

UCR Guidelines for Professor of Teaching Series

Professor of Teaching Series (also known in the UC system as Lecturer with Security of Employment Series)

Issue Date: January 1, 2010

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Policy References:

[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 – 100%

1607 Lecturer with SOE - Academic Year

1613 Senior Lecturer with SOE - Fiscal Year – 100%

1617 Lecturer with SOE - Fiscal Year

1680 Lecturer Potential SOE - Academic Year -100%

1688 Lecturer Potential SOE - Academic Year -100% (B/E/E)

1691 Lecturer Potential SOE – Fiscal Year -100% (B/E/E)

1687 Lecturer with SOE - Academic Year (B/E/E)

1690 Lecturer with SOE – Fiscal Year (B/E/E)

1689 Senior Lecturer with SOE - Fiscal Year (B/E/E)

1686 Senior Lecturer with SOE – Academic Year (B/E/E)

Purpose

Professor of Teaching titles are tenure-track 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 Professor of Teaching requires achievement in three areas: teaching, scholarly professional achievement and service. The following is taken from **APM 210-3**:

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.

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, 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. 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 Professor of Teaching 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 substantial administrative duties) 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 Professors of Teaching are members of the Academic Senate.
2. Part time appointees are not members of the Academic Senate.
3. An appointee with a title in this series is eligible to apply for sabbatical leave. (See [APM 740](#))
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](#)).

Appointment

The full-time appointment of a Professor of Teaching 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 Professor of Teaching 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).

Salary/Advancement/Promotion

The Office of the President publishes a salary range for full-time Professors of Teaching. The rate of advancement may be more variable, and in many cases, slower than for professorial positions.

Full time Professor of Teaching are to be placed on the salary scale located here. Within the salary scale the normal periods of review for Professors of Teaching for all ranks and steps are located in the salary scale for this series. For additional information on this series refer to APM 285.

Advancement to salary equivalent to Professor Step VI follows the procedures in The Call for the professor series. Professors of Teaching with the highest distinction, whose work has been internationally acclaimed, are eligible for salaries above the top of the range at time of appointment or advancement with approval through the Chancellor.

Assistant Professor of Teaching are appointed to a two-year term and will be reviewed biennially following procedures provided in The Call for the Assistant Professor series. Assistant Professors of Teaching 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 Professors of Teaching 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.

Delegation of Authority for Personnel Actions Below:

Rank	Authority	Committee On Academic Personnel (CAP) Review
Assistant Professors of Teaching	Vice Provost for Academic Personnel (VPAP) (effective 2/1/2016)	CAP Review Required
Associate and Full Professors of Teaching	Provost & Executive Vice Chancellor (PEVC) (effective 2/1/2016)	CAP Review Required

<u>Rank</u>	<u>Reappointment</u> (Reappointment or Merit)	<u>Merit</u>	<u>Promotion</u>	<u>Appraisal</u>	<u>Quinquennial</u>	<u>Deferral</u>
Assistant Professor of Teaching	Normally every two years	Normally every two years	Promotion to Associate Professor Teaching 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
Associate Professor of Teaching	Not applicable	Normally every two years in first three steps, every three years thereafter	Promotion to Full Professor of Teaching normally occurs after six years as Associate Professor of Teaching.	Not applicable	All Associate and Full Professors of Teaching, 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.
Full Professor of Teaching	Not applicable	Normally every three years in first four steps, every three or more years thereafter Normally every four years (Step IX and Above Scale))	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.

Terms of Service

Each appointment and reappointment to the title of Assistant Professor of Teaching 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](#).

Associate and Full Professor of Teaching appointments are continuous until terminated by resignation, retirement, or dismissal. A Full Professor of Teaching may be demoted to Associate Professor of Teaching.