Title Codes:
1603 Senior Lecturer with SOE - Academic Year
1607 Lecturer with SOE - Academic Year
1613 Senior Lecturer with SOE - Fiscal Year
1617 Lecturer with SOE - Fiscal Year
1680 Lecturer Potential SOE - Academic Year -100%
1683 Senior Lecturer Potential SOE - Academic Year - 100%
1685 Senior Lecturer Potential SOE - Fiscal Year - 100%

Purpose
Lecturer titles which have security of employment or potential for security of employment are faculty positions designed to meet the long-term instructional needs of the University which cannot be best fulfilled by an appointee in the regular professorial series. Individuals will be actively engaged with the faculty of the department and will serve through teaching, research and service.

Definition
The titles in the Lecturer with Security of Employment (SOE) and Lecturer with Potential for Security of Employment (PSOE) series 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 comparable salary is at the full professor level and whose services are of exceptional value to the campus and whose excellent teaching and professional accomplishments have made him or her recognized leader in his or her professional field and/or in education. (APM 285-10)

Delegation of Authority:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Authority</th>
<th>Committee On Academic Personnel (CAP) Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer and Senior Lecturer PSOE</td>
<td>Vice Provost for Academic Personnel (VPAP) (effective 2/1/2016)</td>
<td>CAP Review Required</td>
</tr>
<tr>
<td>Lecturer and Senior Lecturer SOE</td>
<td>Provost &amp; Executive Vice Chancellor (PEVC) (effective 2/1/2016)</td>
<td>CAP Review Required</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lecturer PSOE/SOE</th>
<th>Review Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Lecturer PSOE</td>
<td>Refer to &quot;The Call for Senate Faculty&quot;</td>
</tr>
<tr>
<td>Appointment/Reappointment</td>
<td></td>
</tr>
<tr>
<td>Merit/Promotion</td>
<td></td>
</tr>
<tr>
<td>Advancement to salary equivalent to Professor VI</td>
<td></td>
</tr>
<tr>
<td>Appraisal</td>
<td></td>
</tr>
<tr>
<td>Quinquennial</td>
<td></td>
</tr>
</tbody>
</table>
## Titles/Ranks: Personnel Actions

<table>
<thead>
<tr>
<th>Rank</th>
<th>Reappointment (Reappointment or Merit)</th>
<th>Merit</th>
<th>Promotion</th>
<th>Appraisal</th>
<th>Quinquennial</th>
<th>Deferral</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer PSOE</td>
<td>Normally every two years</td>
<td>Normally every two years</td>
<td>Promotion to SOE normally occurs after six years, must promote by 7(^{th}) year.</td>
<td>During fifth year of service in title, or combination of titles limited to 8 years</td>
<td>Not applicable</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Sr. Lecturer PSOE</td>
<td>Normally every two years</td>
<td>Normally every two years</td>
<td>Promotion to Sr. Lecturer SOE normally occurs after six years as Lecturer SOE.</td>
<td>Not applicable</td>
<td>All faculty members with SOE, including those at salary level comparable to Professor V and above, shall be reviewed at least every 5 years (APM 200-0)</td>
<td>Salary equivalent to Professor IV and below may request deferral.</td>
</tr>
<tr>
<td>Lecturer SOE</td>
<td>Not applicable</td>
<td>Normally every three years</td>
<td>Promotion to Sr. Lecturer SOE normally occurs after six years as Lecturer SOE.</td>
<td>Not applicable</td>
<td>Not applicable</td>
<td>Salary equivalent to Professor V and above may be for an indefinite duration and a request for deferral is not required.</td>
</tr>
<tr>
<td>Sr. Lecturer SOE</td>
<td>Normally every three years (salary equivalent to Prof. IV and below)</td>
<td>Normally every four years (salary equivalent to Prof. V and above)</td>
<td>Salary equivalent to Professor V and above may be for an indefinite duration. Advancement to salary level equivalent to Professor VI will follow the procedures for advancement to Professor VI.</td>
<td>Not applicable</td>
<td>Not applicable</td>
<td></td>
</tr>
</tbody>
</table>

## Appointment

The full-time appointment of a Lecturer SOE/PSOE will be made only if it is demonstrated that there is a programmatic need and a permanently budgeted FTE from the college’s faculty provisions is allocated for the appointee in this series. Appointment to this series will normally be at full time. An appointment in the LSOE title series shall follow the hiring procedures for campus recruitments found in the [Academic Hiring Toolkit](#).

Appointments are subject to [APM 210-3](#) (instructions to review committees), 285-10 (criteria), 285-16 (restrictions), and 285-17 (appointment review).

## Terms of Service

Each appointment and reappointment to the title of Lecturer and Senior Lecturer with PSOE is limited to a maximum term of two years. The total University service with this title may not exceed eight years, in accordance with [APM 133-0-b](#) and [Regents' Standing Order 103.10](#).

Lecturer with SOE and Senior Lecturer with SOE are continuous until terminated by resignation, retirement, or dismissal. A Senior Lecturer SOE may be demoted to Lecturer SOE.
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 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.

Restrictions:
Refer to APM 285-16 for the list of restrictions.

Conditions of Employment (APM 285-20)

1. Full time Lecturers/Sr. Lecturers SOE/PSOE are members of the Academic Senate. Part time appointees are not members of the Academic Senate.

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. An appointee to this series may be assigned to teach courses at any level. 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 series is not eligible for sabbatical leave.
4. An appointee in this series is eligible for leave with pay [APM 758] or without pay [APM 759].
5. A fiscal year employee will accrue vacation [APM 730].

Salary/Advancement/Promotion
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 Lecturers with SOE are to be placed on the salary scale at a rate no less than Associate Professor, Step 1. The normal period of service before review for advancement for a merit increase is three years. The period of service in the rank of Lecturer SOE may be of indefinite duration. Review for promotion to the Senior Lecturer SOE title will normally occur only after six years in the title of Lecturer SOE.

Full time Sr. Lecturers with SOE are to be placed on the salary scale at a rate no less than Professor, Step 1. An appointee shall be reviewed every three years for a merit increase, until the salary is equivalent to that of Professor Step V. Service at that level and higher may be of indefinite duration, and review for advancement will not usually occur after less than four years. Advancement to salary equivalent to Professor Step VI follows the procedures in The Call for the professor series. Sr. Lecturers SOE with the highest distinction, whose work has been internationally acclaimed, is eligible for salaries above the top of the range at time of appointment or advancement with approval through the Chancellor.

Lecturers/Sr. Lecturers with PSOE are appointed to a two year term and will be reviewed biennially following procedures provided in The Call for the Assistant Professor series. Lecturers/Sr. Lecturers with PSOE will also be required to undergo a fifth year appraisal and mandatory 7th year promotion to SOE. If the preliminary decision is for non-reappointment for merit, reappointment, appraisal, or 7th year promotion actions the procedures as outlined in APM 220-84 will be followed.

APM 200-0 and 220-80-b require that each faculty member be reviewed no less than every five (5) years. Full-time Lecturers/Sr. Lecturers SOE are subject to the same quinquennial review guidelines as faculty in the professorial series.

Off-Scale Salary Limitations
Off-Scale salaries are not applicable to the Lecturer SOE series.

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