

Temporary Appointments

Lecturers:

- Lecturers may not volunteer their services, except for occasional service on a committee or something similar.
- An IWC must be approved for any work performed by lecturers.
- Lecturers may not have students sign up for research units under their name.
- Pre-six-year lecturers are given a contract letter with the details of their appointment. Departments may not change those terms without written notice to the Dean's Office so that a new contract letter can be prepared.
- Lecturers are entitled to 30 days notice for any reduction of their appointment (such as a class being cancelled due to low enrollment).
- Only Department Chairs should communicate with potential lecturers regarding future appointments.
- Lecturers will receive a salary adjustment, per the Unit 18 contract, effective July 1, 2005. Minimum Pre-Six-Year salaries will be \$37,572. Minimum salaries for Continuing Lecturers will be \$41,712.
- When making teaching assignments for Continuing Lecturers, make sure that an IWC has been established for all classes they will teach.

Visiting Assistant Professors

Only used for appointees who teach at the graduate level or will perform some special service not appropriate for lecturer appointees.

Recruitment for Temporary Appointees

Department must conduct a local search for any temporary appointment. Reappointments (without a break in service) do not require a search. If there has been a two-quarter break in service, a search must be done or a waiver may be requested if the proposed appointee has taught the course in the past.