

Substantive Changes to the draft revision of AR 2:9 on Lecturer Series Faculty

II. *Appointment*

Section A

- Identifies departments, school without departments, graduate centers and college without departments or schools as the educational units that shall set limits (percentage or number) on Lecturer Series appointments within those units

Section B

- Increases from 2 to 4 years the initial time period in which *newly hired* Lecturer Series faculty (Lecturer or Senior Lecturer) shall serve before being eligible for rolling contracts
- Reduces from 4 to 3 years the time interval of a rolling contract for Senior Lecturers

III. *Non-renewal of a Rolling Contract*

- Establishes the policies and procedures for suspending a rolling contract at such time that a Lecturer Series faculty employees is assigned an unsatisfactory composite score in a faculty performance review

IV. *Criteria for Appointment, Reappointment, Promotion and Merit Review*

- Prescribes annual faculty performance review for Lecturer Series faculty at the rank of Lecturer and biennial reviews for Senior Lecturers
- Clarifies the language on the opportunity for consideration of promotion to Senior Lecturer and the identifies the change in duration of a rolling contract (from 2 to 3 years) upon the final approval of a promotion to the rank of Senior Lecturer

V. *Periodic Course Reduction Associated with Professional Development Opportunities*

- Clarifies the terms of the professional development opportunity as a one-year course reduction equivalent to six (6) undergraduate credit hours of teaching

VI. *Conditions of Employment*

Section B

- Clarifies the terms by which full-time Lecturer Series faculty employees are eligible to vote for, and participate as candidates in the election of, faculty representatives from the college faculty to serve in the University Senate

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| <u>UNIVERSITY OF KENTUCKY</u> | <u>IDENTIFICATION</u> <u>AR 2:9</u> | <u>PAGE</u> <u>1</u> |
| <u>ADMINISTRATIVE REGULATIONS</u> | <u>DATE EFFECTIVE</u> <u>X/YY/ZZ</u> | <u>SUPERSEDES REGULATION DATED</u> <u>AR II-1.0-1, Page II.S, 7/1/05</u> |

LECTURER SERIES FACULTY

-[revision 4-02-10]

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 of faculty employees in Regular, Special, Extension or Librarian Title Series. Lecturer Series appointments shall not be made when appointment in a title series is appropriate.

II. Appointment

A. Personnel actions in the Lecturer Series faculty are appointed or reappointed finalized by final action of the Provost upon recommendation recommendations 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 final action of the Provost shall be communicated in writing to the dean. The dean shall notify the candidate in writing of the Provost's decision, with that notification by the dean being copied to the educational unit administrator. The maximum number or percentage of Lecturers in an educational unit must be based on the written approval Lecturer Series faculty employees in a department, school without departments, graduate center or college without department or schools shall be established by the majority vote of the tenured and tenure-track faculty of that educational body of the unit, and documented in the rules of the unit. The assignment period for Lecturer Series faculty employees may be on a nine-month, ten-month, eleven-month, or twelve-month basis.

B. Appointment, Reappointment and Termination in the Lecturer Series are subject to the following conditions:

1. 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~~The final action of the Provost on the matter of non-renewal of appointment ~~after~~shall be communicated in writing to the dean. The dean shall notify the candidate in writing of the Provost's decision and send a copy of the notification to the educational unit administrator.

~~2. Notification of non-renewal of appointment 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 one year-twelve (12) months before expiration of the appointment.~~ ~~Notification~~The final action of non-renewal~~the Provost on the matter~~ of terminal appointment shall be ~~made~~communicated in writing ~~by~~to the dean. ~~The dean shall notify the candidate in writing of the Provost's decision and send a copy of the notification to the educational unit administrator.~~

3. 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).

4. 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 termination), 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 final action of the Provost on the matter of terminal appointment 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.

5. 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 termination), subject to the conditions stated in Section III below.

or

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b. An offer to the faculty employee of a terminal reappointment contract for a fifth and final year of employment. The final action of the Provost on the matter of terminal appointment shall be communicated in writing to the dean. The dean shall notify the candidate in writing of the Provost's decision and send a copy of the notification to the educational unit administrator.

~~III. Non-renewal~~

~~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 after the first year of service shall be given at least one year before expiration of the appointment. Notification of non-renewal of appointment shall be made in writing by the dean.~~

III. Non-renewal of a Rolling Contract

A. Lecturer Series Faculty 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 consultation with the appropriate unit faculty (see AR 2:1-1 Appendix I), the unit administrator shall recommend to the dean of the college for final action by the Provost that the faculty employee be offered a two-year reappointment contract without the provision for a rolling contract. The final action of the Provost on the matter of reappointment shall be communicated in writing to the dean. The dean shall notify the candidate in writing of the Provost's decision and send a copy of the notification to the educational unit administrator.

2. At any time in the two-year duration of the reappointment contract, but with sufficient time to ensure that the final action of the Provost is communicated to the faculty employee no later than the last day of the reappointment contract, the unit administrator shall recommend to the dean, for final action by the Provost, one of the three actions enumerated below. The administrator shall consult with the appropriate faculty (see AR 2:1-1 Appendix I) and, where prescribed in Appendix I, obtain the written judgments from the appropriate unit faculty on the administrator's proposed recommendation, which shall be limited to one of the following:

a. An offer to the faculty employee of a 2-year rolling contract (i.e., a two-year notice before termination), 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

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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 termination), subject to the conditions stated in Section III.A.1 above.

or

ii. the issuance of a terminal reappointment contract.

3. The final action of the Provost on the matter of reappointment shall be communicated in writing to the dean. The dean shall notify the candidate in writing of the Provost's decision and send a copy of the notification to the educational unit administrator.

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 consultation with the appropriate unit faculty (see AR 2:1-1 Appendix I), the unit administrator shall recommend to the dean of the college, for final action by the Provost, that the faculty employee be offered a three-year reappointment contract without the provision for a rolling contract. The final action of the Provost on the matter of reappointment shall be communicated in writing to the dean. The dean shall notify the candidate in writing of the Provost's decision and send a copy of the notification to the educational unit administrator.

2. During the three-year reappointment period, 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 final action of the Provost is communicated to the faculty employee no later than the last day of the reappointment contract, the unit administrator shall recommend to the dean, for final action by the Provost, one of the three actions enumerated below. The administrator shall consult with the appropriate faculty (see AR 2:1-1 Appendix I) and, where prescribed in Appendix I, obtain the written judgments from the appropriate unit faculty on the administrator's proposed recommendation, which shall be limited to one of the following:

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

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

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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 termination), subject to the conditions stated in Section III.B.1 above.
or

ii. the issuance of a terminal reappointment contract.

4. The final action of the Provost on the matter of reappointment shall be communicated in writing to the dean. The dean shall notify the candidate in writing of the Provost's decision and send a copy of the notification to the educational unit administrator.

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

A. The Faculties of the educational units that employ full-time Lecturer Series faculty employees shall establish unit criteria and procedures for appointment, reappointment, promotion, and merit review (pursuant to GR VII.A.6). The criteria for appointment shall include an earned terminal degree appropriate to the field of assignment. 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. The college policies on performance review of Lecturer Series faculty employees shall prescribe that Lecturer Series faculty employees shall undergo Faculty Performance Review (see AR 3:10) as follows:

1. Lecturer Series faculty at the rank of lecturer Senior 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. 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. A 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 at the rank of Lecturer. 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., 3-year notice before termination, subject to

the conditions stated in Section III above).

V. Periodic Course Reduction Associated with Professional Development Opportunities

After six (6) years of continuous service, Lecturer Series faculty employees shall be eligible to apply for 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 of the college. 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 the provisions stipulated in Section VI.A may be granted by the Provost upon the written recommendation of a dean.

V-B. Eligibility for Tenure, Leave, and Other Benefits

A-1. Lecturer Series faculty employees are not eligible for tenure, sabbatical leave or membership in the Graduate Faculty. ~~Lecturers~~ Lecturer 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. If extended college faculty membership with voting privileges, full-time Lecturer Series faculty employees are eligible to vote for, and participate as candidates in the election of, faculty representatives from the college faculty to serve in the University Senate. 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).

2. B. If a Lecturer is subsequently appointed in the Regular, Special, Extension or Librarian Title Series Lecturer Series faculty employees are eligible to apply for positions in faculty series in which the granting of tenure and sabbatical leave are permitted. If a Lecturer Series faculty employee is subsequently appointed in a tenure-eligible faculty 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.

3. C. 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 faculty, as other regular faculty employees. Similarly, temporary disability leave may be granted by the Provost.

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