**Checklist for Continuing Lecturer Appointments Revision: June 2018**

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MC # \_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  | ITEM |  | REQUIRED |
| 1 | Chair and Dean discuss the possibility of a continuing lecturer appointment. The Dean seeks ***written approval*** from the Provost and funding of the position is determined |  |  |
| 2 | Candidate is to have at least three years service as a definite term lecturer with a strong record of teaching and service |  |  |
| 3 | The initial Definite Term appointment as lecturer was advertised and approved by UARC (two year to five year term ) |  |  |
| 4 | The DTPC provides a recommendation for promotion to Continuing Lecturer |  |  |
| 5 | The FTPC provides a recommendation for promotion to Continuing Lecturer |  |  |
| 6 | A mission critical form is required indicating the position will be either:   1. New Addition to Complement or 2. Replacement for an existing complement position |  |  |
| 7 | CV and three letters of reference are required (reference letters can be from the initial DT appointment or from the current appointment) |  |  |
| 8 | Offer package for Provost approval to include: offer letter, appointment form, mission critical form, DTPC recommendation, FTPC recommendation, reference letters and CV. |  |  |

**Continuing Lecturer Appointments**

**Policy 76**

## **3. TYPES OF FACULTY APPOINTMENT**

**D. Continuing Lecturer Appointments**

A Continuing Lecturer position is an ongoing faculty position at the rank of Lecturer. Duties are primarily in teaching and service, and are assigned in all three terms, though lecturers shall have the option to have at least one term in six be a non-teaching term. Faculty members with Continuing Lecturer appointments are not eligible for tenure or promotion consideration or for sabbatical leave. These positions are understood to be unusual and offered only in special circumstances.

The recommendation to appoint a Continuing Lecturer originates with the Chair and Dean, and must be approved by the VPA&P. The candidate shall have a record of strong teaching and service at UW, and normally shall have served for at least three years in definite-term appointments. The Chair and Dean, in consultation with the DTPC and FTPC, shall determine whether the candidate is suitable for a Continuing Lecturer position. The Dean shall forward the recommendation and all supporting documentation to the VPA&P, whose decision shall be final and binding.

Dismissal of a Continuing Lecturer is handled in accordance with the procedures outlined in the Memorandum of Agreement between the Faculty Association and the University of Waterloo.

**A. Regular Faculty Appointments**

For full-time Lecturers (including Clinical Lecturers in the School of Optometry), duties are primarily limited to teaching and service, and are normally assigned in all three terms, though Lecturers shall have the option to have at least one term in six be a non-teaching term. Assignment of duties must take into account the distinctive feature of university teaching (i.e., that instruction is provided by scholars who are expected to remain current in their field and maintain their scholarly competence) regardless of whether a separate rating for scholarship is part of the Lecturer's performance review. Prospective Assistant Professors may be appointed as Lecturers for a definite term pending completion of academic requirements (normally the PhD), and in such cases, duties will be as described for Assistant Professors in the preceding paragraph.

Insert the following paragraph into your offer letter when appointing a Continuing Lecturer…

This is a continuing appointment as described in Section D of Policy 76. The terms described in this appointment letter constitute the official offer and supersede any or all other arrangements that may have been discussed during the hiring process. In accepting this appointment, you are agreeing to the terms as described in this letter including the applicability of Section D of Policy 76. (copy attached)

The following excerpt is from an offer letter that was approved by the Provost **regarding the highlighted statement from Policy 76 above.**

Your duties will be as defined from time to time by the Chair/Director of your Department/School with weightings on teaching, research and service of 80%, 0% and 20% respectively in your primary appointment as a continuing lecturer. Your normal teaching load as continuing lecturer will be up to six (6) courses per year. The duties of continuing lecturers are primarily in teaching and service, and normally are assigned in all three terms, though University Policy 76 (Faculty Appointments) provides for lecturers to have the option to have at least one term in six be a non-teaching term. **If you wish to exercise this option, your normal annual teaching load for that year would have to be scheduled into two terms, rather than three terms, to allow for a non-teaching term, thus you would need to discuss this with your Chair/Director well in advance.**  Please refer to Policy 76 for further details. It is also expected that you will supervise students working on undergraduate honours theses and graduate theses as appropriate. You may negotiate for temporary changes to this workload as required for either administrative or research­ related work. These changes will be documented in a separate letter from the Director.