

UCR Guidelines for Full-Time Academic and Fiscal Year Lecturers with
Security of Employment (SOE) and Potential for Security of Employment (PSOE)

Academic Personnel: Lecturer with Security of Employment Series. Approved Working Title: Professor of Teaching, X
Issue Date: January 1, 2010
Revision Date(s): **February 28, 2017, October 13, 2016,** March 7, 2016, September 6, 2013
Policy Reference: [APM 285 Lecturer with Security of Employment Series](#)
[APM 220-Professor Series-Review Procedures 220-80, 220-82-85](#)
[APM 210-3 Instructions to Committees that Review LSOE Series](#)
[APM 135-Security of Employment](#)
["The CALL" Academic Reviews for Senate Faculty](#)

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%

FYI: The LPSOE/SOE series is currently under review and several proposed changes will be working their way through UCOP and the Academic Senate in the coming year.

Purpose

Lecturer titles that have security of employment or potential for security of employment are faculty positions designed to meet the long-term instructional needs of the University that 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, **scholarly** professional activity, and service.

Criteria

Appointment as a full-time Lecturer/Sr. Lecturer SOE/PSOE requires achievement in three areas: teaching, **scholarly** professional achievement and service. **The following is extracted from the current systemwide academic personnel manual APM 210-3. i.e. it applies on all campuses:**

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.
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 service to the community, state and nation, and to student welfare. Both quantity and quality should be assessed.

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An appointee in this series is assigned a heavier instructional load in recognition of the fact that the amount of research or other professional achievement expected is less than for ladder rank faculty. Using the premise that nine courses per academic year plus routine service commitments (i.e. the amount of service performed by a ladder rank faculty member) would constitute full time employment, it is suggested that in order to ensure success in academic progression (i.e. to fulfill all of the criteria listed above) a usual teaching load would be 6 courses per academic year, with the equivalent of 3 courses worth of time (including what would be spent on design, preparation, delivery, grading etc.) devoted to scholarly activity (pedagogical or related to the “X” discipline, the latter often involving undergraduate research participants) and service particular to the position (i.e. over and above an average ladder rank faculty service load). One course is defined as an instructional activity greater than or equal to 3 units. However, the formal teaching load may be reduced or increased by agreement with the Department Chair. A reduction may occur to enable additional instructional service duties (e.g. leading accreditation, curriculum development, special instructional project development, serving as undergraduate advisor for large department etc.) or may increase if duties change or at times of acute need (as happens for all faculty). The discussion between faculty member and Chair should always bear in mind the requirements for progression in the series. An MOU, outlining expectations for a given academic year, should be signed by both the faculty member and Chair each year so that expectations are clear and serve as a guide for CAP’s evaluation. Should a faculty member reach the level of LSOE, or above, and no longer contribute in the area of scholarly activity or additional instructional service duties, then it is understood that the teaching load would increase to 9 courses per year. However, when this occurs, it should also be recognized that the faculty member will no longer progress through the series (as would be true for a ladder rank faculty member no longer involved in research). The boundaries between teaching, scholarly activity and additional service duties may be more fluid for faculty in this series since, for example, scholarly activity could be a journal article written about curriculum development enacted by the candidate.

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 (APM 285-10).

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.

Split appointments

There may be circumstances where the demands of the position (such as very heavy administration) are more suited to a split appointment with another series such as Academic Coordinator. Please consult with the Vice Provost for Academic Personnel about split appointments.

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.

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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 I. 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.

Delegation of Authority:

Rank	Authority	Committee On Academic Personnel (CAP) Review
Lecturer and Senior Lecturer PSOE	Vice Provost for Academic Personnel (VPAP) (effective 2/1/2016)	CAP Review Required
Lecturer and Senior Lecturer SOE	Provost & Executive Vice Chancellor (PEVC) (effective 2/1/2016)	CAP Review Required

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Titles/Ranks: Personnel Actions

Rank	Reappointment <small>(Reappointment or Merit)</small>	Merit	Promotion	Appraisal	Quinquennial	Deferral
Lecturer PSOE Sr. Lecturer PSOE	Normally every two years	Normally every two years	Promotion to SOE normally occurs after six years, must promote by 7 th year.	During fifth year of service in title, or combination of titles limited to 8 years	Not applicable	Not applicable
Lecturer SOE	Not applicable	Normally every three years	Promotion to Sr. Lecturer SOE normally occurs after six years as Lecturer SOE.	Not applicable	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)	Salary equivalent to Professor IV and below may request deferral.
Sr. Lecturer SOE	Not applicable	Normally every three years (salary equivalent to Prof. IV and below) Normally every four years (salary equivalent to Prof. V and above)	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.	Not applicable		Salary equivalent to Professor V and above may be for an indefinite duration and a request for deferral is not required.

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), [APM 285-10](#) (criteria), [APM 285-16](#) (restrictions), and [APM 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.