

#### II.B.4. Academic Support Staff

Members of the Academic Support Staff include many individuals who participate in the University's teaching, research, or clinical services, but who are not eligible for appointment to the Standing or Associated Faculty. Each appointment to the Academic Support Staff is for a term of years and is without tenure or tenure significance.

**1. Lecturer.** The rank of Lecturer is flexible, denoting eminent scholars whose appointments at the University are temporary or part-time, scholars still in professional training, or persons who do not possess the normally expected scholarly credentials but nevertheless provide valuable instructional services. Appointments are for one year or less, but may be renewed. Full-time service in the rank of Lecturer is limited to three consecutive years, except where additional appointments are approved by the Provost.

**2. Senior Lecturer.** (*Source: Resolution of the Trustees, May 6, 1983; Resolution of the Trustees Academic Policy Committee, February 19, 2004; revised Faculty Senate Executive Committee, March 21, 2007; revised Faculty Senate Executive Committee, December 16, 2009; revised Faculty Senate Executive Committee, March 27, 2012, revised, [Faculty Senate Executive Committee, February 11, 2015](#), revised, [Resolution of the Trustees, June 16, 2016](#).)*

A limited number of lecturers in the Schools of Arts and Sciences, Design, Education, Engineering and Applied Science, Law, and Social Policy and Practice who have completed four years of full-time service in that rank may be considered for appointment as a Senior Lecturer. Appointments to the rank of Senior Lecturer shall be for periods of no more than four years, but successive appointments are allowed.

Key provisions of the rank are noted below; however, because policies and procedures concerning Senior Lecturers vary from school to school, faculty are urged to consult their department chair or dean for information specific to their school.

1. Like other Lecturers, Senior Lecturers are members of the Support Staff. Thus Senior Lecturers never hold tenure nor accrue time toward tenure.
2. Persons appointed to this rank normally shall not possess the scholarly credentials expected of members of the Standing Faculty.
3. No Senior Lecturer may be appointed from the ranks of the Standing Faculty.
4. A recommendation for an initial appointment as a Senior Lecturer must clearly demonstrate that:
  - The proposed candidate is performing an instructional service that is exceptionally difficult (or impossible) to obtain from members of the Standing Faculty.
  - The proposed candidate performs this service at a very high level of competence, as judged by faculty, peers and students.

- The service provided by the proposed candidate is an essential part of the school's academic program.
- The proposed candidate cannot be readily replaced by other persons of similar competence.

School of Arts and Sciences and the School of Design: Appointment and reappointment shall be proposed by a department and require a vote by all members of its Standing Faculty, review by the school's Personnel Committee, and approval by the Dean and the Provost. Continued reappointments are expected provided that the individual maintains his/her professional competence and that the academic need continues to exist. Any reappointment must be approved prior to the end of the penultimate year of an appointment. The primary criterion for reappointment in the School of Design is based on an evaluation of teaching performance.

Although not members of the Standing Faculty, the total number of Senior Lecturers in the School of Arts and Sciences shall never exceed eight percent of the total number of Standing Faculty, and the total number of Senior Lecturers in the School of Design shall never exceed twenty percent of the total number of Standing Faculty.

Graduate School of Education: *Senior Lecturers in the Graduate School of Education.* In accordance with the Trustees Resolution of May 2008 there shall be Senior Lecturers who are members of the Academic Support Staff in the Graduate School of Education of the University. Appointees will have a high level of educational achievement. Appointment criteria include excellent teaching, commitment to collegial service, and relevant experience in an area of targeted need. This position may serve as an entry position or as a promotion from full-time Lecturer in education. Reappointments shall be proposed by the faculty and recommended by the Faculty Personnel Committee. All appointments in this category are without tenure or tenure probationary status, and no Senior Lecturers may be appointed from the ranks of the standing faculty.

Senior Lecturers are responsible for teaching and contributing to academic programs, especially in areas where relevant expertise cannot be sustained by the standing faculty. They shall plan, supervise and evaluate students' performance; work with faculty and staff to provide a supportive learning environment; contribute to course development and revisions; teach in their area of expertise; and participate in advising and recruitment activities.

Senior Lecturers may serve as voting members of dissertation committees. Upon the review and approval of the Faculty Personnel Committee, they may serve as primary academic advisors to Ed.D. students and as chairs of Ed.D. dissertation committees. Voting privileges may be extended at the Divisional level by a vote of the Standing Faculty of that Division. Scope and limits of privileges and responsibilities are specified in writing by the Dean at the time of each appointment and reappointment.

#### *Promotion Criteria*

Promotions from Lecturer to Senior Lecturer may be made when a Lecturer gains significant experience in relevant fields, or significant recognition from external authorities, or when the Lecturer's performance is particularly important to the School. Cases supporting promotion must cite excellent teaching, extensive service, and a reasonable expectation of continued growth in

professional skill, productivity, and recognition. Past performance is assessed through examination and analysis of annual self-appraisal reports, course evaluations, and evaluations by the Division Chair. Appointments, reappointments and promotions are forwarded to the Faculty Personnel Committee for evaluation of the candidate's dossier, and an action is recommended to the Dean.

### *Evaluation*

The first professional review of the Senior Lecturer will take place prior to the end of the third year of service, at which time a division may decide to make the third year a terminal year of appointment or to recommend continuation for three additional years. Senior Lecturers will be reviewed on the basis of performance, and the service provided by the proposed candidate must continue to be essential to the school's academic program.

The initial appointment and extensions require an evaluation by the division, the Standing Faculty, the Faculty Personnel Committee, and the Dean. It will be the Dean's responsibility to ensure that the number of Senior Lecturers across the school does not exceed the maximum allowed. A recommendation for the Dean to continue an appointment beyond the third year will require approval of the Provost. Subsequent reviews will take place using the same format, including Provost approval, at three-year intervals.

While the number of people serving as Senior Lecturer may vary depending on enrollments, that number will not exceed 20 percent of the standing faculty. Senior Lecturer appointments are made for three years, are subject to reappointment review at three-year intervals, and may be renewed as long as academic needs persist.

(Faculty Senate Executive Committee, March 27, 2012)

School of Engineering and Applied Science: Senior Lecturers are responsible for teaching and contributing to academic programs. They shall plan, supervise and evaluate students' performance; work with faculty and staff to provide a supportive learning environment; contribute to course development and revisions; teach in their area of expertise; and participate in undergraduate advising and recruitment activities. Senior Lecturers may not serve on dissertation committees, or as primary academic advisors or mentors to graduate students.

A Lecturer in the School of Engineering and Applied Science will have typically completed three years of full-time service in that rank to be considered for appointment as a Senior Lecturer. Individuals who have at least three years of teaching experience at a rank equivalent to that of Lecturer at another institution may also be considered for appointment as Senior Lecturers. Persons appointed to this rank will normally have a Ph.D, but need not possess the scholarly credentials expected of members of the Standing Faculty.

Performing instructional service at a very high level of competence, as judged by faculty, peers, and students, is considered the main criterion for appointment as Senior Lecturer. Appointments shall be made for periods of no more than four years, but successive reappointments are permitted. Reappointments shall be proposed by the faculty and recommended after evaluation by the Faculty Personnel Committee to the Dean and Provost for consideration. Continued reappointments are expected provided that the individual maintains his or her professional competence, and that the

academic need continues to exist. The scope and limits of privileges and responsibilities, a career mentoring plan, and performance review criteria are specified in writing by the Department Chair at the time of each appointment and reappointment.

The number of Senior Lecturers may not exceed ten percent of the Standing Faculty in the School. It will be the Dean's responsibility to ensure that the number of Senior Lecturers across the school does not exceed the maximum allowed.

(revised [Faculty Senate Executive Committee, May 10, 2017](#))

School of Law: Like other Lecturers, a Law School Senior Lecturer is a member of the Support Staff. Thus a Senior Lecturer never holds tenure and never accrues time toward tenure.

No Senior Lecturer may be appointed from the ranks of the Standing Faculty or from the clinical faculty.

A recommendation for an initial appointment as a Senior Lecturer must clearly demonstrate that:

- a. The proposed candidate is performing an instructional service which is exceptionally difficult (or impossible) to obtain from members of the Standing Faculty.
- b. The proposed candidate performs this service at a very high level of competence, as judged by faculty, peers and students.
- c. The service provided by the proposed candidate is an essential part of the academic program in the Law School.
- d. The proposed candidate cannot be readily replaced by other persons of similar competence.

Appointments to the rank of Senior Lecturer shall be for terms of no more than four years, but successive appointments to additional terms of not more than four years each are allowed. A qualified individual may be appointed either as Lecturer or as Senior Lecturer. Consideration for the initial appointment as Senior Lecturer shall be submitted by the Faculty Appointments Committee or the Committee on Tenure and Promotion of the Law School to a vote by the Standing Faculty of the Law School and be approved by the Provost. Any reappointment after the initial appointment as Senior Lecturer should be approved prior to the end of the penultimate year of the term.

As the purpose of the position of Senior Lecturer in the Law School is to retain exceptionally qualified legal research and writing teachers therefore:

- Lecturers in the Legal Research and Writing Program shall not be hired with the expectation or representation that they will advance to Senior Lecturer after a period as Lecturer.

- The position of Senior Lecturer shall be limited to no more than six individuals or 15% of the standing faculty, whichever is less, who show significant promise to perform exceptionally as instructors of legal research and writing and who consequently would be difficult to replace.

([Faculty Senate Executive Committee, March 21, 2007](#); revised [Faculty Senate Executive Committee, February 11, 2015](#))

School of Social Policy and Practice: Senior Lecturers are responsible for teaching and contributing to one or more academic programs at SP2, especially in areas that are required and a priority for the School. Their responsibilities are to plan/prepare course materials, evaluate students' academic performance; work with faculty and staff to provide a supportive learning environment for students; contribute to course development and revisions; teach in their area of expertise; and participate in mentoring, advising, and recruitment activities.

The scope of responsibilities for the Senior Lecturer position will be specified in writing by the Associate Dean of Academic Affairs at the time of each appointment and reappointment.

#### *Promotion Criteria from Lecturer to Senior Lecturer*

Promotions from Lecturer to Senior Lecturer may be made if the School has a need for this position, when a Lecturer has completed the final term as full-time Lecturer, when the Lecturer's performance is outstanding, and the if teaching area is essential to SP2. Criteria for promotion include: excellent teaching, extensive service on sequence/governance committees and/or academic initiatives, and continued growth in professional knowledge and skill. The candidate prepares a dossier which consists of a personal statement that functions as a self-appraisal of contributions and performance, course evaluations, and letters of recommendation. This information is reviewed by the Associate Dean for Academic Affairs. It is forwarded to the appropriate program governance committee for evaluation, followed by a vote and recommended action to the Dean.

#### *Evaluation*

The first professional review of the Senior Lecturer will take place prior to the end of the third year of service, at which time the appropriate governance committee may decide to make the third year a terminal year of appointment or to recommend continuation for three additional years. The Senior Lecturer may be renewed as long as academic need exists in the School. Senior Lecturers will be reviewed on the basis of performance, provided that the candidate continues to be essential to the School's academic goals.

Reappointments for an additional term of three years require an evaluation by the appropriate governance committee, the Standing Faculty, and the Dean. Final approval is given by the Provost. It will be the Associate Dean for Academic Affairs' responsibility to ensure that the number of Lecturers and Senior Lecturers across the School does not exceed 20% of the standing faculty.

(Faculty Senate Executive Committee, [January 18, 2017](#))

### **3. Lecturer in Foreign Languages and Senior Lecturer in Foreign Languages in the School of Arts and Sciences.** *(Source: Standing Resolution of the Trustees, October 11, 1996)*

Initial appointment as Lecturer in Foreign Languages shall be for one year only. At the end of the first year, it is expected that the appointment shall be extended an additional two years on the basis of current excellent performance provided the academic need for the services continues to exist. This initial appointment and extension requires approval of the dean upon recommendation of the department.

The first professional review in this track shall take place prior to the end of the second year of service, and if the appointment is continued, a second professional review shall take place prior to the end of the fifth year of service. If the appointment is continued, a third professional review shall take place prior to the end of the eighth year. If the appointment is continued, all subsequent reviews shall be conducted prior to the end of the fourth of each five-year cycle with either a recommendation for termination after an additional year or recommendation for an additional five years. The number of Lecturers in Foreign Languages shall not exceed fifteen percent of the Standing Faculty.

In order to recognize and encourage outstanding performance in both language pedagogy and language research and scholarship, the School shall consider appointment of outstanding foreign language teachers to the rank of Senior Lecturer in Foreign Languages. Language teachers employed as Lecturers in Foreign Languages are eligible for appointment as Senior Lecturer at the end of their eighth year of service or subsequently. The number of Senior Lecturers in Foreign Language shall not exceed eight percent of the Standing Faculty.

No one who has previously been a member of the Standing Faculty may be appointed to the rank of Lecturer or Senior Lecturer in Foreign Languages.

(See page 9 - Standing Resolution of the Trustees, October 11, 1996)

### **3.1 Lecturer in Critical Writing and Senior Lecturer in Critical Writing in the School of Arts and Sciences**

*(Source: Standing Resolution of the Trustees, June 16, 2016)*

Regular lecturer positions provided for in II.B.4.1 are the most suitable position for many critical writing instructors, especially those in the early stages of their careers. As they develop fluency in writing practices and current research in writing and become fully effective, knowledgeable writing instructors, a longer period of service may be desirable. In such cases, the position of Lecturer in Critical Writing is available. Oversight of the Lecturers in Critical Writing, including all evaluations in the professional reviews described below, will be performed by an oversight committee, appointed by the Dean, which includes standing faculty from the School of Arts and Sciences and the director of the Critical Writing Program.

Initial appointment as Lecturer in Critical Writing will be for three years. The first professional review in the lecturer track will take place prior to the end of the second year of service, at which time the oversight committee may decide to make the third year a terminal year or to recommend

continuation for five additional years for a total of eight years. Performance and academic needs are critical factors in any appointment or reappointment. A recommendation of the Dean to continue an appointment beyond the third year will require approval of the Provost's Office. All subsequent reviews will be conducted prior to the end of the fourth year of each five-year cycle, with either a recommendation for termination after the fifth year or recommendation for reappointment for an additional five years. The structure of the review and the approval mechanism are as specified for the initial review.

The position of Senior Lecturer in Critical Writing is intended to recognize and encourage outstanding performance in both writing pedagogy and writing research and scholarship. Writing teachers employed as Lecturers in Critical Writing are eligible for appointment as Senior Lecturer in Critical Writing at the end of their eighth year of service or subsequently. Candidates must demonstrate excellence in teaching, important contributions in curriculum development and supervision, and professional accomplishment in the wider community of critical writing teaching professionals.

Appointment to Senior Lecturer in Critical Writing requires an evaluation by the oversight committee and approval of the Dean and the Provost's Staff Conference. Appointment does not entail tenure, but rather an assumption of continuation, provided the individual maintains the level of his or her professional performance and that the academic need for the services continues to exist. Appointment as Senior Lecturer in Critical Writing is subject to review on a five year cycle throughout the remainder of the individual's career. The review process is similar to the original appointment process.

While the number of people serving as Lecturer in Critical Writing may vary depending on enrollments in writing courses, that number will not exceed fifteen percent of the Standing Faculty in the School of Arts and Sciences. The number of Senior Lecturers in Critical Writing will not exceed eight percent of the Standing Faculty in the School of Arts and Sciences.

No one who has previously been a member of the Standing Faculty may be appointed to the rank of Lecturer in Critical Writing or Senior Lecturer in Critical Writing.

#### **4. Lecturer in Educational Practice in the Graduate School of Education.**

The initial appointment as a Lecturer in Educational Practice shall be for one year only. At the end of the first year, it is expected that the appointment shall be extended for an additional two years on the basis of performance and on the academic need for such services continuing to exist. The initial appointment and extension require the approval of the Dean upon the recommendation of the division.

The first professional review of the Lecturer in Educational Practice shall take place prior to the end of the second year of service, at which time a division may decide to make the third year a terminal year of appointment or to recommend continuation for four additional years for a total of six years. Again, performance and academic need are the critical factors. A recommendation for continuation requires an evaluation by the division, the Faculty Personnel Committee, and the Dean. A recommendation from the Dean to continue an appointment beyond the third year shall require approval of the Provost's Staff Conference.

The second professional review of the Lecturer in Educational Practice shall take place prior to the end of the fifth year of service, at which time a division may decide to make the sixth year a terminal one or to recommend continuation for three additional years for a total of nine. At this and all subsequent reviews, continued reappointments are to be based on professional performance and the academic need for services. The fifth year review and all subsequent reviews are as specified for the original second-year review.

The third professional review of the Lecturer in Educational Practice shall take place prior to the end of the eighth year, at which time a division may decide to make the ninth year terminal or to recommend extension for an additional five years for a total of fourteen. The eighth year review and approval will be similar to that conducted in the second year.

All subsequent reviews of the Lecturer in Educational Practice shall be conducted prior to the end of the fourth year of each five-year cycle, with either a recommendation for termination after an additional year or recommendation for an additional five years. The structure of the reviews and the approval mechanism are as specified for the original second year review.

While the number of people serving as Lecturer in Educational Practice may vary depending on enrollments in the professional education courses, that number will not exceed fifteen percent of the Standing Faculty.

**5. Lecturers, Senior Lecturers and Advanced Senior Lecturers in the School of Nursing.** (Source: [\*Standing Resolution of the Trustees, June 17, 2005\*](#); revised [\*Faculty Senate Executive Committee, December 11, 2014\*](#)) Individuals in these categories may be eminent scholars whose appointments at the University are temporary or part-time, scholars still in professional training, or persons who do not possess the normally expected scholarly credentials but provide valuable services. They must have at a minimum the Master's degree. Individuals in these categories are not eligible for appointment to the Standing or Associated Faculty.

Lecturers, Senior Lecturers and Advanced Senior Lecturers are responsible for the classroom teaching and course content of didactic and/or clinical courses. They plan, supervise and evaluate nursing students' performance in the clinical setting; teach clinical content and work with agency staff to provide a supportive learning environment; contribute to course development and revisions; lecture in area of expertise; and participate in advising and recruitment activities. Appointments may be for nine or twelve months and are without tenure or tenure significance.

Full-Time Positions:

*Lecturer N*—appointments are for one year or less, with service limited to three consecutive years. Under unusual circumstances, an appointment may be extended to a fourth year with the approval of the Dean and the Provost's Staff Conference.

*Senior Lecturer A*—entry position or promotion from full-time Lecturer N. Appointment shall be for terms of no more than four years, but successive appointments to additional

terms of not more than four years each are allowed. There is no limit on the length of service in this rank and continued reappointments are expected provided that the individual maintains his or her professional competence and that the academic need continues to exist.

*Advanced Senior Lecturer A*—entry position or promotion from full-time Senior Lecturer A. Appointments to the rank of Advanced Senior Lecturer A shall be for terms of no more than four years, but successive appointments to additional terms of not more than four years each are allowed. There is no limit on the length of service in this rank and continued reappointments are expected provided that the individual maintains his or her professional competence and that the academic need continues to exist.

The total number of Senior Lecturer A and Advanced Senior Lecturer A positions in the School of Nursing shall never exceed forty percent of the total number of Standing Faculty.

*Lecturer B*—Entry position, which is for one year or less, but may be renewed. There is no limit on the length of part-time service in this rank. This is a part-time position.

*Senior Lecturer B*—Entry position or promotion from Lecturer B. There is no limit on the length of part-time service in this rank. This is a part-time position.

*Advanced Senior Lecturer B*—Entry position or promotion from Senior Lecturer B. There is no limit on the length of part-time service in this rank. This is a part-time position.

**6. Lecturers in the Law School Clinical Program.** A Lecturer may be appointed in the Law School's clinical program for a term of two years or less, and through successive reappointments may serve in this rank for a maximum of seven consecutive years. Details are given in a resolution of the Trustees adopted on June 18, 1982.

**7. Instructor.** Used primarily for part-time clinical personnel in the health professional schools; there is no limit to the length of part-time service in this rank. In addition, the instructor rank is occasionally used in some schools for full-time appointments of scholars still in professional training. In this case appointments are limited to three consecutive years, except where additional appointments are approved by the Provost.

**8. Research Associate:** Research Associates work in sponsored research programs and must hold the appropriate terminal professional degree in their disciplines. Full time service in this position may not exceed three years, except with approval of the Provost.

**9. Clinical Associate.** Clinical Associates work in clinical programs of the health schools and must hold the appropriate terminal degree in their disciplines. The professional careers of Clinical Associates are primarily independent of their University affiliations, with the exceptions noted below. They participate on a full- or part-time basis in the educational programs of their respective schools. They may serve without limit of time through successive annual appointments, but the University does not assure continuity of appointment for any Clinical Associate.

In the Schools of Nursing, Medicine and Dental Medicine, the professional careers of Clinical Associates may be in University-owned clinical practices.

**10. Senior Fellow.** A Senior Fellow of the University is a distinguished scholar who holds an appointment outside the Standing Faculty at the University for teaching or research, for a limited period of time.