



### **Office of Academic Affairs**

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### Academic Professionals: Lecturers UW 5-408, Appendix B (revision 3)

Lecturers are Academic Professionals who are engaged primarily in fulfilling the teaching mission of the University. As a necessary part of their teaching responsibilities, lecturers must demonstrate continuing professional development.

Currency of knowledge being essential to effective teaching, every Lecturer must participate in a program of professional development, the components of which he or she must define in collaboration with the appropriate department head or supervisor. Each department that hires Lecturers has the responsibility to develop written standards by which to gauge individual professional development programs. These standards must be available to candidates for Lecturer positions at the time of hiring. Normally, professional development should account for no less than 1/8 (the equivalent of 3 credits per year) and no more than 1/4 (the equivalent of 6 credits per year) of the job description.

### Adjusting Teaching Load

In May, 2016, President Nichols established a new standardized baseline for assigning teaching responsibilities to extended term stream lecturers, effective Academic Year 2016-17. Standard job descriptions will now reflect the following distribution of duties: Teaching (87.5%; 21 credits or 4-3 load), Professional Development, Advising, and Service (12.5%; distribution between duties). This distribution can be adjusted at the discretion of the Department Head and Dean. All adjustments must be approved by the Vice President of Academic Affairs.

The purpose of this document is to outline criteria that should be used by department heads and deans to make adjustments to the standard teaching load. Criteria for adjusting teaching load fall into three categories:

- (1) Large Classroom Teaching (LCT)
- (2) Instructional Laboratory Teaching (ILT)
- (3) Non-Classroom Teaching (NCT)

### Annual review

Review of job descriptions should occur annually. The criteria included in this document should be used for adjusting job descriptions so that they are in compliance with University regulations governing Academic Professionals.

### Flexible Scheduling

Depending on department custom, instructional needs and willingness of lecturer, some teaching duties may be completed in the summer (or J-term) as a part of their standard 21 credit hour load (e.g., 3/3/1). In this case, a summer would be considered on-load and supplemental salary would not be provided. It is also possible for lecturers who agree to teach 24 credits in one academic year (i.e., 4/4 load) to receive an adjustment to the following academic year (i.e., 3/3 load). This allows for a 2-year workload average of 21 credits of teaching.

Academic Program Administration and Support

Credit hour substitution will **not** be available for academic program administration and support. During AY 16-17, the Office of Academic Affairs will be exploring alternative classifications for current lecturers who are not engaged primarily in fulfilling the teaching mission of the University. Exceptions may be granted at the discretion of the Department Head and the Dean, with approval by the Vice President of Academic Affairs.

Reappointment, Promotion and Extended-Term Expectations

It is essential that performance standards and expectations for reappointment, promotion, and extended-term are consistent with allocation of duties in a lecturer’s job description. All academic units must commence a review of current performance standards and expectation documents to ensure that criteria for evaluation are adjusted accordingly.

Teaching Outside the Academic Unit

Teaching courses that are mission central but outside of the academic unit (e.g., First Year Seminar, Honors Program, LeaRN, Interdisciplinary programs, & Outreach) are strongly encouraged, especially for lecturers who have teaching capacity within their 21 credit hour load. These courses should be taught on-load whenever possible.

Criteria for Adjusting Job Descriptions

Code	Description
LCT	<p>Adjustment to teaching load may be made for <u>Large Classes/Sections</u> at the discretion of the Department Head and approved by the Dean and Vice President of Academic Affairs.</p> <ul style="list-style-type: none"> <li>• Typically, 1 additional credit hour for sections with 100 or more students; adjusted load for smaller class sizes (less than 100) may be appropriate for online instruction.</li> </ul> <p>Variable credit may be given at the discretion of the Department Head and approved by the Dean and Vice President of Academic Affairs. Factors to be considered will include GA support, number of students and scope of duties. The number attached to the code should reflect course credit that will be substituted.</p>
ILT(#)	<p>Adjustment to teaching load may be made for <u>Instructional Laboratory Teaching</u> beyond credit hours associated with the lecture.</p> <ul style="list-style-type: none"> <li>• 1 additional credit hour for each laboratory section</li> <li>• 1 additional credit hour for laboratory sections that require excessive commitment outside of instructional time (e.g., set-up, grading, etc.) may be given at the discretion of the Department Head and approved by the Dean and Vice President of Academic Affairs. <u>Limited to laboratory sections with no GA support.</u></li> </ul>
NCT	<p>Adjustment to teaching load may be made for <u>Non-Classroom Teaching</u>, including instruction or <u>direct</u> supervision of students in clinical (e.g., health sciences, law, etc.), professional and field settings (e.g., student teaching, practicum) and studio teaching (e.g., visual and performing arts).</p> <p>Adjustment to teaching load may be made for coordination of large academic mission-central courses, including University Studies Program (e.g., First Year Seminar)</p> <p>Variable credit may be given at the discretion of the Department Head and approved by the Dean and Vice President of Academic Affairs. Factors to be considered will include number of students</p>

	supervised/taught and length and scope of learning experience. The number attached to the code should reflect course credit that will be substituted.
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