Guidelines for the Appointment of Non-ladder Faculty in SEAS

*Guidelines for a rational, proactive process for planning and budgeting for non-ladder teaching appointments with clear guidelines for the application of appointment and compensation policies.*

With the implementation of multi-year, rolling, curriculum planning that integrates curricular needs (including added and redefined concentrations and programs) with leave/sabbatical planning, SEAS is well-positioned to identify course staffing needs well prior to the onset of a given academic year. While every effort should be made to assure that essential, core courses are taught by SEAS faculty members, occasionally the use of temporary, non-ladder faculty teaching appointees may be necessary to address unmet needs.

**Appointment categories covered:**
- Lecturer (semester or annual appointments; up to three total FTE)
- Senior Lecturer (five-year terms, renewable)
- Senior Preceptor (five-year terms, renewable)
- Preceptor (annual appointments; renewable up to eight years)
- Visiting Lecturer (semester or annual appointments; renewable twice within a ten-year period)
- Visiting Professor (semester or annual appointments, renewable twice within a ten-year period)
- Consultants for significant course development work
- Staff positions with a dependent lecturer component (such as assistant DUS)

**Compensation:**
Compensation for lecturers, visiting lecturers, and preceptors will be based on the FAS lecturer or preceptor step programs (applied math will follow scales used in the Department of Mathematics), and may be adjusted off-scale because of market pressures, seniority, or other relevant factors. Visiting professor compensation will be assessed by the Senior Associate Dean for Faculty Affairs and Student Services on a case-by-case basis (and in consultation with the relevant area dean, as necessary), and will ordinarily be based on the home institution base rate.

**Roles:**

*Area Deans:*
- Assess/develop proposals to recruit/hire non-ladder teaching staff
- Decide whether the course must be offered or if it could be bracketed (the dean for academic programs must approve bracketing a course)
- Determine whether another ladder faculty member might be asked teach it by rearranging assignments (may need to consult another area dean or an FAS department chair)
- If it is deemed necessary to appoint someone in the non-ladder ranks, but only for one term, determine which type of appointment below would be most appropriate:
  - using an existing postdoc or staff member with a part-time or dependent appointment (least costly; ordinarily use FAS compensation steps)
  - recruiting a visiting lecturer (usually above the standard lecturer rate)
• recruiting a visiting professor (most costly; ordinarily match their home institution base salary)

• If necessary, but for a longer period of time, assess whether to use a (searches required):
  o multi-year lectureship (ordinarily teaches at least one course per term; limited to three years total)
  o multi-year preceptor (ordinarily provides administrative coordination for multi-course clusters or a very large course in addition to teaching responsibilities; limited to eight years total)
  o multi-year visiting professor (limited to three years during a period of ten)

• Propose plan to the Dean and the Senior Associate Dean for Faculty Affairs and Student Services for review by 12/15

Senior Associate Dean for Faculty Affairs and Student Services (Ed Kleifgen):
• Assists the Dean in arriving at final decisions regarding appointment type and compensation, and about budgetary impact, both long and short term
• Manages the non-ladder teaching budget
• Works with the Dean to finalize plans by 1/15

Assistant Dean for Academic Affairs (Diane Schneeberger):
• Provides assistance to the area deans regarding appropriate appointment types, search requirements, ads, compensation rates and equity considerations. Develops and sends final offer letters.
• Acts as principal liaison with the FAS Office for Faculty Affairs on all policy-related issues, such as off-scale rates, term time limits, exceptional offer terms, equity issues, etc.
• Supervises the Academic Affairs staff regarding all transactional activities associated with non-ladder faculty appointments

Assistant Dean for Education (David Hwang)
• Ensures that teaching faculty are appropriately allocated to educational programs, including working with the area deans to adjust course scheduling and/or faculty teaching assignments, propose alternatives, and identify courses for which non-ladder faculty members are required
• Creates a rolling 3-year teaching plan in consultation with the Executive Dean for Education and Research and the Education Policy Committee, including non-ladder faculty appointments as necessary

Dean:
May confer with the Steering Committee. Provides final approval by 2/15.