

**UCR General Guidelines for  
Full-Time Lecturers and Full-time Sr. Lecturers with Security of Employment (SOE) and  
Potential for Security of Employment (PSOE)**

**Definition**

The titles Lecturer with Security of Employment (SOE) and Lecturer with Potential for Security of Employment (PSOE) are assigned to individuals who engage in teaching, professional activities and University and public service. The title Senior Lecturer SOE/PSOE may be assigned to a Lecturer whose salary is at the full professor level and whose services are of exceptional value to the campus. (APM 285-10)

**Effective Date**

This policy is effective retroactively to January 1, 2010.

**Appointment**

Full-time Lecturer titles that have or lead to SOE are faculty positions designed to meet the long-term instructional needs of the University. The full-time appointment of a Lecturer SOE/PSOE will be made only if it is demonstrated that there is a programmatic need. Such appointments are subject to APM 210-3 (instructions to review committees), 285-10 (criteria), 285-16 (restrictions), and 285-17 (appointment review). They also require:

- Recommendation by the Dean and the Committee on Academic Personnel
- Approval by the Chancellor or Chancellor's designee
- Allocation of permanent FTE by the School or College equal to the appointment percentage
- Provisions for the basic appointments must be from the general fund FTE and funding of the School's or College's permanently available faculty provisions.

**Appointment Criteria**

Appointment as a full-time Lecturer/Sr. Lecturer SOE/PSOE requires achievement in three areas: teaching, professional achievement and service.

1. The candidate's file must document evidence of outstanding teaching. This shall be measured by command of the subject matter; continuous growth in the subject field; and the ability to organize material and to present it with force and logic. The file must provide evidence that the candidate has the capacity to awaken in students an awareness of the relationship of the subject to other fields of knowledge; to foster student independence and capability to reason; to arouse curiosity in students and to encourage high standards; and to effectively create an academic environment that is open and encouraging to all students. The candidate's dossier should show evidence of the extent and skill of the candidate's participation in the general guidance, mentoring and advising of students.
2. The candidate's file must provide evidence of professional achievement and activity, and the candidate's professional activities should be scrutinized for evidence of achievement and leadership. Intellectual leadership must be documented by materials demonstrating that the candidate has, through publications, creative accomplishments or other professional activity, made outstanding and recognized contributions to the development of his/her special field and/or pedagogy. Making presentations of teaching

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improvements at professional conferences is one example of this type of professional achievement and activity.

3. The candidate must demonstrate service to the department, campus and University, and/or the public. Particular attention should be paid to that service which is directly related to the candidate's professional expertise and achievement. Evidence of suitability for promotion may be demonstrated in services to the community, state and nation, and to student welfare. Both quantity and quality should be assessed.

In addition, full-time Sr. Lecturer SOE appointments require qualifications that warrant a salary level equal to or greater than Professor, Step 1. These qualifications include demonstrated attributes of senior level professional achievement and experience; earned distinction in the subject field comparable to that attained by leading members of the professorial faculty in a similar field; and service of exceptional value to the University.

As provided in APM 285-10.d.(2) the Chancellor may transfer an Associate Professor or Professor to the Lecturer or Senior Lecturer SOE title, respectively. Such action follows regular academic review, and requires the department's recommendation and the faculty member's written consent.

**Conditions of Employment (APM 285-20)**

1. Full time Lecturers/Sr. Lecturers SOE/PSOE are members of the Academic Senate. An appointee to this series may be assigned to teach courses at any level.
2. An appointee in this series is assigned a heavier instructional load in recognition of the fact that research activity is not required. A full-time load for this title series is six (6) courses per academic year. One course is defined as an instructional activity equivalent to podium instruction greater than or equal to 3 units. In a single academic year a Lecturer/Sr. Lecturer SOE/PSOE is expected to provide instructional effort equivalent to courses valued at a minimum of eighteen (18) units.
3. An appointee in this title series is not eligible for sabbatical leave.

**Compensation/Advancement/Promotion (APM 285-17 and 285-18 except as noted)**

The Office of the President publishes a salary range for full-time Lecturers/Sr. Lecturers SOE/PSOE. The rate of advancement may be more variable, and in many cases, slower than for professorial positions. Full-time Sr. Lecturers SOE should be paid at a level no less than Professor, Step 1. Full-time Lecturers SOE may not receive less than the rate for Associate Professor, Step 1. Full-time Sr. Lecturers SOE of the highest distinction, whose work has been internationally acclaimed, are eligible for salaries above the top of the range.

Full-time Lecturers/Sr. Lecturers PSOE are normally appointed for two years and are subject to the eight-year limit. Their appointments have end dates. Reappointments are for a two-year term however a full-time Lecturer/Sr. Lecturer PSOE may be reappointed without a promotion or advancement (APM 285-8.c).

Promotion to the higher rank of SOE is continuous until terminated by resignation, retirement or dismissal (APM 285-17.b). A Sr. Lecturer SOE may be demoted to Lecturer SOE.

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The normal period of service before review to advancement for full-time Lecturers/Sr. Lecturers SOE is three years. Promotion to Sr. Lecturer is not normally expected but may occur when warranted, usually after a minimum of six years of service in the Lecturer SOE title. Full-time Sr. Lecturer SOE service shall be reviewed every three years for a merit increase until the salary is equivalent to that of Professor Step V. Service at that rank may be of indefinite duration and subsequent reviews normally will not occur after less than four years. APM 200-0 and 220-80-b require that each faculty member be reviewed no less frequently than every five (5) years. Full-time Lecturers/Sr. Lecturers SOE/PSOE are subject to the same quinquennial review guidelines as faculty in the professorial series.

These guidelines apply only to full-time appointments made in these titles.

**APM References:**

APM –285 Lecturer with Security of Employment Series  
APM—135 Academic Appointees – Security of Employment  
APM – 200 Appointments and Promotions (General)  
APM – 210-3 Instructions to Review Committees (Lecturers SOE Series)  
APM—220 Appointment and Promotion/Professor Series