

BU-PP 716

POLICY ON FULL-TIME LECTURERS AND SENIOR LECTURERS AT BAYLOR UNIVERSITY

I. Scope

This policy applies to all full-time faculty members at Baylor with the title of Lecturer (including Regular Lecturers and Temporary Lecturers) or Senior Lecturer. It does not apply to part-time faculty members with the title of Lecturer. Throughout the policy, the term “Lecturer” refers to Regular Lecturers and Temporary Lecturers, but not to Senior Lecturers.

The process for reviewing Regular Lecturers in the second and fourth year and at the point of consideration for promotion to Senior Lecturer is described in Procedures for Review of Full-Time Lecturers and Senior Lecturers at Baylor University.

II. Policy

A. Role in the University

The vast majority of Lecturers and Senior Lecturers at Baylor University specialize in teaching, and this activity occupies the majority of their workload. Their essential role in the university’s academic mission, then, consists in the extensive contribution that they make to Baylor’s rich tradition of teaching excellence, meeting the instructional needs of students as well as enabling tenured and tenure-track faculty to divide their time commitments between teaching and research. Review processes for Regular Lecturers and Senior Lecturers support this important work by maximizing professional development as well as providing evaluation and assessment.

B. Responsibilities and opportunities

A full teaching workload for a Lecturer or Senior Lecturer is twelve credit hours. The terms of employment for Lecturers and Senior Lecturers may in some cases include, in addition to teaching, research and/or administrative duties that are explicitly assigned as part of the workload, ordinarily in lieu of some of the credit hours of teaching. Lecturers and Senior Lecturers are eligible for assignment to university, college and school, and departmental faculty committees, with the exception of committees that evaluate and make recommendations regarding the appointments of candidates for tenure and tenure-track positions and committees that make recommendations regarding the dismissal of tenured and tenure-track faculty members. Regular Lecturers and Senior Lecturers are eligible for election to the Faculty Senate, and are eligible to apply for summer sabbaticals. Senior Lecturers may apply for graduate faculty status (provided they hold a terminal

degree). However, no Lecturer or Senior Lecturer has any right or entitlement to any such position, status, sabbatical, program, or responsibility.

Faculty members holding the rank of Temporary Lecturer, Regular Lecturer, or Senior Lecturer may apply for appointment to available tenure-track positions. If a Temporary Lecturer, Regular Lecturer, or Senior Lecturer applies for but does not receive a tenure-track position, this shall not negatively affect his or her status as a Temporary Lecturer, Regular Lecturer, or Senior Lecturer.

C. Classification of Lecturers and Senior Lecturers

There are two categories of full-time Lecturers at the University, Temporary Lecturers and Regular Lecturers. Senior Lecturers comprise a third full-time category.

Temporary Lecturers are hired for a single semester or a single year. A Temporary Lecturer's initial appointment may be renewed for one additional year. Therefore, a faculty member may serve a maximum of two years as a Temporary Lecturer.

Regular Lecturers receive letters of appointment for a full year, and their appointments may be renewed for a maximum total of seven consecutive years. If a faculty member becomes a Regular Lecturer immediately following one or more years as a Temporary Lecturer, the final year as a Temporary Lecturer will count as the first year as a Regular Lecturer in calculating these seven years, in determining the timing of non-reappointment notifications, and in determining the timing of second- and fourth-year reviews.

Employment as a Temporary Lecturer, Regular Lecturer, or Senior Lecturer is not a tenure-track appointment and creates no expectation of eligibility for tenure; tenure is not granted at Baylor unless application for tenure is made by the faculty member and approved by the Provost and President as specified in the University Tenure Policy. In order to continue past the seventh consecutive year, the faculty member must apply for the rank of Senior Lecturer during the sixth consecutive year of employment as a Regular Lecturer. If this application is successful, the faculty member's appointment as a Senior Lecturer will commence in the seventh year. If it is unsuccessful, the faculty member's appointment as a Regular Lecturer will be renewed for a seventh and final year.

Regular Lecturers in their first or second year of consecutive, full-time service at Baylor who will not be reappointed for a subsequent year must be notified of the intention not to reappoint by April 15. Those in their third year of consecutive, full-time service at Baylor who will not be reappointed for a subsequent year must be notified of the intention not to reappoint by December 15. Those in their fourth, fifth, or sixth year of consecutive, full-time service at Baylor who will not be reappointed must be notified of the intention not to reappoint by April 15 of

the year preceding the final year of employment at Baylor. A non-reappointment decision can be reached as a result of a second- or fourth-year review (as described in Section II.C.9-11 of “Procedures for Review of Full-Time Regular Lecturers and Promotion to the Rank of Senior Lecturer at Baylor University”) or at the point of the Senior Lecturer review (as described in Section II.D.9-15 of the same document), but such a decision may also be reached by the Provost in consultation with the Regular Lecturer’s dean in any of the other years.

Appointment to the rank of Senior Lecturer generally follows six years of consecutive, full-time service as a Regular Lecturer at Baylor and successful application for the rank of Senior Lecturer, according to the Procedure outlined below. In some cases different processes may be used to appoint faculty members to the rank of Senior Lecturer (for example, following significant periods of service at Baylor or another institution in a capacity other than that of Regular Lecturer); such an appointment would be made by the President, in consultation with the Provost and the relevant Dean. In any event, application for and appointment to the rank of Senior Lecturer is not an application for tenure, and Senior Lecturers have no guarantee of continued employment beyond the term specified in this policy.

Faculty members who are promoted from Regular Lecturer to Senior Lecturer at Baylor will receive a salary increase recognizing the promotion in rank. However, if budgetary constraints make such an increase impracticable in any particular year, the Senior Lecturer will receive an increase in the next budget period when funds are available.

Appointment to the rank of Senior Lecturer acknowledges the anticipation that the faculty member will continue to provide valuable service to the university, and a Senior Lecturer can ordinarily expect at the time of receiving each annual contract that he or she will be appointed for an additional year as well. However, because Senior Lecturers do not hold tenure at Baylor, it is possible that they will at some point not be reappointed, for example because of a change in instructional needs within the department, or because of poor performance on the part of the Senior Lecturer. A Senior Lecturer who is not to be reappointed must be given a terminal one-year contract by April 15 of the academic year prior to the final year of service.

D. Alteration of schedule due to FMLA or similar circumstances

A Regular Lecturer may request an extension of the time limit for application for appointment as a Senior Lecturer if circumstances have limited his or her ability to demonstrate the professional credentials for the Senior Lecturer appointment. When a faculty member takes a leave for one of the reasons specified in the University’s Family Medical Leave Act Policy (BU-PP 408) for three months or more, the year in which the leave is taken is not counted as a year towards the Senior Lecturer decision. In the situation in which a faculty member chooses to

take less than three months of leave under the Family Medical Leave Act Policy, but the faculty member's regular dedication to his or her duties as a Lecturer has nevertheless been seriously disrupted, he or she may request that the year in which this occurs not count as a year towards the Senior Lecturer decision. The faculty member who desires such a one-year extension, for FMLA or other reasons, must apply through her or his department chair and dean to the Provost. Any request for extension should be made as soon as possible, but in no event later than the end of the contract year in which the situation occurs. The Provost shall respond to any such request within ten business days. Final approval of such extensions rests with the Provost and will be evaluated on a case-by-case basis. Under no circumstances may such an extension be used to reach a negative Senior Lecturer decision for a faculty member; furthermore, a lack of productivity during the year in which such an extension was granted should not be reckoned against the faculty member in the Senior Lecturer decision. However, the quality of work on assignments that the faculty member did perform during this year may be considered in the Senior Lecturer review.

E. Dismissal during term of appointment

The appointment of a Lecturer or Senior Lecturer may be canceled during the term of such appointment pursuant to the procedure provided in BU-PP 705, Dismissal. Such cancellation shall terminate all rights arising from the appointment and this Policy, including any right to reappointment and any right to notice of non-reappointment. Nothing herein in any way limits Baylor's right not to reappoint a Lecturer or Senior Lecturer, provided adequate notice has been given as provided in this Policy.

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