

## UC Davis Academic Personnel Manual

### Appointment and Promotion

#### Section UCD-285, Lecturer with Security of Employment Series

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Responsible Department: Academic Affairs

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#### 285-2 Purpose

This section provides additional criteria and policy concerning the Lecturer with Security of Employment series.

Note: All Lecturers with Potential for Security of Employment (LPSOE) and Senior Lecturers with Potential for Security of Employment (SLPSOE) will normally be appointed full time (100%). Full time appointees in these titles are Senate members per [Academic Senate By-Law 105](#). Those appointed less than full time in these titles are members of the Unit 18 bargaining unit, and their terms and conditions of employment are covered by the UC-AFT MOU.

[APM 133-0b](#) applies to those in the Lecturer Potential Security of Employment or Senior Lecturer Potential Security of Employment titles. Prior service in a number of other faculty titles counts towards the 8-year limit for service in these titles. If a Lecturer PSOE or Senior Lecturer PSOE is at more than 50% time and the Chancellor has decided not to continue the individual's appointment in that series, the individual may not be appointed on any campus to certain faculty titles for a period of five years. For a list of these faculty titles, see [APM-133, Appendix A](#).

#### 285-10 Criteria

##### I. Criteria Applying to All Appointments and Advancements

All titles within the series require advanced expertise in an academic discipline and either the potential for excellence in teaching, or demonstrated excellence in teaching, within that discipline. Excellence in communication and instructional skill is required at all levels.

Appointment at all levels requires extensive expertise within the discipline for the purposes of achieving highly effective teaching. Clearly demonstrated evidence of excellent teaching and pedagogical innovation are essential criteria for appointment to a position with security of employment, advancement in the series, and promotion.

See [APM 210-3.c](#) for criteria that are intended to serve as "guides for minimum standards" for teaching excellence by which to evaluate Lecturer with Security of Employment and Senior Lecturer with Security of Employment candidates. Reviewers should consult that policy section carefully for examples and criteria, while also considering the following indicators of excellence: innovation and leadership in Teaching and Learning, Professional Achievement and Activities, and University and Public Service.

Materials submitted in support of an appointment or advancement action shall provide a comprehensive assessment of the candidate's qualifications and performance in the areas specified below:

##### A. Teaching and Learning

The teaching workload of a full-time Lecturer SOE (referring to all titles in the series, i.e., LPSOE, LSOE, SLSOE, and SLPSOE) is normally greater than that of a full-time faculty member in the professorial ranks ([APM 285-20.d](#)). The workload of a full time Lecturer SOE, including teaching, other pedagogical and professional activities, and service should be approximately equivalent to the total workload in teaching, research, and service typically

carried by a full-time faculty member in the professorial ranks. Departmental recommendations for advancement should compare the teaching load of the candidate to those of the candidate's departmental counterparts in the professorial series.

Lecturers with Security of Employment are expected to maintain a continuous and current command of their disciplinary subjects while demonstrating the ability to foster an inclusive and stimulating learning environment in which students gain knowledge of the subject and develop their ability to apply critical thinking, evidence, creativity, and problem-solving to advance the subject area.

Further evidence of excellence and scholarly creativity in teaching may include one or more of the following:

1. Pedagogical or curricular innovation, including: the development of new instructional materials such as audio-visual units, online course materials; major curricular revisions; introduction of innovative teaching techniques; development of online or hybrid courses.
2. Use of longitudinal measurements to demonstrate impacts of the candidate's teaching on students' learning outcomes, including their gains in mastery of course content, changes in attitude towards content, improvement in critical thinking, or development of stronger communication skills.
3. Demonstration of reflective practice, including the informed use of data to monitor and assess student learning. Descriptions of these efforts should include the reasoning for adopting specific teaching approaches, how feedback from students was solicited and used, and the rationale for instituting changes in teaching.
4. Peer review of teaching by faculty, including evaluation of classroom and online materials. See [UCD 220](#) for additional information on peer review of teaching.

See [APM 210-3.c.](#) for additional examples of judging the effectiveness of a candidate's teaching.

## **B. Professional Achievement and Activities**

Appointment and advancement to higher levels within the Lecturer with Security of Employment Series require evidence of professional growth in disciplinary teaching and learning. Evidence for such growth may include some or all of the following professional contributions and attainments:

1. Research and publication on pedagogy, including the writing and substantial updating of published textbooks, and leadership in writing or reviewing proposals for funding from internal and/or external sources that are focused on pedagogy.
2. Research and publication in the candidate's subject-matter discipline. When describing such work, department chairs should give special attention to how this work has enhanced the candidate's teaching.
3. Activity in professional organizations or in other settings that demonstrates the candidate's excellence or leadership in teaching and that contributes to his or her teaching effectiveness at UC Davis.

### C. University and Public Service

Evidence of university and public service may involve some or all of the following contributions:

1. Service (with dates and responsibilities identified) in departmental, college, Academic Senate and administrative capacities. Evaluation of the quality of service and contributions made in these areas is expected.
2. Academic leadership within the University. A Lecturer SOE or Senior Lecturer SOE who serves as department or program chair is entitled to the same recognition accorded ladder-rank faculty who serve in this role (see APM 245-11). Academic leadership in other roles should be recognized similarly, especially when such leadership provides evidence of innovative professional contributions. Examples of such accomplishments include leadership in reforming curricula, the development of innovative advising programs, or creation of new programs establishing links to public schools.
3. Community (regional, state, national, international) service based upon professional expertise.
4. Contributions to student welfare on the UC Davis campus or UC system-wide.
5. Professionally based outreach to other educational entities such as K-12 schools, museums, clubs, etc.
6. Communication to the public based on professional expertise.

## II. Appointment

The following criteria should be considered for appointment for specific titles within this series.

**A. Lecturer with Potential Security of Employment.** Candidates should demonstrate potential for excellent teaching and pedagogical innovation. Evidence of past experience as an instructor or co-instructor for a course is highly desirable for appointments to the LPSOE rank, although the hiring department and review committees may evaluate other attributes as indicators of promise in teaching.

**B. Senior Lecturer with Potential Security of Employment.** This title would be appropriate for a candidate with considerable disciplinary or professional experience and the potential for excellent contributions to teaching in the context of the hiring unit. A candidate with distinguished academic qualifications or credentials who is currently employed in a non-academic setting, such as industry, national laboratories, non-profit institutions, judicial practice, government service, etc., and who has excellent communication skills but no substantial university teaching experience, may be a candidate for a SLPSOE position.

**C. Lecturer with Security of Employment.** Appointment to this title requires continued, demonstrated excellence as a lead instructor and educational innovator.

**D. Senior Lecturer with Security of Employment.** Successful candidates must have an extensive record of outstanding university teaching, as well as demonstrated leadership and national or international recognition for teaching and learning innovation, as described in more detail below.

Appointment or advancement to Senior Lecturer SOE requires educational services of exceptional value to the University ([APM 285-10.b.](#)). Candidates must have earned distinction in their professional endeavors comparable to the distinction earned by senior professors for

their accomplishments in disciplinary scholarship. This means that candidates must provide evidence of professional accomplishments that have made them leaders in education.

The professional accomplishments required for appointment or promotion to Senior Lecturer SOE include substantial recognition in education, as demonstrated by evaluations provided by external letters of reference. Evidence of the candidate's strong impact or influence beyond the campus should be highlighted in recommendations for promotion to Senior Lecturer SOE.

- E. Appointment via change in title from a professorial position to the LSOE series, as outlined in [APM 285-10.d.\(2\)](#), requires the written consent of the faculty member. Demonstrated excellence in teaching and appropriate disciplinary expertise are expected for transfer to the Lecturer SOE or Senior Lecturer SOE titles for faculty formerly in the professorial series.

### III. Merit or Promotion

- A. Advancement within these series requires evidence of superior intellectual attainment in teaching and assessment of learning outcomes. Although extensive service to, or leadership in, education may require a reduction in teaching load, no other professional achievements may substitute for a continuing record of superior teaching.
- B. Excellent teaching is expected of all Lecturers SOE and Senior Lecturers SOE. Such teaching cannot by itself justify continuing advancement within these series. Lecturers SOE are also expected to demonstrate continued professional growth and enhancement of their value to the University, particularly their value to the institution's instructional programs.
- C. Advancement to Senior Lecturer SOE requires educational services of exceptional value to the University ([APM 285-10.b](#)). Candidates must have earned distinction in their professional endeavors comparable to the distinction earned by senior professors for their accomplishments in scholarship. This means that candidates must provide evidence of professional accomplishments that have made them recognized professional leaders in education.
- D. The professional accomplishments required for advancement to Senior Lecturer SOE must have brought substantial recognition in education, as demonstrated by evaluations provided by external letters of reference. Evidence of the candidate's strong impact or influence beyond the campus should be highlighted in recommendations for promotion to Senior Lecturer SOE.
- E. Advancement to levels of Senior Lecturer SOE that are above the system-wide salary scale is unusual and is reserved for individuals who have achieved international distinction for notable professional achievements in higher education. The title of Distinguished Senior Lecturer should be accorded to these individuals.

Promotion of candidates to the rank Lecturer SOE and Senior Lecturer SOE, as well as merit advancement within these ranks, is governed by additional criteria established in [APM 210-3](#) and [APM 285](#). See [UCD 220](#) for policy and review procedures. Peer review of teaching is required for promotion.

### IV. Appraisal

Appraisal is required for Lecturers with Potential Security of Employment (LPSOE) and Senior Lecturers with Potential Security of Employment (SLPSOE). An appointee in these titles will be appraised as to the likelihood of promotion to Lecturer with Security of Employment (LSOE) or Senior Lecturer SOE (SLSOE) no later than the fourth year after appointment. Normal evaluation for promotion would occur at approximately year six, but a candidate with exemplary performance can be promoted sooner. If employed at more than

half-time, the appointment will be terminated if the faculty member is not promoted to LSOE or SLSOE within eight years. See [APM 133-0 b.](#) for information regarding other academic titles that count toward the eight year limit for this title series.

### **285-80 Review Procedures**

- A.** The range of acceptable research focus should be made clear during appointment negotiations, and written expectations should be presented to, and accepted by, the candidate prior to appointment. The document should describe specific expectations and objectives for the candidate to fulfill in the position. These expectations are normally developed by the chair in consultation with the department faculty and should reflect the position advertisement and the reasons that were used to justify the hiring of a faculty member into a position with security or potential security of employment. In future merit and promotion reviews, the candidate will be judged on the progress towards attainment of the expectations established at appointment, in the context of the criteria of excellence in teaching, professional achievement and activities, and university and public service, as specified in [APM 210-3.c](#) and described in Section I. above.
- B.** Review procedures and checklists for appointment, appraisals and advancement actions are located in [UCD 220](#).
- C.** [APM 285-17](#) and [285-18](#) specify the normal review periods for appointees in this series as follows: two years for LPSOE and SLPSOE; and three years for LSOE and SLSOE, until the salary is equivalent to that of Professor, Step 5. "Service at that level and higher may be of indefinite duration, and review for advancement will not usually occur after less than four years." ([APM 285-18](#)).
- D.** For a normal review period of two years, a regular merit advancement will result in a salary increase of two increments on the UC System-wide [Salary Scale for Lecturers and Senior Lecturers with Security of Employment, Table 10-B](#). For a normal review period of three years, a regular merit advancement will result in a salary increase of three increments. For a normal review period of four years, a regular merit advancement will result in a salary increase of four increments.
- E.** Unusual academic achievement leading to approval of accelerated advancement will result in increases of additional salary increments, according to the [Guidelines for Advancement Under the Step Plus System for the Lecturer SOE series](#).

#### **References and Related Policies:**

<a href="#">APM 285:</a>	Lecturer with Security of Employment Series
<a href="#">APM 210:</a>	Review and Appraisal Committees
<a href="#">UCD 220:</a>	Academic Senate Review and Advancement
<a href="#">APM 133:</a>	Limitations on Total Period of Service with Certain Academic Titles