

**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 in the first four years of 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). 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 Provost/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 Provost/Dean of the College may confer the title Distinguished Visiting Lecturer, Distinguished Visiting Associate Professor, or Distinguished Visiting Professor, when appropriate.

**Lecturers<sup>2</sup>**

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 lecturer 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 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). Alternatively, the Provost/Dean of the College may approve a department's request to appoint a lecturer from outside the College; 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. Full-time and part-time (half-time or greater) lecturers 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 the continuation of a lecturer position. The other criteria for lecturers consist of excellent 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.

**Senior Lecturers<sup>2</sup>**

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

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

<sup>2</sup> 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.

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 Provost/Dean of the College; the title Senior Lecturer must be recommended by the Provost/Dean and approved by the CFA.

A full-time senior lecturer will teach four courses. Full-time and part-time (half-time or greater) senior lecturers 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 the continuation of a senior lecturer position. The other criteria for senior lecturer consist of 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 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 (one to five years) 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 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.

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. Excellent teaching, as reflected in SEQs (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, and unsolicited letters from faculty and students.
- ii. Scholarly or professional development, as evidenced in the activities sheets and personal statement. Professional development is not limited to scholarly research (although research and publication can be presented as evidence of professional development), but is

to be interpreted broadly and creatively in ways that reflect the central activities of a candidate's field, strengths within that field, and role within the home department. 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 resulting in publications related to the field of expertise or directly related to pedagogy; other publications fulfilling the same criteria.
  - c. Production of creative works of writing, theatre, art or music, if related directly to the field of expertise.
- iii. Service and activities such as participation in departmental and/or college-wide activities or committees, advising students, organizing lectures and performances, 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 determine the expectations for the relative weight of departmental vs. college-wide service and advising/supervising responsibilities for a particular faculty member.

At the time of reappointment, candidates should submit a personal statement summarizing and addressing these criteria. The personal statement should outline the candidate's own views of his/her 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 at the time of hire by the Provost/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 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. 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. 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.