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APPOINTMENT AND PROMOTION
Security of Employment Series

APM - 285
DRAFT

285-0 **Policy**¹

- a. Lecturer titles that have or lead to security of employment are faculty positions designed to meet the long-term instructional needs of the University that cannot be best fulfilled by an appointee in the professorial series (see APM - 220).
- b. A budgeted FTE must be allocated for any full-time appointment in this series. Should the Chancellor approve a less than 100 percent appointment, a portion of a budgeted FTE equal to the percent time appointment must be allocated. See APM - 285-16-b for more information on part-time appointments.

285-4 **Definition**

- a. The Security of Employment (SOE) series is used for appointees who are members of the faculty of an academic or professional college, school, division, department, or program of the University who have instructional and University and public service responsibilities and engage in professional and/or scholarly activities, including creative activities, especially as they relate to instruction and pedagogy. ^{i,ii}

¹ Faculty appointed into the SOE series prior to 7/1/19 are eligible to be evaluated under the criteria in effect as of 7/26/02. All other provisions of this policy apply effective 7/1/18.

- b. An appointee in this series will regularly carry a heavier load of teaching than will appointees in the professorial series.

285-8 **Types of Appointments**

Acting titles may be used (see APM - 235).ⁱⁱⁱ

- a. Titles in the Security of Employment series are:^{iv}
 - (1) Assistant Lecturer with Potential for Security of Employment. Assistant Teaching Professor may be used as a working title. This title is used for those that have not yet been conferred security of employment.
 - (2) Associate Lecturer with Security of Employment. Associate Teaching Professor may be used as a working title.
 - (3) Lecturer with Security of Employment. Teaching Professor may be used as a working title.
- b. An *appointment* (as distinguished from a promotion or reappointment) occurs when a person is employed in one of the three ranks above, if the individual's immediately previous status was:

- (1) not in the employ of the University;
 - (2) in the employ of the University but not with a title in this series; or
 - (3) in the employ of the University in the same title but at a different campus.
- c. A *promotion* is advancement from one rank to a higher rank within the SOE series.
- d. A *merit increase* is advancement in salary rate and step without change of rank (see APM - 610, Salary Increases).
- e. A *reappointment* is the renewal of an Assistant Lecturer with Potential for Security of Employment appointment immediately following the end date of a previous appointment (i.e., without a break in service). A reappointment may or may not be accompanied by a merit increase.

285-9 **Criteria**

- a. A candidate for appointment, reappointment, merit increase, or promotion in this series shall be evaluated by the following three criteria:

(1) Teaching excellence^v

(2) Professional and/or scholarly achievement and activity, including creative activity

(3) University and public service

These criteria are further explained in APM - 210-3, *Instructions to Review Committees That Advise on Actions Concerning the Security of Employment (SOE) Series*.

b. Change of series

In cases when there has been a review of an Assistant Professor and the Chancellor has decided not to continue the individual's appointment in the professorial series, the individual may not subsequently be appointed on any campus to the SOE series (or certain other titles) for a period of five years. (see APM - 133-0-a(3).)

Upon the recommendation of the department, and consistent with campus academic review processes, the Chancellor may appoint an Associate Professor or Professor to the Associate Lecturer with Security of Employment or Lecturer

with Security of Employment title. This change of series requires the written consent of the faculty member.

An appointee in the Security of Employment series may have a change of series into the professorial series, consistent with campus academic review processes and only upon satisfying recruitment compliance.^{vi}

285-16 **Restrictions**

The following restrictions apply to the use of titles in this series:

- a. In order to maintain the University's mission for an appropriate balance between education, research, and service, the Chancellor, in consultation with the Academic Senate, may establish a cap on the number of appointments in this series. If so desired, a cap may be set for each school or department.^{vii}
- b. Normally, an appointment to this series is for 100 percent service to the University.
- c. Security of employment may be granted only for an appointment at 51 percent or more time unless the Chancellor, whose authority may not be redelegated, approves the appointment by special exception.

- d. An initial appointment at less than 100 percent but 51 percent or more time with a title in this series, or a subsequent permanent reduction in the percent time of an appointment, may be authorized under exceptional circumstances, provided the Chancellor specifically approves the arrangement as being in the best interests of the University based on the particular situation.

A memorandum of understanding between the Chancellor and the part-time appointee shall be signed by both parties, to clarify the following:

- (1) There are no implied rights to current or future full-time security of employment and the only security of employment granted with this appointment is at the agreed upon percentage; and
 - (2) Workload expectations are based on the specified percentage of time of the appointment.
- e. Appointment and advancement of a part-time appointee shall depend on the quality of performance in teaching excellence, professional and/or scholarly achievement and activity, and service; expectations for the quantity of performance shall depend on the percentage of time of the appointment. In all cases, when an appointee is considering a part-time appointment, or a temporary

reduction in the percentage of time of an appointment, the terms of the appointment and the expectations for productivity shall be discussed by the dean, department chair, and the appointee at the outset and documented in a memorandum of understanding for advancement.

- f. When there has been a review of an Assistant Lecturer with Potential for Security of Employment, Assistant Professor in the Professorial series, Assistant Professor in Residence, or Assistant Professor of Clinical (e.g., *Medicine*) and the Chancellor has decided not to continue the individual's appointment in that series, the individual may not be appointed on any campus to certain faculty titles for a period of five years as set forth in APM - 133, Appendix A and also APM - 133-0-a(3) and b(3).

285-17 **Terms of Service**

- a. Assistant Lecturer with Potential for Security of Employment

- (1) Term of Appointment

Each appointment and reappointment is limited to a maximum term of two years with a specific end date. The total University service with this title in combination with certain other titles may not exceed eight years, in accordance with APM - 133-0-b.

(2) Appointment for Less Than Two Years

The appointment or reappointment of an Assistant Lecturer with Potential for Security of Employment may be for a period of less than two years only under the following circumstances:

- (a) An appointment or reappointment with an effective date other than July 1st shall end typically on the second June 30th following the appointment or reappointment.
- (b) A promotion or merit increase may become effective on July 1st before the end of a two-year term, but such advancement shall mark the beginning of a new term of appointment.
- (c) Consistent with the eight-year limit, a terminal appointment for an Assistant Lecturer with Potential for Security of Employment may be for a period of less than two years provided adequate notice has been given, per APM - 285-17-a(4).

(3) Advancement

An appointee holding the title Assistant Lecturer with Potential for Security of Employment is eligible for reappointment, merit increase, and promotion based on careful reviews of the appointee's progress and achievement.

(4) Notice for Non-Renewal of Appointment

When an appointment as an Assistant Lecturer with Potential for Security of Employment is not to be renewed, written notice shall be given by the Chancellor prior to the expiration date in accordance with the schedule below.

- (a) With less than one year of service as an Assistant Lecturer with Potential for Security of Employment by the end of the current period of appointment: at least a four-month notice.
- (b) With at least one complete year of service and not more than two years of service as an Assistant Lecturer with Potential for Security of Employment by the end of the current period of appointment: at least a six-month notice.

- (c) With more than two years of service as an Assistant Lecturer with Potential for Security of Employment by the end of the current period of appointment: at least a twelve-month notice.

(5) Termination Before the End of the Appointment Period

(a) Assistant Lecturer with Potential for Security of Employment

Termination of the appointment of an Assistant Lecturer with Potential for Security of Employment before the expiration of the appointment shall be only for good cause, after the opportunity for a hearing before the properly constituted advisory committee of the Academic Senate, in accordance with Regents' Standing Order 103.10 and Senate Bylaws 336 or 337.

(b) Associate Lecturer with Security of Employment and Lecturer with Security of Employment

All appointments and promotions to the ranks of Associate Lecturer with Security of Employment and Lecturer with Security of Employment shall continue until terminated by resignation, retirement, or dismissal. An appointment with security of employment shall not be terminated except for good cause after the opportunity for a hearing before the properly constituted

advisory committee of the Academic Senate, in accordance with Regents' Standing Order 103.10 and Senate Bylaws 336 or 337.^{viii}

285-18 **Salary**

The Office of the President publishes a salary scale for this series. The Security of Employment series will be paid on the same salary scale as the professorial series.^{ix}

The Chancellor, after appropriate review, has authority to approve salaries up to and including the Indexed Compensation Level (ICL).

The Provost and Executive Vice President for Academic Affairs has authority to approve salaries exceeding the ICL threshold. See APM - 220-85-d.

285-19 **Normal Periods of Service**

The normal periods of service at rank and step in this series are shown in the published salary scales and are described below. Although these time periods indicate the usual intervals between advancements, they do not preclude more rapid advancement in the case of exceptional merit or more gradual advancement when warranted and if unrelated to an Assistant Lecturer with Potential for Security of Employment's eight-year limitation. Personnel reviews that are deferred due to

stopping the clock for reasons as defined in APM - 133-17-g, -h, and-i or a family accommodation as defined in APM - 760 should be treated procedurally in the same manner as personnel reviews conducted at the usual intervals. All evidence produced during the probationary period, including the period of the extension, counts in the evaluation of the candidate's review file. The file shall be evaluated without prejudice, without regard to the length of service at the assistant rank, and so stated in the department chair's letter.

- (1) For an Assistant Lecturer with Potential for Security of Employment, the total period of University service in the title Assistant Lecturer with Potential for Security of Employment or in this and certain other titles (see APM - 133-0) shall not exceed eight years, except as provided in APM - 133-12. The normal period of service at a given step in this rank is two years.
- (2) For an Associate Lecturer with Security of Employment, the normal period of service in the Associate rank is six years. The normal period of service at step is two years in each of the first three steps. Service at Steps IV and V is three years in each step.
- (3) For a Lecturer with Security of Employment, the normal period of service at step is three years in each of the first four steps. Service at Step V and

above may be of indefinite duration. Advancement to Step VI usually will not occur after less than three years of service at Step V. This involves an overall career review and will be granted on evidence of sustained and continuing excellence in each of the following three categories: (1) effectiveness and excellence in teaching; (2) professional and/or scholarly achievement and activity; and (3) University and public service.

Advancement from Step VI to Step VII, from Step VII to Step VIII, and from Step VIII to Step IX, will usually not occur before three years, and will only be granted on evidence of continuing achievement at the level required for advancement to Step VI.^x

Lecturers in the SOE series who are on the Law School scale are subject to the same criteria as the professorial series.

Advancement to an Above-Scale rank involves an overall career review and is reserved only for the most highly accomplished faculty (1) whose work of sustained and continuing excellence has attained national or international recognition and broad acclaim reflective of its significant impact on education within the discipline; (2) whose contributions to University teaching and education outcomes are excellent; and (3) whose service is highly meritorious. Except in rare and compelling cases, advancement will not occur after less than four years at Step IX. Moreover,

mere length of service and continued good performance at Step IX are not justification for further merit advancement. There must be demonstration of additional merit and distinction beyond the performance on which advancement to Step IX was based. A merit advancement for a candidate already serving at above-scale must be justified by continuing evidence of accomplishment commensurate with this level. Continued good service is not an adequate justification. Intervals between such merit advances may be indefinite, and only in the most superior cases where there is strong and compelling evidence will advances at intervals shorter than four years be approved.

285-20 **Conditions of Employment**

- a. Assistant Lecturer with Potential for Security of Employment, Associate Lecturer with Security of Employment, and Lecturer with Security of Employment are members of the Academic Senate, per Regents' Standing Order 105.1(a).^{xi}
- b. An appointee to this series may be assigned to teach courses at any level.
- c. An appointee with a title in this series may be eligible to apply for sabbatical leave (see APM - 740).

285-24 **Authority**

Authority to approve appointments, reappointments, merit increases, and promotions to titles in this series are as follows:

- a. Assistant Lecturer with Potential for Security of Employment
The Chancellor, after appropriate review (see APM - 220-82).
- b. Associate Lecturer with Security of Employment
The Chancellor, after appropriate review (see APM - 220-85).
- c. Lecturer with Security of Employment
The Chancellor, after appropriate review (see APM - 220-85).

285-80 **Review Procedures**

The Chancellor, in consultation with the Committee on Academic Personnel, may develop local review procedures for the Security of Employment series. Campus procedures for review and advancement shall be modeled on the general pattern of the review process for members of the professorial series (see APM - 220-80 and APM - 210-3).

285-95 **Letters of Invitation and Notification**

See APM - 220-95 for model language. The term “security of employment” shall be substituted for the term “tenure.”

ⁱ Performance specifications of this series have been revised from the title of *professional and scholarly achievement and activity* to the title of *professional and/or scholarly achievement and activity*. Creative activities are defined as a part of *professional and/or scholarly achievement and activity*.

ⁱⁱ Changed proposed series title from Teaching Professor Series to Security of Employment Series.

ⁱⁱⁱ Pending revision to APM - 235: adding acting titles to the list of eligible titles and revising criteria to coincide with SOE series requirements.

^{iv} Official series title is Security of Employment; however, Teaching Professor may be used as a working title.

^v Removed innovation as a requirement added in first revision.

^{vi} Previous versions were silent on change of series from the SOE series to the professorial series.

^{vii} Changed quota to cap; clarifying that the Chancellor, in consultation with the Academic Senate, can limit the number of faculty hired into this series and removing the ambiguity regarding establishing a minimum number.

^{viii} Added reference to Bylaw 336.

^{ix} Salary scale for the SOE series will be the same as the professorial series, including B/E/E, Law, and Veterinary Medicine scales.

^x Removed requirement added in first revision: “Above and beyond that, great distinction, recognized nationally, will be required in contributions to pedagogy and/or scholarly or professional achievement.”

^{xi} Pending revision to Regents’ Standing Order 105.1.a to remove the full-time limitation for the SOE series.