Indiana University
School of Health, Physical Education and Recreation

POLICY ON LECTURER AND SENIOR LECTURER
(Approved by Academic Council on January 23, 2009)

Implementation Context

The following policy is consistent with provisions of the Indiana University Non-Tenure-Track Academic Appointee Handbook (August 2002) and is intended to be implemented within the context of that document. Additionally, this policy supersedes one of a similar title adopted by the School of HPER Academic Council on November 30, 2001. Lecturers, Senior Lecturers and Academic Specialists hired before January 1, 2009 have the option of working under provisions of the November 30, 2001 policy.

Lecturer Role and Evaluation Criteria

Lecturers and Senior Lecturers are academic appointees whose primary responsibility is teaching. Lecturers’ and Senior Lecturers’ assigned responsibilities may include research and service only in support of teaching. Lecturers and Senior Lectures’ are expected to follow and be protected by university policies, including those pertaining to faculty hiring and faculty annual reviews. The contributions of Lecturers and Senior Lecturers’ to the missions of their units may vary, but will usually involve student advising, curricular administration, and unit committee work at levels typical for unit faculty. The performance of Lecturers and Senior Lecturers should be reviewed annually, in the same way as other faculty, and specific annual balance of responsibilities should be determined in an annual meeting with the chair or dean. Like tenured and tenure-probationary colleagues, Lecturers and Senior Lecturers’ are campus appointees, who should have the opportunity, consistent with their primary unit responsibilities, to support the mission of the campus through volunteer service activity that should be recognized as a professional contribution to the university. Lecturers and Senior Lecturers are to be evaluated chiefly on the basis of their contributions to the teaching mission.
Research and service in support of teaching may also be components of the appointment and of evaluation.

**Appointment and Advancement**

Initial appointment as Lecturer or Senior Lecturer should be at the level appropriate to the experience and accomplishments of the individual. The process for appointment with probationary status or appointment with a long-term contract shall go through the ordinary procedures for faculty appointments, except that there are no campus level promotion reviews for Lecturers—it is all done at the unit level. Lecturers shall be promoted to Senior Lecturers upon their being appointed to long-term contracts following a probationary period. Lecturers and Senior Lecturers are not eligible for tenure; however, in order to protect their academic freedom, individuals initially appointed as Lecturers shall be given long-term contracts after a probationary period of not more than seven years. Lecturers in the School of HPER must submit a promotion dossier and undergo promotion review no later than the beginning of their sixth year of service. In consultation with their Department Chair, a Lecturer may request to be considered for promotion to Senior Lecturer after a minimum four years of services.

The documentation in a dossier for promotion to Senior Lecturer is as follows:

1. Statement concerning the teaching contributions and their relevance to the departmental mission.
2. Feedback from colleagues and students (e.g., peer evaluations, exit interviews)
3. Feedback to students (e.g., comments on plans, reports)
4. Student evaluations (e.g., summaries across semesters, rankings/comparisons with departmental norms)
5. Long-term effects of teaching (e.g., alumni and employer surveys of effectiveness of graduates; letters and awards from public and from organizations)
6. Course portfolios and samples of curricula
7. Evidence of impact of teaching nationally and internationally (e.g. conference and workshop presentations on teaching)
8. Scholarship of Teaching and Learning activities
9. FACET activities
10. Guest master-teaching assignments, with documentation of impact
11. Publications (textbooks, protocols, assessment instruments, etc.)
12. Videos, CDs, modules for distance learning with reviews or data concerning impact on profession

Lecturer appointments during the probationary period shall be subject to the same policies and procedures with respect to appointment, reappointment, non-reappointment, and dismissal as apply to tenure-probationary faculty during the probationary period. After the probationary period, dismissal of a Senior Lecturer holding a longer term contract which has not expired may occur because of closure or permanent downsizing of the program in which the faculty member teaches and serves; otherwise, dismissal of such Lecturer shall occur only for reasons of professional incompetence, serious misconduct, or financial exigency. Non-reappointment of Lecturers and Senior Lecturers to a new contract term may occur for the foregoing reasons or may occur as well for reason of changing staffing needs of the academic unit’s program. Non-reappointment decisions regarding Senior Lecturers holding a longer term contract after the probationary period must be made with faculty consultation. The jurisdiction of campus faculty grievance institutions includes cases of dismissal and non-reappointment of Lecturers and Senior Lecturers.

Probationary periods for part-time Lecturers and Senior Lectures may be longer than seven years, where regulations adopted by the faculty of the academic unit so provide. University and School of HPER practice requires that probationary periods be served on a continuing basis unless a leave of absence has been applied for and been granted. Neither the School of HPER nor the University are obliged to relocate within the institution Lecturers and Senior Lecturer whose positions are eliminated because of closure, permanent downsizing, or changing staffing needs of their academic programs. Where an instructional line is converted from non-tenure to tenure track, a lecturer occupying the line may apply for the tenure-track position, but is not guaranteed appointment.

Contracts and Promotion

Initial Lecturer appointments should be at the level appropriate to the experience and accomplishments of the individual and approved by the faculty of the unit. For the first six years of
service, School of HPER Lectures and Senior Lecturers serving a probationary period will be provided a limited three year contract that can be renewed once as long as appropriate progress toward promotion to Senior Lecturer is demonstrated. In the event of contract termination for any of the reasons specified above, faculty in their first year of service as a Lecturer must be given notice not later than February 1. During the second year of service, notice must be given not later than November 15. During the third and subsequent years, at least twelve months notice must be provided. Candidates in the sixth year of the probationary period who are not promoted to Senior Lecturer will not be eligible for reappointment.

A three-year rolling contract, renewable annually, will be provided when a Lecturer is promoted to the rank of Senior Lecturer and when an individual hired with the rank of Senior Lecturer has completed the probationary period of employment. Promotion to the rank of Senior Lecturer and/or reappointment must be based on excellence in teaching and satisfactory service, and should only be granted to colleagues who have demonstrated a commitment to continued professional growth and currency with pedagogical developments in their fields. Like promotion to tenured status, promotion to Senior Lecturer should principally be a judgment about prospects for future contributions. Research cannot be included as a basic category of evaluation. However, for Lecturers, research in support of teaching should be considered part of the teaching dossier. Other research may be considered as evidence of intellectual engagement in the professional field that is generally indicative of long-term intellectual contributions valuable in classroom settings and to the campus in general.

The steps for review of candidates for reappointment to long-term contracts and promotion to Senior Lecturer shall follow those of review of tenure and promotion. The regularly constituted Department and School of HPER Tenure and Promotion Committees shall function as the peer review committees for promotion within the Lecturer rank. For the purpose of providing peer-context to the discussion, a Senior Lecturer(s) shall serve as an ex officio non-voting member of the Department and/or School of HPER Tenure and Promotion Committees. If a suitable ex-officio member is not available at either the department or school level, a qualified Senior Lecturer from another department or school may be asked to serve. The Lecturer Promotion Committee shall follow the review
and voting protocol as stipulated in the HPER Tenure and Promotion Handbook for tenure-track faculty tenure and promotion.

Maximum Number of Clinical, Lecturer and Senior Lecturer Appointments

The total number of faculty designated Clinical Faculty, Lecturer and Senior Lecturer may not exceed 40% of the total number of faculty in the School of HPER. There is not cap on the number of individuals who may be appointed to the rank of Academic Specialist.

Retroactive Promotion to Senior Lecturer

Prior to January 1, 2009, any Lecturer who has continuously served the School of HPER for more than six years and who has not been reviewed for promotion shall be awarded the rank of Senior Lecturer under the following condition. The Lecturer’s Department Chair must verify in writing to the Dean of the School of HPER that that individual’s job performance is consistent with the rigorous quality standard required of a Senior Lecturer based on the individual’s three previous Annual Reviews. Any Lecturer promoted to Senior Lecturer under this provision shall receive a rolling three-year contract.

Any current Lecturer who has served for more than six years who does NOT receive retroactive promotion under this provision and who is working under a rolling contract will be denied the annual year extension, and thereafter, will only have two contract years remaining. Following a subsequent year of high quality performance, that person could, at the discretion of the Department Chair, be recommended for promotion to Senior Lecturer and be moved back to a three-year rolling contract. If the required high quality performance is not demonstrated, the Lecturer’s contract will be terminated.

Retention in Senior Lecturer Rank

Department Chairs have the obligation and responsibility under this policy to assure that anyone promoted to Senior Lecturer maintains the required high quality performance. Following a positive annual review at the end of the first year of a rolling three-year
contact, an additional year will be added. Thereafter, an additional year will be added to the end of the contract for each year of successful performance, providing that high quality performance is maintained and the needs of the department do not change.

Senior Lecturers judged by the Performance Review to have a below-standard performance for a given year will be denied the annual year extension, and therefore, will only have two contract years remaining. Following a subsequent year of successful performance, the Senior Lecturer could, at the discretion of the Department Chair, be moved back to a three-year rolling contract. If the required high quality performance is not demonstrated, the Senior Lecturer’s contract will be terminated.

**Appointment to Lecturer under Special Conditions**

From time to time, an individual may be appointed as a Lecturer under special conditions such as a strategic hiring program. There may be an informal or formal understanding that when a Lecturer meets certain qualifications, such as award of a doctoral degree, that individual will be appointed to the rank of tenure-track Assistant Professor. Regardless of the conditions of initial appointment, all provisions of this policy regarding quality of performance, probationary period, retention or non-retention, and promotion to Senior Lecturer apply. It is incumbent, therefore, on the Department to which such a Lecturer is assigned to assure that teaching and service loads are adjusted to the extent needed for the Lecturer to successfully attain any special qualifications of employment within the specified six year probationary period.