

MEMORANDUM

To: Faculty Senate, Seton Hall University

From: Dr. Larry A. Robinson

Provost and Executive Vice President, Seton Hall University

Re: Faculty Guide Changes regarding Creation of a Lecturer Line

Date: May 7, 2015

The Office of the Provost is in receipt of the resolution regarding the creation of the lecturer line. We approve this change, and our Office will prepare an application form for departments to use in requesting lecturer appointments.



FACULTY SENATE

SETON HALL UNIVERSITY

MEMORANDUM

To: Dr. Larry Robinson, Provost and Executive Vice President, Seton Hall University

From: Faculty Senate, Seton Hall University

Re: Faculty Guide Changes re: Creation of a Lecturer Line

Date: April 13, 2015

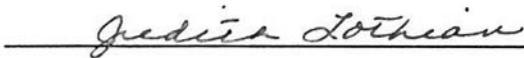
At the April 10, 2015, meeting of the Faculty Senate, the Faculty Senate approved a motion to change provisions of the Faculty Guide regarding the creation of a Lecturer Line, as attached.

Received by:



April 13, 2105

Dr. Larry Robinson, Provost and Executive Vice President, Seton Hall University



April 13, 2015

Dr. Judith Lothian, Chair, Faculty Senate, Seton Hall University

SETON HALL UNIVERSITY FACULTY SENATE

Meeting of April 10, 2015

1:00 p.m.

Beck Rooms

Walsh Library

9. Committee Motions

a. Executive Committee

i. *Motion:* Lecturer Line

a. [Faculty Guide amendment language.](#)

b. Proposed amendment to the Lecturer Line Proposal:

In departments with 12 or more full time faculty the total number of faculty associate and lecturer appointments may not exceed one third of the total full time faculty. In departments with fewer than 12 full time faculty, the number of faculty associates and lecturers shall not exceed the fewer of 3 or $1/3$ of the full time faculty members.

c. [Memo to Senators](#) regarding the proposed amendment.

d. A motion to suspend the by-laws in order to approve the revised Lecturer Line without a first reading [If the amendment is approved].

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***Vote: The amended language was approved unanimously by voice vote with one abstention.**

* A Senator requested that the Senate vote on the remaining motions by secret ballot.

***Vote on the motion to suspend the by-laws in order to approve the revised Lecturer Line without a first reading by secret ballot: 22 yeas, 8 nays, and 1 abstention. The motion needed a $2/3$ majority and passed.**

*** Vote on the revised Lecturer Line by secret ballot: 29 yeas, 3 nays, and 1 abstention. The motion needed a $2/3$ majority and passed.**

3.6 Lecturer Line

Lecturer is a type of full-time, term appointment which is renewable. This is a teaching position with no expectation of scholarship or service beyond the department and college.

The position of lecturer is a non-tenured, non-probationary appointment, and time spent in this position does not count toward tenure. Lecturers may apply for a probationary position if one becomes available.

In order to safeguard the university's overall scholarly activity, the combined number of faculty associate and lecturer appointments in those departments that serve the university by offering required, multi-section university or college core courses may not exceed one third of the total full time faculty. (This limitation does not include clinical faculty.) For other departments, the number shall not exceed the fewer of 3 or 1/3 of the full-time faculty members.

Duties and Responsibilities:

Because the university does not expect faculty members on lecturer appointments to participate in traditional scholarly activity, the normal course load for lecturer shall be twelve (12) credits per semester. However, in special circumstances, release time from a portion of this course load may be granted by the dean on recommendation of the department with the approval of the provost, in order to help meet specific department, college, or university purposes. This release time shall not exceed 3 credits per semester.

Additionally, a Lecturer shall:

- Maintain regularly scheduled office hours on campus or virtual office hours for online courses
- Participate in the assessment of learning outcomes
- Attend department and school/college faculty meetings
- Engage in professional development activities and demonstrate growth as related to teaching and learning
- Perform other duties related to teaching, as assigned
- Provide service to the department and college

As term faculty, lecturers are eligible to vote on all department and college matters as defined by department guidelines or the Faculty Guide.

Qualifications:

- A minimum of a Master's Degree
- Evidence of teaching excellence

Appointment:

The full time faculty of the department may make a recommendation to the dean of the college for the creation of a lecturer position. This recommendation is subject to approval by the dean and then by the provost. Such recommendation must include a clear statement of the specific reasons for creating such a position within the department. Any subsequent reappointments must be justified by the department in terms of academic need and available resources and require approval by the dean and then by the provost.

Reappointment:

The initial appointment will be made for a one-year period and may be renewable for another one-year period with approval of the majority of the tenured and probationary members of the department, the dean and then the provost. If, after two consecutive one-year appointments, the tenured and probationary faculty members of the department and the dean have recommended reappointment to the position of lecturer, and the provost concurs, a one-, two, or three-year appointment begins, depending on the needs of the department, the college, and the university. This process can continue indefinitely. If there is a break in service, other than an approved leave under the Faculty Guide or other university policies, any subsequent appointment would follow the process for an initial appointment.

All reappointments, irrespective of their length, shall be by majority vote of the tenured and probationary faculty members of the department and require the approval of the dean and then the provost.

If approved for a two- or three-year appointment, in the final year of that appointment, the lecturer shall be reviewed for reappointment by the tenured and probationary faculty members of the department and the dean. If the department and the dean approve and the provost concurs, the faculty member shall be offered another one-, two, or three-year appointment, depending on the needs of the department, college and university.

Reappointment Deadlines:

During any one year term or reappointment year, the lecturer shall be reviewed by March 1, and written notification of reappointment shall be given by the dean by April 1 for the subsequent year.

If an appointment is not renewed, the current appointment shall automatically expire at the end of the academic year. There is no terminal appointment year.

Evaluation

All lecturers shall be evaluated annually no later than March 1. In an annual evaluation of the performance of a faculty member in a lecturer position, the following considerations are of primary importance:

1. The academic needs of the department and the college.
2. The faculty member's teaching excellence.
3. The faculty member's continuing growth as a practitioner of the appropriate discipline.
4. The faculty member's service to the department and college.

The department will establish criteria for reappointment in the areas of teaching and service and add these to its Tenure and Promotion Guidelines before any lecturer position for that department is approved.

Senior Lecturer:

Lecturers who have served the university for a period of at least six years/12 semesters consecutively may apply for promotion to senior lecturer according to the department criteria in its Tenure and Promotion Guidelines for that position. Promotion requires review by, and a majority vote of, the tenured members of the department and the College Rank and Tenure Committee and review and approval by the dean and the provost. Consistent with the Faculty Guide 6.2.d, a leave of absence shall not count as a part of the pre-promotion period for promotion to Senior Lecturer, unless this provision is waived in writing by the individual and the Provost. Appointments and reappointments as senior lecturer follow the same rules as lecturer appointments.

ADDITIONAL CHANGES:

3.7 Summer/May Intersession Appointments

3.8 Dismissals

3.9 Terminations of Tenured Appointments by the University

3.10 Rights of Terminated Tenured Faculty Members

Introduction to Article 3:

Appointments to the university faculty shall be of seven kinds: term, probationary, tenured, professor emeritus, faculty associate, lecturer, and clinical.

Dear Senators,

We are sending this as an email as well as posting it on the Senate website in the hope that you will have time to think about it before the Friday meeting.

The following motion is due for a second reading at the April 10 Senate meeting. The changes approved at the Feb. 27 meeting are in bold.

“In order to safeguard the university's overall scholarly activity, the combined number of faculty associate and lecturer appointments in **those departments that serve the University by offering required, multi-section University or College core courses may not exceed one third of the total full time faculty** (This limitation does not include clinical faculty). **For other departments, the number shall not exceed the fewer of 3 or 1/3 of the full-time faculty members.**

The EC presented the approved changes to Dr. Guetti for feedback in anticipation of a second reading and vote at the April 10 Senate meeting. Dr. Guetti believes that the language is too vague. She suggested the following language instead:

In departments with 12 or more full time faculty the total number of faculty associate and lecturer appointments may not exceed one third of the total full time faculty. In departments with fewer than 12 full time faculty, the number of faculty associates and lecturers shall not exceed the fewer of 3 or 1/3 of the full time faculty members.

The EC and the Faculty Guide Committee believe that this may satisfy faculty concerns as well as more specifically limiting the number of lecturer positions. We will be presenting the amended motion to the Senate for consideration on Friday.

Currently, all the departments in the School of Education have more than 12 full time faculty members as does the School of Diplomacy. The management department in the School of Business has 12 full time faculty members. In the College of Arts and Science, 10 departments have 12 or more full time faculty members (English, Math, Communication, Religion, Biology, Chemistry, History, Languages, Psychology and Anthropology/Social Work/Sociology).

As we deliberate, keep in mind that many term faculty will move to the lecturer line. There will not be an increase in contingent faculty but former faculty on term contracts will have more stable positions and departments will not lose valuable, productive faculty. Also, keep in mind that the departments must make a strong case for the need for the lecturer position specifically and then it must be approved by the Dean and Provost. The initiative for a lecturer position starts at the department level.

If this amendment is approved, we will ask the Senate to consider suspending the by-laws to conduct a final vote on the lecturer line proposal as a whole without a second reading. If Senators want more time to consider the amended motion, the Senate can vote not to suspend the by-laws and the amended motion will be considered a first reading.

Judith Lothian, Chair
Mary Balkun, Vice-Chair
Philip Moremen, Executive Secretary
Beth Bloom and Irene De Masi, Members-at-Large