

***From: Faculty Affairs Committee of the School of Liberal Arts
To: Liberal Arts Agenda Council/Assembly
Re: Additions to IUPUI Campus Policy on Lecturer Appointments (in bold italics)***

Below is the campus policy on Lecturer Appointments. The Faculty Affairs Committee is proposing additions to this policy that apply only to SLA. These additions are in bold italics.

Lecturer Appointments at IUPUI

From the Non-Tenure Track Faculty Subcommittee of the
Faculty Affairs Committee of the
IUPUI Faculty Council

Spring 2002 (Approved at 7 Feb 2002 Faculty Council Meeting)

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/acadhbkc/>)

Description of Lecturer track appointments

Lecturers and Senior Lecturers are responsible primarily for teaching and the scholarship of teaching. They are also expected to provide service that supports the academic mission of IUPUI.

Distribution of academic effort

The typical distribution of academic effort for Lecturers and Senior Lecturers is eighty percent (80%) teaching and twenty percent (20%) service. In general, the normal load is twelve (12) credit hours in both the fall and the spring semesters [for a ten-month appointment] or 30 credit hours over the course of one year [for a twelve-month appointment], according to programmatic needs and in mutual agreement between chair or program director and Lecturer. Depending on programmatic needs, Lecturers on ten-month appointments have the option to teach six (6) credit hours in the summer. Summer school teaching is not guaranteed.

Lecturer: At the entry level, Lecturers will have completed an appropriate advanced degree or have the appropriate credentials as determined by the hiring department. Lecturers may have organizational and oversight responsibility for the courses in which they teach. They will also perform service for the department or school. Senior members of the department will supervise and mentor Lecturers, according to department policies. After having completed a probationary period satisfactorily, Lecturers are eligible for long-term contracts and to be promoted to Senior Lecturers.

Senior Lecturer: Promotion to Senior Lecturer is based on continued improvement in and demonstration of excellence in teaching, with at least satisfactory performance in service. Senior Lecturers are ordinarily expected to provide leadership in teaching and to contribute to course and curriculum development. Senior Lecturers may have organizational and oversight responsibilities for a course, participate in course and curriculum development, and, where appropriate, provide workshops for colleagues. They may oversee and provide mentoring for full and part-time non-tenure track faculty. Senior Lecturers may also make school and campus contributions beyond the classroom, such as campus service or other professional activities.

Appointment and qualifications

The qualifications of people hired for Lecturer positions will depend on the needs and standards of the departments. Minimal qualifications may be:

1. an advanced degree in a relevant field,

2. experience and instruction in effective teaching within the discipline,
3. an enthusiasm for teaching undergraduates, and
4. a commitment to developing as an educational professional.

(Upon the adoption of this policy, current Lecturers will be assigned a rank according to their qualifications, the quality of their past service, and the standards of their departments.)

Lecturer positions are not intended to lead to tenure-track ones. Appointees who have extensive responsibilities for research or creative endeavors outside their teaching responsibilities should be appointed to tenure-track positions. Creation of a new Lecturer position is not intended to be a means of retaining a tenure-probationary faculty appointee who has not been able to demonstrate the performance levels required for tenure.

Orientation, supervision, and mentoring

New Lecturers should be oriented adequately to their responsibilities during their first year in the position. Mentors should be assigned within that first year to assist the Lecturers in their work and to prepare for eventual promotion. Each school and department should establish clear reporting lines of authority for Lecturers and Senior Lecturers.

Appointment contracts

At the time of a Lecturer's initial appointment, the length of the probationary period shall be specified. Reappointments will depend on performance reviews and the educational needs of a department.

After a maximum of six years of a probationary appointment, the individual's work and contributions will be reviewed to assess whether to promote the individual to Senior Lecturer with a renewable multiyear contract awarded. (The probationary period may be waived or shortened as agreed upon by the appointee and the department.) Multiyear contracts should be awarded to Lecturers and Senior Lecturers whose professional characteristics indicate that they will continue to serve with distinction in their appointed roles.

Evaluation practices and criteria

All Lecturers and Senior Lecturers must complete the Faculty Annual Report, as well as the Conflict of Interest and Conflict of Commitment forms. All will be reviewed annually following standard faculty review procedures. Senior Lecturers should participate in providing peer reviews for lecturers. This evaluation will be based on teaching and service activities.

Appropriate evidence to demonstrate teaching and service achievements may include:

- Student and peer evaluations of classroom teaching
- Review of classroom materials
- Demonstrated student learning
- Teaching and mentoring awards
- Review of instructional innovations
- Presentations at conferences and workshops
- Publications dealing with teaching
- Participation in conferences and workshops relevant to teaching
- Mentoring of other non-tenure track faculty
- Involvement with entry-level students in courses that assist them in transitions to the university
- Mentoring of students, especially those planning to train as teachers
- Participation in grants that fund the scholarship of teaching

Promotion considerations

Promotion recognizes past achievement and indicates confidence that the individual is capable of greater responsibilities and accomplishments. Promotion considerations must take into account the individual's

contribution to the school/campus mission as well as differences in mission of varying primary and unit levels.

Contract renewal/termination or dismissal

For probationary Lecturers, notice of non-reappointment or dismissal shall be given under the same terms as apply to tenure-track faculty during the probationary period (i.e., three months notice if in the first year of appointment, six months notice if in the second year of appointment, twelve months' notice after two or more years of service.)

The notice periods for dismissal of Lecturers and Senior Lecturers shall be the same as for tenure-probationary faculty.

Lecturers and Senior Lecturers may appeal these decisions to the School's Faculty Grievance Committee once all administrative levels of appeal within the School have been exhausted. In appealing beyond the level of the school, Lecturers should follow the procedures for requesting a Faculty Board of Review described in the current edition of the [Indiana University Academic Handbook: IUPUI Supplement](#).

Equitable salaries and fringe benefits

Salaries for Lecturers and Senior Lecturers should be appropriate to their education, qualifications, experience, and responsibilities within their positions. Benefits such as retirement plans, access to health insurance, leaves of absence, and vacation should be equivalent to those offered to tenure-track faculty members.

Professional development

Schools and departments should put into place structures that provide Lecturers with on-going exposure to content and pedagogical developments within their fields. Professional development support should contribute to developing pedagogical practice and be equivalent to that which is provided to tenure-track faculty members.

Sabbatical-like Leave for Senior Lecturers in the IU School of Liberal Arts

All Senior Lecturers are eligible for a sabbatical-like leave after seven years of full-time service in the IU School of Liberal Arts (service as Lecturer counts; six [6] years after completing a sabbatical-like leave senior lecturers are eligible to apply again). In order to assure that programmatic needs are met during the sabbatical-like leave, Senior Lecturers need to work closely with their respective chairs or program directors when applying for a sabbatical-like leave. The Senior Lecturer needs to be supported by the chair or program director for any type of sabbatical-like leave application.

The schedule and school policies and procedures for sabbatical-like leave applications are essentially the same as those for sabbatical leave applications of tenured faculty, except that there is no option for a year-long sabbatical-like leave at half-salary.

Eligible Senior Lecturers on ten-month appointments have the option of being released from any teaching and service responsibilities in either fall or spring semester, always with the proviso that all sabbatical leaves need to be arranged well in advance with the chair or program director, so that the needs of the department can be taken into consideration. All leaves must also have the consent of the dean, but they do not need campus review.

In some cases eligible senior lecturers may opt for teaching twelve (12) credit hours over the course of the academic year, an option for a reduced teaching load that releases the faculty member from service responsibilities for one of the two semesters in the academic year. In effect, all sabbatical-like leaves are for one semester, even in those cases where the teaching load release is distributed over the academic year.

Eligible Senior Lecturers need to submit a detailed project proposal to the departmental chair and the Dean's office of the School of Liberal Arts that is modeled after project proposals required for sabbatical leave applications by tenured faculty (See IUPUI Faculty Handbook, p. 84). Proposals may include (e.g):

- *A project for professional development that enhances the teaching of the Senior Lecturer*
- *A project focused on the scholarship of teaching*
- *Course or curriculum development*
- *Research in the discipline that clearly bears a connection to excellence in teaching*

Upon completion of the sabbatical-like the Senior Lecturer will submit a written report (modeled on the reports about sabbatical leaves) and will commit to a presentation about the project to colleagues, alumni, students, and staff of the school.

Following the guidelines for sabbatical leaves in the Faculty Handbook, Senior Lecturers pledge to return to their academic duties for at least one academic year immediately following the leave. Should that not occur, they shall reimburse Indiana University for any salary, retirement contributions, and insurance premiums paid during the sabbatical-like leave.

According to the Faculty Handbook regarding sabbatical leaves, "Faculty members enrolled in a managed care health care plan who plan to be out of the Indianapolis area during their sabbatical leave may want to consider enrolling in a PPO Healthcare Plan (Preferred Provider Organization, Administered by Anthem) during the leave period. For managed care plans, coverage outside the service area is limited to emergency care while on sabbatical leave."

Creation of new Lecturer positions

The chair of a department or director of a division will recommend the establishment of new Lecturer positions. These recommendations should be based on the teaching and service mission, goals, and needs of the department or division. The Dean of the school and the Dean of the Faculties for IUPUI will review and act upon the requests.

Rights and privileges of Lecturers

Lecturers must follow and are protected by university policies, including those pertaining to faculty hiring and faculty annual reviews.

Lecturers and Senior Lecturers have the right to petition the School Grievance Committees and the IUPUI campus Faculty Board of Review for redress of grievances concerning dismissal, non-reappointment, academic freedom, salary adjustment, or other conditions of work. Lecturers and Senior Lecturers will follow the same procedures as tenure track faculty members in doing so.

[Approved at FC020207]