UW Colleges Academic Staff Personnel Policy
Academic Staff Personnel Policy # 708
Titling Guidelines for Instructional Academic Staff

Interim Adoption by the SSC (ASCS) 2014-05-12
Adopted by the Academic Staff Council of Senators 2015-07-01

The primary responsibility of all categories of Instructional Academic Staff (IAS) is teaching. University of Wisconsin System Unclassified Personnel Guidelines (#1, Attachment 01 section 4) allows for and identifies activities external to classroom instruction as part of the responsibilities of Instructional Academic Staff. However, Associate Lecturers, Lecturers, or Senior Lecturers teaching a full workload at the UW Colleges are paid at an 80% rate because they are not required to perform scholarship activities, institutional, campus or departmental service without additional compensation. These guidelines do not prohibit offering additional compensation to perform these activities nor do they prohibit an IAS from volunteering to perform these activities. However, without compensation, these activities may not be compulsory.

The following criteria should be taken into consideration when determining the appropriate rank – Associate Lecturer, Lecturer, Senior Lecturer or Distinguished Lecturer – when hiring or rehiring Instructional Academic Staff within UW Colleges. Title assignments should take into consideration degree held and demonstrated consistent proficiency in instruction as determined by campus and department standards.

1) A terminal degree should not be seen as a requirement for any Instructional Academic Staff rank, though possession of a terminal degree may be considered when determining rank at hire or rehire. Minimum degree requirements for instruction may vary by academic department but must meet Higher Learning Commission (HLC) standards i.e.:
   “Instructors... possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process.” Faculty and instructors refer to all those an institution employs or assigns to teach students. Faculty is used to refer to the group rather than to each individual instructional staff member, typically to distinguish faculty from administration (The New Criteria for Accreditation - The Assumed Practices, Higher Learning Commission, adopted February 2012).

2) Any previous advancement in rank will be grandfathered in. For example an IAS member hired as Senior Lecturer before the change in policy will retain that rank regardless of meeting any new standards for the rank.

3) If an IAS member is hired by more than one UW Colleges Campus or the UW Colleges Online Program, she/he will retain the highest rank achieved by the staff member while working at any one campus.
4) The appropriate rank at which IAS are hired is a joint decision by the appropriate department(s) and campus(es).

5) When an IAS is rehired, the default is that they will be rehired at the same rank they were previously hired. If the rehire is to be at a different rank, that request must be specifically initiated by the IAS, the rehiring campus, or the rehiring department. The department will request any necessary materials that are required from the IAS in question in order to perform the review of their rank. Academic departments determine the materials that instructors submit and establish criteria for evaluating effective teaching performance within a discipline.

6) Any advancement in rank will be effective in the term following the final approval of the advancement regardless of contract length. For example, any rank change approved in Fall would be effective upon rehire for the next teaching term, as appropriate.

7) The department chair will send the campus dean and associate dean written notification of a department’s retitling decisions. After consulting with and receiving approval from the campus dean, the department chair will send written notification of the retitling decision to the campus dean, the associate dean, the director of HR and the IAS.

The following guidelines should be followed when determining the appropriate rank of an IAS at the time of hiring or rehiring. Additional factors may allow for advancement in rank earlier than prescribed in these guidelines. These factors would include, but are not limited to, the following: scholarly work (such as publications) at both academic and non-academic institutions, superior performance evaluations, and service to the institution, campus or department. Note: teaching experience is normally weighted more heavily than other professional experiences.

**Bachelor’s Degree and IAS appointments**
In most cases, a master’s or terminal degree is required for any IAS appointment. However, each department can create its own written policy for determining when a bachelor’s degree is an acceptable level of qualification for a specific course in their department.

Departments are not required to establish these policies, and in the absence of a departmental policy, a bachelor’s degree is not an acceptable qualification for an IAS appointment.

**Associate Lecturer**
Associate Lecturers independently teach a course(s) based on broad guidelines defining the scope of the subject matter to be taught and the range of topics to be covered. Effective teaching, assessment of student learning, and grading are the primary duties expected of lecturers at this level. Short-term hires should be hired at the Associate Lecturer level unless there are compelling reasons for higher titling – e.g. degree held or teaching experience – as determined by the campus and department in consultation.

**Minimum requirements**
Terminal degree or ABD with teaching experience**
Master’s degree with teaching experience**
Bachelor’s degree with significant teaching experience as defined by written departmental policy (see above)**

**Lecturer (No-Prefix)**
A Lecturer (No-Prefix) has the experience and academic qualifications needed to develop and teach a course(s) subject to broad guidelines describing the scope of the subject matter to be covered. Lecturers may engage in activities that demonstrate professional growth, such as course and curriculum development, assisting in developing lab safety protocols, advising, and participating in departmental outreach programs. The direct delivery of instruction is the primary responsibility of this title.

**Minimum requirements**
- Terminal degree or ABD: 1 year full-time equivalent* of teaching experience**
- Master’s: 2 years full-time equivalent* of teaching experience**
- Bachelor’s: 3 years full-time equivalent* of teaching experience when allowed by written departmental policy**

**Senior Lecturer**
A Senior Lecturer has extensive teaching experience and subject matter expertise in an academic discipline. A lecturer at this level has gained a reputation among his or her peers for demonstrably sustained superior contributions to teaching. At this level the independent selection, organization and development of course content, and instructional materials and pedagogical approaches are expected. Senior Lecturers typically engage in activities that demonstrate professional growth, such as course and curriculum development, assisting in developing lab safety protocols, advising, and participating in departmental outreach programs. The direct delivery of instruction is the primary responsibility of this title.

**Minimum requirements**
- Terminal degree or ABD: 3 years full-time equivalent* of teaching experience**
- Master’s: 4 years full-time equivalent* of teaching experience**
- Bachelor’s: 5 years full-time equivalent* of teaching experience when allowed by written departmental policy**

**Distinguished Lecturer:**
A Distinguished Lecturer performs at a level of proficiency typically requiring extensive experience and advanced knowledge and skills. The expertise of an instructional academic staff member at this level is commonly recognized by his or her peers in the discipline and through a reputation that extends beyond his or her work unit. A Distinguished Lecturer is expected to develop new approaches, methods, or techniques to resolve problems with little or no expert guidance and to cope independently with new, unexpected or complex situations. At this level, an instructional academic staff member can be expected to guide or train other instructional academic staff or to oversee their work. A candidate nominated for the distinguished prefix is expected to demonstrate exceptional performance and teaching excellence, be recognized beyond the work unit as outstanding, and have a reputation of excellence in the profession that is
acknowledged by peers who are external to the institution. For an instructional academic staff member to be recognized as Distinguished he/she will have consistently performed at an exceptional level.

The Distinguished Lecturer title is not expected to be part of the normal progression of an instructional academic staff member. Departments are responsible for establishing Distinguished Lecturer criteria that demonstrate an exceptional level of teaching excellence and achievement in a discipline. This title will be granted by the department and campus in consultation with the Provost and Chancellor rather than by request of the instructional academic staff member, and each issuance of this title will be a unique event.

This title is present to allow a campus or department to perform a short term hire of a distinguished member of a profession or to recognize significant contributions from a long standing member of their instructional academic staff.

*For the purposes of these guidelines “full time” is defined as IAS appointments of 80% or higher per term. (e.g. Teaching at a 40% level for two terms would be the equivalent of teaching at the 80% level for one term; Teaching at a 40% level for two academic years would be the equivalent of teaching at the 80% level for one academic year; and so forth.)*

**Teaching experience includes responsibility for courses (which can include courses taught as a teaching assistant). Teaching, assessment of student learning, and grading are the primary duties expected of lecturers.**