

## **Guidelines for appointments of Instructors in Science Laboratory (ISLs)**

Laboratory instructorships are academic appointments administered by the office of the dean of the college. The primary responsibility of instructors in science laboratory (ISLs) is teaching laboratories, including direct work with students in laboratory, grading assignments and notebooks, and holding office hours. Depending on the department<sup>1</sup>, they may also be involved in laboratory preparation, supervision and coordination of laboratories and personnel, development of new laboratories, other teaching responsibilities, advising, and committee work.

ISLs are listed in the catalog under Officers of Instruction. The official title is Instructor in [Department/Program] Laboratory or Senior Instructor in [Department/Program] Laboratory.

### **Appointments**

ISLs are appointed by the dean of the college upon recommendation of the department/program Reappointments and Promotions (R&P) committee. Ordinarily, the initial appointment will be for a one-year term.

### **Reappointments**

(See also the *Checklist for Review of Instructors in Science Laboratory*.)

For initial reappointment to a second one-year term, the department should review evidence of effective teaching, including SEQs and statements from faculty members with whom the ISL has taught. The R&P committee's recommendation for a second one-year appointment should be submitted to the dean of the college by March 1. Notification of the dean's decision will be made by April 1.

After serving for two one-year periods, an ISL is eligible for reappointment to a three-year term, although reappointment for a shorter period may also be made. The R&P committee's recommendation for the first multi-year appointment should be submitted to the dean of the college by February 12. If approved by the dean, based on staffing needs of the department, the reappointment recommendation will be forwarded to the Committee on Faculty Appointments (CFA). Notification of the CFA's decision will be made by May 31.

An ISL in her/his first three-year appointment is eligible to be reappointed for a second three-year term, although reappointment for a shorter period may also be made. After two three-year terms, an ISL is eligible for reappointment to a term of up to five years, although reappointment for a shorter period may also be made. There is no limit to the number of terms an individual can be appointed as an ISL. Evaluation for reappointment of an ISL already on a multi-year appointment occurs in the spring of the penultimate year of the current contract.

The primary criterion for reappointment to a multi-year term is excellent teaching, as assessed by SEQs (or their equivalent), visits by members of the R&P committee and/or statements from faculty members with whom the ISL has taught. Other criteria may be considered, including professional activities at the College or in the community.

An ISL being reviewed for reappointment to a multi-year term should prepare a statement of professional achievements and service, both within and outside the College, as well as plans for the future. Such a statement, and any other materials the ISL wishes to have reviewed, should be submitted to the R&P committee and to the CFA by February 1 of the year of review, as described in the *Checklist for Review of Instructors in Science Laboratory*. The recommendation for the first multi-year reappointment should be

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<sup>1</sup> Throughout this document, the term department is used to refer to department or program.

submitted by the R&P committee to the dean of the college by February 12 of the current appointment. Following the first three-year reappointment, the R&P's recommendation is due to the dean of the college no later than February 12 of the penultimate year of the current contract. If approved by the dean, based on staffing needs of the department, the reappointment recommendation will be forwarded to the CFA. Notification of the CFA's decision will be made by June 30.

### **Promotion to Senior ISL**

An ISL becomes eligible for promotion to "senior" rank after at least eight years of service at the College (two one-year contracts and two three-year contracts), with the first possible review for promotion coming in the spring of the seventh year, when an ISL is being reviewed for reappointment to the first five-year term. Promotion to senior ISL is not automatic or even expected unless there is significant service, leadership, and professional development in addition to the criteria for reappointment. Once eligible for promotion, the ISL can be reviewed for promotion in any year when s/he is being reviewed for reappointment.

The criteria for promotion include conspicuous excellence in all of the areas required for reappointment as well as additional areas of activity as follows:

- evidence of leadership, responsibility, capability and initiative in serving the department and the college, including mentoring of new colleagues, and service on departmental and/or college committees.
- evidence of scholarly and/or professional involvement demonstrated by performance in one or more of the following areas:
  - development of new lab activities, evaluation of new equipment, and/or dissemination of these materials;
  - publications, either on research or pedagogy;
  - membership or office in professional organizations;
  - attendance at or participation in meetings/ workshops;
  - outreach activities, such as presenting science to school children; service to the community at large;
  - other professional activities similar to the above.

An ISL who wishes to be considered for promotion should discuss this with his/her R&P committee. In addition to the reappointment statement of professional achievements and plans for the future, the ISL should prepare an additional statement that describes how the ISL's activities demonstrate conspicuous excellence in the categories listed above and the ways in which these activities support promotion. See the *Checklist for Review of Instructors in Science Laboratory*.

The additional statement and other materials from the candidate in support of promotion should be submitted, together with reappointment materials, to the R&P committee and to the CFA by February 1 of a year when the ISL is being considered for reappointment. The R&P recommendation for reappointment/promotion should be submitted to the dean of the college by February 12. If the reappointment recommendation is approved by the dean, based on staffing needs of the department, the reappointment/promotion recommendation will be sent to the CFA. Notification of the CFA's decision will be made by June 30. In the case of a negative decision with respect to advancement to the "senior" rank, the ISL will still be eligible for reappointment for a period between one and five years.

If at the time of any review, a department does not recommend reappointment of an ISL on a multi-year appointment, the individual must be informed of the department's decision by the end of the penultimate year of the current contract. The R&P committee will confer with the dean of the college and provide reasons for the decision not to renew the faculty member's contract.

**Annual Conversation**

Departmental R&P committees (or a subset of R&P members) must have annual conversations with ISLs and senior ISLs. At the request of the ISL or senior ISL, the conversation may be omitted in a year when an individual who is already on a multi-year contract is reviewed for reappointment. The conversation should include a discussion of the ISL's accomplishments for the past year, goals for the coming year, and performance in relation to the criteria for reappointment and promotion. These conversations should be documented by the R&P committee, and the dean's office should be notified in writing by September 15 that the conversation has occurred at some time during the previous academic year.

**Salary**

The salary scale for ISLs shall be reviewed annually by the dean of the college, together with other academic salary scales.

The salary for an ISL promoted to senior ISL will be set by the dean of the college and will include a promotion increase. At the time of subsequent reappointments, the dean of the college may approve an additional increase above the annual increase for senior ISLs, on the basis of the R&P recommendation and the materials submitted by the senior ISL. This additional increase is not automatic and will be based on exceptional performance beyond that expected for reappointment as senior ISL.

**Benefits**

ISLs working half-time or greater will be eligible for benefits given to college non-union employees with comparable appointments. These benefits include health and dental insurance, participation in the College's retirement plan, and other benefits as described in the Faculty Summary of Benefits, updated regularly by the Human Resources Office. Life insurance and long-term disability insurance are available to full-time employees only.

Parental leave: ISLs in the first year are eligible for the maternity leave to which they are entitled by Massachusetts law, which is eight weeks of unpaid leave after three consecutive months of full-time employment. An ISL after the first year of service who is at least half-time is eligible for paid parental leave as follows: an eligible ISL who gives birth or who is the primary caretaker of a newly born or a newly adopted child under the age of 18 or a newly adopted mentally or physically handicapped child under the age of 23 is eligible for six consecutive teaching weeks of leave with normal pay and benefits during the period surrounding the birth or adoption.

ISLs and senior ISLs who have been appointed to multi-year contracts are eligible for paid parental leave, as described currently in the parental leave policy for tenure-track faculty (<http://www.wellesley.edu/DeanCollege/parentleave.html>).

Support for professional activities: ISLs who are half-time or more are eligible for conference travel on the same basis as members of the professorial ranks. They also are eligible for grants in support of research from sources in the Science Center such as the Brachman Hoffman fund. This eligibility does not imply that the college has an obligation to provide research space for ISLs.

General information on conference travel support is provided in the "Guidelines and Information on Awards to Faculty for Scholarly Activities" which was included with Faculty Handbook information. Application forms are available from the dean's office. Conference grants are made on a reimbursement basis and original receipts must be attached to the application form.

Academic Council: Full-time ISLs shall be voting members of the Academic Council, as will part-time ISLs after their second year of consecutive service. Part-time ISLs shall be non-voting members of

Academic Council in the first two years of service. (See Articles of Government Book 1, Article 11, Section A).

Professional development leaves: ISLs and senior ISLs are eligible to apply for the competitive one-semester professional development leaves that are also available to faculty on term appointments after six consecutive years of service at the college. No individual will be eligible to have such a leave more than once every seven years, and no more than three such leaves will be awarded each academic year. An individual's salary during the leave period will be proportional to her/his average FTE over the prior six-year period.

Applications for a professional development leave are submitted to the CFA by October 1 of the year before the academic year during which the leave is requested. Recipients are expected to submit a report on their leave to the CFA by the end of the first month of teaching following the leave; the CFA will consider a recipient's future leave application only if this report has been filed. Recipients are expected to serve out the remainder of their contract after the leave.

Laboratory development release unit: ISLs and senior ISLs may also apply for a one-lab release in order to work on laboratory development. No more than one such unit will be available at the College each year and will be approved by the dean of the college upon recommendation of the faculty director of the Science Center.

Unpaid leaves: Unpaid leaves may be discussed with the department R&P committee on an individual basis and must be approved by the dean of the college.

Housing: ISLs shall be eligible for faculty housing on a renewable lease basis. For the eligibility point system of College housing, after seven years of service an ISL shall have the same status as a beginning assistant professor, and shall accumulate one year-point per year of service thereafter.

Tuition grants to other accredited institutions: ISLs hired on or before July 1, 2008 are eligible for the same benefits as tenured/tenure-track faculty, as described in the Faculty Handbook. ISLs hired after July 1, 2008, are not eligible for this benefit.

Tuition remission for dependent daughters at Wellesley: All employees who meet the eligibility requirements are eligible for tuition remission for dependent daughters at Wellesley, as described in the Faculty Handbook.

### **Calendar Obligations**

Instructors in Science Laboratory shall observe vacation and holiday schedules on the same basis as members of the professorial ranks. Fulfilling his or her responsibilities requires an ISL to be present on campus for periods extending beyond the academic year but not to exceed 10 months. These periods would include January and time in the summer as dictated by the course requirements associated with each ISL's teaching assignment.