

514.285 - Lecturer with Security of Employment (Teaching Professor) Series

UCSC:APO:CAPM rev:XX/XX

A. TITLES

Titles in this series are:

1. Lecturer with Potential for Security of Employment (LPSOE)
2. Lecturer with Security of Employment (LSOE)
3. Senior Lecturer with Security of Employment (SLSOE)

Faculty appointed to the Lecturer with Security of Employment series at UCSC may use the working title of Teaching Professor (i.e. (1) Assistant Teaching Professor, (2) Associate Teaching Professor, (3) Teaching Professor, corresponding to the ranks above). NOTE: “Pre-six year” Lecturer and Continuing Lecturer titles are not part of this title series – see [CAPM 516.000](#) (See also the Memorandum of Understanding: [Non-Senate Instructional Unit](#)).

The “Acting” prefix may be placed before the title under the following exclusive circumstances: 1) For LPSOE who are appointed before their Ph.D. degree is awarded, 2) for LSOE and SLSOE while permanent residency status is being obtained. The Acting prefix signifies conditional or probationary status of an appointment, and terms of service and other expectations follow [CAPM 506.235](#) (Acting Professor Series); however, in no circumstances may an appointment as Acting LSOE or Acting SLSOE be made for individuals who do not have consistent and sustained teaching experience (see sections D & E, below).

B. DESCRIPTION, REQUIREMENTS, AND ASSIGNMENT OF TITLES

- 1) Lecturer titles that have or lead to 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 Professor series. The Lecturer with Security of Employment (LSOE) series is used for appointees whose primary responsibility is teaching and teaching-related tasks and secondary responsibility is professional and/or scholarly achievement and activity, including creative activity, especially as they relate to instruction and pedagogy. The faculty in this series also have a responsibility for University and public service.
- 2) A permanently budgeted FTE must be allocated for any appointment to this series, following the campus process for Senate faculty FTE allocations, including consultation with the Academic Senate.

- 3) Normally an appointment to this series is for 100% service to the University; an appointment made at less than full-time to any title in this series is exceptional and requires approval by the campus provost and executive vice chancellor.
 - a) Security of Employment may be granted only for an appointment at more than 50% time.
- 4) Appointments to the title Lecturer PSOE have specific end dates.
- 5) Refer to the [Delegation of Authority Chart](#) to determine the deciding authority for actions within this series.
- 6) Appointees to this series accrue sabbatical credit. See [APM 740](#).

C. POLICY REFERENCES

Please refer to the following sections of the Academic Personnel Manual (APM) for supplementary information:

- [APM - 285](#) Lecturer with Security of Employment Series
- [APM - 210-3](#) Instructions to Review Committees That Advise on Actions Concerning the Lecturer SOE Series
- [APM – 133](#) Limitation on Total Period of Service with Certain Academic Titles
- [APM - 135](#) Academic Appointees - Security of Employment
- [APM - 200](#) Appointments and Promotion (General)
- [APM - 220](#) Appointment and Promotion (Professor Series)
- [APM – 235](#) Acting Appointments
- [APM – 740](#) Leaves of Absence/Sabbatical Leaves

D. EVALUATION CRITERIA

A candidate for appointment, advancement, or promotion in this series shall be evaluated based on achievements in the following areas: teaching excellence; professional and/or scholarly achievement and activity, including creative activity; and University and public service. Additionally, contributions to diversity, equity, and inclusive excellence should be given due recognition in the personnel process.

The criteria set forth below are intended to serve as guides for minimum standards by which to evaluate the candidate, not to set boundaries to exclude other elements of performance that may be considered. Due attention should be paid to the variety of demands placed on appointees to this series by the types of teaching called for in various disciplines and at various levels, and the total performance of the candidate should be judged with proper reference to assigned teaching responsibilities. [APM 210-3 Instructions to Review Committees](#) includes additional expectations regarding criteria and evidence that might be presented for appointment, advancement, and promotion in the LSOE series.

1. *Teaching Excellence*: Clearly demonstrated evidence of excellence in teaching is an essential criterion for appointment, advancement, or promotion. When evaluating the effectiveness of a candidate's teaching, a committee should consider the following objectives for individuals in this series:

- a) display evidence of continuous growth and mastery of the subject field;
- b) emphasize the connections between the subject and other fields of study;
- c) foster an environment that supports student curiosity, independent evaluation of evidence, and capacity to reason;
- d) provide guidance, mentoring, and advising to students;
- e) create an academic environment that facilitates active participation and learning by all students with a focus on developing effective strategies to advance learning by students in various underrepresented groups;
- f) contribute to the development and adoption of effective evidence-based pedagogical strategies including instructional units, materials, and resources;
- g) incorporate and promote significant curricular revisions informed by current pedagogical knowledge; and
- h) apply and advocate for effective teaching techniques.

2) *Professional and/or Scholarly Achievement and Activity*: Clearly demonstrated evidence of professional and/or scholarly achievement and activity, including creative activity, is one of the criteria for appointment or advancement. Professional and/or scholarly activities are broadly defined, but are expected to be related to the underlying discipline itself or to the pedagogy. Examples of activities include:

- a) development or contributions to educational curricula, pedagogy, improvement of learning outcomes, administering and evaluating teaching programs and learning centers, discipline-specific information systems, community outreach or community-oriented programs;
- b) first, senior, or collaborative authorship of scholarly or professional publications;
- c) accomplished performance (if discipline-relevant);
- d) accomplished artistic or literary creation (if discipline-relevant);
- e) presentations of seminars or lectures at other institutions or before professional societies.

Such activities should provide evidence of achievement, leadership, and/or influence on the campus or beyond. In evaluating creative activities, an attempt should be made to define the candidate's merit in light of such criteria as originality, scope, richness, and depth of creative expression.

3) *University and Public Service*: A review committee should evaluate the quantity and quality of service by the candidate to the department, the campus, the University, and the public (whether to the local community, state, or nation). Service that is directly related to the candidate's professional expertise and achievement is of special relevance but so too is service in areas beyond those special capacities when the work done is of sufficiently high quality. Examples of service include:

- a) service related to the improvement of elementary and secondary education;
- b) service on thesis and dissertation committees or on student-faculty committees and service to student organizations;
- c) participation in Academic Senate and campus committees and initiatives; and
- d) contributions furthering diversity and equal opportunity within the University through participation in recruitment, retention, and mentoring of scholars and students.

E. APPOINTMENT AND PROMOTION

Superior intellectual attainment, as evidenced particularly in excellent teaching and secondarily in professional and/or scholarly achievement and activity, is an indispensable qualification for appointment or promotion to security of employment.

- 1) Appointment to the LPSOE title requires:
 - a) Clear evidence of the potential for teaching excellence.
 - b) Evidence or promise of productive and creative contributions to professional and/or scholarly activity that would support excellent teaching.
 - c) Evidence of the likelihood of participation in department activities and the potential for service to the campus.
- 2) Appointment or promotion to the LSOE title requires:
 - a) Clear documentation of consistent and sustained excellence in effective teaching. Under no circumstances will security of employment be conferred unless there is clear documentation of consistent and sustained excellence in teaching.
 - b) Evidence of sustained professional and/or scholarly achievement and activity.
 - c) Evidence of activity on committees within the professional field, department, school, campus, or University; or of service to the public in areas directly related to the candidate's professional expertise and achievement.
- 3) Appointment or promotion to the SLSOE title requires:
 - a) Evidence of consistent and sustained excellence in effective teaching and demonstrated distinction in the special competencies appropriate to teaching the particular subject.
 - b) Evidence of consistent and sustained professional and/or scholarly achievement and activity that have made the candidate a leader in the professional field and/or in education.
 - c) Active participation on committees within the professional field, department, school, campus, or University; or of service to the public or profession in areas directly related to the candidate's professional expertise and achievement.
- 4) Advancement to SLSOE, Step 6: Advancement to Step 6 involves an overall career review and will be granted on evidence of sustained and continuing excellence in each of the following three categories, with teaching excellence receiving primary weighting above the others:
 - a) extraordinary effectiveness and excellence in teaching and teaching-related tasks;
 - b) professional and/or scholarly achievement and activity; and
 - c) University and public service.
- 5) Advancement to Above Scale: Advancement to an Above-Scale rank involves an overall career review and is reserved only for the most highly accomplished faculty...
 - a) whose work of sustained and continuing excellence has attained national or international recognition and broad acclaim reflective of its significant impact on education within the discipline;
 - b) whose contributions to University teaching and education outcomes are excellent; and
 - c) whose service is highly meritorious.

A merit advancement for a candidate already serving at Above-Scale must be justified by continuing evidence of accomplishment commensurate with this level. Continued good service is not an adequate justification.

F. TERMS OF SERVICE

- 1) *Lecturer PSOE*:
 - a) Each appointment and reappointment is limited to a maximum term of two years with a specified end date. The total University service with this title in combination with certain other titles may not exceed eight years, in accordance with [APM 133-0.b](#).
 - b) The appointment or reappointment of a LPSOE may be for a period of less than two years only under the following circumstances:
 - i) An appointment or reappointment with an effective date other than July 1st shall end typically on the second June 30th following the appointment or reappointment.
 - ii) A promotion or merit increase may become effective on July 1st before the end of a two-year term, but such advancement shall mark the beginning of a new term of appointment (for those not yet promoted to Security of Employment).
 - iii) Consistent with the eight-year limit, a terminal appointment for a LPSOE may be for a period of less than two years provided adequate notice has been given, as stipulated below (and in [APM 285-17.a.4](#)).
 - c) When an appointment as a Lecturer PSOE is not to be renewed, written notice shall be given by the Chancellor prior to the expiration date in accordance with the schedule below.
 - i) With less than one year of service as Lecturer PSOE by the end of the current period of appointment: at least a four-month notice.
 - ii) With at least one complete year of service and not more than two years of service as a Lecturer PSOE by the end of the current period of appointment: at least a six-month notice.
 - iii) With more than two years of service as a Lecturer PSOE by the end of the current period of appointment: at least a twelve-month notice.
 - d) Termination of the appointment of a Lecturer PSOE *before the expiration of the appointment* shall be only for good cause, after the opportunity for a hearing before the properly constituted advisory committee of the Academic Senate in accordance with [Regents' Bylaw 40](#) and Senate Bylaws [336](#) or [337](#).
- 2) *Lecturer SOE and Senior Lecturer SOE*: Appointments are of indefinite duration and shall not be terminated except for good cause after the opportunity for a hearing before the properly constituted advisory committee of the Academic Senate, in accordance with [Regents' Bylaw 40](#) and Senate Bylaws [336](#) or [337](#).

G. SENATE MEMBERSHIP AND BYLAW 55 VOTING RIGHTS

- 1) All appointees to any title in this series, excepting Acting Lecturer PSOE, are members of the Academic Senate (see [Regents' Standing Order 105.1](#)).

- 2) Refer to [Bylaw 55](#) for information regarding the possible extension of voting rights to appointees in this series.

H. SALARY

- 1) Appointees in this series are compensated based on the [Academic Salary Scales](#) approved annually by The Regents and distributed to the campus by the Academic Personnel Office.
- 2) Additional salary expectations and limitations are established in [CAPM 803.620 - Off Scale Salaries for Appointments and Advancements](#), and mirror expectations established for the Professor series.
- 3) See [CAPM 806.600](#) for policy on additional compensation for Senate Faculty.

I. WORKLOAD

- 1) The department chair is responsible for setting the work assignments of appointees in this series and ensuring that the curriculum is covered, in accordance with departmental policies.
- 2) Appointees may teach courses at any level. Since the primary responsibility for this series is teaching and teaching-related tasks, an appointee will normally be assigned a heavier instructional load (relative to full-time equivalent service) than that of an appointee in the Professor series. A six-course workload will normally be assigned for full-time appointees, with the remainder of their time devoted to professional activities and University and public service. However, there may be times when additional courses are assigned or additional course release is appropriate for University services rendered above the normal expectations.
- 3) The secondary responsibility for this series is professional and/or scholarly achievement and activity, including creative activity, especially as they relate to instruction and pedagogy. This responsibility does not necessarily require the production of published work, although such scholarship may inform and/or help fulfill the expectation of professional achievement and/or activity (see [APM 210-3](#)).
- 4) Additionally, as members of the Academic Senate, appointees in this series are expected to participate in the shared governance of the campus.

J. ELIGIBILITY FOR REVIEW

- 1) *General:* All titles in this series are included in the annual [CALL](#) for academic personnel actions. A review or a deferral must be processed for all Senate faculty listed on the CALL; however, because Lecturer PSOE's have term appointments, they are not eligible for deferral (with the exception of a standalone mid-career appraisal, see subsection 2.a.iii below). In addition, the department chair (or their designee) is responsible for making certain that there is an annual review of the status and performance of each faculty member within the department. Cases of possible eligibility for merit increase or promotion shall be examined. Similarly, cases of unsatisfactory performance shall be examined.
- 2) *Normal Period of Service:*
 - a) Lecturer PSOE:
 - i) The normative period of service at a given step in this rank is two years.

- ii) Appointments shall be made for a two-year term only. A reappointment review is typically accompanied by review for a merit increase, provided the normative time at step has passed.
 - iii) A mid-career appraisal is normally conducted in the fourth year of service in the PSOE title or combination of titles specified in [APM 133-0.b](#).
If necessary in order to align reappointment and merit review cycles, an exception may be requested by the department and dean from the VPAA to conduct the appraisal during the fifth year. No formal appraisal is required if, prior to the normal occurrence of the appraisal, the Lecturer PSOE is being recommended for promotion to take effect within a year, has given written notice of resignation, or has been given written notice of non-reappointment.
 - iv) Appointees must be granted security of employment or terminated by the end of the eighth year of service. Promotion is considered normal (i.e., not accelerated or decelerated) for candidates with seven years of service in a PSOE title or combination of titles specified in [APM 133-0.b](#).
- b) Lecturer SOE: The normal period of service to be eligible for review for a merit increase is two years at Steps 1-3, and three years at Step 4.
Appointees will be placed on the CALL for promotion when they have two years at Step 3. Otherwise, promotion to Senior Lecturer SOE is considered normal after six years as Lecturer SOE, even if the appointee does not yet have two years at Step 3. There is, however, no obligation on the part of the University to promote a LSOE to SLSOE solely on the basis of years of service.
- c) Senior Lecturer SOE: The normal period of service to be eligible for review for a merit increase is three years at Steps 1-8, and four years at Step 9. However, service at Step 5 and higher may be of indefinite duration (see 3, *Indefinite Steps*, below); mere length of service and continued performance at the level upon which advancement to SLSOE, Step 5, was granted, are not justifications for further advancement.
- i) Advancement to Step 6 usually will not occur after less than three years of service at Step 5.
 - ii) Advancement from Step 6 through Step 9 will usually not occur before three years at each step, and will only be granted on evidence of continuing achievement at the level required for advancement to Step 6.
 - iii) Advancement to an Above-Scale rank will not occur after less than four years at Step 9 except in rare and compelling cases.
 - iv) Merit advancement for a candidate already serving at Above Scale is allowed after intervals of four years. Only in the most superior cases where there is strong and compelling evidence will advances at intervals shorter than four years be approved.
- 3) *Indefinite Steps*: Appointees in this series are expected to advance in rank and step, up to Senior Lecturer SOE, Step 5, at which point the rank and step may be held indefinitely without review for advancement (“indefinite step”).
- 4) *Review of Recent Appointees*: Newly appointed Lecturers PSOE and SOE are expected to undergo at least one positive review before being put forward for promotion. This is intended to provide sufficient time for these appointees to establish a record of excellence on this campus in teaching, professional and/or scholarly achievement and activity, and service.

- 5) *Mandatory Review*: Lecturer SOE series appointees are subject to mandatory review every five years, which cannot be deferred or declined by the faculty member (see [CAPM 402.200](#)).

K. PROCEDURES FOR APPOINTMENT, MERIT INCREASE, PROMOTION, AND MANDATORY REVIEW

Procedures and authority for appointment, review, and advancement shall follow those campus procedures for like actions set out for members of the Professor series, except as otherwise stated in this policy.

Based upon the criteria specified in [CAPM 514.285, Section D](#) and APM 210-3, and in accordance with eligibility for review as specified in [CAPM 514.285, Section J](#), refer to the following procedures as applicable:

- Appointment to the Lecturer with Security of Employment Series - [CAPM 404.220](#) (using criteria relevant to the LSOE series). Refer to the Delegation of Authority Chart for determining authority for appointments to this series.
- Merit Increase - [CAPM 406.220](#).
- Mid-Career Appraisal of a Lecturer PSOE - [CAPM 408.220](#).
- Promotion - [CAPM 410.220](#).
- Mandatory Review - [CAPM 402.200](#).

Appointees in the LSOE series have a ten working-day response period at the relevant junctures in the personnel process, matching expectations to the Professor series.