

The University of Alabama in Huntsville

Policy on Lecturer Titles and Positions

Draft

Number:

Division: Academic Affairs

Date: May 2016

Purpose: This policy defines lecturer faculty titles and positions at The University of Alabama in Huntsville.

Policy: To sustain academic excellence the University of Alabama in Huntsville is committed to growth in areas that align with its core mission. The success of UAH as institution is based on a climate that supports academic freedom, tenure, shared governance, and economic stability of the faculty. If success is to be retained, UAH will need a stable academic labor force that can commit to excellence in instruction and research innovation through the appointment of tenured and tenure-track faculty. Lecturers are not hired as part of long-term expansion but to satisfy departmental circumstantial needs. It is recognized these needs differ among different colleges and departments. Thus, the request of a position for appointment of lecturers must be approved by the tenured faculty of a department. The lecturer academic titles and credentials defined below are required for the appointment and promotion of lecturers who are classified as non-tenure-track faculty. Recruitment and hiring of lecturers shall conform to the University's Affirmative Action Plan and comply with the Faculty Recruiting and Hiring Policy 02.01.06. Additionally, like all other faculty employed at the University, lecturers involved in instruction must meet the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) credential requirements for teaching at the appropriate level.

Procedures:

Non-Tenure-Track Faculty Appointments/Promotions of Lecturers

Lecturer appointments are non-tenure track faculty appointments. Non-tenure-track faculty are given either (1) a one year appointment, or (2) an appointment that may continue for a stated period of time up to **six** years, renewable annually for one year within that period, contingent upon the faculty member's satisfactory performance, the availability of funds, and the instructional needs of the department. ~~If the appointment continues for the appointment period stated in the appointment letter, the appointment comes to an end at the end of the stated appointment period. If the individual is not reappointed, no further action is needed by the university.~~ **After a Lecturer has been**

appointed for 6 consecutive years, he/she cannot be dismissed without due process. The causes for dismissal are proven financial distress of the University, gross misconduct or continued non-satisfactory performance. In all cases a review committee will evaluate the dismissal process.

The review of a non-tenure-track faculty member follows the review process outlined in Chapter 7 of the UAH Faculty Handbook. Recommendations for reappointment of a lecturer are the responsibility of a unit's reappointment committee consisting of at least three faculty members appointed by the unit chair or head. The committee writes an evaluation of the individual's performance and a statement of the need for his or her continued services. Recommendations for reappointment or non-reappointment are submitted by the unit chair or head to the dean early in the semester prior to the end of the lecturer's current appointment. The dean, with the approval of the provost, issues a letter of reappointment or non-reappointment.

The annual renewal of an appointment that is potentially multi-year is based on the committee's and unit chair's or head's recommendation to the dean. The dean reviews the recommendation and with the approval of the provost may either renew or not renew the lecturer or librarian. **If the director does not agree with the recommendation of the committee he/she has 30 days to notify the committee in writing of the reasons for the decision not to appoint.**

If the lecturer is seeking promotion, the reappointment committee will review the promotion request and provide a written review of the candidate's promotion file to the unit chair or head, stating whether the candidate meets the criteria for promotion. The unit chair or head then reviews the promotion file and writes a letter of recommendation to the dean or director. For those colleges organized into departments, the promotion file is then reviewed by the College Promotion and Tenure Advisory Committee (PTAC), which then votes on the candidate's promotion file and submits the promotion file to the dean. After reviewing the promotion file, the dean provides a recommendation and submits the promotion file to the provost, who makes the promotion file available to the University Review Board (URB) for its review and vote. The provost receives the URB's recommendation and conducts an independent review prior to making a final decision. In conducting the review, the provost evaluates all information submitted and may utilize professional assessments from appropriate faculty and academic administrators, as well as the promotion file and all previous recommendations. The provost, with the concurrence of the president, makes the final decision on the promotion of a lecturer.

Service in a non-tenure-track appointment is not considered part of a probationary period for tenure consideration, and tenure cannot be earned in the position.

Lecturer Series

Lecturer: To be eligible for appointment at the rank of lecturer, an individual must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold the minimum of a master's degree with a major in the

discipline in which the lecturer teaches. The primary responsibilities of an individual appointed as a lecturer are instruction, student learning, and retention, with an emphasis on student success, and curriculum development. Contributions such as highly effective and consistent dedication to student learning, retention, and success; scholarly and/or creative activities or publications; grantsmanship usually related to instruction and student activities; consistent and conspicuous involvement in institutional and professional service responsibilities; and professional development activities are expected and required for promotion. Other duties may be assigned.

The teaching load for lecturers is normally eight 3 or 4 credit hour courses equaling either 24 or 32 semester hours in the academic year. Those who teach 24 semester hours typically have additional expectations for service in student advising, participation in departmental programs concerned with student activities, additional responsibilities in instructional matters required by their courses, or other responsibilities as assigned by the chair of the department. Those who teach 32 semester hours normally do not have any additional responsibilities. Teaching requirements may be adjusted for involvement in important projects, special activities of value to the department and the college, or special needs/requirements of the courses taught. Lecturers do not participate in departmental processes concerning appointments, reappointments, promotion, and tenure, **nor are they eligible to the Faculty Senate.**

Senior Lecturer: Promotion to the rank of senior lecturer includes all of the requirements of a lecturer and is intended to recognize efforts and performance that combine instructional effectiveness with additional significant contributions to the mission of the university. These contributions may include instructional and curriculum development; dedication to student learning, retention, and success; scholarly and/or creative activities or publications; grantsmanship usually related to instruction or student activities; consistent and conspicuous involvement in institutional and professional service responsibilities; professional development activities; and continuing education. An individual promoted to the rank of senior lecturer will normally have held a regular, full-time appointment as a lecturer at The University of Alabama in Huntsville for a minimum of six, preferably consecutive, years.

~~**Distinguished Lecturer:** Promotion to the rank of distinguished lecturer is intended to recognize high quality efforts and performance that combine excellent instructional effectiveness with additional significant contributions to the mission of the university. These contributions may include high level performance in instructional and curriculum development; dedication to student learning, retention and success; scholarly and/or creative activities or publications; grantsmanship usually related to instruction or student activities; consistent and conspicuous involvement in institutional and professional service responsibilities; professional development activities; and continuing education. An individual promoted to the rank of distinguished lecturer must have held a regular, full time appointment as a senior lecturer at The University of Alabama in Huntsville for a minimum of six, preferably consecutive, years.~~

Review: Academic Affairs will review the policy every five years or soon as needed.

Approval

Chief University Counsel

Date

Vice President for Diversity

Senior Vice President for Business
and Finance

Vice President for Research and
Economic Development

Provost and Executive Vice President
for Academic Affairs

Date

APPROVED:

President
