

Job Description and Expectations – Unit 18 Lecturer (Pre-Six)

Employee Name:
Department Name:

Title (Name and Code):
Supervisor Name:

Description of Title:

The title of Lecturer shall be assigned to a professionally qualified appointee whose services are contracted for certain teaching duties. This appointment does not imply the responsibility of engaging in research. In view of the limited responsibilities in areas other than teaching, a Lecturer normally will be assigned a heavier instructional load (relative to full-time-equivalent service) than that normally given to an appointee in the Professorial series. Other duties may be assigned within the scope of employment as a Lecturer, to which a representative list can be found in the [IX Contract, Article 24 Workload, Section B](#).

General Expectations

Pursuant to the courses assigned in your appointment letter, you are expected to:

- Maintain effective instruction of students
- Teach assigned classes in accordance with course objectives
- Develop a clear and concise syllabus for each assigned course
- Meet class, keep office hours, and hold examinations as scheduled
- Turn in grades and other appropriate student records within the assigned due date(s)
- Provide feedback to students in a constructive manner
- Be responsive to any student, department, and other University inquiry
- As applicable, the supervision of assigned Teaching Assistant (TA)
- Other duties and responsibilities, as described in [IX Article 3 Academic Responsibility](#)

Performance Expectations

You are expected to maintain competency in your area of instruction. Instructional performance is measured by evaluation of evidence demonstrating such qualities as:

- Command of the subject matter and continued growth in mastering new topics;
- Ability to organize and present course materials;
- Ability to awaken in students an awareness of the importance of the subject matter;
- Ability to arouse curiosity in beginning students and to stimulate advanced students to do creative work; and
- Achievements of students in their field.

Materials that your performance will be evaluated on include, but are not limited to:

- Classroom Observations
- Student Evaluations
- Lecture and other teaching materials (e.g. PowerPoint presentations, assignments, etc.)
- Syllabi

Department Support

Pursuant to the [IX Contract, Article 8 Instructional Support](#), you may reach out to your department at any time to be provided access to the resources reasonably necessary to complete your assigned duties and responsibilities. This includes course texts and materials, office supplies and equipment, and training and support for web-based tools. If you are unable to meet a scheduled class and a suitable arrangement cannot be made to provide for the delivery of necessary instruction, please notify your department on the need to provide a substitute.

During your term, you may receive a Classroom Observation from another faculty member in your department and evaluations from students. You may request reports for your review in order to understand performance strengths and areas of improvement. You may also request a follow-up meeting with your Department Chair or faculty designee will occur to discuss the results further.

Your Department Chair or other faculty designee will meet with you in-person for a one-on-one meeting, at least once a quarter to, as needed, provide feedback as well as discuss any ongoing issues, performance expectations, employee successes, and professional goals. If circumstances do not allow for an in-person meeting, a phone call or remote meeting may be appropriate. This meeting may be waived by mutual agreement each quarter.

Pursuant to the [IX Contract, Article 31 Pre-Six Mentoring Meeting](#), you will receive a formal Mentoring Meeting with your Department Chair or faculty designee during the academic year in which the ninth (9th) quarter of service in the same department, program, or unit occurs. Feedback delivered in this meeting shall be for mentoring purposes only. Unlike the one-on-one meetings above, mentoring feedback given in this meeting, positive or negative, shall not be considered in subsequent appointment decisions or future academic reviews. You will be notified no later than thirty (30) days in advance of the meeting, where in which you may formally decline at your discretion.

Conduct Expectations

In order to maintain the highest quality of education for our students, and safe productive environment for our University community, you are required to adhere to the conduct standards, including but not limited to, the following:

- [Regents Policy 1111: Policy on Statement of Ethical Values and Standards of Ethical Conduct](#)
 - [UCR Principles of Community](#)
- [IX Article 3 Academic Responsibility](#), such as:
 - Maintain a responsible, professional relationship with students.
 - Exhibit respect and professionalism in the mutual exchange of ideas, opinions, and criticisms with colleagues and to strive to be objective in their professional communications and interactions.
- [IX Article 37 Waiver \(APM 015 Faculty Code of Conduct endorsements\) – Prohibited Conduct:](#)
 - Section A.6: Participating in or deliberately abetting disruption, interference, or intimidation in the classroom.
 - Section A.7: Entering into a romantic or sexual relationship with any student for whom a faculty member has, or should reasonably expect to have in the future, academic responsibility (instructional, evaluative, or supervisory).
- [UC Riverside - Local Campus Policies](#), such as:
 - [850-85 - Violence Prevention in the UCR Community - Zero Tolerance for Violent Behavior](#)
 - [650-83 - Substance Abuse in the Workplace](#)
- [Non-Discrimination, Sexual Harassment, Retaliation \(Compliance/Title IX/EEO\):](#)
 - [Title IX – UC SVSH \(Sexual Harassment / Sexual Violence\) Policy](#)
 - [UC Non-Discrimination and Affirmative Action Policy \(EEO\)](#)
 - [650-75 - Discrimination, Harassment, and Retaliation Complaint and Resolution](#)

In addition, you are a mandated reporter and must report allegations of discrimination or harassment as defined in the policies above. UCR Policy 650-75 outlines appropriate options of reporting at UC Riverside.

Lastly, per campus policies, you may be expected to complete online training upon hire and on a reoccurring basis thereafter, for topics that include Sexual Harassment and Cybersecurity. Contact your department if you have questions or concerns regarding any training requirements.

This document is not comprehensive and may be revised at any time. As you move forward in your role, these expectations may change in accordance with your scope of employment as a Lecturer. You have the right to request further clarification or revisions to these expectations at any time.

Acknowledgement:

Employee Signature

Date

Chair (or Designee) Signature

Date

EXAMPLE