

# Augusta University

## Policy Library

### Hire, Review, and Reappointment of Lecturers

**Policy Manager: Office of Faculty Affairs**

#### **POLICY STATEMENT**

Augusta University (“AU”) may need to hire full-time lecturers to meet the instructional/teaching needs of the institution. However, no more than twenty percent (20%) of AU’s full-time equivalent corps of primarily undergraduate instruction may be lecturers and/or senior lecturers. The Office of Faculty Affairs (OFA) is responsible for ensuring that the corps of instruction does not exceed twenty (20%) percent.

#### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni     Faculty     Graduate Students     Health Professional Students  
 Staff     Undergraduate Students     Vendors/Contractors     Visitors  
 Other:

#### **DEFINITIONS**

These definitions apply to these terms as they are used in this policy:

**Corps of Instruction:** Consists of the ranks of lecturer, senior lecturer, instructor, assistant professor, associate professor, and professor as outlined in the Statutes of Augusta University.

**Lecturer:** A lecturer is a full-time member of the Corps of Instruction who focuses on teaching and who generally has not served in a continuous capacity at Augusta University for more than six (6) years.

**Senior Lecturer:** A senior lecturer is a full-time member of the Corps of Instruction who focuses on teaching and who has served in a continuous capacity at Augusta University for at least six (6) years.

#### **PROCESS & PROCEDURES**

Full-time lecturers and senior lecturers are appointed on a year-to-year basis and their appointments are approved through the usual academic administrative process for faculty appointments. AU discourages the initial hiring at the senior lecturer level. Neither lecturers nor senior lecturers are eligible for the award of tenure.

Lectures and senior lectures 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:

1. For lecturers with less than three (3) years of full-time continuous service in that position at AU, department chairs are encouraged to provide non-reappointment notice as early as possible, but no specific notice is required.
2. For lecturers with three (3) or more years but less than six (6) years of full-time continuous service in that position at AU, department chairs must provide non-reappointment notice at least thirty (30) calendar days prior to the first day of classes in the semester.
3. For lectures or senior lecturers with six (6) years or more of full-time continuous service in those positions at AU, department chairs must provide non-reappointment notice at least one hundred and eighty (180) calendar days prior to the first day of classes in the semester.

Previous years of service in positions other than lecturer and/or senior lecturer positions shall not be included in the calculations to determine the schedule for review for notice of intention not to renew a faculty member's contract or the availability of a review of that decision. Previous years of service in any capacity at institutions other than AU also shall not be included in the calculations.

In accordance with BOR Policy 8.3.4.3 – Lecturers and Senior Lecturers, who have served for six (6) or more years of full-time continuous service in those positions at AU and who have received timely notice of non-reappointment shall be entitled to a review of the non-reappointment decision by the Dean of the college in which the lecturer or senior lecturer is appointed.

#### *Reappointment Portfolio Review*

If a department desires to reappoint a lecturer beyond the sixth year, a portfolio containing appropriate documentation of the lecturer's exceptional teaching ability and extraordinary value must be presented to the Associate Provost for Academic Affairs in the fall of the candidate's sixth year after it has been reviewed and supported by the Dean of the college in which the lecturer is appointed. The date for the promotion and tenure portfolios to the APFA is set annually. If a recommendation for promotion to the rank of Senior Lecturer is forwarded to the APFA, the promotion process will replace this reappointment process.

#### *The Sixth Year Reappointment Portfolio*

The portfolio must contain:

- A curriculum vitae which summarizes relevant biographical, personal, and professional data;
- A position description of the lecturer's currently held position;
- Copies of all summative Peer Evaluations of Teaching since the date of hire; and
- Summary sheets of student course evaluations for all courses taught since the date of hire.

The Promotion Portfolio shall be reviewed according to the process of the college in which the lecturer is appointed. Such a process may or may not conform to the promotion process for promotion to other academic ranks. The Dean will forward the portfolio to the APFA for further review. The University Committee will not review portfolios for promotion to senior lecturer.

### *Review of Non-Reappointment*

If a lecturer or senior lecturer wishes a review of the decision for non-reappointment, the individual is required to provide a letter to the Dean of the college in which the lecturer is appointed requesting a review of the chair's decision. The letter should include justification of exceptional teaching and extraordinary value to the institution. The Dean shall normally have ten (10) business days to review the request. The Dean will reply in writing their decision to lecturer/senior lecturer, the department chair, and Faculty Support Services. The Dean will either uphold the decision of the chair or extend the contract for no more than one year.

### **REFERENCES & SUPPORTING DOCUMENTS**

[Augusta University Guidelines for Faculty Promotion and Tenure](#)

[Bylaws of the University Senate of Augusta University](#)

[Statutes of Augusta University](#)

### **RELATED POLICIES**

[University System of Georgia Board of Regents Policy 8.3.4.3 – Lecturers and Senior Lecturers](#)

[University System of Georgia Board of Regents Policy 8.3.8.1 – Employment of Full-Time Lecturers](#)

[University System of Georgia Board of Regents Policy 8.3.8.2 – Senior Lecturers](#)

### **APPROVED BY:**

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 3/20/2024

President, Augusta University

Date: 3/20/2024