

## **Policy on Lecturer Appointments at IU East**

This document is intended to supplement the University-wide description and policies for Lecturer appointments as found in the August 2001 Indiana University Academic Handbook, pages 59 and 77-79. (Available at <http://www.indiana.edu/~deanfac/acadhbk/>) This policy applies to all Lecturers as of the 2004-2005 academic year.

### **I. Lecturers and Senior Lecturers – Responsibilities and Privileges**

Lecturers and Senior Lecturers are responsible primarily for teaching, maintaining currency in their discipline and pedagogy, and providing service that supports the academic mission of IU East and their assigned division.

#### **Lecturers**

Lecturers may have organizational and oversight responsibility for the courses in which they teach. In conjunction with the Chair of their division, they will identify service responsibilities for that division and the campus. Lecturers will receive standard faculty professional development funds and are eligible to apply for additional funding from the campus Research and Grants Committee.

#### **Senior Lecturers**

Upon successful probationary review and initial appointment to a long-term contract, Lecturers will be promoted to Senior Lecturer and receive a \$1000 raise in salary. Each long-term contract will be for a period of five years. Senior Lecturers may participate in course and curriculum development, have oversight responsibilities for a course, and, where appropriate may also supervise full and part-time non-tenure track faculty as assigned by their division. In addition to benefits listed for Lecturers, Senior Lecturers may apply for course release through the faculty senate Workload Committee. Senior Lecturers are eligible to apply for up to one semester of paid professional leave during each period of seven years' full-time service, including time on professional leave, following the completion of the first six years of full-time service.

### **II. Qualifications**

The specific qualifications of faculty hired for Lecturer track positions will depend on the needs and standards of the division. Minimal qualifications may be:

- An advanced degree in a relevant field.
- Sufficient documented teaching experience within the discipline.
- A commitment to continued professional development in their discipline and in pedagogy.

Note: Lecturer positions do not lead to tenure-track positions. Appointees who have extensive responsibilities for research or creative endeavors outside of teaching should be encouraged to apply for tenure-track positions. Also, creation of a new Lecturer position is not intended to be a means of retaining a tenure-probationary faculty appointee who has not demonstrated the performance levels required for tenure.

### **III. Contracts and Conditions of Employment**

Lecturer contracts are renewable on a yearly basis during a seven year probationary period. All conditions governing each Lecturer's initial appointment, yearly contract renewal, and salary for faculty in Lecturer rank must be prepared in advance in writing by the division. All conditions of employment will be made through the normal

procedures of each division, in a way that is consistent with all relevant University policies. Lecturer appointments during the probationary period shall be subject to the same policies and procedures with respect to conditions of employment as tenure-probationary faculty. Lecturers will submit the customary faculty annual report and provide documentation as evidence of the quality of their performance. Evidence of excellence in teaching, maintenance of currency in their discipline and with pedagogy, and records of service that supports the academic mission of IU East and their assigned division should be included in annual reports. In the event of non-reappointment, faculty in their first year in Lecturer rank must be given two months notice. During the second through sixth year, twelve months notice must be provided.

Lecturers shall be promoted to Senior Lecturers upon their being appointed to long-term contracts following a probationary period. Annual reviews of performance after appointment to a long-term contract will follow the same procedures as the annual review of tenured faculty. Contract renewal will be based on continued performance in teaching and service as documented in the annual reviews (see preceding paragraph). Contract renewal or non-renewal will be recommended by the Division Chair to the Vice Chancellor for Academic Affairs who will forward his/her recommendation to the Chancellor during the review process in the fourth year of the contract.

Dismissal of Senior Lecturers holding a longer term contract which has not expired may occur because of closure or permanent downsizing of the program in which the faculty member teaches; otherwise, dismissal of Senior Lecturers shall occur only for reasons of professional incompetence, serious misconduct, or financial exigency.

Non-reappointment of lecturers to a new contract term may occur for the foregoing reasons or may occur as well for reason of changing staffing needs of the academic unit's program.

Appeal of non-reappointment or dismissal decisions will follow procedures outlined in the IU East Faculty Senate Constitution By-Laws dealing with the Faculty Board of Review.

#### **IV. Review for Appointment to a Long-Term Contract and Promotion from Lecturer to Senior Lecturer**

Lecturers must apply for appointment to a long-term contract by the first month of their sixth year of full-time service within their division. However, they may apply for such appointment at any time prior to that. The Vice Chancellor for Academic Affairs will notify candidates eligible for appointment to a long-term contract during September of the fifth year of the probationary period. The candidate for appointment to a long-term contract will prepare review materials consisting of all annual reviews and supervisor's reports from the probationary period and a brief narrative explaining how evidence in those reports supports the academic mission of IU East and his/her division. Applicants must demonstrate excellence in teaching and at least satisfactory in service. Criteria for excellence in teaching will be the same as those for tenure-track faculty, and will include evidence of maintenance of currency in the discipline and in pedagogy. Criteria for satisfactory service will be established by the division in which the Lecturer serves, and will be presented with the candidate's review materials.

The candidate's review materials will be reviewed in accordance with the campus process for review of tenure-track faculty, with the exception that review by persons outside IU East will not occur. The sequence of review will be as follows:

1. Candidate's review materials are submitted to the Office of Academic Affairs.
2. Candidate's review materials are reviewed by the Division Promotion and Tenure Committee, if applicable.
3. Candidate's review materials are reviewed by the Division Chair.
4. Candidate's review materials are reviewed by the Campus Promotion and Tenure Committee.
5. Candidate's review materials are reviewed by the Vice-Chancellor for Academic Affairs.
6. Candidate's review materials are reviewed by the Chancellor of Indiana University East.

*Approved by the IU East Faculty Senate, May 4, 2004; Rev. Nov. 2, 2004*