

## **F. PART-TIME FACULTY HANDBOOK**

### **1. Lecturer**

As defined in the Faculty Handbook (section I.C.3), the title Lecturer refers to part-time teaching-only faculty, including faculty who teach in the classroom, online, and in the field. A Lecturer will possess the qualifications required for Instructor status or, in technical and professional areas, considerable experience at a significant level in that field.

A faculty member at the rank of Lecturer may apply for promotion to the rank of Senior Lecturer in the eighth term of teaching at LMU. Promotion is not automatic; it follows on the recommendation of the department/program review committee, following a review of the faculty member's application. On the recommendation of the department/program and with the approval of the dean, part-time faculty may apply for early promotion. With the approval of the Dean and where the applicant demonstrates a level of teaching and/or professional experience commensurate with the rank of Senior Lecturer, departments/programs may hire directly at the rank of Senior Lecturer.

Current part-time faculty are eligible for an accelerated promotion process, but must go through at least one successful periodic review before becoming eligible to apply for promotion. Deans shall work with Department Chairs and Program Directors to develop a schedule of periodic and promotion reviews according to the seniority of part-time faculty.

### **2. Appointment**

All requests for contingent faculty appointment must be approved by the Dean of the respective college. The initiating department should provide adequate evidential material to support the request, as to the need for the service and as to the qualifications of the requested appointee.

Position announcements for contingent faculty shall be posted on the LMU Human Resources (HR) website, generally at least two weeks prior to the hiring decision. The respective Dean's Office is responsible for the posting of position announcements. All applicants are required to submit a Curriculum Vitae, references, degree or professional expertise verification, and any additional supporting documentation through the HR website. Appointments of Contingent Faculty are made by the Dean on the recommendation of the Department Chair/Program Director or their designee(s).

In situations where expediency is required due to a faculty emergency and/or a late notice of need to hire, the Department Chair/Program Director or their designee(s) will be responsible for carrying out the hiring process. In the case of a part-time faculty opportunity hire of a person of national/international reputation, extraordinary expertise, or renown in the field, the process for hiring may differ, but that process must go forward only with the permission of the Dean.

The University is expected to have a record of all persons who have held teaching positions at any level at Loyola Marymount University. Thus, data must be sent to the office of the appropriate Dean and should consist of at least a minimum of information about the individual and his/her qualifications, including vita, application, and supporting documentation. Where there is any likelihood of a continuing relationship, the data provided should be equivalent to that provided for one at a regular professorial rank.

### **3. Periodic Review**

Periodic reviews are part of the evaluation process. Periodic reviews of Lecturers shall be conducted every third term of teaching, with no more than 1 periodic review per year. Periodic reviews of Senior Lecturers shall be conducted every sixth term of teaching.

For the periodic review, all part-time faculty are required to submit a brief narrative about their teaching as well as an updated CV. In addition, part-time faculty are expected to administer student evaluations in their courses and to submit their syllabi to their chair/director. These teaching-materials will be considered in a manner consistent with how they are used in the annual FSR review for tenure-line and term faculty. The review shall be conducted by the Department Chair or Program Director, who will produce a written evaluation of the faculty member's teaching performance.

### **4. Promotion**

Promotions in rank are based on the fulfillment of qualifications and meritorious performance by the applicant, on the vote and approval of the department/program review committee, and on the recommendation of the Chair and respective Dean. The final decision rests with the Provost. A Lecturer may apply for promotion to Senior Lecturer in the eighth term of teaching at LMU. On the recommendation of the department/program and with the approval of the dean, part-time faculty may apply for early promotion.

A formal promotion review is required when a part-time faculty member applies for promotion to Senior Lecturer. The review shall be conducted by a Promotion Review Committee of at least three people. Full-time faculty, including tenure-line faculty, clinical faculty, and full-time instructors, are eligible to serve on the review committee. Senior Lecturers are also eligible to serve on the review committee, but must be compensated for their service. Members of the review committee shall be elected by department/program vote. In cases where a department/program has fewer than three eligible faculty, an interdepartmental committee will be formed, through consultation among the chair/director, dean, and part-time faculty member.

For the promotion review, the part-time faculty member shall prepare a teaching dossier including: a letter of application to the Provost; a Curriculum Vitae; a

narrative focused on teaching; all periodic review narratives and chair's periodic review letters since initial appointment; list of courses taught at LMU, semester-by-semester, including enrollments, since initial appointment; statistical summary reports from student evaluations for all courses taught (candidates are encouraged to provide written course evaluations); peer observations of teaching where available (consistent with department/program expectations for peer observations for tenure-line and term faculty); a representative selection of course syllabi and other materials; and up to three letters of recommendation from faculty, former students, or other relevant colleagues. Part-time faculty members shall be evaluated on their teaching according to established criteria, which are consistent with the criteria used to evaluate the teaching of tenure-line and term faculty and which are clearly communicated to the part-time faculty member.

In those cases where promotion is denied, the Provost will give reasons in writing for such a decision at the request of the applicant. Lecturers denied promotion may be rehired as Lecturers and may reapply for promotion after a waiting period of at least two terms.

## **5. Specific Duties**

In addition to the general responsibilities as well as the specific responsibilities of the faculty that apply to part-time faculty defined in section IV of the Faculty Handbook, part-time faculty have the following specific duties:

1. To aim for teaching excellence in the spirit of the LMU mission.
2. To adhere to university policies and regulations, as articulated in the Faculty Handbook and Handbook Addenda, by Human Resources, by the university administration, and in college/school and department/program guidelines.
3. To adhere to the standards of professional conduct articulated in the Faculty Handbook.
4. To be reviewed according to an established schedule.
5. To submit a syllabus for each course being taught before the beginning of each semester, according to established department/program guidelines and procedures.
6. To clearly articulate requirements, expectations, and grading policies in course syllabi.
7. To submit textbook orders to the bookstore in a timely manner.
8. To submit grades in a timely manner, adhering to University deadlines.
9. To make reasonable accommodations for students with documented disabilities.
10. To make themselves available to communicate with students at regularly scheduled times to be determined in consultation with the Chair of the department, in accordance with department policy, and consistent with college/school norms.
11. To notify the Chair and/or Dean in cases of absences and to make necessary arrangements for the classes affected.
12. To be present in the classroom for the opening of classes and to conduct classes at the scheduled times.

13. To check their official LMU email accounts on a regular basis.

## **6. Specific Privileges**

In addition to the general faculty rights defined in section V of the Faculty Handbook, part-time faculty have the following specific privileges:

1. Salary and benefits commensurate with rank, experience, and responsibilities.
2. A review process that is both formative and summative, following established guidelines, criteria, and schedule.
3. To participate in college/school- and university-level shared governance.
4. To clear and open lines of communication with elected representatives.
5. To fair compensation for university service.
6. To timely notification in event of non-reappointment or dismissal and to compensation should courses be canceled after an established date relative to the beginning of the semester.
7. Access to office space where an instructor can meet privately with a student.
8. Access to facilities and equipment, including communications technology, along the same standards as full-time faculty.
9. To an identification card issued by the University.
10. To proper orientation and training by the appropriate University officials.

## **7. Ratification & Amendment**

### **A. Ratification**

- i. As an Addendum to the Faculty Handbook, the Part-Time Faculty Handbook must first be approved by Faculty Senate, pursuant to Section VII of the Handbook.
- ii. Following Senate approval, electronic ballots for ratification of the Part-Time Faculty Handbook shall be sent to all active part-time faculty. The Part-Time Faculty Handbook shall take effect if a majority of those responding vote affirmatively.

### **B. Amendments**

- i. Amendments to the Part-Time Faculty Handbook, an Addendum to the Faculty Handbook, must first be approved by Faculty Senate, pursuant to Section VII of the Handbook.
- ii. Following Senate approval, electronic ballots for approval of amendments to the Part-Time Faculty Handbook shall be sent to all active-part-time faculty. Amendments shall be adopted by a majority vote of all those responding.