

3359-20-06.2

College lecturer.

(A) Definition of college lecturer.

- (1) College lecturers are full-time nontenure-track faculty with a primary responsibility for teaching and secondary responsibility for academic unit participation. Persons in these positions are not eligible for consideration for tenure. These positions are not to replace tenure-track positions.
- (2) College lecturer is the designation for this rank.
- (3) College lecturers shall have a minimum of a master's degree in the field appropriate to their appointment, except in rare and compelling circumstances.
- (4) The normative period of appointment for college lecturer shall be three years, contingent upon satisfactory annual reviews of teaching, academic unit participation, and professional conduct. The appointment is also contingent upon college need and/or financial exigency. No term shall be shorter than one academic year or longer than five academic years.

(B) Workload of college lecturer.

- (1) The instructional load for the college lecturer shall be not less than twenty-four instructional credit hours per academic year and not more than thirty total load hours. Further, the number of preparations shall be limited to three different preparations per semester. This load may include instructional support activities related to a specific course, but shall not normally include more general administrative responsibilities of the undergraduate curriculum. Examples of general administrative responsibilities include, but are not restricted to, undergraduate advising or laboratory administration.
 - (a) Any assignment in load-hours for general administrative responsibilities or non-instructional activities shall require the prior written approval of the dean.
 - (b) College lecturers are expected to fulfill all teaching obligations, including preparation for classes, meeting all sessions of assigned

classes, timely grading and return of assignments and examinations, and maintaining office hours as determined by the academic unit.

(c) The assignment of instructional and/or other responsibilities shall be determined by the faculty member's academic unit.

(2) College lecturers are understood to be committed, integral members of the faculty whose contributions to university life can be varied, highly enriching, and beneficial to the institution at many levels and in many ways.

(a) Each academic unit shall determine the level of participation in the academic unit of its college including unit meeting attendance and the extent of the voting status in the unit.

(b) College lecturers' participation on unit committees shall be limited to committees related to instructional activities, and shall be at the discretion of the academic unit.

(c) College lecturers shall not serve on initial appointment, reappointment, tenure, and promotion committees.

(3) College lecturers' participation in college and university activities shall be in accordance with college and university guidelines.

(C) Procedures for appointment of college lecturer.

(1) Each academic unit shall have guidelines for the initial appointment and reappointment of college lecturers. Academic unit guidelines for appointment of college lecturers shall be in accordance with approval by the university's office of equal employment opportunity.

(2) Each academic unit shall have criteria that define minimum standards associated with college lecturer appointments, in addition to those defined in (A)(3) above.

(D) Evaluation of college lecturers.

(1) All college lecturers, regardless of the length of their term, shall be evaluated annually.

(2) The criteria for evaluation of college lecturers shall include, but not be limited to, academic qualifications, quality of teaching, satisfactory fulfillment of professional responsibilities, and quality of professional activity.

(a) Each academic unit shall have separate criteria and guidelines for evaluation of college lecturers.

(b) The criteria prepared by each academic unit must be formally approved by a two-thirds vote of the regular faculty of the unit.

(i) In colleges without regular faculty, criteria must be prepared and formally approved by a two-thirds vote of the full-time members of the unit.

(ii) The dean and the senior vice president and provost shall also approve the criteria.

(c) All operative academic unit criteria and guidelines shall be available in the unit, the office of the dean of the college, and the office of the senior vice president and provost.

(d) All academic unit criteria and guidelines shall comply with the faculty manual. In the case of conflict, the Administrative Code supersedes all other guidelines.

(3) Procedure for evaluation of college lecturers.

(a) Each academic unit with college lecturers shall have procedures for evaluating college lecturers that result in a written summative and formative evaluation. Each evaluation of a college lecturer shall become part of that college lecturer's personnel file. In the case of conflict, the Administrative Code supersedes all other guidelines.

(b) Each academic unit with college lecturers shall have a college lecturer evaluation committee constituted according to unit guidelines. The evaluation committee shall be convened no later than Friday of the tenth week of fall semester.

- (i) The evaluation committee shall be composed of regular faculty of the academic unit who have completed at least one year of service at the university of Akron with the following exceptions:

 - (a) In colleges without regular faculty, a combination of peer evaluators and at least one supervisor shall form the committee.
 - (b) In colleges with departments or schools, chairs and directors, respectively, who write separate recommendations shall not serve on the evaluation committee.
 - (c) No faculty at the decanal level shall serve on the evaluation committee.
- (ii) Evaluation committees shall be composed of a minimum of three members.

 - (a) In colleges with regular faculty, at least one member of the evaluation committee shall be a tenured faculty member.
 - (b) If there are fewer than three eligible members in the academic unit to form the committee, the academic unit shall formulate rules to add committee members from outside the unit. These rules shall be included in the procedures of the college or school with college lecturers.
- (iii) In colleges with regular faculty, the committee shall select its own chair who shall be a tenured member of the regular faculty.
- (iv) In colleges without regular faculty, the chair shall be appointed by the supervisor of the unit from full-time contract professionals in the unit who do not directly supervise the college lecturers.
- (c) By Friday of the eleventh week of fall semester, the committee chair shall notify the college lecturer that the college lecturer's

evaluation file shall be submitted to the committee by the first Friday of spring semester.

- (d) The committee shall arrange for on-site visits for the purpose of evaluating the college lecturer's teaching.

 - (i) These evaluations shall be completed no later than Friday of the fourteenth week of fall semester.
 - (ii) College lecturers should be consulted for appropriate days for on-site visits.
 - (iii) Evaluations shall be done in written format.
 - (iv) A copy of the evaluation shall be given to the college lecturer and to the chair of the evaluation committee.
- (e) The evaluation committee shall meet to evaluate the college lecturer's file.

 - (i) The committee chair shall invite the college lecturer being evaluated to meet with the committee. The college lecturer reserves the right to decline the invitation.
 - (ii) The committee chair shall invite the department chair to meet with the committee. The department chair reserves the right to decline the invitation.
 - (iii) The committee shall complete its evaluation by Friday of the fourth week of spring semester.
 - (iv) The committee shall make a recommendation regarding future teaching.
 - (v) The committee chair shall forward the evaluation and recommendation to the department chair, school director, or immediate supervisor.
 - (vi) A copy of the evaluation shall be given to the college lecturer.

(f) In colleges with department or schools, if the college lecturer member's contract allows for continuation and the evaluation committee has made a positive recommendation for continuation, then the department chair or school director shall forward the recommendation and the committee evaluation and recommendation to the dean no later than Friday of the fifth week of classes in the spring semester. The department chair shall give a copy of the recommendation to the college lecturer.

(i) The dean shall transmit the recommendation to the senior vice president and provost no later than April 1 with a copy to the candidate.

(ii) The senior vice president and provost shall transmit the recommendation to the board of trustees for consideration at the April board meeting.

(g) The grievance procedure for the college lecturer is through the faculty grievance procedures found in rule 3359-20-03.6 of the Administrative Code.

(E) Merit Raises.

(1) College lecturers whose contracts are continuing for the following academic year shall be included in the general faculty and staff resource pool for the purpose of merit raises.

(2) Each academic unit shall develop and publish guidelines for determination of merit raise recommendations for college lecturers.

(a) All unit criteria and guidelines shall comply with the faculty manual.

(b) In the case of conflict, the faculty manual supersedes all other guidelines.

(3) The criteria for making merit raise recommendations shall be consistent with academic unit criteria for evaluating college lecturers.

(F) Renewal of college lecturer positions.

- (1) Not later than the fifth Friday of fall semester, the academic unit shall assess its need for college lecturer appointments, with particular attention given to those terms that will be expiring at the end of the following spring semester.
- (2) In colleges with departments or schools, the chair or director shall submit the department assessment of its need for college lecturer appointments to the dean, who shall determine the allocation of college lecturer positions for the following academic year.
- (3) In colleges without departments or schools, the supervisor shall submit the unit assessment of its need for college lecturer appointments to the dean, who shall determine the allocation of college lecturer positions for the following academic year.
- (4) If an academic unit receives a renewal of a position and the job description remains unchanged, the academic unit shall determine whether to re-advertise the position or continue the college lecturer who held the previous term.
- (5) If an academic unit receives a renewal of a position and redefines the job description, it shall conduct a new search.

(G) Benefits for the college lecturer.

- (1) Under the various headings of the rules and regulations of the university of Akron, some of the policies, procedures, instructions, and traditions may be regarded also as faculty benefits and privileges. They include:
 - (a) Extended circulation periods and other instructional support services in university libraries.
 - (b) Fee parking in specially designated university parking areas.
 - (c) Life, medical, dental, and long-term disability insurance as defined below:
 - (i) Medical "HMO" coverage for employee only.
 - (ii) Dental coverage for employee only.

(iii) University provided life insurance in the amount of ten thousand dollars.

(iv) Accidental death and dismemberment insurance in the amount of ten thousand dollars.

(v) Participating employees can purchase a higher level of "HMO" and dental coverage, dependent life insurance and vision insurance for themselves and dependents at their own expense.

(vi) Should "HMO" healthcare benefits become contributory, the college lecturer shall contribute in the same amount as a regular full-time faculty member.

(d) Sick leave.

(e) Membership in an Ohio retirement system.

(f) Identification card. All full-time faculty members are issued photo-identification cards.

(2) College lecturers are not eligible for the faculty improvement leave program as defined in rule 3359-11-04 of the Administrative Code.

(3) Other privileges and benefits are listed below:

(a) Athletic and cultural events. Faculty members are granted half-price admission to all university athletic events and special rates for certain cultural events.

(b) Recreation and fitness. The swimming pool has periods of open swimming for faculty members and their families. Faculty members are also welcome to participate in all intramural competitions--bowling, softball, volleyball, and others. Wellness and supervised exercise programs are available to all faculty and staff.

(c) Credit union. All faculty members are eligible for membership in the Akron teachers' credit union. Payroll deductions may be made to the credit union's savings plan.

- (d) The bookstore at the university of Akron. Faculty members may purchase books and other supplies through the bookstore, ordinarily at a discount.
- (e) Notary public. Notary service is available by appointment in the office of general counsel at no cost to faculty members.
- (f) Annuity option.
 - (i) The university has adopted a plan that makes available to all members of the faculty and staff an annuity option. This plan, referred to as a tax-deferred annuity plan, is in conformity with current provisions of the internal revenue code.
 - (ii) The university will accept an employee's voluntary authorization to divert a portion of current compensation to the purchase of an annuity contract, the purchase to be made through the university, but in the name of the employee. Compensation diverted to the purchase of an annuity is excludable from the employee's taxable income, for federal and state income tax purposes, in the current year, but is taxed when received as income from the annuity at the tax rates in effect at that time. Internal revenue has placed a limitation on the amount of current compensation excludable from taxable income. A voluntary diversion of compensation to purchase an annuity does not reduce the current base for local income tax, retirement deduction, or premiums paid by the university for insurance and workers' compensation.
 - (iii) An application for diverting a portion of salary to the purchase of an annuity may be obtained from the university vice president for business and finance in the case of "TIAA-CREF," or the company's representative in the case of the other carriers. An application may be filed at any time, and a change in the dollar amount invested may be made at any time, but internal revenue permits an individual to change the dollar amount invested no more than once per calendar year.
 - (iv) A current list of companies qualified to provide annuities for university faculty and staff may be obtained from the university vice president for business and finance.

(v) Faculty members may wish to consult their tax advisors and/or current tax laws for any and all benefits or limitations to a tax-deferred annuity.

(g) Education. Faculty members and members of their immediate families have been granted special educational privileges by the board as indicated in the following statement:

(i) Fee reductions for university faculty and administrative officers:

(a) College lecturers.

(i) Credit courses. Any college lecturer shall be permitted to take two credit courses or six credit hours, whichever is greater, each semester and each summer session, free of all charges, including instructional and general fees, graduate level, laboratory, or other fees. Unused portions of these reductions are not cumulative.

(ii) Non-credit courses. Any college lecturer shall be permitted to take two non-credit courses per semester (i.e., combined summer I and II, fall, spring), which shall not affect eligibility for credit fee remission enrollment.

Some courses are not available for students using non-credit course fee reduction (AutoCAD, "Microsoft NT," polymer science courses, etc.). A list of such courses will be maintained by the division of continuing education.

All individuals using fee reduction for non-credit courses will be placed on a waiting list in the division of continuing education (with a university of Akron designation assigned) on a first-come, first serve basis, until class meets minimum paying enrollment. These individuals will pay such costs as materials, supplies, lab fees, etc.

(ii) General provisions.

- (a) No reductions of residence hall room and board fees shall be granted to any person except members of the resident advisory staff.
- (b) The requirements of residence in Ohio for one year before the first day of any term or semester to be exempt from nonresident tuition charges shall be waived for college lecturers who are entitled to the fee reduction.
- (c) Eligibility for fee reductions for college lecturers or relatives is determined by employment status on the first day of the course.
- (d) An individual may receive fee reductions under only one eligibility category (e.g., college lecturers, part-time faculty, full-time staff, spouse, or dependent) during any one academic period.
- (e) College lecturers are eligible for fee reductions during the summer if reappointed for the following academic year.

(iii) Fee reductions for relatives of college lecturers.

- (a) The instructional fees, or an amount equivalent to the graduate level credit fees for Ohio residents, or an amount equivalent to the school of law credit hour fees for Ohio residents shall be deducted from total fee charges for the following groups (general fees, music non-credit courses, and other special fees not being affected):
 - (i) Unmarried and dependent children of all college lecturers while the parent is in the service of the university of Akron.
 - (ii) Spouses of all college lecturers while one or both are in the service of the university of Akron. Spouses of college lecturers who are also employees may elect to receive fee reductions as an employee or a spouse.

(iii) Spouses and unmarried and dependent children of all deceased college lecturers who have a minimum of ten years of continuous service and who were serving the university of Akron at the time of death.

(iv) Spouses and unmarried and dependent children of all retired college lecturers who retire with a minimum of ten academic years of continuous service.

(v) For purposes of fee reductions:

(A) Spouses refer to individuals who have contracted the legal status of a marital relationship through religious or civil solemnized marriages and complied with all the statutory requirements pursuant to applicable law; and shall not include common law marriages which may be otherwise recognized under Ohio law or other relationships between persons not legally capable of making a marriage contract under Ohio law.

(B) Unmarried and dependent children include natural, adopted and step-children for whom the full-time employee (or surviving spouse) provides more than fifty per cent support during the academic period for which education benefits are sought and who are not married at the start of the academic period for which education benefits are sought. The employee may be required to submit proof of dependency to the university auditor on request.

(C) The term "support" shall include the provision of food, clothing, shelter, medical and dental care, provision of accident and health insurance, transportation, recreation, child care expenses and other generally recognized indicia of financial assistance.

(b) Fee reductions may be taxable income to the faculty member.

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Ted A. Mallo
Secretary

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