



RECOMMENDATIONS ON LECTURERS

Submitted to Susan Jeffords, Vice Chancellor for Academic Affairs
From the UW Bothell Lecturers Working Group

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I. Statement of Principles Regarding Lecturer Faculty

UW Bothell includes and respects Lecturers Full-Time and Part-Time as integral to the instructional, scholarly, and professional missions of the institution. As an institution, we are committed to:

- Affording lecturer faculty the professional and social standing in the University community commensurate with their duties and responsibilities
- Supporting a positive work environment for all lecturer faculty.
- Providing clear written policies and procedures on hiring, terms of employment, evaluation, and professional development for lecturer faculty.
- Fostering the development of best practice recommendations through collaborative efforts between the Office of Academic Affairs, the GFO, schools and programs, and lecturer faculty colleagues.

In order to put these principles into action, UW Bothell commits to the following:

Faculty lecturers should be:

- Incorporated into the life of the campus and the academic unit to the fullest extent possible, in accord with the UW *Faculty Code*.
- Hired, whenever possible, with multi-year appointments consistent and thereby encouraging and supporting continuing professional relationships with students and colleagues.
- Informed at the time of hiring of their terms of employment and given opportunity to understand the possibilities and consequences of personnel review. Each appointment should include a clear contractual statement of expectations and assignments. Each appointment should be made in a timely fashion that allows lecturer faculty adequate time for course preparation.
- Provided with mentoring and professional support and development opportunities, including inclusion in campus grant programs, access to sabbatical opportunities for full-time lecturers hired through competitive searches, and access to support for travel and participation in professional development activities.

II. Proposed Campus Commitments

A. Hiring Process

The hiring process should be guided by best practices (and continue to be in accordance with the *Faculty Code*).

1. The hiring process should be as transparent and consistent as possible across units and provide adequate time for course preparation.
2. Any lecturer who has a full-time workload as an instructor on the campus should be hired as a Lecturer Full-Time and considered a faculty member with voting rights. (*See workload recommendation.*)

3. A Lecturer Full-Time who has worked at a campus for five years and who has had meritorious reviews should be eligible for a waiver of an open (competitive) search. (*See recommendation for waiver of open search*).
4. After three consecutive years, a *line* (filled by faculty who are noncompetitive hires) must be converted to either a tenure-track hire or competitive hire or be eliminated. *It is recognized that this policy may take three years to be fully implemented.*
5. There should be consistent campus funding for changing Lecturer Full-time with one year positions to multi-year contract hires.

B. Communication

Lecturers must receive timely information about the rights and responsibilities of their positions as well as information about promotion processes.

1. The VCAA's office should provide a website for lecturers for information on all aspects of their positions, including eligibility for leaves, professional development opportunities, academic freedom and its limitations, and guidelines for promotion.
2. To ensure adequate communication and support, the VCAA office should send quarterly reminders to Schools/Programs about the availability of this website; Schools/Programs should then provide this information to their lecturers.

C. Annual Merit Reviews

Annual merit evaluation of lecturers should take into consideration lecturers' scholarly/professional engagement, service, as well as excellence in teaching.

1. Lecturers' annual merit reviews should be multifaceted (teaching, service, and scholarship/professional engagement) with the expectation that efforts in these areas will be different to those of tenure-track faculty.
2. The VCAA, in collaboration with Deans/Directors and Faculty Personnel Committees should establish guidelines for annual merit reviews that indicate lecturers' instructional, service, and scholarly/professional contributions for all new hires and for present lecturers who request to be evaluated on more than their instructional merits.
3. Lecturers' hiring agreements that delineate proportions of effort should be reflected in annual merit reviews. (*See workload recommendation.*)

D. Workload

Based on a normal nine-course equivalent faculty workload, a Lecturer Full-Time assignment will usually have the following distribution:

- Seven courses taught
 - One course equivalent for institutional service
 - One course equivalent for scholarly/professional engagement.
1. *Exception to workload distribution:* An exemption to this workload policy will occur when, in consultation with the Dean/Director, a Lecturer Full-Time chooses to relinquish the



portion of workload for scholarly/professional engagement and instead teach eight rather than seven courses. In such cases, the annual merit review will attend to accomplishments in instruction and service, although scholarly/professional engagement may be taken into consideration if lecturer provides this information.

2. *Additional Workload Equivalencies:* Lecturers Full-Time who are engaged in significant scholarly/professional activities or extraordinary service to the campus, university, or their academic/professional fields may request of their Deans/Directors additional course reduction from the normal teaching load of 7 courses.

E. Support for Scholarly/Professional Engagement

The VCAA as well as Dean/Directors should encourage the professional development of lecturers.

1. Schools/Programs should provide information about merit review and mentoring about professional development and information about promotion.
2. Schools/Programs should make available mentoring on curriculum development (e.g., writing syllabi) and best teaching practices.
3. Programs/Schools should encourage collaboration among lecturers and other faculty members for the development and revisions of majors, minors, and courses.
4. The VCAA should allocate funding to support the scholarly/professional engagement of lecturers with awards determined by a competitive process. Such support could range from additional course releases to travel allowances for conference presentations.

F. Compensation

Lecturers' salaries should be determined according to several factors:

1. Salary for Lecturers Part-Time should be reviewed every three years to determine if compensation achieves parity with peer institutions. In addition, Lecturers Part-Time will be evaluated through annual merit review and will receive merit raises as other faculty members (if the university continues this system of salary advancement).
2. Lecturers Full-Time should have their salaries increased by the merit review process (if the university continues this system of salary advancement).
3. Lecturers Full-Time should also be eligible for merit level raises (possibly in five-year increments) and cost of living raises (if either or both of those salary advancement systems are adopted by the university).

III. Proposed Campus Commitment for Specific Lecturer Positions

A. Senior and Principal Lecturers

In recognition of the senior status of faculty who attain positions of Senior and Principal Lecturers, their contracts should acknowledge their accomplishments by providing stability of employment.

1. Senior Lecturers should be hired with an initial three–five year contract and for five-year contracts for each subsequent renewal.

2. Faculty who are appointed to the rank of Principal Lecturers have been through a rigorous review process including review by the Campus Council on Promotion and Tenure and thus they should receive seven-year contracts that are renewed subsequently on the basis of cumulative annual reviews rather than going through another intensive contract renewal process.

B. Lecturers Full-Time (Competitive Hires)

1. With the exception of lecturers (at the time of the implementation of this policy) who have served 3 or more years, all hires for multi-year contracts must be conducted with open (competitive) searches following Faculty Code and campus standard best practices. (No change from current UWB practices.)
2. Searches may have somewhat different requirements than tenure-track or Senior Lecturer searches in that candidates may have interviews and demonstrate competence in teaching via electronic communication rather than a campus visit.
3. Lecturers hired in competitive searches should initially receive a two-year contract and three-year contracts for each subsequent renewal.

C. Lecturers Full-Time with One-Year Appointments (Non-Competitive Hires Teaching on Campus for Five Years or More)

Schools/Programs may request a waiver of an open (competitive) search for a Lecturer Full-Time who is eligible to apply for a for a multi-year contract if meeting the criteria that they have taught for *at least five years* at the campus and have received meritorious reviews.

The evaluation process for candidates who wish to be eligible for a multi-year contract involves the following steps:

1. Submit to their Dean/Director materials as required by the School/Program such as a letter of intent, curriculum vitae, annual merit review reports, peer evaluations, and letters of recommendation from campus faculty who can attest to the lecturer's merit.
2. If the requested materials from the candidate are complete, Deans/Directors may request from the VCAA a wavier from an open (competitive) search for the candidate.
3. If the waiver is granted, a Dean/Director appoints a committee of three higher-ranked faculty members (two or more in a candidate's area) to examine the lecturer's record.
4. The committee's recommendation is forwarded to the full faculty for a vote on hiring.

D. Lecturers Full-Time with One-Year Appointments (Non-Competitive Hires)

1. In advertisements and discussions with prospective Lecturers Full-Time seeing one-year appointments, it should be made clear that employment will not be "indefinite". Potential hires will be told that there normally will be a maximum of three years (two renewals). These time periods for employment will be followed unless there are extraordinary institutional needs.
2. It is expected that full implementation of this hiring policy will need to be phased in over three years so that non-competitively hired lecturers who already have been employed with

meritorious reviews for one or more years may either apply for new positions as they become available by being candidates in competitive searches or by seeking renewal for several more one-year contracts (if Deans/Directors can keep these positions available) until these Lecturers Full-Time have completed five years of employment with meritorious reviews and hence would become eligible for a waiver of an open (competitive) search.

3. Lecturers Full-Time hired for one-year contracts *after* the hiring process policy is in place in which there are three-year maximums for contract renewal will *not* be entitled to be hired for a multi-year contract through a waiver of an open (competitive) search.

E. Lecturers Part-Time

1. The campus must develop a mechanism to keep track of cross-program/school workload in order to calculate if a position is part or full time.
2. Every effort should be made to maintain a 50% or greater appointment for consecutive quarters for Lecturers Part-Time interested in being eligible for benefits.
3. Hiring of Lecturers Part-Time for their particular expertise (for example field supervisors in schools or industry specialists) – who wish to make a particular contribution by teaching one or a few courses and who have *acknowledged* that they have no interest in full time or continuing employment – may teach for an indefinite period of time if their instruction has been meritorious.

There are numerous instances in which there is mutual benefit to hiring Lecturers Part-Time. Such employment should normally be pursued within the context of an *affiliate* relationship where the instructor is hired for specific expertise while working in a associated professional employment. This relationship may also be also developed to support family life or disability. Affiliate appointments should involve substantive evaluation within three years of initial appointments, at which time contracts may be extended for a multi-year periods.

4. Full-time faculty should mentor Lecturers Part-Time. Hiring practices of Schools/Programs must take into consideration the ability to provide adequate support for these instructors' curriculum development and pedagogy.
5. Policies and practices need to be developed that facilitates the conversion of positions of Lecturers Part-Time to Lecturers-Full Time.
6. Lecturer Recommendations policy will be complete only after policies for the conversion of Lecturers Part-Time to Lecturers Full-Time have been developed. Moreover, recommendations regarding all Lecturers Part-Time need to be revisited and extended beyond the scope of this document.

IV. Proposed Changes in *Faculty Code* (Considerations for Faculty Senate)

A. Lecturer Position Descriptions

The *Faculty Code* should reflect lecturers' academic and professional expertise and not only their instructional roles. These changes in the code are recommended:

1. Lecturer and artist in residence are *instructional* titles **as well as academic/ professional** titles that may be conferred on persons who have special instructional roles. Appointments may be renewed pursuant to [Section 24–53](#).
2. Senior lecturer and senior artist in residence are instructional **as well as academic/ professional** titles that may be conferred on persons who have special instructional roles and who have extensive training, competence, and experience in their **academic or professional** disciplines. Appointments may be renewed pursuant to Section 24–53.
3. Principal lecturer is an *instructional* **and academic/professional** title that may be conferred on persons whose excellence in instruction **as well as in their academic or professional fields** is recognized through appropriate awards, distinctions, or major contributions to their field. Appointments may be renewed pursuant to [Section 24–53](#). The title of Principal Lecturer may not be used for a new appointee; this title is achieved by promotion. <http://admin.artsci.washington.edu/lecturer-and-artist-titles>.

B. Academic Human Services Consistency with Code Changes

Academic Human Services will need to change language about lecturers' position titles and ranks subsequent to changes in the *Faculty Code*.

C. Statement of Concern on Rank, Seniority and Privileges

Lecturers are a crucial part of the teaching faculty and make many contributions to university life including to shared governance. As such, the university should be sensitive to this faculty's need for security and status.

Currently the title of lecturer stands outside the UW professorial rank system and creates a number of challenges. As valued and frequently long-serving members of the faculty, UWB maintains lecturers should be accorded privileges (such as office allocations) on a basis of seniority and title similarly to the professorial ranks; in particular, Senior and Principal Lecturers will be accorded the status of senior faculty.

On the other hand, an asymmetry exists within the UW Code when it comes to personnel matters such as P & T, merit review, or contract renewal. Currently tenure track faculty have responsibility to review lecturers, but lecturers do not review tenure track faculty. We find that having the lower professorial ranks review senior lecturers disrespectful of the latter's' expertise and experience. Accordingly, UWB commits itself to recommending policies that recognize the differences in authority vested in various faculty titles, but which also accord proper respect for the lecturer status. Such policies may include proposed changes to the faculty Code.

With respect to personnel decisions, we suggest a system in which:

1. Faculty members on the lecturer track do not review faculty members on the tenure track.
2. Professors review all faculty regardless of track
3. Principal lecturers review senior lecturers and lecturers.
4. Associate professors review senior lecturers, assistant professors, and lecturers.
5. Senior lecturers review lecturers.
6. Assistant professors review lecturers.