

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

Unless appointed directly into a lecturer position, a faculty member beginning a term appointment at the College will normally have the title of Visiting Lecturer (see *Articles of Government*, Book I, Article IX, Section 7C, Titles) and be appointed for a one-year term. A full-time visiting lecturer will teach five courses; a visiting lecturer's primary responsibility is teaching. Visiting lecturers should not serve as first-year advisors and normally should not be asked to serve as major advisors or to advise senior theses. If departmental¹ staffing needs warrant, a visiting lecturer may be reappointed for up to three additional one-year terms. These reappointments are made by recommendation of the departmental Reappointments and Promotions (R&P) committee and with the approval of the Provost/Dean of the College. **At least one class visit will be required for each reappointment term.** The criteria for appointment renewal are staffing need and quality of teaching. Normally, visiting lecturers will be employed at the College for no more than four years. When appropriate, the Provost/Dean of the College may confer the title Distinguished Visiting Lecturer, Distinguished Visiting Associate Professor, or Distinguished Visiting Professor, instead of Visiting Lecturer.

In exceptional cases an R&P may request to advance a visiting lecturer to the rank of lecturer. The request to appoint an individual after their fourth year of service as a visiting lecturer at the College to a term contract as lecturer will be made to the Provost/Dean of the College. If approved by the Provost/Dean of the College, then the request will be sent to the Committee on Faculty Appointments (CFA) for approval (or denial).

Lecturers²

If the departmental R&P committee can provide justification that the department's needs would be best served by a continuing term position and if staffing units are available for such a position, it is possible to request the appointment of a faculty member with the title of Lecturer. Lecturers will be appointed on the basis of a national search.

A full-time lecturer will teach four courses. A new full-time or part-time (half-time or greater) lecturer normally will be appointed for a three-year term. After the initial term, a full-time or part-time (half-time or greater) lecturer normally is eligible for reappointment to a second term of up to three years and then a third term of up to five years, although reappointment for shorter periods may be made.³ A part time lecturer who is less than half-time will be eligible for contract terms of up to three years. Where there is a clearly defined continued staffing need and a lecturer is meeting all performance expectations, lecturers will normally be recommended for reappointment for the maximum contract term for which they are eligible. There is no limit to the number of five-year 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.

In addition to staffing need, the other reappointment criteria for lecturers are excellent teaching (including supervising independent research, as appropriate), service (particularly advising students), and professional

¹ Throughout this document, the term department is used to refer to department or program.

² Throughout this document, Lecturer and Senior Lecturer refer to faculty with those titles as well as faculty with the titles Adjunct Assistant Professor and Adjunct Associate Professor.

³ Lecturers who have previously served four years at the visiting lecturer rank are eligible for a five-year term after an initial three-year term as a lecturer.

development, with the primary criterion being teaching. See the section entitled **Review of Lecturers and Senior Lecturers** for more details about evaluation of lecturers.

Senior Lecturers²

Promotion to the rank of senior lecturer will be based on *conspicuous excellence* in teaching (including supervising independent research, as appropriate) and *notable strength* in service (particularly advising students) and professional development, with the primary criterion being teaching. A lecturer is normally eligible for promotion to senior lecturer after at least ten consecutive years of faculty service at the College. Alternatively, a department wishing to appoint a senior lecturer from outside of the College may make a request to the Provost/Dean of the College; the title Senior Lecturer must be recommended by the Provost/Dean and approved by the CFA. Review for promotion will be initiated by the departmental R&P committee, and the R&P's recommendation will be approved or denied by the CFA. Once promoted to the rank of senior lecturer, the title will remain with the individual until they end their faculty service to the College.

A full-time senior lecturer will teach four courses. Where there is a clearly defined continued staffing need and a senior lecturer is meeting all performance expectations, senior lecturers normally will be recommended for reappointment for the maximum contract term for which they are eligible, which is five years for half-time or greater senior lecturers, or three years for those who are less than half-time. There is no limit to the number of five-year 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.

In addition to staffing need, the other reappointment criteria for senior lecturers are excellent teaching, service (particularly advising students), and professional development, with the primary criterion being teaching.

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 Provost's office.

Recommendation for (or against) an additional term contract for lecturers and senior lecturers on multi-year contracts normally 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 Provost/Dean of the College (for approval or denial of the staffing units) by February 15. If approved by the Provost/Dean, the contract recommendation will be forwarded to the CFA. The R&P committee's recommendation must include a recommended length and percent of full-time of the contract renewal. The lecturer or senior lecturer normally will be notified of the contract decision by June 30th of the year before the final year of the current contract.

If a departmental R&P committee recommends against reappointment of a lecturer or senior lecturer on a multi-year appointment, the individual normally will 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 Provost/Dean of the College and provide a written summary of the reasons for the decision not to renew the faculty member's contract. The Provost's office will share a redacted copy of the summary with the candidate.

Contracts for lecturers and senior lecturers will be based on staffing needs within a department. Although the primary responsibility of faculty on term appointments is instructional, review for reappointment and promotion includes evaluation in three areas: teaching, service (particularly advising students), and professional development. The criteria for appointment include the following:

- i. Excellent teaching, as reflected in SEQs, LERs or their equivalent, class visits (a minimum of three during the multi-year contract term for a lecturer) by members of the R&P Committee, sample teaching materials (if provided) and unsolicited letters from faculty and students. Teaching is the most important element of a candidate's record.
- ii. Service, particularly advising students, and activities such as participation in departmental and/or college-wide activities or committees, organizing lectures and performances, mentoring other faculty, or outreach activities related to the field of expertise, such as working with local schools or service to the community at large. The R&P committee will advise the candidate about the relative weight of departmental vs. college-wide service and advising/supervising responsibilities.
- iii. Scholarly or professional development, as evidenced in the activities sheets and personal statement. R&Ps and candidates are welcome to present research and publication as evidence of professional development, but professional development is not synonymous with scholarly research. This category is to be interpreted broadly to include activities that enhance a faculty member's engagement with their field and their success as an instructor. Examples (but not an exhaustive list) of such scholarly or professional development include:
 - a. Involvement in professional organizations, and attendance at or participation in meetings/workshops related to the field of expertise and/or pedagogy
 - b. Research, writing or presentations related to the field of expertise
 - c. Significant curricular or pedagogical development
 - d. Research, writing, or presentations related to pedagogy or curriculum
 - e. Participation in workshops and conferences around diversity, equity and inclusion
 - f. Production of creative works of writing, theatre, art or music, if related directly to the field of expertise.

At the time of reappointment or promotion, candidates should submit a personal statement summarizing and addressing these criteria. The personal statement should outline the candidate's own views of their work as a teacher since the last review. It should also provide a full picture of the candidate's professional activities and service to the College and, as appropriate, show how these activities and this service relate to the candidate's teaching.

Salary

Salary for a new visiting lecturer will be set each year by the Provost/Dean of the College.

Salary for lecturers and senior lecturers will be set by the Provost/Dean of the College at the time that salaries are set for tenure-eligible faculty. Salary for lecturers promoted to senior lecturers will be set by the Provost/Dean of the College and will include a one-time increase to the base salary.

Benefits

Please refer to the Faculty Handbook (<http://www.wellesley.edu/provost>) for information regarding faculty benefits.

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. Applicants must have a strong record of teaching and service. While "professional development" is broadly construed, these leaves are intended to support activities or projects that will enhance an applicant's teaching. In addition to the quality of the proposal, other criteria that may be considered include whether the proposal requires a semester of leave, the likelihood of completing the project, and the relevance of the proposal to the applicant's work 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 based on their average FTE 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. The application form is posted on the CFA web page at: <http://www.wellesley.edu/provost/committees/cfa>. 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.