified as appropriate by the Chair. The Principal Lecturer will receive the increased financial compensation as well as any other benefits previously described.

2. Appointments

A. Lecturers

Lecturers are appointed for annual terms renewable at the discretion of the University. During the first three years of service, lecturers will be eligible for renewable one-year contracts. Written notice regarding the status of a faculty member serving during the probationary period shall be given not later than June 30 or for those serving as a lecturer shall be given not later than March 15. After three years of service and favorable review of the evaluation package, the lecturer will be eligible for a two year contract. Otherwise, the lecturer will remain eligible for one year contracts.

B. Senior Lecturers

Senior Lecturers are appointed for two years terms renewable at the discretion of the University. Written notice regarding the status of a faculty member serving as a senior lecturer shall be given not later than March 15.

C. Principal Lecturers

Principal Lecturers are appointed for three year terms renewable at the discretion of the University. Written notice regarding the status of a faculty member serving as a principal lecturer shall be given not later than March 15.

3. Reviews

A. ANNUAL REVIEW OF CONTINUING LECTURERS

(1) Year One:

(a) This should be considered a probationary period for the lecturer and the department. A newly hired lecturer will have the title of Lecturer on probationary appointment. At the end of one year (two semesters), the Lecturer will be responsible for submitting an evaluation package. The contents of this package will be determined by each department and may include but is not limited to materials such as an updated CV, in-class evaluations by other faculty members, student teaching evaluations, and a personal statement discussing the Lecturer's teaching philosophy and/or plans for professional development.

(b) These materials will be given to the Department Chair and carbon copied to the Dean of the College no later than the end of the spring semester. The packet will be evaluated by the Department Chair, as advised by other departmental faculty members via that Department's normal process of representative consultation. The Lecturer's performance will be evaluated and they will receive one of three possible ratings: 1. Does not meet expectations, 2. Meets expectations or 3. Exceeds expectations. If the Lecturer receives a rating of either "meets" or "exceeds" expectations, the probationary period will end, and the individual will retain a formal title of Lecturer. The Lecturer will be eligible for renewable one-year contracts. The Department Chair will communicate the decision regarding the Lecturer's status in writing to the Lecturer no later than June 30. A copy of this communication will be included in the Lecturer's file and will be carbon copied to the Dean of the College.

(c) Negative Evaluation: It is possible for any number of reasons that a Lecturer may receive a negative evaluation. In this case, the Lecturer will meet with the Departmental Chair to discuss specific areas where improvement is needed. A document summarizing this discussion will be drawn up, with copies given to the Lecturer and placed in the Lecturer's file. At this point the Department Chair may choose not to renew the Lecturer's contract, or may choose to allow the Lecturer a second probationary year. If the decision is made to offer a second year of probation, the Lecturer will then have one year (two regular semesters) upon which to improve. At the end of this time, he or she will prepare materials as described above, to be presented to the Chair. If it is determined by the Chair that significant improvement has been made, this second probationary period will end. If the Lecturer does not demonstrate improvement during this second probationary period, his or her employment with the department will be terminated. It is obviously the case that there may be external factors that affect a Lecturer's performance, and whether or not exceptions should be made to this policy will be determined by the Department Chair.

(2) Year Three:

(a) During the Spring semester of a Lecturer's third year of service (including the probationary period), the Lecturer will be approximately half way to the earliest point at which he or she might seek promotion. Consequently, to assess the Lecturer's progress at this time, he or she will provide the Department Chair with an evaluation package, the contents of which will be determined by each individual department.

(b) This evaluation package will be given to the Department Chair and carbon copied to the Dean of the College within the same time frame as described in Year One. This packet will be evaluated by the Department Chair. The Lecturer will receive a rating of: 1. Does not meet expectations. 2. Meets expectations 3. Exceeds expectations. The Chair will communicate this decision in writing to the Lecturer, and the Chair and the Lecturer will meet to discuss this evaluation. If he or she receives a rating of either "meets" or "exceeds" expectations, the Lecturer can expect to retain the title of Lecturer, with the assurance that expectations are being met, and that the prospects for promotion are favorable. The contract offered to the Lecturer at this point will be for two years.

(c) Negative Evaluation: If the Lecturer receives a rating of "Does not meet expectations", the Chair will provide the Lecturer a written description of the areas in which the Lecturer must improve to continue as a member of the faculty. Both the Lecturer and the Chair must sign this document, which will be copied to the appropriate Dean. The Lecturer may then be issued a one year contract, with the understanding that if concerns are not adequately addressed, this contract may be terminal. Alternatively, the Chair may choose not to renew the one-year contract at this time.

(3) Year Five:

(a) At the end of the Lecturer's fifth year of service (including the probationary period), he or she will be eligible to apply for promotion. The Lecturer interested in seeking promotion will generate a Promotion Package, the contents of which will be determined by each department. Materials appropriate for such a package might include, but are not limited to an updated CV, teaching evaluations, letters of support from other faculty, reports from teaching observations by peers, professional recertification (if appropriate), other evidence of professional development, and a personal statement. Some departments might wish to require lecturers to provide a professional portfolio.

(b) Each department within the university will develop a policy dictating how this promotion material is to be evaluated. This may include input from tenure-track faculty, other lecturers, a promotion committee within the department, and the Department Chair. In all cases, however, a final recommendation for either approval or denial of promotion will be produced in writing by the Department Chair and this recommendation will be forwarded to the appropriate Dean. The Dean's decision regarding promotion will be forwarded both to the Department Chair and the Lecturer in writing, within the same time frame as describe above in Year One. If the promotion is approved, the Lecturer may expect the following.

- Promotion to Senior Lecturer
- A salary increase that is standard across the university.
- A renewable two-year contract

Years of service at other institutions of higher learning may be used to meet the years needed to apply for promotion, at the discretion of the Dept. Chair and/or Assoc. Chair.

B. ANNUAL REVIEW OF CONTINUING SENIOR LECTURERS

(1) Year Eleven:

(a) Upon the completion of a minimum of eleven years of service at the university, a Senior Lecturer will be qualified to apply for promotion to Principal Lecturer. A Senior Lecturer seeking promotion is responsible for providing a promotion package. The structure and content of the 11th year promotion package will be at the discretion of the individual departments.

(b) As described above, each department will have a policy in place, dictating how these materials are to be evaluated. Likewise, as described above, the Department Chair's recommendation will be forwarded to the appropriate Dean, who will communicate his or her decision regarding promotion in writing to the Department Chair and the Senior Lecturer. The time frame for these communications will be the same as for the previous promotion to Senior Lecturer. If the promotion is approved, the Lecturer may expect the following:

- a title of Principal Lecturer
- A renewable three-year contract.
- A salary increase that is standard across the university.

The opportunity to apply for a one-semester professional development teaching release with pay to pursue other academic and/or professional activities. A Principal Lecturer will subsequently be eligible to apply for such releases every six years.

(2) Negative promotion decisions:

(a) In the event of a negative promotion decision (either from "Lecturer" to "Senior Lecturer" or from "Senior Lecturer" to "Principal Lecturer") the lecturer will retain his or her former title and benefits. A document summarizing this decision will be drawn up and copies will be given to the lecturer, placed in his or her file, and carbon copied to the Dean of the college. After a two year period, the lecturer may reapply for promotion.

(b) During this two year waiting period, the lecturer will retain his or her former title and benefits, and remain eligible for renewable one-year contracts. Should, however, the lecturer be denied promotion because of a serious dereliction of duty or infraction of university policy, the lecturer's contract, at the discretion of the Chair, will not be renewed once it has expired. It is furthermore understood, that if such problems arise at any time, irrespective of whether or not a lecturer is applying for promotion, the Chair may choose not to renew a lecturer's contract.

(3) Appeals Process:

As with tenure-track faculty it is imperative that if a lecturer's evaluation is negative, the lecturer has a defined path for appeal. Upon being informed of a negative evaluation, the Lecturer may respond in writing within ten days to the appropriate Provost. Copies of this appeal will be sent to the Department Chair and the appropriate Dean. The decision of the Provost will be conveyed to the lecturer, the Department Chair and the Dean within four weeks. If the Provost decides not to overturn the Dean's decision, the lecturer may make a final appeal to the University Academic Freedom and Tenure (AFT) Committee. Such an appeal must be made within ten days after receiving communication from the Provost. The decision of the AFT Committee is final.