

Arts & Sciences Policy on Part-time Lecturers

Introduction: Part-time lecturers have made, and continue to make, important contributions to the College and Graduate School of Arts & Sciences and especially to the instruction of our students. This policy was adopted to recognize those valuable contributions and to regulate the reappointment of these faculty.

1. Titles and Exclusions: Individuals in Arts & Sciences who hold part-time appointments that are not tenured, tenure-track, or on the research track and who are primarily engaged in teaching will ordinarily be given the title of Lecturer (but may include adjunct professors). This policy shall not apply to courtesy and honorary appointments, teaching in the University College or Summer School, teaching by research appointees, staff members, postdoctoral appointees, or graduate students, and teaching in other schools or units at Washington University without the prior agreement of the Dean of Arts & Sciences.

2. Terms of Appointments: All part-time lecturer appointments are based on evaluation of departmental needs and the individuals' qualifications and performance. When re-appointments are to be made, the following procedures will apply:

- a. In the first six years of continuous part-time service teaching at Washington University, all part-time lecturers shall be advised no later than June 1 whether or not their contracts will be renewed for the next academic year.
- b. After six consecutive years of satisfactory part-time service teaching at Washington University, all part-time lecturers shall be advised no later than June 1 whether or not their appointment will be renewed for the year following the next academic year:
 - 1) A part-time lecturer who is reappointed after having taught at least one course in each of the previous twelve semesters is, at that point, entitled to an appointment at the minimum level of one course per semester in an academic year. This is the equivalent of one-quarter (25%) effort or 10 working hours per week.
 - 2) A part-time lecturer who is reappointed after having taught at least two courses in each of the previous twelve semesters is, at that point, entitled to an appointment at the minimum level of two courses per semester in an academic year. This is the equivalent of half-time (50%) effort or 20 working hours per week.
 - 3) The consecutive teaching requirements in Section 2.b.1. and Section 2.b.2., above, may include a single, one-semester break in service; i.e. one of thirteen consecutive semesters may include reduced or no teaching.

3. Compensation: Part-time lecturers should be paid on a per-course basis. In consultation with the Dean, each department that employs part-time faculty should establish appropriate salary guidelines.

4. Review and Evaluation: All reappointments of part-time lecturers are contingent on both departmental need and the part-time lecturer's performance. Departments should develop procedures for the routine review of part-time lecturer performance. Part-time lecturers will be informed in writing of the outcome of each review.

5. Termination for Cause: Procedures governing termination for cause shall be the same as those for full-time untenured faculty members. See "Washington University Policy on Academic Freedom, Responsibility, and Tenure," Section VIII.

6. Due Process and Academic Freedom: Grievances of part-time lecturers, including alleged violations of academic freedom (see "Washington University Policy on Academic Freedom, Responsibility, and Tenure," Section VII), should be addressed by the same procedures, rules and regulations provided for grievances of full-time untenured faculty members.

7. Benefits:

- a. Part-time lecturers receive the same library, athletic complex, and parking privileges accorded to full-time faculty members.
- b. Individuals governed by this policy will receive the same level of benefits as other part-time university employees: part-time employees who work the equivalent of half time (20 hours per week) or more are eligible to participate in university benefits at the part-time level.

8. Transferability & Application of Full-time service and Part-time service:

- a. Fluctuation between Full-time and Part-time Appointments: Continuous service in a full-time lecturer capacity shall count as qualifying service under this part-time policy. However, service from a part-time appointment does not count as qualifying service for a subsequent full-time appointment under the Arts & Sciences Policy on Full-Time Lecturers.
- b. Multiple Part-time Appointments: Part-time appointments in different departments, while potentially qualifying the lecturer for full-time benefits for the duration, do not qualify the lecturer for the full-time lecturer policy. Each part-time appointment is tracked separately under the part-time policy, and service as a lecturer in one department is not applicable to service as a lecturer in another department for purposes of Section 2.b.
- c. Overload teaching: Additional courses taught by faculty, staff, or postdoctoral appointees which are beyond a regular, full-time load (either through a single or multiple appointments) are considered overload teaching and do not fall under this policy.
- d. Staff teaching: On occasion, certain qualified staff have the duty to teach as a part of their job, or it is undertaken as overload teaching. In the former case, so long as those teaching duties make up the minority of their duties, they shall be exempt from this policy. In the latter case, the overload teaching would be subject to Section 8.c.

9. Exemption for current part-time faculty: Faculty who hold existing, continuing faculty appointments prior to July 1, 2007 shall continue with the service qualification requirements under the prior policy, and the six year service qualification in Section 2.b. shall not apply. Any break in service beyond that allowed in Section 2.b.3. of this policy will disqualify them from this exemption.

10. Effective Date: July 1, 2007.

Questions about this policy may be addressed to the office of the Dean of Arts & Sciences, Campus Box 1094, or at 314-935-6820.

This policy revision was reviewed and approved by the Faculty Council of Arts & Sciences in the Spring Semester of 2006-07.