I-56

##### LECTURER/ SENIOR LECTURER

**SECURITY OF EMPLOYMENT**

(Revised 4/15)

Security of Employment

An appointment with Security of Employment or Potential Security of Employment can only be granted in conjunction with the titles Lecturer or Senior Lecturer, Security of Employment is not a reward for length of service but is based upon appraised and recognized merit. It cannot be conferred on an appointee unless there is an appropriately budgeted provision for the appointment. An individual may first be appointed as Lecturer with Potential Security of Employment. This may be viewed as a "security of employment-track" position, in the same way that an Assistant Professor position is a "tenure-track" position. Appointments in this series must be at greater than 50%. Lecturers with Potential Security of Employment and Lecturers or Senior Lecturers with Security of Employment are members of the Academic Senate when appointed at 100%.

Campus Policy on Allocation of FTE

It is campus policy to consider the possible allocation of a provision for a Lecturer or Senior Lecturer SOEor Lecturer PSOEprimarily in cases where the curricular duties are so specialized in character that it would be difficult to assure continuance of the presentation of the subject matter with any other type of appointment. A permanent allocation will be made only after an administrative review of a departmental request that must make a persuasive case that such an appointment fits this description and meets long range needs. This request and supporting justification should be submitted to the Executive Vice Chancellor via the Dean; it will also be reviewed by the Council on Planning and Budget. Lecturer and Senior Lecturer provisions will be rarely granted and only after the most rigorous scrutiny. The reason for this is that the university is primarily both a research and teaching institution. Provisions for permanent appointments or reappointments with the possibility of permanence should normally be used for the appointment of regular ladder faculty, that is to say, faculty who engage in both research (or other creative activity) and teaching.

**I. Qualifications**

At least one of the following qualifications is essential for appointment in the Lecturer SOE series:

1. Teaching ability in a subject matter so specialized in character that it would be difficult to assure continuance of the presentation of the subject matter with any other type of appointment, and promise of future growth.

1. Lecturer PSOE: clear evidence of potential excellence in teaching and promise of future growth.

Lecturer SOE: teaching ability of exceptional quality, and promise of future growth.

# Sr. Lecturer SOE: teaching ability of exceptional quality and evidence demonstrate, in terms appropriate to this type of appointment, that the candidate has reached the level of professional achievement required of a professor.

**II. Appointment Criteria**

Teaching:

Excellent teaching is an essential criterion for appointment. Clear documentation of ability and effectiveness in teaching is required. In judging the effectiveness of a candidate's teaching, such points as the following should be considered:

1. The candidate's command of his/her subject.
2. Continuous growth in his/her field.

3. Ability to organize material and to present it with force and logic.

4. Capacity to awaken in students an awareness of the relationship of his/her subject to other fields of knowledge.

5. Grasp of general objectives.

6. The spirit and enthusiasm which vitalize his/her learning and teaching.

7. Ability to arouse curiosity in beginning students and to stimulate advanced students to creative work.

8. Personal attributes as they affect his/her teaching and students.

9. The extent and skill of his/her participation in the general guidance and advising of students.

###### Documentation

Documentation of teaching should include a description of the candidate's teaching load for the review period (at UCSB the normal teaching load for Lecturers in the SOE series is three courses per quarter or an appropriate equivalent). Documentation should also include an enumeration of the MA and Ph.D. candidates supervised or directed to completion of their degrees, and class-by-class summaries of all available teaching evaluations. Other significant types of evidence include:

1. Opinions of colleagues, particularly if based on class visits, observations of lectures, or knowledge or performance in courses prerequisite to those taught by the informant.

2. Opinions of current and former students.

3. Number and caliber of students the candidate has guided in their studies or attracted to the campus by his/her repute.

4. Information about the reception of lectures given by the candidate before professional or learned societies.

5. Information about time spent in teaching extra courses including University Extension, being available to and guiding students outside class, preparing for classes, undertaking courses he/she has not taught before, and improving instructional methods.

Student and peer evaluation of teaching is central to the review process, but evidence will also be sought of significant contributions to university level teaching through development of superior teaching materials, programs for teaching improvement, and other activities related to teaching.

###### Professional Competence and Activity

Evidence includes such items as:

1. Election to significant offices of professional or learned societies.

1. Invitations to lecture, present papers, etc.

3. Awards, grants or honors bestowed by organizations or foundations.

4. Requests for consultative service.

University and Public Service

Evidence should include a list of the candidate's services (with dates) in departmental, Academic Senate and administrative capacities (including committee service), and a list of formal service to the community or to public agencies. Evaluation of service in these areas is helpful. Recognition should be accorded the candidate for able administrative or faculty governance, and for able service to the community, state or nation when such service rests upon professional expertise. Contributions to student welfare should also be recognized.

Letters of evaluation

At least six letters of evaluation should be submitted with the case for appointment or promotion with Security of Employment, at least half of which come from individuals selected by the Chair in consultation with the department but independent of the candidate. The letters may be of two types:

1. Letters from extramural referees with knowledge of the candidate’s professional status and teaching record.
2. Letters from UCSB Senate faculty, external to the department, who have conducted a peer review of the candidate’s teaching. Peer evaluation may include classroom visits or videotaping, commentary on course syllabi, reading assignments, and examinations. Qualitative descriptions and opinions are preferable to quantitative ratings or comparative rankings in peer evaluation of teaching. Such letters are subject to the same redaction and confidentiality policies as extramural letters.

Appointments to Lecturer, Potential Security of Employment may include placement files or restricted letters as outlined in Red Binder I-46, III.

In all cases, the sample letter for solicitation of extramural evaluation (Red Binder I-49) and the sample wording by proposed action (Red Binder I-50) should be used.

**III. Compensation**

The review cycle for a Lecturer in the SOE series is determined by the years at rank and years since last advancement.

Salaries for Lecturers with Potential Security of Employment will normally begin at a close equivalent to the salaries for Assistant Professors. Academic personnel review will occur every two years. Promotion to Lecturer SOE will normally occur during the sixth year of service as Lecturer PSOE.

Salaries for a Lecturer SOE normally begin at a close equivalent to the salaries for Associate Professors. Academic personnel review will occur every two years. Eligibility for advancement to Senior Lecturer SOE will occur after six years as Lecturer SOE. An individual who is not promoted to Sr. Lecturer SOE may continue to receive further merit increases, however eligibility will be every three years if the individual is being paid at a level equivalent to the salary of a Professor. The salary of a Lecturer SOE will not exceed the level of Professor VI.

Salaries for a Senior Lecturer SOE begin at a close equivalent to the salary for Professor I. Academic personnel review will occur every three years.

**IV. Restrictions**

1. An Assistant Professor with eight years of service, who is not promoted to Associate Professor may not be appointed to the Lecturer SOE series unless a five year break in service has occurred.

2. Total service at more than half-time as Lecturer with Potential Security of Employment is limited to a maximum of eight years.

1. For a Lecturer PSOE at less than 100% time, promotion to Lecturer SOE automatically removes the individual from Unit 18.

4. Since appointees in the Lecturer series are hired for their teaching skills, they will normally carry significantly higher teaching loads than members of the professorial

series. At UCSB the teaching load for the Lecturer SOE series will be determined by the departmental workload policy for titles in Unit 18.

5. Lecturers in the SOE series are not eligible for sabbatical leave. They may however request "educational leave” as described in Red Binder VI-7.

## V. Advancement

The academic advancement process for the Lecturer SOE series will be governed by the policies and procedures for ladder faculty reviews (Red Binder I-22). Lecturers in this series will be guaranteed the same rights and will undergo the same levels of review as ladder faculty. All cases are to be submitted via AP Folio using the checklists for submission by the department chair (Red Binder I-31 and I-34). Teaching is the primary area of review in the SOE series. Written student comments must be included with the case.

1. Merit

Merits within a Lecturer PSOE, Lecturer SOE or Senior Lecturer SOE title are Dean’s Authority if they are on time based on the limitations in III above, the proposed salary increase is for at most two increments on the appropriate salary scale. These actions should be prepared using the guidelines listed in Red Binder I-31, modified appropriately to address the requirements of the SOE series.

2. Appraisal

A Lecturer PSOE has a probationary period much like that of an Assistant Professor. A mid-career review and appraisal of progress toward promotion will take place during the fourth year of service and will be conducted according to procedures and with the degree of rigor used in evaluating regular faculty (Red Binder I-38), modified appropriately to address the requirements of the SOE series.

3. Promotion

A Lecturer PSOE will become eligible for promotion to Lecturer SOE when the salary is a close equivalent to Assistant Professor IV. Promotion must occur by the end of the eighth year of service. Promotion to Lecturer SOE will require the same level of qualifications as initial appointment to Lecturer SOE.

A Lecturer SOE will become eligible for promotion to Senior Lecturer SOE after six years of service as Lecturer SOE. Promotion to Senior Lecturer SOE will require the same level of qualifications as initial appointment to Senior Lecturer SOE.

Promotions and accelerated actions are Expanded Reviews and should be prepared using the guidelines listed in Red Binder Section I-34 modified appropriately to address the requirements of the SOE series.