Administrative Regulation 2:9

Responsible Office: Provost

Date Effective: 6/8/2010

Supersedes Version: 7/1/2008

Lecturer Series Faculty

Major Topics

Appointment

Non-renewal of a Rolling Contract

Criteria for Appointment, Reappointment, Promotion, and Faculty Performance Review

Periodic Course Reduction

Conditions of Employment

I. Introduction

Lecturer Series faculty employees are professionally qualified teachers hired for a fixed term. Lecturer Series faculty employees do not have the same responsibilities and professional obligations as faculty in Regular, Special, Extension or Librarian Title Series. Lecturer Series appointments shall not be made when appointment in a tenure-eligible title series is appropriate. The Lecturer Series is comprised of two academic ranks: Lecturer and Senior Lecturer.

II. Appointment

Appointment, reappointment, non-renewal of appointment, and terminal reappointment in the Lecturer Series are subject to the following conditions:

A. The dean makes the final decision on initial appointment, reappointment, non-renewal of appointment and terminal reappointment of Lecturer Series faculty employees at the rank of Lecturer. The dean shall notify the faculty employee in writing and send a copy of the notification to the educational unit administrator (see AR 2:1-1, Appendix III).

B. The Provost makes the final decision on initial appointment at the rank of Senior Lecturer upon recommendations of the educational unit administrator and the dean without reference to an Academic Area Advisory Committee. Prior to making a recommendation to the Provost on initial appointment at the rank of Senior Lecturer, the dean shall obtain the written advice of the college advisory committee on promotion, appointment, reappointment, and tenure (AR 2:1-1, Section VII.B). The final action of the Provost shall be communicated in writing to the dean. The dean shall notify the faculty employee in writing of the Provost's decision and send a copy of the notification to the educational unit administrator. The dean makes the final decision on reappointment, non-renewal of appointment and terminal reappointment of Lecturer Series faculty employees at the rank of Senior Lecturer. The dean shall notify

the faculty employee in writing and send a copy of the notification to the educational unit administrator (see AR 2:1-1, Appendix III).

C. The tenured and tenure-eligible faculty of an educational unit (department, school without departments, graduate center or college without either departments or schools) that employs faculty employee(s) in the Lecturer Series, shall establish by majority vote the maximum number or percentage of Lecturer Series faculty that may be employed by the unit. The number shall be documented in the rules of the unit and shall only be changed by majority vote of the tenured and tenure-eligible faculty of the unit.

D. Initial appointment at the rank of Lecturer or Senior Lecturer shall not exceed two (2) years. Notification of non-renewal of appointment at the end of the first year of service shall be given no later than March 1 if the appointment expires at the end of that academic year or three months in advance if the one-year appointment terminates during the academic year.

E. After the first year of service, and until such time that a rolling contract is offered (see subsections 3 & 6 below), notification of the decision to offer a terminal reappointment shall be given to Lecturer Series faculty employees at least twelve (12) months before expiration of the appointment.

F. Reappointment reviews shall be conducted in accordance with the policies and procedures prescribed in AR 2:1-1 and its accompanying appendices (AR 2:1-1 Appendices I & II).

G. After the unit administrator has completed the reappointment review of a faculty employee in his or her fourth year of continuous full-time service at the rank of Lecturer, the educational unit administrator shall recommend to the dean either:

1. An offer to the faculty employee of a 2-year rolling contract (i.e., a two-year notice before any potential termination of employment), subject to the conditions stated in Section III below; or

2. An offer to the faculty employee of a terminal reappointment contract for a fifth and final year of employment. The dean shall make the final decision to either approve the unit administrator's recommendation and offer a terminal reappointment to the faculty employee, or to disapprove the recommendation and offer a reappointment. The dean shall notify the faculty employee in writing of the decision and send a copy of the notification to the educational unit administrator (see AR 2:1-1, Appendix III).

H. After the unit administrator has completed the reappointment review of a faculty employee in his or her fourth year of continuous full-time service at the rank of Senior Lecturer, the educational unit administrator shall recommend to the dean either:

1. An offer to the faculty employee of a 3-year rolling contract (i.e., a three-year notice before any potential termination of employment), subject to the conditions stated in Section III below; or

2. An offer to the faculty employee of a terminal reappointment contract for a fifth and final year of employment. The dean shall make the final decision to either approve the unit administrator's recommendation and offer a terminal reappointment to the faculty employee, or to disapprove the recommendation and offer a reappointment. The dean shall notify the faculty employee in writing of the decision and send a copy of the notification to the educational unit administrator (see AR 2:1-1, Appendix III).

I. The assignment period for Lecturer Series faculty employees may be on a nine-month, ten-month, eleven-month, or twelve-month basis.

III. Non-renewal of a Rolling Contract

A. Lecturer Series Faculty Employees at the Rank of Lecturer

1. In the event that a faculty employee at the rank of Lecturer is assigned a composite rating of unsatisfactory on an annual faculty performance review (see AR 3:10), the unit administrator shall not recommend the renewal of the faculty employee's rolling contract. After informing the appropriate unit faculty members (see AR 2:1-1 Appendix I), the unit administrator shall recommend to the dean that the faculty employee be offered a two-year reappointment contract without the provision for a rolling contract. The dean shall make the final decision on whether the two-year reappointment includes a rolling contract. The dean shall notify the faculty employee of the final decision in writing and send a copy of the notification to the unit administrator.

2. At any time in the two-year duration of a reappointment contract without a rolling contract, but with sufficient time to ensure that the faculty employee is notified of the final decision of the dean no later than the last day of the reappointment contract, the unit administrator shall recommend to the dean one of the three actions enumerated below. The unit administrator shall consult with the appropriate faculty (see AR 2:1-1 Appendix I) and, where prescribed in Appendix I, obtain written judgments from those faculty. The recommendation of the unit administrator shall be limited to one of the following actions:

    a. An offer to the faculty employee of a 2-year rolling contract (i.e., a two-year notice before any potential termination of employment), subject to the conditions stated in Section III.A.1 above;

    b. An offer to the faculty employee of a terminal reappointment contract; or

    c. An offer to the faculty employee of a reappointment contract, not to exceed two years in duration and without the provision for a rolling contract. At the end of that reappointment period, the terms of reappointment shall be limited to:

        i. The restoration of a 2-year rolling contract (i.e., a two-year notice before any potential termination of employment), subject to the conditions stated in Section III.A.1 above; or

        ii. The issuance of a terminal reappointment contract.

B. Lecturer Series Faculty at the Rank of Senior Lecturer

1. In the event that a faculty employee at the rank of Senior Lecturer is assigned a composite rating of unsatisfactory on a biennial faculty performance review (see AR 3:10), the unit administrator shall not recommend the renewal of the faculty employee's rolling contract. After informing the appropriate unit faculty members (see AR 2:1-1 Appendix I), the unit administrator shall recommend to the dean that the faculty employee be offered a three-year reappointment contract without the provision for a rolling contract. The dean shall make the final decision on whether the three-year reappointment includes a rolling contract. The dean shall notify the faculty employee of the final decision in writing and send a copy of the notification to the unit administrator.

2. During the reappointment period without the provision of a rolling contract, the faculty employee shall undergo an annual faculty performance review.

3. In the second or third year of the reappointment contract, and with sufficient time to ensure that the faculty employee is notified of the decision of the dean no later than the last day of the reappointment contract, the unit administrator shall recommend to the dean one of the three actions enumerated below. The administrator shall consult with the appropriate faculty members (see AR 2:1-1 Appendix I) and, where prescribed in Appendix I, obtain written judgments from those faculty. The recommendation of the unit administrator shall be limited to one of the following actions:

    a. An offer to the faculty employee of a 3-year rolling contract (i.e., a three-year notice before any

potential termination of employment), subject to the conditions stated in Section III.B.1,

b. An offer to the faculty employee of a terminal reappointment contract; or

c. An offer to the faculty employee of a reappointment contract, not to exceed three years in duration and without the provision for a rolling contract. At the end of that reappointment period, the terms of reappointment shall be limited to:

   i. The restoration of a 3-year rolling contract (i.e., a three-year notice before any potential termination of employment), subject to the conditions stated in Section III.B.1 above; or

   ii. The issuance of a terminal reappointment contract.

IV. Criteria for Appointment, Reappointment, Promotion, and Faculty Performance Review

A. The Faculties of the educational units that employ full-time Lecturer Series faculty shall establish unit criteria and procedures for appointment, reappointment, nonrenewal of appointment, terminal reappointment, promotion, and faculty performance review (pursuant to GR VII.A.6). The criteria for appointment shall include an earned terminal degree appropriate to the field of assignment. Evidence of the appropriate professional experience or credentials may substitute for a terminal degree with the approval of the Provost. These unit criteria and procedures shall be submitted to the dean of the college for approval.

B. The college policies on performance review of Lecturer Series faculty employees shall prescribe that Lecturer Series faculty employees undergo Faculty Performance Review (see AR 3:10) as follows:

   1. Lecturer Series faculty at the rank of Lecturer shall undergo Faculty Performance Review on an annual basis.

   2. Lecturer Series faculty at the rank of Senior Lecturer shall undergo Faculty Performance Review on a biennial basis, except as prescribed in Section III.B.2 above.

C. A Lecturer Series faculty employee may be considered for promotion (without tenure) from the rank of Lecturer to the rank of Senior Lecturer at any time after five (5) years of continuous full-time service. In preparing a recommendation to the dean on a promotion case in the Lecturer Series, the educational unit administrator shall consult with the appropriate faculty employees of the unit and obtain their written judgments (see AR 2:1-1 Appendix I). Prior to making a recommendation to the Provost on a promotion case in the Lecturer Series, the dean shall provide the dossier to the college advisory committee on appointment, reappointment, promotion, and tenure (AR 2:1-1, Section VII.B), and obtain its written advice. The Provost makes the final decision on the promotion, without reference to an Area Committee. A faculty employee promoted to the rank of Senior Lecturer shall be offered a 3-year rolling contract (i.e., a 3-year notice before any potential termination of employment, subject to the conditions stated in Section III above).

V. Periodic Course Reduction Associated with Professional Development Opportunities

After six (6) years of continuous service, Lecturer Series faculty employees shall be eligible to apply for a one-year course reduction, equivalent to six (6) undergraduate credit hours of teaching, to devote time for professional development in order that the quality of faculty employee's service to the University may be enhanced. The unit administrator shall review such requests from Lecturer Series faculty employees and

make recommendations to the dean. The dean shall make the final decision on recommendations for periodic course reductions for Lecturer Series faculty employees.

Normally "continuous service" is interrupted by the two-course reduction associated with the professional development opportunity identified in this regulation. That is, no service prior to the two-course reduction may be credited toward eligibility for future professional development opportunities described herein. However, in the event that it becomes necessary for an individual to postpone such professional development at the request of and/or for the benefit of the University or one of its educational units, the period of postponement shall be counted as part of the six (6) years of continuous service necessary for the individual to become eligible again for the professional development opportunity identified in this regulation. The request for and/or agreement that the professional development opportunity be postponed shall be made in writing by the unit administrator to the dean, who has final authority in this matter. The request or agreement shall specify the period of postponement and the reason for it.

VI. Conditions of Employment

A. Distribution of Effort

The annual assignment for faculty employees in the Lecturer Series shall normally be seventy-five (75) percent instruction (typically equivalent to nine (9) undergraduate credit hours of teaching per semester), with the remaining twenty-five (25) percent of the annual assignment apportioned among other assigned duties that serve the undergraduate program of the faculty employee's educational unit or college. Teaching assignments shall be limited to 100-, 200- and 300-level courses. Exceptions to these provisions may be granted by the Provost upon the written recommendation of a dean.

B. Eligibility for Tenure, Leave, and Other Benefits

1. Lecturer Series faculty employees are not eligible for tenure, sabbatical leave or membership in the Graduate Faculty. Lecturer Series faculty employees are eligible for faculty membership with voting privileges in the college faculty and the University Senate, subject to the approval of the tenured and tenure-track members of the faculty in the college to which they have been assigned. They are also eligible for faculty membership with or without voting privileges in the educational unit to which they have been assigned, subject to the approval of the tenured and tenure-track members of the faculty in that educational unit. The extension of these privileges to Lecturer Series faculty employees shall be recorded in the respective Rules documents of the educational unit and college (GR VII).

2. Lecturer Series faculty employees are eligible to apply for positions in other faculty series. If a Lecturer is subsequently appointed in a tenure-eligible title series, time spent as a Lecturer Series faculty employee shall not count toward eligibility for sabbatical leave nor as a part of the individual’s probationary period.

3. Lecturers Series faculty employees are eligible for the same University employee benefits, such as retirement, health care and life insurance plans, as other regular faculty employees. Similarly, temporary disability leave may be granted by the Provost.

4. Lecturer Series faculty employees are entitled to the right of appeal on matters of procedure, privilege and/or academic freedom that is afforded faculty employees in other faculty series, as prescribed in the Administrative Regulations (AR 2:1-1, Sections XI and XII) and as provided in the Governing Regulations (GR I.I).

References and Related Materials

GR Part I, The University of Kentucky (Definition)

AR 2:1-1, Procedures for Faculty Appointment, Reappointment, Promotion and the Granting of Tenure

AR 3:10, Tenured Faculty Review and Development Policy

Revision History

AR II-1.0-1, Page II.S: 7/1/2005

AR 2:9: 7/1/2008

For questions, contact: Office of Legal Counsel