



INDIANA UNIVERSITY

SCHOOL OF MEDICINE

Guidelines for the Appointment, Reappointment and Promotion of Lecturer Non-Tenure Track Appointees

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Effective: 3/2002
Last Updated: 8/2013
Next Review: 10/2019

Responsible University Office:
Faculty Affairs | Professional Development | Diversity

Responsible University Administrator
*Executive Associate Dean for Faculty Affairs and
Professional Development*

Policy Contact:
Assistant Director, Faculty Systems

Scope

IU School of Medicine:

Lecturers
Department chairs
Regional Campus Deans
Executive Associate Dean for Faculty Affairs and Professional Development (EAD)
Assistant Director, Faculty Systems

Overview

Lecturers and Senior Lecturers are academic appointees whose primary responsibility is teaching and the scholarship of teaching. They are also expected to provide service that supports the academic mission of the School of Medicine. The following policy applies to full-time lecturers and senior lecturers, and in the text below the term ‘lecturer’ is meant to indicate full-time lecturers and full-time senior lecturers. Part-time and volunteer lecturers and senior lecturers are covered by other provisions governing part-time academic appointments

Guidelines

I. Ranks

- a. A two rank system was created for those individuals who hold appropriate degrees and certifications (or equivalent in his or her discipline) and who are engaged by Indiana University primarily for teaching. The following titles are used
 - Lecturer
 - Senior Lecturer
- b. The rank system is regarded as a career-ladder framework, with appropriate policies and procedures for appointment, annual review, and promotion.
- c. The creation of positions takes place under procedures administered through academic units by the Dean of the Faculties of each campus and is further subject to the policies, rules, and procedures of the campus Affirmative Action Plan as administered by the Office of Equal Opportunity.

II. Rights and Privileges

- a. Lecturers must follow and are protected by university policies, including those pertaining to faculty hiring and faculty annual reviews.
- b. The faculty salary policies of the School of Medicine will apply to lecturers.
- c. Lecturers have the right to petition the School of Medicine Faculty Grievance Committee and the IUPUI campus Faculty Board of Review for redress of grievances concerning dismissal, non-reappointment, academic freedom, salary adjustment, or other conditions of work.
 - i. The procedures applicable for grievances of lecturers will be the same as for tenured/tenure-probationary faculty, including applicable periods for filing such grievances.
- d. Although ineligible for university sabbatical leave, lecturers are eligible for departmental leaves for the purpose of professional learning and collaboration with colleagues. Please refer to the School's policy on departmental leaves for full-time lecturers for more information.
- e. Lecturers will be voting members of the School of Medicine faculty.
 - i. Participation in university and campus faculty governance is governed by the Constitution of the Faculty of Indiana University and the IUPUI Faculty Constitution.
 - ii. Individuals holding lecturer rank are not recognized as voting members of the university faculty.
- f. Lecturers are not eligible for academic administrative appointments at and above the department chair level.

III. Qualifications for Rank

The qualifications of people hired for lecturer positions depends on the needs and standards of the hiring department.

- a. Minimum qualifications may be
 - i. an advanced degree in a relevant field
 - ii. experience and instruction in effective teaching within the discipline

- iii. an enthusiasm for teaching medical and other students
- iv. a commitment to developing as an educational professional
- b. Lecturer
 - i. At the entry level, Lecturers will have completed an appropriate advanced degree or have the appropriate credentials as determined by the hiring department.
 - ii. Lecturers may have organizational and oversight responsibility for the courses in which they teach.
 - iii. They will also perform service for the department or school
 - iv. Senior members of the department will supervise and mentor lecturers, according to department policies.
- c. Senior Lecturer
 - i. Senior Lecturers are ordinarily expected to provide leadership in teaching and to contribute to course and curriculum development.
 - ii. Senior Lecturers may have organizational and oversight responsibilities for a course, participate in course and curriculum development, and, where appropriate, provide workshops for colleagues.
 - iii. They may oversee and provide mentoring for full- and part-time non-tenure track faculty.
 - iv. Senior Lecturers may also make school and campus contributions beyond the classroom, such as campus service or other professional activities.

IV. Appointment

- a. Initial lecturer appointments should be at the level appropriate to the experience and accomplishments of the individual.
- b. The process for appointment with probationary status or appointment with a long-term contract will go through the ordinary procedures for faculty appointments.
- c. Lecturers who, in addition to teaching and service, have a significant portion of their time allocated to doing research which does not derive from their primary teaching responsibilities should be in tenured/tenure-probationary positions.
- d. Lecturer ranks are not intended to be a means of retaining tenure-probationary faculty who have not been able to demonstrate the performance levels required for the granting of tenure

V. Probationary Period

- a. An individual appointed as a lecturer will be awarded a three-year appointment contract after a probationary period of not more than seven years.
- b. At the time of initial appointment, the length of the probationary period will be stated.
 - i. Initial appointments may be for one, two, or three years with subsequent reappointments dependent upon performance review and the teaching needs of the department.
 - ii. The probationary period may be waived or shortened if there has been full-time service with faculty rank at other institutions, or if similar service in Indiana University School of Medicine would

have been countable as a basis for awarding of an appointment contract.

- c. The review leading to an appointment contract is to take place no later than the sixth year of probationary service.
- d. In case of failure to give notice of non-reappointment or termination prior to the beginning of the seventh year of probationary service, the review leading to an appointment contract or termination decision should be conducted at the earliest possible time and, if necessary, the probationary period will be extended until the review is complete.
- e. When a probationary period expires during an academic year, the probationary period will be extended to the end of that academic year.

VI. Long-Term Appointment Contracts

- a. Lecturers are not eligible for tenure; however, in order to protect their academic freedom, individuals appointed as full-time lecturers will be given a three-year appointment contract after a probationary period of not more than seven years.
- b. This long-term appointment contract will be of three years duration and will be granted to those lecturers whose professional characteristics indicate that they will continue to serve with distinction in their appointed roles.
- c. The procedure for granting these appointment contracts (not including promotion) after a probationary period is
 - i. After five years the lecturer completes an abbreviated dossier to include:
 - 1. A personal statement (no more than three pages) that describes the candidate's contributions to the service and teaching missions of the School.
 - 2. When applicable, a letter from the candidate's Division Director or Regional Campus Dean supporting the award of a contract to the candidate.
 - 3. When applicable, a letter from the candidate's clinical service chief, if different from the Division Director.
 - 4. The candidate's curriculum vitae.
 - ii. The completed dossier will be submitted to the Department Chair, who will review it and forward it with his/her recommendation to the Executive Associate Dean for Faculty Affairs and Professional Development, and Diversity (EAD).
 - iii. The EAD will review the dossiers for each cycle and present them to the other Executive Associate Deans, Executive Vice Dean, and to the Dean of the School of Medicine for final approval.

VII. Promotion

- a. Lecturers are eligible for promotion to Senior Lecturers upon their being appointed to long-term contracts following a probationary period.
- b. Promotion recognizes past achievement and indicates confidence that the individual is capable of greater responsibilities and accomplishments.
- c. Promotion considerations must take into account the individual's contribution to the school/campus mission as well as differences in mission between departments.

- d. Lecturers are responsible primarily for teaching and the scholarship of teaching; they are also expected to provide service that supports the academic mission of the department and the School.
- e. They are not evaluated in the area of research.
- f. A candidate for promotion must demonstrate excellence in teaching, with at least satisfactory performance in service
- g. The procedure for granting promotion is
 - i. Review levels & committees
 - 1. Promotion in rank will go through the normal faculty procedures for the School of Medicine, including peer review by primary, School, and campus promotion committees. Please refer to the [IUPUI Promotion & Tenure Guidelines](#) for requirements and procedures.
 - 2. The primary and School committees will be the same committees which review the clinical rank faculty and will be designated as Lecturers and Clinical Rank Faculty Promotion Committees.
 - ii. Early review for readiness
 - 1. Each year IUSM Faculty Affairs contacts subsets of faculty to inform them that they are under consideration for tenure or for approval of a long-term contract.
 - 2. Lecturer track faculty members who want to be considered for advancement in rank to Senior Lecturer have the option of putting together a mini-dossier (similar to the Three-Year Review dossier for tenure track faculty) two years before they feel they are ready to be considered for promotion.
 - 3. For some candidates a request for this review could occur at the three-year mark.
 - 4. However, for others, given the significant teaching and service responsibilities they shoulder, such a review might not occur until their 4th, 5th, 6th year or possibly even later.
 - 5. The Lecturers and Clinical Rank Faculty Promotion Committees would conduct this review in order to provide these candidates with insight as to their progress toward promotion.
 - 6. This review is not mandatory; a lecturer can apply for promotion through the usual process whenever they are ready.
 - iii. Promotion with Long-Term Contract
 - 1. Faculty members can seek promotion and the awarding of the long-term contract simultaneously or can undergo these reviews separately.
 - 2. When they are sought simultaneously, the procedures detailed above in regards to promotion in rank are followed.

3. When the long-term contract is sought separately (without promotion), the process is outlined in the Long-Term Appointment Contracts above.

VIII. Non-Reappointment, Non-Renewal, or Dismissal

- a. For probationary lecturers on full-time, 12-month or 10-month appointments, notice of non-reappointment or dismissal will be given under the same terms as apply to tenure-probationary faculty during the probationary period
 - i. Three months' notice if in the first year of appointment
 - ii. Six months' notice if in the second year of appointment
 - iii. 12 months' notice after two or more years of service
- b. The notice periods for dismissal of probationary lecturers and lecturers with an appointment contract will be the same as for tenured/tenure-probationary faculty.
 - i. Dismissal of a lecturer holding a three-year appointment contract after the probationary period may occur because of closure or permanent down-sizing of the program in which the lecturer teaches and serves; otherwise, dismissal will occur only for reasons of professional incompetence, serious misconduct, or financial exigency.
 - ii. Non-reappointment of lecturers may occur for the foregoing reasons or may occur as well for reason of changing staffing needs of the program.
 - iii. Non-renewal decisions regarding lecturers holding a three-year appointment contract after the probationary period will be made with faculty consultation by involvement of the respective primary Lecturers and Clinical Rank Faculty Promotion Committee.
 - iv. The notice period for non-renewal of lecturers with an appointment contract will be at least one year.¹
- c. Appeal of these decisions will be to the School's Faculty Grievance Committee once all administrative levels of appeal within the School have been exhausted.
 - i. Appeals beyond the level of the School of Medicine should follow the procedures for requesting a Faculty Board of Review described in current campus and university policies.

IX. Fringe Benefits

- a. Retirement Plan
 - i. Persons holding any of these full-time ranks on a 12-month basis are eligible for enrollment in the University retirement plans, as with other faculty and librarians.
- b. Insurance
 - i. Persons holding any of these full-time ranks on a 12-month basis are eligible to participate in the University life insurance plans, as with other faculty and librarians.

¹ Notice periods for non-reappointment, contract non-renewal, and dismissal may be figured from the date the notice is given rather than the ending date of the current appointment period [Administrative Practice].

- ii. Persons holding any these full-time ranks on a 12-month basis are eligible for enrollment in the University health & dental plans, as with other faculty and librarians.
- c. Leave of Absence
 - i. Persons holding any of these full-time ranks on a 12-month basis are eligible for leaves of absence as detailed in school and university policies.
- d. Vacation
 - i. Persons appointed to any of these full-time ranks on a 12-month basis are entitled to one month of vacation per calendar year as detailed in [ACA-46 Vacation for Twelve-Month Academic Appointees](#) policy.
 - ii. Vacations are approved by the chair of the department or director of the unit or his/her designee as applicable for all 12-month appointees.

X. Personnel Policies

- a. The chair of the department, director of the division, or regional campus dean will initiate recommendations for the establishment of new positions.
- b. These recommendations will be reviewed and acted upon by the Dean of the School of Medicine and the Dean of the Faculties for the IUPUI campus or their designees.
- c. Should an individual holding a lecturer appointment seek transfer to a tenured or tenure track appointment, the transfer will be considered as a new appointment requiring the same review expected of other new tenure track appointees.
 - i. A new search will not be required if the applicant for a transfer was initially appointed through an approved affirmative action search for a tenure track position.
 - ii. The School is not obligated to count service as a lecturer as credit toward tenure if the appointment is later changed to a full-time tenured/tenure track appointment.
 - iii. Persons holding tenure track rank are eligible for consideration for change in appointment to a lecturer rank provided such change is in the best interest of the missions of the department, the School and the University.
- d. Lecturers will be reviewed annually by the respective primary committees, and/or department chair, division director, regional campus dean or their designee.
 - i. The annual review will be conducted per the IUSM [Faculty Annual Review Guidelines](#).

Related Information

[Grievance Process](#)

[Clinical Ranks Departmental Leaves](#)

[IUSM Standards of Excellence](#)

[IUPUI Promotion & Tenure Guidelines](#)

[ACA-46 Vacation for Twelve-Month Academic Appointees](#)

[Faculty Annual Review Guidelines](#)

[ACA-12 General Provisions Regarding Academic Appointments](#)

History

Est. 3/6/2002

Revised 6/15/2005 (promotion section); 6/15/2005 (footnote added); 11/24/2009 (long-term contract); 7/31/2013 (non-renewal period revised to conform to IUPUI policy); 2/15/219 (reformatted).

*Revisions approved by Faculty Steering Committee and School Executive Committee.