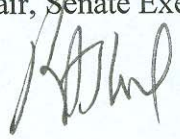


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<http://welcome.georgiasouthern.edu/president/>

TO: Dr. Michael Moore, Chair, Senate Executive Committee  
FROM: Brooks Keel, President   
DATE: April 21, 2010  
SUBJECT: **April 15, 2010, Faculty Senate Recommendation  
Lecturer and Senior Lecturer Policy**

Following review of the motion presented to the Faculty Senate, as provided in your memo of April 16, 2010, I have approved the motion below presented to the Senate by Dr. Sonya Huber, Chair, Faculty Welfare Committee.

**MOTION:** To insert the following into the Faculty Handbook

**214.01 Lecturers**

The appointment and promotion of Lecturers at Georgia Southern University are based upon the experience and academic background of the candidate as well as the instructional needs in the position. The designation applies to non-tenure track positions that carry out special instructional functions. The position is governed by all provisions of the Board of Regents' Policy 8.3.8.1, including being capped at no more than 20% of the FTE corps of primarily undergraduate instruction. The administration shall facilitate a reasonable distribution among departments and schools in usage of these positions across the university.

As described in Board of Regents' Policy Manual 3.2.1.1, lecturers are part of the corps of instruction, and as such, lecturers have access to grievance procedures which are defined in the Georgia Southern University Faculty Handbook, Section 220.02, as available to "all members of the faculty."

An initial appointment to a Lecturer position is for a one-year period. Subsequently, renewal is on an annual basis. In no case will the service as lecturer or senior lecturer imply any claim upon tenure. However, as stated in Board of Regents Policy Manual 8.3.4.3: "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.” Notification of non-reappointment will be provided as early as possible, preferably following the schedule for notification of tenure-track faculty, as stated in the Georgia Southern University Faculty Handbook, Sections 209 and 214, but no later than the following (BOR policy 8.3.4.3):

For lecturers with three (3) or more years but less than six (6) years of full-time service, institutions must provide non-reappointment notice at least thirty (30) calendar days prior to the institution’s first day of classes in the semester. For senior lecturers or lecturers with six (6) years or more of full-time service, institutions must provide non-reappointment notice at least one hundred and eighty (180) calendar days prior to the institution’s first day of classes in the semester.

As stated in Board of Regents Policy Manual 8.3.4.3, “Lecturers or Senior Lecturers who have served for six (6) 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” of Georgia Southern University.

#### 214.01.01 Evaluations

Every lecturer and senior lecturer shall have an annual review conducted along the same schedule as individuals in the professorial ranks. Any additional requirements for departmental input or constitution of the review committee may be adopted by the individual department and/or college in which they are appointed. For lecturers, annual performance reviews should show achievement in teaching and achievement in at least one of the following areas: (1) service; (2) professional growth and development. The faculty in each unit and college should establish its own formal review process (mechanisms and policies) for lecturers and senior lecturers including definitions of “exceptional teaching ability,” “extraordinary value to the institution,” and “noteworthy achievement.”

As stated in Board of Regents Policy Manual 8.3.8.1, 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 demonstrate “exceptional teaching ability and extraordinary value to the institution.” After the sixth year or promotion, a further major review will take place each five years. The intent of this review is to focus on continuing a mutually beneficial relationship between the institution and the individual, to provide development opportunities, and to recognize, reward, and enhance faculty performance. Following the structure for pre-tenure review in Section 212 of the Georgia Southern University Faculty Handbook, input for evaluating lecturers and senior lecturers at these points of major review will follow established unit and college policies as specified in the required policy documents. The departmental review committee shall be composed of at least 3 members, including both tenured faculty and senior lecturers, if any exist in the unit.

#### 214.01.02 Promotion to Senior Lecturer

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. To be promoted to senior lecturer, annual performance reviews and other credible evidence are required to show noteworthy



achievement in teaching and achievement in at least one of the following areas: (1) service; (2) professional growth and development.

In keeping with Board of Regents Policy, promotion to senior lecturer requires approval by the president. Reappointment procedures for senior lecturers follow the same reappointment procedures as those for lecturers.

#### 214.01.03 Appeal

The candidate for promotion or retention beyond the sixth year may appeal a negative decision, except in the case of programmatic changes or financial exigency. The appeal must be based on the perception of significant omissions or commissions in the review process, impermissible bias in the review, or procedural errors that precluded an objective, fair review. The appeal must be to the next level of review. The responsible administrator at the appeal level shall review the appeal and make a recommendation. If the decision on appeal is to support the promotion or retention, the review process shall continue through the remaining review levels as if the decision from which the appeal was filed had been positive. If the decision on appeal is against the applicant, a further appeal may be filed. The process of appeals may continue until a final decision by the President.

**RATIONALE:** Lecturers and senior lecturers are permitted by the BOR and are currently employed throughout the University. However, there are currently no specific University policies in the Faculty Handbook regarding the status of Lecturers and Senior Lecturers and expectations for annual evaluations, reappointment or promotion to Senior Lecturer. Since the last time this motion was introduced in November 2009, it has been forwarded to the President and Legal Affairs. In addition, Dr. Amy Heaston has reviewed the document and has met with the Faculty Welfare Committee to suggest revisions, which have been integrated into the document.

gm

- c. Dr. Gary Means  
Dr. Amy Heaston  
Ms. Candace Griffith  
Dr. Sonya Huber



# Senate Executive Committee Request Form

SEC via campus mail: PO Box 8033-1

E-Mail: [fsoffice@georgiasouthern.edu](mailto:fsoffice@georgiasouthern.edu)

## Motion Request

3/24/2010

### SHORT TITLE:

(Please provide a short descriptive title that would be suitable for inclusion in the Senate Agenda.)

Lecturer and Senior Lecturer Policy

### MOTION(s):

(Please write out your motion in the exact form/wording on which you want the Senate to vote.)

To insert the following into the Faculty Handbook

#### 214.01 Lecturers

The appointment and promotion of Lecturers at Georgia Southern University are based upon the experience and academic background of the candidate as well as the instructional needs in the position. The designation applies to non-tenure track positions that carry out special instructional functions. The position is governed by all provisions of the Board of Regents' Policy 8.3.8.1, including being capped at no more than 20% of the FTE corps of primarily undergraduate instruction. The administration shall facilitate a reasonable distribution among schools and departments in usage of these positions across the university.

As described in Board of Regents' Policy Manual 3.2.1.1, lecturers are part of the corps of instruction, and as such, lecturers have access to grievance procedures which are defined in the Georgia Southern University Faculty Handbook, Section 220.02, as available to "all members of the faculty."

An initial appointment to a Lecturer position is for a one-year period. Subsequently, renewal is on an annual basis. In no case will the service as lecturer or senior lecturer imply any claim upon tenure. However, as stated in Board of Regents Policy Manual 8.3.4.3: "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." Notification of non-reappointment will be provided as early as possible, preferably following the schedule for notification of tenure-track faculty, as stated in the Georgia Southern University Faculty Handbook, Section 214.

For lecturers with three (3) or more years but less than six (6) years of full-time service, institutions must provide non-reappointment notice at least thirty (30) calendar days prior to the institution's first day of classes in the semester. For senior lecturers or lecturers with six (6) years or more of full-time service, institutions must provide non-reappointment notice at least one hundred and eighty (180) calendar days prior to the institution's first day of classes in the semester.

As stated in Board of Regents Policy Manual 8.3.4.3, "Lecturers or Senior Lecturers who have served for six (6) 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" of Georgia Southern University.

#### 214.01.01 Evaluations

Every lecturer and senior lecturer shall have an annual review conducted along the same schedule as individuals in the professorial ranks. Any additional requirements for departmental input or constitution of the review committee may be adopted by the individual college and/or department in which they are appointed. For lecturers, annual performance reviews should show achievement in teaching and achievement in at least one of the following areas: (1) service; (2) professional growth and development.

As stated in Board of Regents Policy Manual 8.3.8.1, 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 demonstrate "exceptional teaching ability and extraordinary value to the institution." After the sixth year or promotion, a further major review will take place each five years. The intent of this review is to focus on continuing a mutually beneficial relationship between the institution and the individual, to provide development opportunities, and to recognize, reward, and enhance faculty performance. Following the structure for pre-tenure review in Section 212 of the Georgia Southern University Faculty Handbook, input for evaluating lecturers and senior lecturers at these points of major review will follow established college policies as specified in the required policy documents. The Departmental review committee shall be composed of at least 3 members, including both tenured faculty and senior lecturers, if any exist in the unit.

#### 214.01.02 Promotion to Senior Lecturer

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. To be promoted to senior lecturer, annual performance reviews and other credible evidence are required to show noteworthy achievement in teaching and achievement in at least one of the following areas: (1) service; (2) professional growth and development.

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### **RATIONALE(s):**

(Please explain why the motion should be considered by the Faculty Senate, remembering that the Senate does not deal with issues limited to individual colleges or administrative units. Include pertinent data and source references for information and/or language.)

Lecturers and senior lecturers are permitted by the BOR and are currently employed throughout the University. However, there are currently no specific University policies in the Faculty Handbook regarding the status of Lecturers and Senior Lecturers and expectations for annual evaluations, reappointment or promotion to Senior Lecturer. Since the last time this motion was introduced in November 2009, it has been forwarded to the President and Legal Affairs. In addition, Dr. Amy Heaston has reviewed the document and has met with the Faculty Welfare Committee to suggest revisions, which have been integrated into the document.



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**This site is for use exclusively by Georgia Southern University faculty, staff, and administrators. Submissions are reviewed by the SEC for relevance to the mission and business of the Faculty Senate. This site is a tool not for debate but solely for information exchange. Redundant and contentious submissions will not be accepted.**

**Note to faculty users: Double-check your data before submitting, because the data cannot be edited afterward.**

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Faculty senate contact is [fsoffice@georgiasouthern.edu](mailto:fsoffice@georgiasouthern.edu).

### Approval

Response:

Approved



SEC Response:

4/15/2010

On the April 15, 2010, Agenda



Senate Response:

4/15/2010

Motion approved by the Faculty Senate.

Presidents Response:

4/21/2010

Approved by the President.

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Approved by the Faculty Senate 4/15/2010

Approved by the President 4/21/2010