



Office of Academic Affairs

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TO: Department Heads and Directors
FROM: David L. Jones, Vice President of Academic Affairs
CC: Deans and Directors
RE: Hiring Temporary Lecturers

As part of the President's budget reduction plan, all units are expected to reduce the number of individuals who are hired as temporary lecturers. By definition, temporary lecturers are those individuals who are paid to teach less than half-time (fewer than 3-4 courses in an academic year). President Nichols has provided guidance regarding how the hiring of temporary lecturers should be managed.

1. If UW hiring paperwork has not been completed, offers to temporary lecturers can be rescinded—even if an offer has been made.
2. Any requests to hire a temporary lecturer should be accompanied by documentation which demonstrates that all tenured/tenure-track faculty and academic professionals in the department are teaching their full loads. Failure to provide this information will lead to a) rejection of the request by Academic Affairs, or b) delay in obtaining approval from Academic Affairs. These requests must be approved by the Dean, who will forward to the Vice President for Academic Affairs.

The following is a list of allowable scenarios for temporary hires:

- All department instructional personnel are documented as teaching at the required teaching loads (AP: 4/3; TT: 3/2), and additional teaching needs in the department have not been met.
- A number of department faculty are documented as having significant time and effort committed to research/scholarly/creative activity, and all other department instructional personnel are teaching at the required teaching load.
- Honors Program: Insufficient faculty base. Department TT/AP instructors with available teaching load credits may consider teaching classes in the Honors Program.

- LeaN/Synergy: Insufficient faculty base. Department TT/AP instructors with available teaching load credits may consider teaching in the Synergy program.
- Clinical supervision is needed for accreditation requirements (competency issue). This pertains mainly to Colleges of Law and Health Sciences.
- Specialization in area of instruction is lacking. Instructors with a particular specialization may be needed to meet accreditation standards or to sustain the quality of the program. Departments should develop a plan to have permanent instructional personnel cover the specialized area.

Attached you will find a workflow document that may help you in ascertaining the conditions that must be met and the steps in determining when to submit a request for temporary hires.