

Policy on Lecturers

(Approved by Faculty Affairs Committee on February 19, 2004)

In conformity with Board of Regents Policy 803.03 the colleges and schools of Georgia State University are permitted to employ full-time lecturers "[t]o carry out special instructional functions such as basic skills instruction." Each college and school must establish a policy that governs the review of lecturers and procedures for retention and possible promotion to Senior Lecturer. These policies must include two types of reviews: a third-year review and a fifth-year review. In these reviews, the primary consideration will be contributions in instruction and service.

Reappointment of a lecturer who has completed six consecutive years of service to an institution will be permitted only if the reviews of the lecturer demonstrates exceptional teaching ability and extraordinary value to the institution. In conformity with Board of Regents Policy 803.0301, Lecturers who are reappointed after the fifth year review can be considered for promotion to senior lecturer, to begin in their seventh year of service. The processes for evaluations, including the composition of the contract renewal committees, will follow the established college policies, as specified in the required policy documents. Lecturers whose reviews do not demonstrate exceptional teaching ability and extraordinary value will be terminated at the end of their sixth year.

Lecturers who have not been reappointed after six consecutive years of service will be subject to the following schedule of notification of renewal/non-renewal:

- At least three months prior to the institution's first day of classes in the fall semester for lecturers at the end of an initial one-year contract;
- At least six months prior to the institution's first day of classes in the fall semester for lecturers at the end of a second one-year contract;
- At least nine months prior to the institution's first day of classes in the fall semester for lecturers after two or more years of service in the institution.

Lecturers/Senior Lecturers who have been reappointed after six years of continuous service will be notified of renewal/non-renewal according to the schedule for faculty who have been awarded academic rank: at least nine months before the termination of a contract.

Non-reappointment of Lecturers who have been reappointed after completing six consecutive years of service as described in the paragraph above or of Senior Lecturers shall be for adequate cause related to 1) realignment of department or program strategy, (2) programmatic modifications, (3) reduced student demand leading to reductions in class sections offered, (4) significant budgetary constraints on the department, college, or university, or (5) the fitness of the lecturer or senior lecturer in his or her capacity as a teacher.

In cases of non-reappointment of Lecturers who have been reappointed after completing six consecutive years of service or of Senior Lecturers, in accordance with the Chancellor's Directive of May 12, 2003, the Lecturer or Senior Lecturer is entitled to a review of the decision. The procedures that govern that review will be developed by the Colleges and the Andrew Young School of Policy Studies and submitted for approval by the University Senate.

APPENDIX A

To: Institutional Presidents
From: Thomas C. Meredith
Date: May 12, 2003
Subject: Reappointment of Full-time Lecturers and Senior Lecturers

In accordance with Board Policies 803.03 and 803.0301, the following guidelines will be in effect for the reappointment of full-time lecturers and senior lecturers:

A. Full-time lecturers and senior lecturers are appointed by institutions on a year-to-year basis.

B. Lecturers and senior lecturers who have served full-time for the entire previous academic year have the presumption of reappointment for the subsequent academic year unless notified in writing to the contrary as follows:

- i) For lecturers with less than three years of full time service, institutions are encouraged to provide reappointment information as early as possible, but no specific notice is required.
- ii) For lecturers with three or more years but less than six years of full-time service, institutions must provide reappointment information at least 30 calendar days prior to the institution's first day of classes in the semester.
- iii) For senior lecturers or lecturers with six years or more of full-time service, institutions must provide reappointment information at least 180 calendar days prior to the institution's first day of classes in the semester.

C. Lecturers or Senior Lecturers who have served for six or more years of full-time service at an institution and who have received timely notice of non-reappointment shall be entitled to a review of the decision in accordance with published procedures developed by the institution. The procedures must be approved by the Chancellor or his/her designee prior to implementation. Additional appeal procedures are contained in Section VIII of the Bylaws of the Board of Regents of the University System of Georgia.

D. In no case will the service as lecturer or senior lecturer imply any claim upon tenure or reappointment under other conditions than those above.

APPENDIX B

Approved by Senate Faculty Affairs Committee April 2, 2003

Policy on Promotion of Lecturers to Senior Lecturers

Lecturers who are reappointed after five years of consecutive service following the required evaluation for retention are eligible for promotion to senior lecturer, to begin in their seventh year of service. The processes for evaluations, including the composition of the contract renewal committees, will follow the established college policies, as specified in the required policy documents and in conformity with the Board of Regents Policy 803.03, which specifies that a lecturer may be retained after six consecutive years of service “only if the lecturer has demonstrated exceptional teaching ability and extraordinary value to the institution.” Lecturers not reappointed after five years will be terminated at the end of their sixth year.

Each college of the University must establish a policy that articulates clearly stated promotional criteria and governs review of lecturers and procedures for promotion to senior lecturer. These policies must include two types of reviews for lecturers; a third-year review for reappointment and a fifth-year review for consideration for reappointment/promotion to senior lecturer.

Reappointment of lecturers is determined on an annual basis.