Appointment of Lecturers and Call Staff

Draft

Lecturer and Call Staff Funding Approval

All lecturer and call staff appointments require funding approval from the Dean **prior** to the initiation of any paperwork.

Initial appointments

Once funding has been approved by the Dean, initial lecturer and call staff appointments start with the "Request to Appoint" form (VPAA). For these types of appointments, this form may be forwarded without supporting documentation as long as a copy of the appointee's credentials are on file in the VPAA's office and the form is annotated, "Initial Call Staff" and "Credentials on file." The Request to Appoint form must be accompanied by a "Notice of Appointment" form (Payroll) and a "Letter of Understanding" (A&S). Initial appointment procedures must be followed ***each time*** a lecturer is appointed to teach a different course.

Compensation

The College of Arts and Sciences pays at a standard rate for its lecturers and call staff. This rate is pre-determined by the Dean prior to the beginning of each semester. Departments may not make changes to the set rate unless they are prepared to assume the additional costs through their own departmental resources.

Position Description Form

All lecturers (full-time and part-time) are required to have a current Non-Tenure Track Academic Staff Position Description (A&S). This should be endorsed by the department chair and forwarded to the College office no later than the beginning of the fourth week of employment.

Term of Service

Lecturers and non-ranked persons are appointed for a fixed period not to exceed one academic year.

Tenure

Lecturer and Call Staff positions are not tenure-eligible.

Harassment Training

Ensure that the new employee completes the Harassment Training Program. Note that this a condition of employment. The purpose of the program is to ensure that all employees recognize harassment issues and their impact on campus climate. Instructions for completion are on the Affirmative Action Website at: http://www.und.edu/dept/aao/newharassmentinstructions.htm. If packets or assistance are needed, contact the Affirmative Action Office at 777-4171.

Renewal Appointments

Lecturers and non-ranked appointments may be renewed indefinitely if the appointee is teaching the same course or courses approved in the initial "Notice of Appointment", there is continued demand for the course, the employees work has been satisfactory, and the Dean and VPAA have approved the

reappointment. Renewal lecturer and call staff appointments require a "Notice of Appointment" form (Payroll) and a "Letter of Understanding" (A&S). As noted above, if the appointment involves teaching a different course, initial appointment procedures must be followed.

Evaluation

State Board and UND policy require that all instructors regardless of rank or tenure status be evaluated annually. This includes all lecturers, both full-time and part-time. Departments should complete these evaluations using the Non-Tenure Track Academic Staff Evaluation Form (A&S), in conjunction with the Teaching Evaluation Documentation Worksheet (A&S), and in accordance with the College Guidelines on Teaching Evaluation (A&S) and the specific duties of the position as indicated on the Non-Tenure Track Academic Staff Position Description Form (A&S).

Overloads

In order to hire a lecturer beyond a full-time appointment, a "Faculty Increased Income Form" (VPAA) must be completed and endorsed by the chair of the lecturer's home department, the Dean of the employee's home department, and the Provost. Overloads of up to 20% are normally allowed. Any higher percentage must be justified in writing.