

AACR 11

Office of the President
June 8, 2010

Members, Board of Trustees:

PROPOSED REVISION TO ADMINISTRATIVE REGULATION: LECTURER SERIES FACULTY

Recommendation: that the Board of Trustees approve the attached revision of Administrative Regulation (AR) 2:9, Lecturer Series Faculty. The proposed revision consists of clarifying the procedure, criteria, and conditions for the Lecturer Series. The revision will help ensure that we attract and retain outstanding Lecturer Series faculty and bring to this series the appropriate professional recognition within the University.

Background: The University's mission involves three primary functions: instruction, research, and service. In some areas, particularly those that bear the heaviest burden for lower-division (undergraduate) instruction, a significant shortfall in lower-division instruction performed by full-time faculty cannot be mitigated by relying solely on the increase of tenure-eligible and tenured faculty or an expansion of the Teaching Assistant ranks. Such use of resources is both unaffordable and leads to unjustifiable and unsustainable bloat of graduate programs in certain departments.

Public universities cannot satisfy their instructional obligations in the lower-division without the judicious use of non-tenure-eligible, full-time faculty.

Five principles guided the University's plan to expand the use of full-time lecturers in lower-division instruction:

- 1) The vast majority of full-time faculty hiring will continue to be for tenure-eligible (tenure-track or tenured) positions;
- 2) The outcome of a strategy that employs the use of full-time, non-tenure-eligible faculty shall be to further reduce the University's dependence upon part-time faculty instruction, particularly with the increase in small-group breakout sessions arising from the new General Education curriculum;
- 3) A ceiling should be established on the number (or percentage) of positions that may be filled by non-tenure-eligible, full-time faculty (e.g., Lecturer Series faculty);
- 4) Appointments as Lecturer Series faculty may be restricted to units or programs where such appointments would be particularly appropriate and beneficial; and

5) The terms of Lecturer Series faculty appointments should be comparable to those that exist at nationally ranked universities, and recognize the valuable contributions Lecturer Series faculty make to the instructional mission of the University. These employment terms include:

- regular employee benefits;
- the opportunity for professional advancement to a senior rank within the Lecturer Series;
- the opportunity for multi-year contracts; and
- the opportunity for periodic professional development.

The 1998 revision to the Administrative Regulation on Lecturer Series faculty extended regular full-time benefits to this series of faculty. A subsequent revision in 2005 created the opportunity for promotion consideration to the newly created rank of Senior Lecturer. This revision builds upon these prior initiatives by affording Lecturer Series faculty the full complement of employment terms identified in item #5 above. Many of UK's aspiration benchmarks (e.g., UNC, Illinois, Penn State, Indiana, and UCLA), offer similar terms to their Lecturer Series faculty.

The proposed revision is intended to:

- Clarify that educational units that employ faculty in the Lecturer Series shall establish by majority vote the maximum number or percentage of Lecturer Series faculty that may be employed by the unit;
- Require faculty in the Lecturer Series to hold a terminal degree or professional experience appropriate to the field of assignment;
- Require regular faculty performance reviews (annually for faculty at the rank of Lecturer and biannually for Senior Lecturers);
- Permit rolling contracts of up to two (2) years for faculty employees at the rank of Lecturers and up to three (3) years for Senior Lecturers after an initial four-year period of satisfactory performance, and identify a process of intervention when a faculty employee on a rolling contract receives an unsatisfactory performance review.

The revision to the Lecturer Series AR has been reviewed and endorsed by the University Senate. The provost of the University supports this revision. A revised copy of AR 2:9 is attached. Proposed additions are underlined; proposed deletions are lined through.

Action taken: Approved Disapproved Other _____

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| UNIVERSITY OF KENTUCKY ADMINISTRATIVE REGULATIONS | IDENTIFICATION AR 2:9 <i>(Formerly AR II-1.0-1, Part XIII)</i> | PAGE 1 |
| | DATE EFFECTIVE <u>6/8/107/1/08</u> | SUPERSEDES REGULATION DATED AR II-1.0-1, Page II.S. 2 7/1/05 <u>AR 2:9 - 7/1/08</u> |

LECTURER SERIES FACULTY

I. Definition

Lecturer Series faculty employees are professionally qualified teachers hired for a fixed term. Lecturer Series faculty employees do not have the same responsibilities and professional obligations ~~as of~~ faculty in Regular, Special, Extension or Librarian Title Series. Lecturer Series appointments shall not be made when appointment in a tenure-eligible title series is appropriate. The Lecturer Series is comprised of two academic ranks: Lecturer and Senior Lecturer.

II. Appointment

A. Appointment, reappointment, non-renewal of appointment, and terminal reappointment in the Lecturer Series are subject to the following conditions:

~~Lecturer Series faculty are appointed or reappointed by final action of the Provost upon recommendation of the educational unit administrator and the dean without reference to an Academic Area Advisory Committee. Initial appointments at the rank of Lecturer shall not exceed a term of one year. A faculty employee at the rank of Lecturer may be reappointed for one or more additional terms for a period of no more than two years per appointment. Senior Lecturers may be appointed to an initial term not to exceed two years and reappointed for additional terms of no more than two years per appointment. The maximum number or percentage of Lecturers in an educational unit must be based on the written approval of the tenured and tenure-track faculty of that educational unit. The assignment period for Lecturer Series faculty may be on a nine-month, ten-month, eleven-month, or twelve-month basis.~~

1. The dean makes the final decision on initial appointment, reappointment, non-renewal of appointment and terminal reappointment of Lecturer Series faculty employees at the rank of Lecturer. The dean shall notify the faculty employee in writing and send a copy of the notification to the educational unit administrator (see AR 2:1-1, Appendix III).

2. The Provost makes the final decision on initial appointment at the rank of Senior Lecturer upon recommendations of the educational unit administrator and the dean without reference to an Academic Area Advisory Committee. Prior to making a recommendation to the Provost on initial appointment at the rank of Senior Lecturer, the dean shall obtain the written advice of the college advisory committee on

promotion, appointment, reappointment, and tenure (AR 2:1-1, Section VII.B). The final action of the Provost shall be communicated in writing to the dean. The dean shall notify the faculty employee in writing of the Provost's decision and send a copy of the notification to the educational unit administrator. The dean makes the final decision on reappointment, non-renewal of appointment and terminal reappointment of Lecturer Series faculty employees at the rank of Senior Lecturer. The dean shall notify the faculty employee in writing and send a copy of the notification to the educational unit administrator (see AR 2:1-1, Appendix III).

3. The tenured and tenure-eligible faculty of an educational unit (department, school without departments, graduate center or college without either departments or schools) that employs faculty employee(s) in the Lecturer Series, shall establish by majority vote the maximum number or percentage of Lecturer Series faculty that may be employed by the unit. The number shall be documented in the rules of the unit and shall only be changed by majority vote of the tenured and tenure-eligible faculty of the unit.

III. — Non-renewal

4. Initial appointment at the rank of Lecturer or Senior Lecturer shall not exceed two (2) years. Notification of non-renewal of appointment at the end of the first year of service shall be given no later than March 1 if the appointment expires at the end of that academic year or three months in advance if the one-year appointment terminates during the academic year. ~~Notification of non-renewal of appointment~~

5. ~~a~~After the first year of service, and until such time that a rolling contract is offered (see subsections 3 & 6 below), notification of the decision to offer a terminal reappointment shall be given to Lecturer Series faculty employees at least twelve (12) months~~one year~~ before expiration of the appointment. ~~Notification of non-renewal of appointment shall be made in writing by the dean.~~

6. Reappointment reviews shall be conducted in accordance with the policies and procedures prescribed in AR 2:1-1 and its accompanying appendices (AR 2:1-1 Appendices I & II).

7. After the unit administrator has completed the reappointment review of a faculty employee in his or her fourth year of continuous full-time service at the rank of Lecturer, the educational unit administrator shall recommend to the dean either:

a. An offer to the faculty employee of a 2-year rolling contract (i.e., a two-year notice before any potential termination of employment), subject to the conditions stated in Section III below; or

b. An offer to the faculty employee of a terminal reappointment contract for a fifth and final year of employment. The dean shall make the final decision to either approve the unit administrator's recommendation and offer a terminal reappointment to the faculty employee, or to disapprove the recommendation and offer a reappointment. The dean shall notify the faculty employee in writing of

the decision and send a copy of the notification to the educational unit administrator (see AR 2:1-1, Appendix III).

8. After the unit administrator has completed the reappointment review of a faculty employee in his or her fourth year of continuous full-time service at the rank of Senior Lecturer, the educational unit administrator shall recommend to the dean either:

a. An offer to the faculty employee of a 3-year rolling contract (i.e., a three-year notice before any potential termination of employment), subject to the conditions stated in Section III below; or

b. An offer to the faculty employee of a terminal reappointment contract for a fifth and final year of employment. The dean shall make the final decision to either approve the unit administrator's recommendation and offer a terminal reappointment to the faculty employee, or to disapprove the recommendation and offer a reappointment. The dean shall notify the faculty employee in writing of the decision and send a copy of the notification to the educational unit administrator (see AR 2:1-1, Appendix III).

9. The assignment period for Lecturer Series faculty employees may be on a nine-month, ten-month, eleven-month, or twelve-month basis.

III. Non-renewal of a Rolling Contract

A. Lecturer Series Faculty Employees at the Rank of Lecturer

1. In the event that a faculty employee at the rank of Lecturer is assigned a composite rating of unsatisfactory on an annual faculty performance review (see AR 3:10), the unit administrator shall not recommend the renewal of the faculty employee's rolling contract. After informing the appropriate unit faculty members (see AR 2:1-1 Appendix I), the unit administrator shall recommend to the dean that the faculty employee be offered a two-year reappointment contract without the provision for a rolling contract. The dean shall make the final decision on whether the two-year reappointment includes a rolling contract. The dean shall notify the faculty employee of the final decision in writing and send a copy of the notification to the unit administrator.

2. At any time in the two-year duration of a reappointment contract without a rolling contract, but with sufficient time to ensure that the faculty employee is notified of the final decision of the dean no later than the last day of the reappointment contract, the unit administrator shall recommend to the dean one of the three actions enumerated below. The unit administrator shall consult with the appropriate faculty (see AR 2:1-1 Appendix I) and, where prescribed in Appendix I, obtain written judgments from those faculty. The recommendation of the unit administrator shall be limited to one of the following actions:

a. An offer to the faculty employee of a 2-year rolling contract (i.e., a two-year notice before any potential termination of employment), subject to the conditions stated in Section III.A.1 above.

b. An offer to the faculty employee of a terminal reappointment contract.

c. An offer to the faculty employee of a reappointment contract, not to exceed two years in duration and without the provision for a rolling contract. At the end of that reappointment period, the terms of reappointment shall be limited to:

i. the restoration of a 2-year rolling contract (i.e., a two-year notice before any potential termination of employment), subject to the conditions stated in Section III.A.1 above; or

ii. the issuance of a terminal reappointment contract.

B. Lecturer Series Faculty at the Rank of Senior Lecturer

1. In the event that a faculty employee at the rank of Senior Lecturer is assigned a composite rating of unsatisfactory on a biennial faculty performance review (see AR 3:10), the unit administrator shall not recommend the renewal of the faculty employee's rolling contract. After informing the appropriate unit faculty members (see AR 2:1-1 Appendix I), the unit administrator shall recommend to the dean that the faculty employee be offered a three-year reappointment contract without the provision for a rolling contract. The dean shall make the final decision on whether the two-year reappointment includes a rolling contract. The dean shall notify the faculty employee of the final decision in writing and send a copy of the notification to the unit administrator.

2. During the reappointment period without the provision of a rolling contract, the faculty employee shall undergo an annual faculty performance review.

3. In the second or third year of the reappointment contract, and with sufficient time to ensure that the faculty employee is notified of the decision of the dean no later than the last day of the reappointment contract, the unit administrator shall recommend to the dean one of the three actions enumerated below. The administrator shall consult with the appropriate faculty members (see AR 2:1-1 Appendix I) and, where prescribed in Appendix I, obtain written judgments from those faculty. The recommendation of the unit administrator shall be limited to one of the following actions:

a. An offer to the faculty employee of a 3-year rolling contract (i.e., a three-year notice before any potential termination of employment), subject to the conditions stated in Section III.B.1,

b. An offer to the faculty employee of a terminal reappointment contract.

c. An offer to the faculty employee of a reappointment contract, not to exceed two years in duration and without the provision for a rolling contract. At the end of that reappointment period, the terms of reappointment shall be limited to:

i. the restoration of a 3-year rolling contract (i.e., a three-year notice before any potential termination of employment), subject to the conditions stated in Section III.B.1 above; or

ii. the issuance of a terminal reappointment contract.

IV. Criteria for Appointment, Reappointment, Promotion, and Faculty Performance Review Merit Review

A. The Faculties of the educational units that employ full-time Lecturer Series faculty shall establish unit criteria and procedures for appointment, reappointment, nonrenewal of appointment, terminal reappointment, promotion, and faculty performance merit-review (pursuant to GR VII.A.6). The criteria for appointment shall include an earned terminal degree appropriate to the field of assignment. Evidence of the appropriate professional experience or credentials may substitute for a terminal degree with the approval of the Provost. These unit criteria and procedures shall be submitted to the dean of the college for approval.

~~B. After a minimum of five years of continuous service as a full-time Lecturer, consideration for promotion (without tenure) from Lecturer to Senior Lecturer may occur. The Provost makes the final decision on the promotion, without reference to an Area Committee. The college policies on performance review of Lecturer Series faculty employees shall prescribe that Lecturer Series faculty employees undergo Faculty Performance Review (see AR 3:10) as follows:~~

~~1. Lecturer Series faculty at the rank of Lecturer shall undergo Faculty Performance Review on an annual basis.~~

~~2. Lecturer Series faculty at the rank of Senior Lecturer shall undergo Faculty Performance Review on a biennial basis, except as prescribed in Section III.B.2 above.~~

~~C. A Lecturer Series faculty employee may be considered for promotion (without tenure) from the rank of Lecturer to the rank of Senior Lecturer at any time after five (5) years of continuous full-time service. In preparing a recommendation to the dean on a promotion case in the Lecturer Series, the educational unit administrator shall consult with the appropriate faculty employees of the unit and obtain their written judgments (see AR 2:1-1 Appendix I). Prior to making a recommendation to the Provost on a promotion case in the Lecturer Series, the dean shall provide the dossier to the college advisory committee on appointment, reappointment, promotion, and tenure (AR 2:1-1, Section VII.B), and obtain its written advice. The Provost makes the final decision on the promotion, without reference to an Area Committee. A faculty employee promoted to the rank of Senior Lecturer shall be offered a 3-year rolling contract (i.e., a 3-year notice before any potential termination of employment, subject to the conditions stated in Section III above).~~

-V. Periodic Course Reduction Associated with Professional Development Opportunities Eligibility for Tenure, Leave, and Other Benefits

After six (6) years of continuous service, Lecturer Series faculty employees shall be eligible to apply for a one-year course reduction, equivalent to six (6) undergraduate credit hours of teaching, to devote time for professional development in order that the quality of faculty employee's service to the University may be enhanced. The unit administrator shall review such requests from Lecturer Series faculty employees and

make recommendations to the dean. The dean shall make the final decision on recommendations for periodic course reductions for Lecturer Series faculty employees.

Normally "continuous service" is interrupted by the two-course reduction associated with the professional development opportunity identified in this regulation. That is, no service prior to the two-course reduction may be credited toward eligibility for future professional development opportunities described herein. However, in the event that it becomes necessary for an individual to postpone such professional development at the request of and/or for the benefit of the University or one of its educational units, the period of postponement shall be counted as part of the six (6) years of continuous service necessary for the individual to become eligible again for the professional development opportunity identified in this regulation. The request for and/or agreement that the professional development opportunity be postponed shall be made in writing by the unit administrator to the dean, who has final authority in this matter. The request or agreement shall specify the period of postponement and the reason for it.

VI. Conditions of Employment

A. Distribution of Effort

The annual assignment for faculty employees in the Lecturer Series shall normally be seventy-five (75) percent instruction (typically equivalent to nine (9) undergraduate credit hours of teaching per semester), with the remaining twenty-five (25) percent of the annual assignment apportioned among other assigned duties that serve the undergraduate program of the faculty employee's educational unit or college. Teaching assignments shall be limited to 100-, 200- and 300-level courses. Exceptions to these provisions may be granted by the Provost upon the written recommendation of a dean.

B. Eligibility for Tenure, Leave, and Other Benefits

1A. Lecturer Series faculty ~~employees~~ are not eligible for tenure, sabbatical leave or membership in the Graduate Faculty. Lecturers ~~Series faculty employees~~ are eligible for faculty membership with voting privileges in the college faculty and the University Senate, subject to the approval of the tenured and tenure-track members of the faculty in the college to which they have been assigned. They are also eligible for faculty membership with or without voting privileges in the educational unit to which they have been assigned, subject to the approval of the tenured and tenure-track members of the faculty in that educational unit. ~~The extension of these privileges to Lecturer Series faculty employees shall be recorded in the respective Rules documents of the educational unit and college (GR VII).~~

2B. Lecturer Series faculty employees are eligible to apply for positions in other faculty series. If a Lecturer is subsequently appointed in ~~a tenure-eligible title series~~ the Regular, Special, Extension or Librarian Title Series, time spent as a Lecturer ~~Series faculty employee~~ shall not count toward eligibility for sabbatical leave nor as a part of the individual's probationary period.

3C. Lecturers ~~Series faculty employees~~ are eligible for the same University ~~employee benefits, such as~~ retirement, health care and life

insurance plans, as ~~are Regular, Special, Extension or Librarian Title Series~~ other regular faculty employees. Similarly, temporary disability leave may be granted by the Provost.

4. Lecturer Series faculty employees are entitled to the right of appeal on matters of procedure, privilege and/or academic freedom that is afforded faculty employees in other faculty series, as prescribed in the *Administrative Regulations* (AR 2:1-1, Sections XI and XII) and as provided in the *Governing Regulations* (GR I.I).