



BOISE STATE UNIVERSITY

University Policy 4250

Lecturer Faculty

Effective Date

June 2015

Last Revision Date

January 09, 2024

Responsible Party

Provost and Vice President for Academic Affairs, (208) 426-1202
Human Resources and Workforce Strategy, (208) 426-1616

Scope and Audience

This policy applies to all Lecturer Faculty.

Additional Authority

- Idaho State Board of Education Policy, Section II.G.
 - University Policy 4290 (Annual Faculty Performance Evaluation)
 - University Policy 4460 (Non-Returnees Faculty)
 - University Policy 7000 (Position Definitions)
-

1. Policy Purpose

To provide guidelines for the initial appointment, employment, and promotion of Lecturer Faculty.

2. Policy Statement

Lecturer Faculty serve a critical role in the progress of the University's educational mission. Therefore, they are found in a variety of programs at Boise State University.

3. Definitions

3.1 Contractual Experience

Teaching while on a Lecturer contract at Boise State University or equivalent position at another institution.

3.2 Lecturer Faculty

Full-time professionals whose primary responsibility involves teaching students in both an academic or other setting. While they may, they are not required to participate in research or scholarship activities as part of their regular assignment. They may serve on select committees. They are eligible for promotion but not tenure.

3.3 Tenure-Eligible Faculty

A faculty position assigned to an academic department or the University library wherein the incumbent holds academic rank and is eligible for tenure, or is tenured.

4. Responsibilities and Procedures

4.1 Titles

Pay structure for Lecturer Faculty are based on Lecturer I, Lecturer II, and Lecturer III levels. Promotion in level is based on time and qualifications, assuming that the faculty member meets performance expectations.

4.1.1 Lecturer I

Master's degree with less than four (4) years Contractual Experience.

4.1.2 Lecturer II

Master's degree with four (4) or more years Contractual Experience, or terminal degree within one's discipline with less than four (4) years Contractual Experience.

4.1.3 Lecturer III

Terminal degree within one's discipline and four (4) years of Contractual Experience, or Master's degree with eight (8) or more years of Contractual Experience.

4.1.4 Senior Lecturer

This is an honorific recognition not associated with an increase in salary. It requires, with rare exception, a Terminal degree within one's discipline and more than ten (10) years teaching experience under a Boise State contract. Each department is responsible for developing its criteria and process for promotion to Senior Lecturer in consultation with the college dean and Office of the Provost.

4.2 Workload

- a. Unless otherwise defined in a provost-approved college, department, or program workload policy, full-time Lecturers are contracted to teach 24 to 30 credits per year, which is generally equivalent to 80-100 percent of the total faculty workload, depending on service or other agreed contributions.
- b. For full-time Lecturers, the University is committed to equitable consistency in workload and other considerations for Lecturer Faculty. As such, University departments must evaluate their department workload policy and either 1) create a separate workload policy for Lecturer Faculty, or 2) add a section to existing workload policy that addresses Lecturer Faculty workload equity. These policies/new sections will be approved by the Dean and the Provost, with the Dean providing on-going monitoring of the policies.

4.3 General Administration

4.3.1 Supervision

The department chair or dean-approved designee is responsible for supervision of a member of the Lecturer Faculty.

4.3.2 Benefits

Lecturer Faculty members are benefit-eligible provided they meet state and University eligibility guidelines.

4.3.3 Obligation of the University

Boise State is not obligated to provide additional salary or program support to a member of the Lecturer Faculty other than that expressed in the terms of employment.

4.3.4 Voting Privileges

The voting privileges of a member of the Lecturer Faculty are determined by policies of the appropriate college and department or unit.

4.3.5 Leave Without Pay

Lecturer Faculty may apply for a full or partial leave of absence without pay (LWO) for up to six (6) months at a time upon recommendation of the department chair or unit supervisor and the college dean, with approval by the Provost. LWO must be in compliance with all appropriate University and Idaho State Board of Education policies.

4.4 Appointment

4.4.1 Search Procedure

The initial appointment to an established Lecturer Faculty position is made by a department or unit using a search or appointment procedure that is defined by the department or unit and is carried out in compliance with University and Idaho State Board of Education policies.

4.4.2 Initial Employment Procedure

The following information should be included in the hiring documents:

- A recommended title and annual salary;
- A statement of justification for the appointment and salary including the qualifications of the recommended individual (attach resume of candidate);
- Expectations regarding the teaching assignment, participation in department and university service committees, student advising, possible supervision of graduate students;
- Agreements regarding the supporting resources and commitments required of the department or unit, the college, and the university, including office space, secretarial and technical support, communications (mail, photocopy, phone, fax, internet), disposable supplies, computer usage, and faculty/staff prices for University-sponsored entertainment events; and

- Other agreements regarding conditions of employment.

4.4.3 Single or Multi-Year Term Appointments

Lecturer Faculty members may, at the recommendation of departmental faculty, the Department Chair, and the Dean, be appointed for a single or a renewable multi-year term that meets the following requirements:

- No contract may exceed three (3) years without prior approval by the Idaho State Board of Education;
- All multi-year contracts must be approved in writing by the President, or designee;
- All multi-year contracts must be reported to the Idaho State Board of Education at the next regular meeting; and
- The lecturer must maintain satisfactory annual performance reviews with an informal review completed at the end of each semester.

4.4.4 Change from Non-Tenure Track to Tenure Track Appointments

With approval from the Department Chair, Dean, and Provost, Lecturer Faculty members may change from their non-tenure track position to a tenure track position when it is in the best interest of the program and Boise State. All faculty appointments are made in compliance with University and Idaho State Board of Education policies, and are subject to approvals as required by the Idaho State Board of Education.

4.5 Performance Evaluation and Salary Adjustment

4.5.1 Performance Evaluation

- a. Each Lecturer Faculty member's performance is evaluated at least annually by the department chair or unit supervisor using the timelines and procedures defined in University Policy 4290 (Annual Faculty Performance Evaluation). More frequent evaluations may be conducted at the discretion of the Department Chair or unit supervisor.
- b. The evaluation must include student evaluations and service and may include research/scholarship in the event that any of these activities are part of the current year's activities.
- c. As part of the evaluation process, the employee undergoing evaluation shall prepare an annual activity report in a format specified by the Department Chair or unit supervisor.

- d. Lecturers on multi-year contracts must also be reviewed informally at the end of every semester.

4.5.2 Annual Salary and Enhancement Adjustment

Salary adjustments for Lecturer Faculty are considered based on relevant legislation and Idaho State Board of Education policies on an annual basis according to procedures and guidelines established by the University.

4.6 Non-Renewal of Contracts

All multi-year contracts must state they may be terminated for adequate cause. Notice of non-renewal must be given in writing and in accordance with Idaho State Board of Education Policy, Section II. G. 5 (Non-Renewal of Non-Tenured Faculty Members), and University Policy 4460 (Non-Returnees Faculty).

Revision History

October 2016; January 09, 2024