

Augusta University

Policy Library

Hire, Review, and Promotion of Lecturers

Policy Owner: Office of Academic and 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 20 percent (20%) of AU’s full-time equivalent corps of primarily undergraduate instruction may be lecturers and/or senior lecturers. The Vice President for Academic and Faculty Affairs (VPAFA) is responsible for ensuring that the corps of instruction does not exceed twenty (20) percent.

Full-time lecturers and senior lecturers are appointed on a year-to-year basis; as such, neither lecturers nor senior lecturers may serve on University Senate. 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, lecturers or 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.

AFFECTED STAKEHOLDERS

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

- | | | | |
|---------------------------------|---|--|---|
| <input type="checkbox"/> Alumni | <input checked="" type="checkbox"/> Faculty | <input type="checkbox"/> Graduate Students | <input type="checkbox"/> Health Professional Students |
| <input type="checkbox"/> Staff | <input type="checkbox"/> Undergraduate Students | <input type="checkbox"/> Vendors/Contractors | <input type="checkbox"/> Visitors |

Office of Compliance and Enterprise Risk Management Use Only

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Policy Sponsor: Vice President for Academic and Faculty Affairs

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Last Revision: 01/03/2018

Last Review: 01/03/2018

Other: Include any other stakeholders not listed above.

DEFINITIONS

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

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 VPAFA 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 VPAFA is set annually. If a recommendation for promotion to the rank of Senior Lecturer is forwarded to the VPAFA, the promotion process will replace this reappointment process.

The Sixth Year Reappointment Portfolio

The portfolio must contain:

- A cover letter from the department chair summarizing the lecturer's contributions to teaching and why those contributions constitute exceptional teaching ability. The letter should also make a case for why the lecturer is of extraordinary value to the institution;
- A list of all courses taught, organized by semester; and the
- Summary pages of annual faculty evaluations since the date of hire.

In addition to the above listed items, the responsibility for providing evidence of teaching excellence resides with the department chair. Documentation may include, but is not limited to:

- Course materials, such as syllabi, exams, examples of student work;
- Comments from peers who have worked with the Lecturer;
- Comments from student interviews;
- Letters of commendation from students, faculty peers, or external colleagues; and
- Evidence of involvement in appropriate forms of professional development.

The Promotion Portfolio

In addition to the items required in the Sixth Year Reappointment Portfolio, the Promotion portfolio must include:

- 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 by the college in which the lecturer is appointed. Such process may or may not be from the promotion process for promotion to other academic ranks. The Dean will forward the portfolio to the VPAFA 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:

President, Augusta University and CEO, AU Health System Date: 01/03/2018