

## **Guidelines for Faculty on Term Appointments** **(Faculty on term appointments, with the possibility of renewal, and not eligible for tenure)**

*Legislation regarding faculty on term appointments is found in Articles of Government, Book I, Article IX, Section 7. The information given here is intended as a guide to the processes relating to faculty on term appointments but does not serve as a substitute for legislation.*

### **Visiting Lecturers**

A visiting faculty member will have the title of Visiting Lecturer (see Articles of Government, Book I, Article IX, Section 7C, *Titles*). A full-time visiting lecturer will teach five courses; a visiting lecturer's primary responsibility is teaching. If departmental<sup>1</sup> staffing needs warrant, a visiting lecturer may be reappointed for up to three additional years. These initial reappointments are made by recommendation of the departmental Reappointments and Promotions (R&P) committee and with the approval of the Dean of the College. At least one class visit will be required for each reappointment term. The primary criterion for appointment renewal is quality of teaching. Other criteria (professional development, departmental/college service) may also be considered. Normally, visiting lecturers will be employed at the College for no more than four years. The Dean of the College may confer the title Distinguished Visiting Lecturer, Distinguished Visiting Associate Professor, or Distinguished Visiting Professor, when appropriate.

### **Lecturers**

Under special circumstances, if the departmental R&P committee can provide justification that the department's needs would be served best by a term position rather than a tenure-eligible position and staffing units are available, it is possible to request a term position. The request to appoint an individual after her/his fourth year of service as a visiting lecturer at the College to a term contract as lecturer will be made to the Dean of the College. If approved by the Dean of the College, then the request will be sent to the Committee on Faculty Appointments (CFA) for approval (or denial). Alternatively, the Dean of the College may approve a department's request to appoint a lecturer from outside the college for a term of up to two years; the reappointment of a lecturer appointed in this way to additional term contracts will require CFA approval, as previously described.

A full-time lecturer will teach four courses and will be eligible for a contract term of one to five years, with the possibility of renewal. A part-time lecturer who is less than half-time will be eligible for a contract term of one to three years, with the possibility of renewal. Staffing need within a department is the fundamental criterion for an appointment as lecturer. If the department can show or continue to show need for such an appointment rather than for a tenure-eligible position, then the other criteria for lecturers include: creative, innovative and effective teaching (including supervising independent research, as appropriate), professional development, and service (including advising students), with the primary criterion being teaching. See the section entitled **Review of Lecturers and Senior Lecturers** for more details about evaluation of lecturers. There is no limit to the number of terms an individual can be appointed as a lecturer, as long as the department can justify the need for continued service and the R&P and CFA reviews are successful.

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

### **Senior Lecturers**

Promotion to the rank of senior lecturer will be based on conspicuous excellence in all categories required for a new term contract, i.e. teaching (including supervising independent research, as appropriate), professional development, and service (including advising students), with the primary criterion being teaching. Normally, a lecturer is eligible for promotion to senior lecturer after at least ten years of service at the College at the lecturer rank. Alternatively, a department wishing to appoint a senior lecturer from outside of the College may make a request to the Dean of the College; the title Senior Lecturer must be recommended by the Dean and approved by the CFA.

A full-time senior lecturer will teach four courses and will be eligible for a contract term of one to five years. A part-time senior lecturer who is less than half-time will be eligible for a contract term of one to three years, with the possibility of renewal. Review for promotion will be initiated by the departmental R&P committee, and the R&P's recommendation will be reviewed and approved (or denied or modified) by the CFA. Staffing need within a department is the fundamental criterion for an appointment as senior lecturer. If the department can show or continue to show need for such an appointment rather than for a tenure-eligible one, then the other criteria for senior lecturer include conspicuous excellence in teaching (including supervising independent research, as appropriate), professional development, and service (including advising students), with the primary criterion being teaching. See the section entitled **Review of Lecturers and Senior Lecturers** for more details about evaluation of senior lecturers. There is no limit to the number of terms an individual can be appointed as a senior lecturer, as long as the department can justify the need for the continued service and the R&P and CFA reviews are successful. Once promoted to the rank of senior lecturer, the title will remain with the individual until s/he ends service to the College.

### **Review of Lecturers and Senior Lecturers**

Departmental R&P committees will have annual conversations with lecturers and senior lecturers to review performance in relation to the criteria for renewed contracts. These annual conversations should be documented and notification sent to the Dean of the College.

Recommendation for (or against) an additional term contract for lecturers and senior lecturers on multi-year contracts will be made in the spring of the penultimate year of the current contract. The lecturer or senior lecturer under review will submit relevant materials to the CFA and the R&P committee by February 1 of the year before the final year of the current contract. The R&P committee will submit its recommendation for a new contract to the Dean of the College (for approval or denial of the staffing units) by February 12. If approved by the Dean, the contract recommendation will be forwarded to the CFA. The R&P committee recommendation must include a recommended length (one to five years) and percent of full-time of the contract renewal. The lecturer or senior lecturer will be notified of the contract decision by June 30<sup>th</sup> of the year before the final year of the current contract.

If a department does not recommend reappointment of a lecturer or senior lecturer 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.

Contracts for lecturers and senior lecturers will be based on staffing needs within a department. (Departments should remain mindful that, whenever possible, positions should be filled by tenure-eligible appointments.) Although the primary responsibility of faculty on term appointments is instructional, review for reappointment and promotion includes evaluation in

three areas: teaching (including supervising independent research, as appropriate), professional development, and service (including advising students). The criteria for appointment include:

- i. Justification to the Dean of the College that there is a continuing staffing need within the department.
- ii. Evidence of creative, innovative and effective teaching will be evaluated by SEQs (or their equivalent), class visits (a minimum of three during the multi-year contract term) by members of the R&P Committee, and unsolicited letters from faculty and students.
- iii. Evidence of scholarly or professional development will include preparing a statement of professional achievements and plans for the future for each contractual period in collaboration with the departmental R&P committee. This statement will lay out the faculty member's goals, objectives and action plans for scholarly or professional growth appropriate to the position during the term of the appointment and will be reviewed at least annually in a meeting with the R&P committee.

Examples (but not an exhaustive list) of such goals/plans include:

- a. Involvement in professional organizations, and attendance at or participation in meetings/ workshops related to the field of expertise and/or pedagogy.
  - b. Outreach activities related to the field of expertise, such as working with local schools or service to the community at large.
  - c. Research resulting in publications related to the field of expertise or directly related to pedagogy; other publications fulfilling the same criteria.
  - d. Production of creative works of writing, theatre, art or music, if related directly to the field of expertise.
- iv. Evidence of service will include participation in departmental and/or college-wide activities or committees, and advising students. The R&P committee will determine the expectations for the relative weight of departmental vs. college-wide service and advising/supervising responsibilities for a particular faculty member.

### **Salary**

Salary for a new visiting lecturer will be set at the time of hire by the Dean of the College and is based on the individual's background: degrees, previous experience, etc.

Salary for lecturers and senior lecturers will be set by the Dean of the College at the time that salaries are set for tenure-eligible faculty. As a guiding principle, the salary associated with a full-time load for a lecturer will be more than that associated with a full-time load for a visiting lecturer with equivalent experience.

Salary for lecturers promoted to senior lecturers will be set by the Dean of the College and will include a special one-time promotion increase or bonus. Periodically, at the discretion of the Dean of the College, an additional increase above the annual increase will be possible for senior lecturers.

**Benefits**

Visiting lecturers working full-time or half-time or greater (i.e. teaching five courses for full-time or three to four courses for half-time or greater) will continue to 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. Visiting lecturers teaching one or two courses in an academic year are not eligible for benefits.

Lecturers and senior lecturers are eligible for the same benefits described above, but full-time or half-time or greater will be redefined to mean teaching four courses or two to three courses, respectively. Lecturers or senior lecturers teaching one course are less than half-time employees and are not eligible for benefits.

Parental leaves: Visiting lecturers in the first year will be 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. A visiting lecturer after the first year of service who is at least half-time is eligible for paid parental leave. An eligible visiting lecturer who gives birth or who is the primary caretaker of a newly born or a newly adopted child under the age of eighteen or a newly adopted mentally or physically handicapped child under the age of twenty-three is eligible for six consecutive teaching weeks of leave with normal pay and benefits during the period surrounding the birth or adoption.

Lecturers and senior lecturers will be eligible for paid parental leave, as described currently in the parental leave policy for tenure-track faculty.

Professional development leaves: Lecturers and senior lecturers are eligible to apply for competitive one-semester professional development leaves 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 salary over the prior six-year period.

Applications for a professional development leave are submitted to the Committee on Faculty Appointments (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 application only if this report has been filed. Recipients are expected to serve out the remainder of their contract after the leave.

Academic Council and support for professional activities: Faculty on term appointments are eligible to be non-voting members of Academic Council in the first two years of service and are eligible to be voting members of Academic Council in their third or later year of consecutive service. (See Articles of Government, Book 1, Article II, Section 1.)

Faculty on term appointments who are half-time or greater are eligible for Grants for Travel to Professional or Scholarly Meetings (conference travel) and Grants to Support Scholarly Activities, both administered by the Committee on Faculty Awards. 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

to faculty on term appointments. Faculty on term appointments who are half-time or greater are eligible for curricular development and grants for travel related to pedagogy, both administered by the Committee on Educational Research and Development.