IU School of Informatics
Policy on Lecturer/Senior Lecturer Appointments
Revised – 9/16/02

This document is intended to supplement the University wide description and policies for Lecturer appointments, as found in the August 2001 Indiana University Academic Handbook, pages 59, and 77-79. (Available at http://www.indiana.edu/~deanfac/acadhbk/)

Description of Lecturer track appointments

Lecturers and Senior Lecturers are responsible primarily for teaching. They are also expected to provide service that supports the academic mission of the IU School of Informatics. They may also be engaged in activities that fall under the category of the scholarship of teaching.

*Lecturer***:** At the entry level, Lecturers will have completed an appropriate advanced degree or have the appropriate credentials as determined by the IU School of Informatics and the hiring program. Lecturers may have organizational and oversight responsibility for the courses in which they teach. They will also perform service for the program or school. After having completed a probationary period satisfactorily, Lecturers are eligible for long-term contracts and to be promoted to Senior Lecturers.

*Senior Lecturer***:** Promotion to Senior Lecturer is based on consistent demonstration of excellence in teaching, with at least satisfactory performance in service. Senior Lecturers are ordinarily expected to provide leadership in teaching and to contribute to course and curriculum development in the IU School of Informatics. Senior Lecturers may have organizational and oversight responsibilities for a course, participate in course and curriculum development, and, where appropriate, provide workshops for colleagues. They may oversee and provide mentoring for other full and part-time non-tenure track faculty. Senior Lecturers may also make contributions to the IU School of Informatics and the campus beyond the classroom, such as campus service or other professional activities.

Appointment and qualifications

The qualifications of people hired for Lecturer positions will depend on the needs and standards of the IU School of Informatics and its specific programs. Considerations in evaluating qualifications may be:
        1. an advanced degree in a relevant field
        2. specialized knowledge, skills or abilities
        3. demonstrated effective teaching within the discipline,
        4. an enthusiasm for teaching undergraduates, and
        5. a commitment to developing as an educational professional.
(Upon the adoption of this policy, current Lecturers will be assigned a rank according to their qualifications, the quality of their past service, and the standards of their departments.)

Lecturer positions are not intended to lead to tenure-track ones. Appointees who have extensive responsibilities for research or creative endeavors outside their teaching responsibilities should

be appointed to tenure-track positions. Creation of a new Lecturer position is not intended to be a means of retaining a tenure-probationary faculty appointee who has not been able to demonstrate the performance levels required for tenure. In order to be consistent with the use of clinical ranks, tenure-track faculty members who wish to switch to a Lecturer appointment must do so within five years of their initial tenure-track appointment.

Orientation, supervision, and mentoring

New Lecturers should be oriented adequately to their responsibilities during their first year in the position. The IU School of Informatics may assign mentors to assist the Lecturers in their work and to prepare for eventual promotion. The IU School of Informatics will have clear reporting lines of authority for Lecturers and Senior Lecturers.

Appointment contracts

At the time of a Lecturer's initial appointment, the length of the probationary period shall be specified. Reappointments will depend on performance reviews and the educational needs of the IU School of Informatics and its specific programs.

After a maximum of six years of a probationary appointment, the individual's work and contributions will be reviewed to assess whether to promote the individual to Senior Lecturer with a renewable multiyear contract awarded. (The probationary period may be waived or shortened as agreed upon by the appointee and the IU School of Informatics.) Multiyear contracts should be awarded to Lecturers and Senior Lecturers whose professional characteristics indicate that they will continue to serve with distinction in their appointed roles.

Evaluation practices and criteria

All Lecturers and Senior Lecturers will be reviewed annually following standard faculty review procedures. Senior Lecturers should participate in providing peer reviews for lecturers. This evaluation will be based on teaching and service activities.

Appropriate evidence to demonstrate teaching and service achievements may include:
1. Student and peer evaluations of classroom teaching
2. Review of classroom materials
3. Demonstrated student learning
4. Teaching and mentoring awards
5. Review of instructional innovations
6. Presentations at conferences and workshops
7. Publications dealing with teaching
8. Participation in conferences and workshops relevant to teaching
9. Mentoring of other non-tenure track faculty
10. Involvement with entry-level students in courses that assist them in transitions to the university
11. Mentoring of students, especially those planning to train as teachers
12. Participation in grants that fund the scholarship of teaching

13. In-class evaluations by other IU School of Informatics faculty and lecturers.

Promotion considerations

Promotion recognizes past achievement and indicates confidence that the individual is capable of greater responsibilities and accomplishments. Promotion considerations must take into account the individual's contribution to the IU School of Informatics, campus and university missions.

Contract renewal/termination or dismissal

For probationary Lecturers, notice of non-reappointment or dismissal shall be given under the same terms as apply to tenure-track faculty during the probationary period (i.e., three months notice if in the first year of appointment, six months notice if in the second year of appointment, twelve months' notice after two or more years of service.)

The notice periods for dismissal of Lecturers and Senior Lecturers shall be the same as for tenure-probationary faculty.

Lecturers and Senior Lecturers may appeal these decisions to the Dean of the IU School of Informatics. Once all administrative levels of appeal within the IU School of Informatics have been exhausted, Lecturers may follow the procedures for requesting a Faculty Board of Review for their particular campus.

Equitable salaries and fringe benefits

Salaries for Lecturers and Senior Lecturers should be commensurate with their education, qualifications, experience, and responsibilities within their positions. Benefits such as retirement plans, access to health insurance, leaves of absence, and vacation should be equivalent to those offered to tenure-track faculty members.

Professional development

Lecturers and Senior Lecturers are responsible for seeking out and keeping current with pedagogical developments within informatics in general and in their own fields in particular. Professional development support will contribute to developing pedagogical practice and be equivalent to that which is provided to tenure-track faculty members.

Creation of new Lecturer positions

The Dean, Associate Dean or Program Director within the IU School of Informatics will recommend the establishment of new Lecturer positions. These recommendations should be based on the teaching and service mission, goals, and needs of the department or division. The Dean of the Faculties office for the particular campus will review and act upon the requests.

Rights and privileges of Lecturers

Lecturers must follow and are protected by university policies, including those pertaining to faculty hiring and faculty annual reviews.

Lecturers and Senior Lecturers have the right to petition the Dean of the IU School of Informatics and then the respective campus Faculty Board of Review process for redress of grievances concerning dismissal, non-reappointment, academic freedom, salary adjustment, or other conditions of work. Lecturers and Senior Lecturers will follow the same procedures as tenure track faculty members in doing so.