

Appointment of Lecturer/Senior Lecturers

A. Introduction

To enable Auburn University more effectively to meet its broad and varying lower-division instructional responsibilities while maintaining full commitment to its research mission, a Lecturer/Senior Lecturer appointment without tenure is established as hereafter defined and described.

B. Definition

The Lecturer/Senior Lecturer is a professional series for appointment of appropriately qualified individuals who contribute to the university's academic mission through instruction, supervision, and advising of undergraduate students. Appointments to Lecturer/Senior Lecturer are not intended to be used to replace tenure track positions.

C. Establishment of a Position

No new Lecturer/Senior Lecturers position will be proposed or established in any department or unit that would result in the number of Lecturers/Senior Lecturers exceeding 25% of the tenure track faculty in the university. Moreover, the Lecturer/Senior Lecturer position would be less than 50% of the faculty in any unit. To establish a position with the Lecturer/Senior Lecturer, the initiating unit shall (1) prepare a proposal demonstrating the need for such a position, (2) prepare a job description and identify any space and facilities needed for its performance, and (3) obtain approvals of the proposal by the Dean of the college/school, and the Provost. Joint appointments require the approval of all Deans involved.

Initial Appointment

The department head or unit head, in consultation with and approval of a majority of the department or unit's faculty, should decide upon the positions needed and the qualifications a successful candidate must have, including the candidate's academic credential. Together they should develop a position description to be supplied to the candidates. The hiring of Lecturer/Senior Lecturer faculty will follow normal university procedures for hiring tenure track faculty.

The department head or unit head and the search committee shall be guided by the Affirmative Action Office in framing an advertisement for the position, in seeking permission to advertise, and in recommending an initial appointment. Guidelines from the Affirmative Action Office help ensure compliance with federal law and help ensure an open and fair search.

When making recommendations for initial appointments in the Lecturer/Senior Lecturer positions, the department head or unit head shall confer with all available tenure-track and Lecturers/Senior Lecturers of the department. He or she shall then transmit a written summary of

the reactions of these faculty members along with appointment forms through the appropriate dean and/or director, and to the Provost. Where the faculty members do not concur in an initial appointment, the head may submit a recommendation for appointment with his or her justification and a report of non-concurrence of the faculty.

The initial letter of appointment should clearly define the length of the appointment, benefits, and duties/responsibilities. The offer letter should make clear that continuation of appointment is subject to the availability of funds, the need for services, and satisfactory performance.

Each initial appointment must be confirmed by the appropriate department head/unit head or dean in a written notice to the appointee after proper administrative approvals have been obtained. This letter constitutes the faculty member's written terms of the initial employment.

Prior Service

If a faculty member in the Lecturer/Senior Lecturer positions have had fewer than three years of full-time service in a faculty rank at this institution or other institutions, he or she may request that two years, one year, or none be credited toward the years in rank for promotion. If a faculty member has had three or more years of full-time service in a faculty rank at this or other institutions, he or she may request that three years be credited toward the years in rank for promotion. The faculty member is required to make one of these alternative requests, in writing, at the time of initial appointment and, when approved, shall be binding. They should be directed to the department head who will then make a recommendation to the dean and the Provost.

D. Academic Ranks, Titles, and Criteria

The academic ranks and related titles in the Lecturer/Senior Lecturer position shall be: (1) Lecturer and (2) Senior Lecturer. Although it is not feasible to specify exact criteria for evaluating the credentials of an individual for appointment or promotion to any one particular rank in the Lecturer/Senior Lecturer positions, promotion depends primarily on continuing excellence in instruction and length of service. Promotion to the rank of Senior Lecturer only after a minimum of six years of service as a Lecturer. Promotion to Senior Lecturer will result in a salary increase proportional to the salary.