

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

Laboratory instructorships are academic appointments administered by the Office of the Provost and 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.

Effective July 1, 2014, an ISL may normally teach no more than one lecture course in an academic year.

### **Appointments**

ISLs are appointed by the Provost/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, an evaluative visit by a member of the R&P, 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 Provost/Dean of the College normally by March 1. Notification of the Provost/Dean's decision will be made normally 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 Provost/Dean of the College by February 15. If approved by the Provost/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 normally 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 statements from faculty members with whom the ISL has taught. Other criteria are considered, including service and professional activities at the College or in the community.

An ISL being reviewed for reappointment to a multi-year term should prepare a personal statement summarizing and addressing the above criteria. The personal statement should outline the candidate's own views of her/his 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, how these activities and

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

this service relate to the candidate's teaching. 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 submitted by the R&P committee to the Provost/Dean of the College by February 15 of the current appointment. Following the first three-year reappointment, the R&P's recommendation is due to the Provost/Dean of the College no later than February 15 of the penultimate year of the current contract. If approved by the Provost/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**

Normally, an ISL becomes eligible for promotion to "senior" rank after at least eight years of service as an ISL 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. Review for promotion is initiated by the R&P committee. 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.

If the R&P is planning to recommend promotion at the time of the reappointment review, the ISL's personal statement for reappointment should also include a description of how her/his 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 candidate's materials in support of reappointment/promotion should be submitted to the R&P committee and to the CFA by February 1 of a year when the ISL is being considered for review. The R&P recommendation for reappointment/promotion should be submitted to the Provost/Dean of the College by February 15. If the reappointment recommendation is approved by the Provost/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 departmental R&P committee recommends against reappointment of an ISL or senior ISL on a multi-year appointment, the individual will normally 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.

### **Annual Conversation**

Departmental R&P committees (or a subset of R&P members) must have annual conversations with ISLs and senior ISLs. 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 Provost/Dean's office should be notified in writing by September 15 of the date that the conversation occurred during the previous academic year. The annual conversation should include as realistic an assessment as possible of an ISL's prospects for reappointment and/or promotion.

### **Salary**

The salary scale for ISLs shall be reviewed annually by the Provost/Dean of the College, together with other academic salary scales.

The salary for an ISL promoted to senior ISL 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: 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. Applicants must have a strong record of teaching and service. 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. 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 leave application only if this report has been filed. Recipients are expected to serve out the remainder of their contract after the leave.

### **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.