



# LECTURER RESOURCE FORUM

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## LECTURER RESOURCE GUIDE

- CAS dean's office prepared the Lecturer Resource Guide for your reference.
- It is a collection of information related to Lecturers from the Faculty Handbook, the Provost's Guidelines (where available), the revised College Protocols and forms that will be used by you or your colleagues to carry out the Faculty Handbook responsibilities.
- It will be posted on the CAS website and will be updated as we receive additional information from the Provost's office.



# THE CAREER PATH FOR LECTURERS

- INITIAL APPOINTMENT
- ANNUAL EVALUATIONS
- REAPPOINTMENT AT END OF TERM
- PROMOTION TO SENIOR LECTURER



## INITIAL APPOINTMENT

- In 2010-11 the departments and the dean submitted Implementation Plan recommendations to Provost.
- 21 Lecturers appointed in September 2011.
  - Requested funding for 9 more in 9/2012 and 8 more in 9/2013.
  - Provost office will develop a process to revise the Implementation Plan if a department has curricular changes.
- As of today, there are 42 Lecturers in CAS.
- Faculty are appointed to teach in areas of persistent programmatic need already identified in Plan.
- See Lecturer Resource Guide, Section I.



## INITIAL APPOINTMENT: CONSULTING POLICY

- Section 3.7.4.3 of the Faculty Handbook state that full-time faculty must have the written approval of the dean and Provost *before* accepting a teaching appointment at another educational institution during the period of service specified in the Letter of Appointment.
- This provision applies to faculty with full-time fixed-term (9 courses) and full-time renewable-term (7 courses) appointments.
- See Appendix 6 for the process to seek approval of the dean and Provost. The procedure is also available at [www.scu.edu/provost/policies/handbook](http://www.scu.edu/provost/policies/handbook).



## ANNUAL EVALUATION PROCESS: FARS

- Lecturer submits a Faculty Activities Report (FAR) on October 1 to the chair and dean. Backup materials only to chair. (Appendix 3 of Lecturer Resource Guide)
  - Newly appointed lecturers submit their FAR 10/1/2012.
- Track your activities by keeping a file into which you place notes about successes or activities (i.e., syllabi, exams, teaching evaluations, a grad school recommendation, attendance at a conference, or a committee appointment.)
- Speak to your chair about the kinds of things that are appropriate for a FAR (i.e., is Mass of the Holy Spirit really professional development?)
- See Lecturer Resource Guide, Sections II and IV.



## ANNUAL EVALUATION PROCESS: DEPARTMENTAL EVALUATIONS

- Evaluations are conducted by the department.
  - In CAS, weightings are 70% teaching, 15% professional activity, 15% service. (See Appendix 5 for evaluation rubric.)
  - Evaluations are due to the dean's office by February 1 each year and are the basis for merit-based salary increases.
  - Lecturers & Senior Lecturers are eligible for merit-based salary increases.
  - Evaluations in 1<sup>st</sup> and 2<sup>nd</sup> terms are conducted annually.
  - Evaluations in 3<sup>rd</sup> terms: Dean to negotiate with Provost.
  - The first evaluation process for Lecturers appointed September 2011 will occur in fall 2012.
  - Departments may use the Simplified Faculty Evaluation form. (See Appendix 4 to Lecturer Resource Guide.)



## ANNUAL EVALUATION PROCESS: DEPARTMENTAL EVALUATIONS

- Evaluation Rubric developed by CAS faculty taskforce in 2010-11. (Appendix 5 to Lecturer Resource Guide.)
  - Pilot for 2011-12; only difference is in professional activity descriptors
  - 70% teaching includes advising and curriculum development and assessment of student learning.
  - 15% professional activity can include pedagogical work as well as scholarly or creative work.
  - 15% service to department, College, University or the discipline.



## REAPPOINTMENT AT END OF TERM

- Faculty Handbook states the standards are superior performance, persistent programmatic need, and available funding. 3.4A.1.3.
  - Similar to the CAS pilot, the department makes a recommendation on performance, the dean does a persistent programmatic need assessment, and then consults with the Provost.
  - Unlike the CAS pilot, after consultation between dean and Provost, the dean makes the final decision.
- The Provost's Office is developing university-wide guidelines in Fall 2011.
- See Section III of the Lecturer Resource Guide.



## PROMOTION TO SENIOR LECTURER

- Faculty Handbook standards are that the candidate must demonstrate a record of extraordinary teaching and must meet or exceed the standards for reappointment of Lecturers. 3.4A.2.1.
- The Provost's Office has developed university-wide guidelines and a timeline.
  - Timeline will mirror 2010-11 dates.
- Info available at links at bottom of the page at [www.scu.edu/provost/policy/handbook](http://www.scu.edu/provost/policy/handbook).
- See section V of Lecturer Resource Guide.