Appointment and Renewal of Part-Time and Full-Time Lecturers

Last Amended April 2015

Prior to the appointment or reappointment of part-time and full-time lecturers, the Dean (and/or delegated Associate Dean) will gather feedback from faculty to assess instructional needs. In most cases, full-time appointments must follow a competitive recruitment process, as specified in the Provost's Guidelines for the Appointment of Full-Time Lecturers (1/26/15), which state that limited exceptions are permitted “in circumstances of short-term instructional needs and unanticipated, short-notice instructional needs.” These exceptions are restricted to annual appointments for up to three consecutive years, after which approval is required from the Office of the Provost. The Provost's Guidelines do not refer to part-time lecturers. The UW Faculty Senate recommended to the Provost (June 6, 2014) that part-time appointments should be treated the same as full-time appointments. The Evans School Dean’s Office should monitor the status of this recommendation, because Evans School guidelines for hiring lecturers must be amended if the Office of the Provost issues new guidelines requiring competitive searches for part-time appointments. In the meantime, part-time lecturers must be hired following UW guidelines for hiring part-time lecturers, which specify that part-time hires do not require competitive searches.

All appointments of part-time and full-time lecturers shall follow UW Faculty Code Sections 24-34 and 24-53, with the following additional procedures. The Faculty Affairs Committee has been authorized by the full faculty to be the voting body for part-time and full-time lecturer appointments and reappointments, with the exception that the initial appointment of .5 FTE or greater lecturers will be discussed and voted on at a faculty meeting by the full faculty, with annual renewals voted on by the Faculty Affairs Committee. Prior to any Faculty Affairs Committee vote on a candidate, the Dean’s Office shall post on the School's intranet the following materials.

- For both new appointments and renewals, each candidate’s CV will be posted.
- For new appointments with teaching duties, a course proposal or draft syllabus for each course to be taught will also be posted.
- For renewals, the most recent syllabus and course evaluations for each course taught will be posted. If the renewal will involve one or more new courses to be taught, then course proposals or draft syllabi will also be posted.
Once these materials are posted, the Dean’s Office will inform the entire voting faculty by e-mail that materials for each candidate are posted, and request that any feedback on these candidates be communicated within one week to the Chair or any member of the Faculty Affairs Committee. The Committee will then vote on each candidate and forward its recommendation to the Dean, who will make the formal appointment or renewal. The Committee’s vote is advisory to, and not binding on, the Dean. If the Faculty Affairs Committee does not have a quorum, as might happen during the summer, then the vote reverts to the full voting faculty. This vote would also be advisory, and not binding on, the Dean.

The procedures for renewal of lecturers are specified in the UW Faculty Code and Governance Section 24-41. Among other things, these procedures specify that at least six months (or three months in the case of an initial annual appointment) before the expiration date of an appointment, the Dean shall determine whether the appointment should be renewed and shall inform the lecturer in writing of the decision. If a lecturer requests a written statement of the reasons for the non-renewal of his or her appointment, the Dean shall supply such a written statement within 30 days. Renewals of full-time lecturers must also follow the Provost’s Guidelines for the Appointment of Full-Time Lecturers (1/26/15).

Revised March 9, 2015, Approved by Faculty Vote on 4/8/2015