Non-Tenure Track Appointments

Institutions of the University System are authorized to establish professional positions designated as non-tenure track positions. Such positions may be established for full-time professional personnel employed in administrative positions; or to staff research, technical, special, career, and public service programs; or programs that are anticipated to have a limited life span or that are funded, fully or partially, through non-System sources. There shall be no maximum time limitation for service in positions of this category.

Positions originally designated as non-tenure track positions or as tenure-track positions may be converted to the other type only with approval by the institution's president. Individuals employed in non-tenure track positions may apply, on an equal basis with other candidates, for tenure-track positions which may become available. The transfer of individuals from tenure-track to non-tenure track positions shall be effected on a voluntary basis only. Probationary credit toward tenure shall not be awarded for service in non-tenure track positions. There is no maximum time limit for non-tenure track faculty at the rank of instructor. Non-tenure track faculty are eligible for promotion and all other faculty rights except that they shall not be eligible for consideration for the award of tenure.

Notice of intention not to renew contracts of non-tenure track personnel who have been awarded academic rank shall follow the schedule required for tenure-track personnel except in the case of lecturers and senior lecturers (see paragraph three in § 214.01).

Lecturers

The appointment and promotion of lecturers at Georgia Southern University are based upon the experience and academic background of the candidate as well as the instructional needs in the position. The designation applies to non-tenure track positions that carry out special instructional functions. The position is governed by all provisions of Board of Regents’ policy 8.3.8.1 (Employment of Full-Time Lecturers), including being capped at no more than 20% of the FTE corps of primarily undergraduate instruction (senior lecturers are included in the 20% calculation). The administration shall facilitate a reasonable distribution among departments and schools in usage of these positions across the University.

As described in the Board of Regents Policy Manual 3.2.1.1 (Corps of Instruction), lecturers are part of the corps of instruction and members of the faculty. As such, lecturers have access to grievance procedures which are defined in the Georgia Southern University Faculty Handbook, Section 220.02, as available to “all members of the faculty.”

An initial appointment to a lecturer position is for a one-year period. Subsequently, renewal is on an annual basis. In no case will the service as lecturer or senior lecturer imply any claim upon tenure. However, as stated in the Board of Regents Policy Manual 8.3.4.3 (Lecturers and Senior Lecturers): “Lecturers and senior lecturers who have served full-time for the entire previous academic year have the presumption of reappointment for the subsequent academic year unless notified in writing to the contrary.” Notification of non-reappointment will be provided as early as possible, preferably following the schedule for notification of tenure-track faculty, as stated in the Georgia Southern University Faculty Handbook, Sections 205.02, first paragraph, and 205.05, #3, but no later than the following (Board of Regents’ policy 8.3.4.3):

For lecturers with less than three years of full-time service, institutions are encouraged to provide non-reappointment notice as early as possible, but no specific notice is required.

For lecturers with three or more years but less than six years of full-time service, institutions must provide non-reappointment notice at least 30 calendar days prior to the institution’s first day of classes in the semester.

For senior lecturers or lecturers with six years or more of full-time service, institutions must provide non-reappointment notice at least 180 calendar days prior to the institution’s first day of classes in the semester.

As stated in the Board of Regents Policy Manual 8.3.4.3, “Lecturers or senior
lecturers who have served for six or more years of full-time service at an institution and who have received timely notice of non-reappointment shall be entitled to a review of the decision in accordance with published procedures” of Georgia Southern University. “The procedures must be approved by the Chancellor or his/her designee prior to implementation. Additional appeal procedures are contained in Section VIII of the Bylaws of the Board of Regents of the University System of Georgia.”

214.0101 Evaluations

Every lecturer and senior lecturer shall have an annual review conducted along the same schedule as individuals in the professorial ranks. Any additional requirements for departmental input or constitution of the review committee may be adopted by the individual department and/or college in which they are appointed. For lecturers, annual performance reviews should show achievement in teaching and achievement in at least one of the following areas: (1) service; (2) professional growth and development. The faculty in each unit and college should establish its own formal review process (mechanisms and policies) for lecturers and senior lecturers, including definitions of “exceptional teaching ability,” “extraordinary value to the institution,” and “noteworthy achievement.”

As stated in the Board of Regents Policy Manual 8.3.8.1 (Employment of Full-Time Lecturers), reappointment of a lecturer who has completed six consecutive years of service to an institution will be permitted only if the reviews of the lecturer demonstrate “exceptional teaching ability and extraordinary value to the institution.” After the sixth year or promotion, a further major review will take place each five years. The intent of this review is to focus on continuing a mutually beneficial relationship between the institution and individual, to provide development opportunities, and to recognize, reward, and enhance faculty performance. Following the structure for pre-tenure review in Section 212 of the Georgia Southern University Faculty Handbook, input for evaluating lecturers and senior lecturers at these points of major review will follow established unit and college policies as specified in the required policy documents. The departmental review committee shall be composed of at least three members, including both tenured faculty and senior lecturers, if any exist in the unit.

214.0102 Promotion to Senior Lecturer

Lecturers who are reappointed after the fifth year review can be considered for promotion to senior lecturer, to begin in their seventh year of service. To be promoted to senior lecturer, annual performance reviews and other credible evidence are required to show noteworthy achievement in teaching and achievement in at least one of the following areas: (1) service; (2) professional growth and development. Recommendations for promotion to senior lecturer are made utilizing a similar process and providing similar documentation as that described in Section 208, Promotion Guidelines, with the understanding that the criteria are different. Each department or unit must develop procedures and criteria within the parameters established by Regents policy and university policy. The procedures and criteria shall be described to lecturers by the department chair or unit head and provided to each lecturer in a written set of departmental/unit procedures.

In keeping with Board of Regents’ policy, promotion to senior lecturer requires approval by the President. Reappointment procedures for senior lecturers follow the same reappointment procedures as those for lecturers.

214.0103 Appeals

The candidate for promotion or retention beyond the sixth year may appeal a negative decision, except in the case of programmatic changes or financial exigency. The appeal must be based on the perception of significant omissions or commissions in the review process, impermissible bias in the review, or procedural errors that precluded an objective, fair review. The appeal must be to the next level of review. The responsible administrator at the appeal level shall review the appeal and make a recommendation. If the decision on appeal is to support the promotion or retention, the review process shall continue through the remaining review levels as if the decision from which the appeal was filed had been positive. If the decision on appeal is against the applicant, a further appeal may be filed. The process of appeals may continue until a final decision by the President.

Adopted by the Faculty Senate, April 15, 2010.