

Job Description and Expectations – Unit 18 Lecturer (Continuing)

Employee Name:
Department Name:

Title (Name and Code):
Supervisor Name:

Description of Title:

The title of Continuing Lecturer shall be assigned to a professionally qualified Lecturer who has achieved Continuing status, whose services are contracted for certain teaching duties for an ongoing basis. This appointment does not create entitlement to tenure or security of employment, nor does it guarantee specific teaching assignments. This appointment does not imply the responsibility of engaging in research. In view of the limited responsibilities in areas other than teaching, a Continuing 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 excellence 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

Merit Reviews

Every three years, you are eligible for a merit review, in which your performance over the review period will be formally evaluated based on the criteria and materials above. You will be notified by your department when you are eligible and the local procedures for submitting a Merit Review file. Failure to submit a file may result in a denied merit. You may defer your review by submitting a formal deferral request to your department or Dean's Office Academic Personnel team. The timeline and campus-level materials for merit reviews can be found here: https://academicpersonnel.ucr.edu/checklists-and-forms#academic_reviews_lecturers.

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 on a reoccurring basis thereafter, for topics that include Sexual Harassment and Cybersecurity. Please contact your department if you have any questions or concerns regarding these requirements.

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 is available to meet with you in-person for one-on-one meetings, at least once per academic year. In these meetings, they will as needed, provide feedback, discuss 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 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 Continuing Lecturer. You have the right to request further clarification or revisions to these expectations at any time.

Employee Acknowledgement:

Lecturer Signature

Date