

Conversion of Full-time Lecturer to Instructor Policy

Purpose

To allow for retention of Full-time Lecturers who have engaged in research activities, such as the pursuit of a doctorate in their discipline, as a means of advancing their career in academia. Instructor positions are tenure-track lines which require candidates to meet specified expectations in teaching, scholarship, and service to earn tenure as an Instructor.

Rationale

This plan helps retain faculty who have dedicated time to the institution and who have already engaged in research and other activities that demonstrate their intention to advance professionally in academia. The expectation is that only a very small number of Full-time Lecturers will be interested in and eligible for this type of advancement. However, even if a policy such as this only applies to a small number of employees, the department benefits through the elimination of costly and time-consuming searches for tenure-track faculty when a fully qualified employee has already demonstrated the ability to undertake the duties of the position.

Eligibility Criteria

To be eligible for conversion from a Full-time Lecturer to an Instructor, the employee must have been hired as the result of an affirmative action search. This includes national, regional, and/or local searches for part-time and/or full-time temporary positions. Additionally, the employee must have served as a Full-time Lecturer within the same department for at least six consecutive semesters (three years), because it is at this point in time that an employee is seen as having more than a temporary relationship with the campus. The employee must also have demonstrated a strong record of teaching and teaching related service by advancing to the level of Lecturer II. In addition, the employee must provide evidence that he/she has the potential to earn tenure, such as through previous work towards or completion of a doctoral degree and/or completion of research projects, presentations and/or papers.

Procedure

The request to be converted from a Full-time Lecturer to an Instructor must be made by the individual, in writing, after consultation with his/her Department Chair. The Department Chair must make the argument that an instructor position is needed within the Department. In addition, the Department must have or must establish criteria for Instructors to earn tenure by the time the appointment to the rank of Instructor takes effect. These criteria should be included in the Department's Personnel Policies and Procedures and must speak to tenure expectations for those at the rank of Instructor in the areas of teaching, scholarship and service. The expectations for scholarship and service should take into account that Instructors have a heavier teaching load than Assistant Professors. Several departments already have such criteria in place and can provide examples. According to the College Handbook, Instructors do not need

a terminal degree to earn tenure. However, an Instructor must earn tenure within the same seven-year timeframe as an Assistant Professor.

Once the request is justified and approved by the Department Chair, it will need to be approved by the Dean, Provost, and President. Requests are due to the Department Chair by February 15 of each year with notification to the applicant by May 1st of that year. Appointments to the rank of Instructor be effective as of September 1 of the following academic year. As with all personnel processes, this process will be confidential with the applicant informed of the results at each level of review.

Once converted to an Instructor, the candidate cannot revert back to the Full-time Lecturer position if at any point in the reappointment and tenure review process he/she is non-renewed. Upon being converted from a Full-time Lecturer to an Instructor, the individual's teaching load will be reduced from 4/4 to 4/3.

Approved by President's Cabinet January 30, 2017