

**The University of Alabama in Huntsville**  
**POLICY ON LECTURER TITLES AND POSITIONS**

**Number:** 02.01.60

**Division:** Academic Affairs

**Date:** June 2017

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

To sustain academic excellence, The University of Alabama in Huntsville is committed to growth in areas that align with its core mission. UAH is committed to maintain an academic labor force that is committed to excellence. Lecturers are hired to satisfy departmental teaching needs including Charger Foundations courses, enrollment growth and changing enrollment patterns, faculty vacancies, and other such needs. These needs differ among different colleges and departments and with circumstances.

**Policy:** 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 three 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.

The review of a non-tenure-track faculty member follows the review process outlined in Chapter 7.8.5 of the UAH Faculty Handbook.

If the lecturer is seeking promotion to Senior Lecturer, a promotion committee is established either as a committee of the tenured faculty within the department as whole or in the same manner as the reappointment committee described in the UAH Faculty Handbook Chapter 7.8.5. The promotion committee will review the promotion request and provide a written review of the candidate's promotion file to the unit chair, stating whether the candidate meets the criteria for promotion. The unit chair 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. Lecturers receiving a negative review for promotion have access to the appeal procedures outlined in section 7.10.12 of the Faculty Handbook.

### **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 student retention, with an emphasis on student success. Contributions such as highly effective and consistent dedication to student learning, retention, and success; 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.

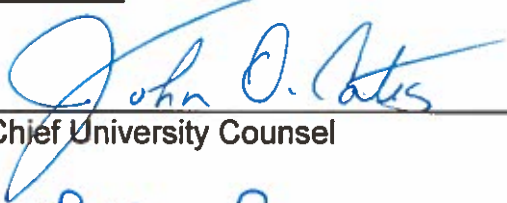
The teaching load for lecturers is normally eight 3 or 4 credit hour courses equaling either 24 or 32 semester hours in the academic year. Those who


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.

**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; 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. Senior lecturers do not participate in departmental processes concerning appointments, reappointments, promotion, and tenure.

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

**Approval**

  
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Chief University Counsel

  
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Provost and Executive Vice President for Academic Affairs

6/13/2017  
Date

6/22/2017  
Date

**APPROVED:**

  
\_\_\_\_\_  
President

6/22/17  
Date