EAS Policy: EAS-LEC-001

Subject: Lecturer Workload and Benefits
Effective Date: May 17, 2012
Supersession: April 15, 2008
Approved: R. Dandapani, Dean

Introduction:
Lecturers are hired by departments on a temporary basis (usually a semester) to teach courses and labs and are expected to provide instruction and guidance as expected of regular faculty and instructors. The fair treatment of all employees including lecturers is of paramount importance to the College of EAS.

A number of factors affect the compensation rate for lecturers and it is the chair's responsibility to work with the Dean to determine these rates based on these guidelines.

Guidelines:
Lecturers will be hired to teach less than 9 credit hours in a semester and no more than 15 credit hours in an academic year. In rare situations lecturers may be hired to teach over this limit with the approval of the Dean. Lecturers are not required to perform research or service but must maintain office hours similar to faculty and instructors (*see EAS-FAC-002 Office Hours policy on the EAS website*).

The base rate for lecturer instruction is $3,000 per 3-credit-hour lecture class. The base rate for each 1-credit-lab class is $1,500. Lecturers with extensive experience or unique qualifications may be eligible for higher compensation rates . Each department is required to develop a written policy on how it will compensate lecturers at rates above the base rate. The policy must be approved by the Dean. The department chair must work with the Dean to identify the funds that might be needed to cover these rates.

Lecturers who teach more than 9 credits in a semester or 15 in an academic year are eligible for university benefits . In the event that a department chooses to hire lecturers to teach over this limit then the chair must work with the Dean to develop a funding plan for the lecturer's benefits. The individual will remain in their Lecturer appointment with the benefit eligibility code in HRMS changed from Temporary to Regular.

If a Lecturer's workload exceeds 50% for more than 2 consecutive semesters, they should be appointed as Instructors.