Recruitment and Selection

- New Hires are selected using a competitive recruitment process appropriate for the position.

The benefits of this recruitment and selection process are the option for multiple year appointments and opportunity for promotion. Limited exceptions to these guidelines for new hires are permitted in circumstances of short-term instructional needs and unanticipated, short-notice instructional needs. Hires under this limited exception are restricted to annual appointments for up to three consecutive years, with continued appointment beyond this period requiring submission of a request, with position justification, and approval from the Office of the Provost.

Appointment Term

Competitively Recruited Full-time Lecturer (JCC 0179)

- Appointment terms can be annual or multiple year.
  - Positions appointed on an annual basis should be reviewed for the potential of multiple year appointments after three years.
- Best practice would generally include an appointment strategy that provides for a “terminal year” of appointment in the event of non-renewal. For example, a two year term with the renewal decision at the end of year one. This allows for planning by both the appointee and the appointing unit.
- At a minimum, the Faculty Code (Section 24-41 B) requires that there be a renewal decision at least six months (or three months in the case of an initial annual appointment) before the expiration date of an appointment.

Temporary Full-time Lecturer (JCC 0115) – New Section

- If appointed on or after September 1, 2013, appointment term is limited to three consecutive years.
- If appointed prior to September 1, 2013, the temporary appointment cannot be extended beyond the 2016-17 academic year, unless an exception is approved.
  - An exception to this limitation may be granted by the Office of the Provost in the case of an individual who has been in the position for 8 or more years based on a request from a dean or chancellor supported by evidence that the faculty member (1) meets the unit’s instructional needs, and (2) has been evaluated as demonstrating
consistently meritorious performance. These requests should articulate an exceptional circumstance where a competitive recruitment would be detrimental to the unit, its mission, and/or the faculty member who has long held the position.

- Notice of the appointment limitation should be included in the offer letter and the reappointment letter, if applicable.

Promotion Consideration

Competitively Recruited Full-time Lecturer (JCC 0179)

- Eligible for promotion consideration.
- Promotion criteria should be developed and communicated.
- Discussion of promotion plans and progress should be held during regular conferences pursuant to the Faculty Code (Section 24-57 C).

Temporary Full-time Lecturer (JCC 0115) – New Section

- Not eligible for promotion consideration.
- Notice of ineligibility for promotion should be included in the offer letter and reappointment letter, if applicable.

Sample Offer Letter Language – New Section

- New appointment as a temporary full-time lecturer (JCC 0115) - eligible for renewal.

... You have been selected, based on your academic qualifications, to fill an important short-term instructional need. Your appointment as Lecturer Full-time is a temporary position, which is eligible for consideration for annual renewal for up to a total of three consecutive years in the position. Given the nature of your appointment, you will not be eligible for promotion. These limitations on reappointment and promotion are being shared to ensure that you understand the nature of the position that is being offered.

- New appointment as a temporary full-time lecturer (JCC 0115) – not eligible for renewal.

... You have been selected, based on your academic qualifications, to fill an important short-term instructional need. Your appointment as Lecturer Full-time is a temporary position, which is not eligible for renewal and is limited to the term of this appointment offer.

Annual Budget Meeting

- Report on recruitment and appointment of lecturers.