University Procedures for Reappointment of Quarterly Adjunct Lecturer

Note: These procedures were developed in response to the work of the Lecturer Best Practices Task Force during the summer of 2018 and reviewed in Fall 2018 by the Faculty Affairs Committee and all faculty members were invited to comment on the procedures. The Faculty Affairs Committee was the last locus of dialog on November 29, 2018. These procedures were adopted on December 1, 2018. These procedures are to be updated annually to refine the timeline and process.

General Criteria for Reappointment

A candidate will be considered for reappointment given the following criteria:

1. The candidate has held a quarterly or semester fixed-term appointment for three consecutive years or has taught the same course three times within the past six years.
2. The candidate’s teaching performance has been positive.
3. There is a departmental need and resources are available for a fixed-term appointment.
4. The candidate has demonstrated subject area expertise in the area of need.

General Procedure and Tentative Target Dates

April 2019  The dean’s offices provide to each chair a list of quarterly or semester adjunct lecturers in the department who meet criteria #1 and may be eligible for reappointment.

May 2019  Department chairs and deans will assess departmental subject area short-term need and funding availability to determine if the department has a need and the school has the resources necessary for reappointment.

Department chairs confirm that the candidate’s teaching performance meets criteria #2.

Where need and funding are confirmed, the deans will consult with department chairs to complete reappointment recommendations for candidates considering factors such as overall performance, especially superior teaching abilities, and years of service at the university. The Dean will make the decision regarding reappointment.

June 2019  Deans will notify chairs and candidates of reappointment status. If reappointment is not approved then the notification includes the criteria that were not met.