Part-time Faculty Full Academic Year Contracts

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FULL ACADEMIC YEAR CONTRACTS

This working group was charged by the Provost with “establishing a process to provide full academic year contracts for those part-time faculty who customarily teach in both semesters of every academic year.” What follows is an outline of this process. There are several important points to note. This process applies only to newly hired part-time faculty. All currently employed part-time faculty are exempt from this two-year process, but are not exempt from teaching evaluation procedures for part-time faculty as they are established across LMU’s colleges/schools.

Following the description of the full academic year contract process, there are recommendations addressing 1) the prioritization of full academic year contracts when courses must be canceled, and 2) pay differentials within budget constraints.

<table>
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<tr>
<th>FALL HIRE</th>
<th>ASSIGNMENT</th>
<th>CONDITION</th>
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| FALL      | ASSIGNMENT #1 | Hired - Lecturer I  
Receives semester contract |
| SPRING    | ASSIGNMENT #2 | Receives semester contract |

**First Evaluation**

| FALL      | ASSIGNMENT #3 | Receives semester contract |
| SPRING    | ASSIGNMENT #4 | Receives semester contract |

**Second Evaluation**

| FALL/SPRING | ASSIGNMENT #5  
ASSIGNMENT #6 | Faculty who are in good standing and have taught four semesters become eligible for promotion to Lecturer II and will be offered teaching assignments for both Fall and Spring become eligible for a full academic year contract |

**Third Evaluation**

Spring hires who have now taught five semesters and will be offered teaching assignments for both Fall and Spring become eligible for a full academic year contract

| FALL/SPRING | ASSIGNMENT #7  
ASSIGNMENT #8 | If offered Fall and spring teaching assignments will receive full academic year contract |

**Fourth Evaluation**
### SPRING HIRES

| SPRING   | ASSIGNMENT #1 | Hired - Lecturer I  
|          |               | Receives semester contract |
| FALL     | ASSIGNMENT #2 | Receives semester contract |
| SPRING   | ASSIGNMENT #3 | Receives semester contract |

#### First Evaluation

| FALL     | ASSIGNMENT #4 | Receives semester contract |
| SPRING   | ASSIGNMENT #5 | Faculty who are in good standing and have taught four semesters become eligible for promotion to Lecturer II  
|          |               | Receives semester contract |

#### Second Evaluation

| FALL/Spring | ASSIGNMENT #6 | Spring hires who have now taught five semesters and will be offered teaching assignments for both Fall and Spring become eligible for a full academic year contract |
|            | ASSIGNMENT #7 | |

#### Third Evaluation

| FALL/Spring | ASSIGNMENT #8 | Receives academic year contract |
|            | ASSIGNMENT #9 | |

#### Fourth Evaluation

- If a two-semester (fall-spring or spring-fall) break occurs in teaching the faculty member remains eligible for academic year contract
- If a three-semester (any combination of 3 consecutive fall and spring semesters) or greater break occurs in teaching the faculty member must requalify for academic year contract
- Eligibility for academic year contract results in promotion to Lecturer II.
- Faculty Handbook amendment required –
  Propose structure revision – Lecturer I; Lecturer II, and Adjunct Professor.

A cohort of current Lecturers would be immediately eligible for academic year contracts and promotion.
1. Lecturer (need to amend title to Lecturer I)

This is the most common title for a part-time faculty member. It is expected that one who is appointed to this position will possess at least the qualifications mentioned above for the Instructor, although in many cases, the individual may have considerably greater qualifications. In technical and professional areas it would be expected that the appointee will have considerable experience at a significant level in that field.

Generally, the Lecturer will have charge of the courses in the same manner as would a full-time member of the teaching staff.

It is understood that successive appointments are at the option of the University. Generally, also, such appointments are subject to adequate enrollment in the Lecturer's section. In most cases the compensation should conform to the scale established by the University.

2. Lecturer II

- New language that comes with suggested increase in salary and priority in scheduling
- Scheduling priority – curricular needs, individual's availability and field of expertise are considered first, if all things are equal then seniority prevails

Prioritizing part-time faculty with full academic year contracts when courses must be canceled

In any given semester it may occur that a part-time faculty member with a full academic year contract is confronted with the fact that one's course(s) will be canceled by the department/program for one reason or another, such as low enrollment. Similarly, it may occur that the course of a full-time faculty member in the department/program is canceled and the full-time faculty then is assigned to teach the course that the part-time faculty member with a year-long contract was scheduled to teach. Efforts should be made to find another course that could be taught by the part-time faculty member with a full academic year contract. Such efforts must first consider curricular needs, followed by the availability and expertise of the part-time faculty member.
Compensation levels for Lecturer I, Lecturer II (proposed position), and Adjunct Professor

This Working Group did not consider differential levels of compensation for the positions of Lecturer I, Lecturer II (proposed), and Adjunct Professor, as this was not within the scope of the charge given this Working Group. It should be noted that differential levels of compensation for these positions were recommended by some members of the various working groups addressing the part-time faculty issues identified in the Gerstmann Report. This Working Group supports providing a pay differential within budget constraints and will share this information with the Provost.