College of Arts and Architecture
Full-time Lecturer Policy
(Approved December 15, 2008)

This policy addresses the following issues: the Planning, Recruitment and Appointment, Workload, Review and Evaluation of Nine-month Full-time Lecturers, and the position of Senior Lecturer.\(^1\) Nine-month full-time lecturer positions are intended to meet instructional needs at the undergraduate introductory and survey level. Unless specifically noted, the term “lecturer” below refers to the positions of both Lecturer and Senior Lecturer.

I. Planning
The tenure-track faculty within the College of Arts and Architecture are expected to carry the primary responsibility for the development and delivery of the undergraduate curriculum. The use of lecturers, whether in short-term or long-term appointments (greater than 3 years), must follow a planning phase wherein the instructional duties to be assigned to a lecturer have been carefully articulated with respect to the mission and goals of the department/school. Significant and/or long-term use of lecturers must be defined as an integral component of a department/school’s Academic Plan.

II. Recruitment and Appointment
The recruitment of a lecturer should follow a similar process as that given other positions with regard to advertising in appropriate venues and participation of faculty. The appointment of a lecturer should receive similar attention and follow a similar process as that given a tenure track faculty position.\(^2\)

III. Workload
The full-time load of a lecturer is determined according to the needs of a particular academic department/school with the approval of the Dean. The normal workload is four courses per semester or the equivalent in work-hours distributed, as appropriate, across responsibilities for classroom teaching, tutoring, technical assistance, research, and lab or studio supervision. Lecturer contracts are typically for one to three years, include standard fulltime faculty benefits, and are renewable as warranted by performance. Lecturer positions remain with departments/schools as long as programmatic demand justifies them; temporary positions are intended as short-term responses to the unavailability of tenure track faculty or unexpected enrollment growth.

IV. Review and Evaluation
Lecturers will be reviewed annually.

1. Reviewers & Schedule
1.1. Annual reviews will be conducted by the Chair/Director of the Department/School.\(^3\)

1.2. Reappointment reviews will be conducted by the Chair/Director and the Department/School Review Committee, who shall provide advice to the Chair/Director.\(^4\)

2. Criteria for Evaluation
Lecturers will be held to the same standards for teaching performance as all faculty teaching in the Department/School.\(^5\) If the lecturer is responsible for other duties in addition to teaching, criteria

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1 Lecturers are distinct from Adjunct Faculty, who are individuals employed part-time to teach one or more courses for a single semester. Adjunct Faculty members may be hired at the discretion of the Chair/Director. The Chair/Director should provide all Adjunct Faculty members with a review letter at the end of their employment, so that a record of their work is maintained in the Department/School.

2 For example: The letter of appointment will contain, or refer to, a carefully prepared job description, which includes courses of instruction, teaching loads, committee involvement, and any other specialized responsibilities. It should also address whether the salary is eligible for merit increases, how these raises are determined, and issues pertaining to office space, computer access, clerical support and resources available for professional development. A copy of evaluation guidelines should be included with the letter of appointment.

3 Lecturer Annual Reviews will follow the same schedule as all other annual faculty reviews.

4 A Reappointment Review typically occurs early in the spring semester of the final year of a lecturer’s contract.
for these additional duties must be defined in writing and presented to the lecturer at the beginning of the contract or whenever the duties are assumed.

3. Evidence
The evidence for teaching performance upon which an Annual or Reappointment Review will be conducted will follow the guidelines established by the individual unit for the evaluation.

VI. Senior Lecturer
Normally, departments/schools will not request initial appointments at the rank of Senior Lecturer. To be eligible for designation as a Senior Lecturer, a candidate must have attained a Master’s degree in her or his field of study (or equivalent professional experience), demonstrate evidence of continued professional development, have a minimum of six years of teaching experience, and have demonstrated consistently excellent performance in teaching and other assigned responsibilities. Department/School review, promotion, and tenure policies must specify the criteria for demonstrating excellence in these areas for the rank of Senior Lecturer if the unit includes this rank in their faculty structure.

1. Consideration for promotion to Senior Lecturer may be initiated by the candidate.
The Department/School Review Committee will review the request for consideration for promotion to Senior Lecturer and will make a recommendation to the Chair/Director. The Chair/Director will make an independent recommendation to the Dean. A lecturer may be denied promotion to Senior Lecturer and be reappointed to and retain their position as a Lecturer in the department/school. Promotion to Senior Lecturer should be accompanied by an increase in salary. Senior Lecturers may be appointed for renewable terms of up to five years.

\[\text{Please refer to individual department/school Review, Promotion, and Tenure Policies for specific review criteria.}\]