

## LETTER OF AGREEMENT – NON-TENURED TEACHING FACULTY

AUGUST 2018

### Non-tenured Teaching Faculty

Non-tenured teaching faculty (hereinafter referred to as Lecturer) have the primary responsibility of teaching, or supervising clinical experiences or internships. Duties and responsibilities shall not include scholarship, research, or creative activity. Lecturers are expected to remain current in their fields of teaching and expertise.

The total number of Lecturers appointed shall not exceed forty percent (40%) of the regular full-time faculty lines at Rowan University. Prior to each academic year, the University shall consult with the Local Union regarding the number of planned Lecturer appointments.

Lecturers shall not be eligible to participate in personnel/peer committees but can participate on search committees as they relate to their instructional responsibilities. However, Lecturers may participate in general University affairs or on curriculum or assessment committees relative to their teaching or supervisory responsibilities.

### Professional Responsibilities

#### 1. Teaching Load

Teaching load for a Lecturer shall be a maximum of twenty-four (24) teaching credit hours for ten (10) month positions and thirty (30) teaching credit hours for twelve (12) month positions. Other duties may be assigned in lieu of the credit load. Clinical or student supervision assignments can also be made in lieu of teaching. During the period of instruction, a Lecturer shall be present on campus as necessary to their professional responsibilities for a majority of his/her full time hours per week. Any professional duties performed away from campus will require specific approval from the department head, department chair in departments without managerial heads, or the dean. In such circumstances, the Lecturer shall be accessible to students, faculty and staff colleagues through normal, electronic, telephonic or written modes.

#### 2. Service

**Lecturers will be expected to perform service to the department, college, and university. The nature of this service may vary with programmatic needs and the capabilities of individual lecturers. Specific service duties should be planned in consultation with the department head/chair and dean.**

### Salary

The salary ranges for the ten (10) month Lecturer titles listed below shall be as follows:

Lecturer	Ranges 18 and 21
Senior Lecturer	Ranges 22 and 24
Master Lecturer	Ranges 25 and 27

The salary ranges for the twelve (12) month Lecturer titles listed below shall be as follows:

Lecturer	Ranges 21 and 24
Senior Lecturer	Ranges 25 and 27
Master Lecturer	Ranges 28 and 30

Lecturers who are earning more than the aforementioned ranges shall not have their salaries reduced.

### **Appointments and Assignments**

Lecturers shall be appointed to a two-year initial appointment and can be re-appointed to a second two-year appointment. After a second two-year appointment, Lecturers shall be reappointed to a three (3) year term. Subsequent reappointments shall be for four (4) years and then five (5) years. All subsequent contracts shall be for five (5) full years.

Contracts tendered to Lecturers shall list specific duties for those persons. If there any changes to those duties in a subsequent year, the changes need to be communicated in writing prior to the start of the year.

Over and above satisfactory and successful performance, continued reappointment will also be based on continued programmatic need. In cases where there is no longer a programmatic need for the position or the skill-set and/or expertise of the Lecturer in the position, individuals will be notified no later than February 1st of the previous academic year of their non-reappointment. In all such cases, the Union will be notified in a timely manner of non-reappointment based on a lack of programmatic need.

### **Procedures for Reappointment**

1. Prior to its issuance, the notice of the calendar for Lecturer applications for reappointment shall be given to the Local Union president and candidate.
2. Lecturers shall be reappointed pursuant to established procedures. Only those duties noted on their contracts are used for reappointment evaluations. Any changes to those duties shall be in consultation between the Dean and the candidate and department, and will be documented on subsequent contracts.

### **Promotion and Range Adjustment**

Lecturers shall be eligible for promotion pursuant to Article XIV of the State-Union Agreement and locally negotiated procedures. Lecturers shall be eligible for range adjustment pursuant to Article XXI of the State-Union Agreement and locally negotiated procedures. Lecturers can only be evaluated on teaching and specific responsibilities as listed in their contracts for the purposes of promotions and range adjustments. Promotion criteria and standards will be developed by individual Departments in collaboration and consultation with the Dean, and approved by the Provost.

### **Leaves and Holidays**

Ten (10) month Lecturers are eligible for sick leave pursuant to Article XXIV and holidays pursuant to Article XXV of the State-Union Agreement. Twelve (12) month Lecturers are eligible for vacation-sick leave pursuant to Article XXIV and holidays pursuant to Article XXV of the State-Union Agreement.

### **Exclusions**

All terms and conditions of Lecturer employment shall be governed by the State-Union Agreement unless specifically excluded herein.

**Lecturer Recontracting Procedures**

The following procedures will be implemented for lecturer recontracting cycles:

**Cycle of Reappointments (all reviews are stipulated within side letter, except year 1 review)**

Year of employment as lecturer	Initial	Year 2	Year 4	Year 7	Year 11	Year 16	+5, etc.
Length of contract in years	2*	2	3	4	5	5	5

**\*Note:** An additional review will be held in spring of year 1 to assess faculty members' midcycle progress. This initial evaluation during year 1 will be largely formative rather than summative, similar to tenure-track faculty initial reviews.

**Levels of Review:** Department and dean in each cycle. Negative decisions on recontracting may be appealed to the Provost.

**Calendar of Reappointment**

Reviews will take place in the spring semester prior to issuance of a contract for fall of the following academic year. The review cycle dates include:


- Date TBD by Department T&R Committee
  - Candidate reappointment packet due to department T&R Committee
- March 1 (unless falls on a weekend, in which case **due following Monday**)
  - Reappointment packet and Department T&R Committee's evaluation due to dean
- April 1 (unless falls on a weekend, in which case **due following Monday**)
  - Dean's recommendation due to Department T&R Committee chair and candidate

**Content of Reappointment Packet**

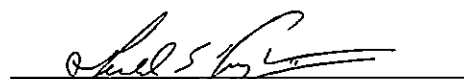
Relative weights, contents and other criteria for Lecturers shall be defined by Department Criteria, which must be approved by the department, dean and provost. Department criteria shall minimally adopt the requirements established for full-time probationary faculty at the rank of Instructor in the Memorandum of Agreement for Recontracting and Tenure. Candidates are expected to use the procedures and forms contained therein.

**Note:** The spring semester when the review is completed will not include student evaluations or a peer observation from that semester. However, other information (discussion of courses currently being taught, current professional development, current service obligations, etc.) should be included.

Approvals:

  
 Date: 8/27/2018

Theresa Drye, Chief Human Resource Officer / Vice President

  
 Date:

Gerald E Hough, Negotiator  
 Rowan AFT 2373