

Guidelines for Determining Full-Time Lecturer Contract Duration

Full-time lecturer searches are national searches designed to attract the best candidates for the position. Traditionally, full-time lecturers have been hired for one year, with the possibility of renewal to a second without a national search; more recently, we have authorized extensions to a third year without a search. However, in recent years it has become more challenging to attract full-time lecturer candidates, perhaps in part due to the limitations of a one-year contract.

To help departments in their ability to attract and retain the best candidates, Academic Personnel will now support the option to hire full-time lecturers on an initial two-year contract. This document is designed to provide detailed information about what a two-year contract entails and guidance for determining whether and how to pursue this option. This includes the operative provisions in the CBA that must be carefully followed including the order of assignment.

Employment Status, Order of Assignment, and Entitlement

Full-time lecturers, like tenure-line faculty, are “unconditional” ([CBA 12.6](#)). This means that they must be offered a full-time assignment for the duration of their contract. If there is limited or no available work for which they are qualified, they must still be paid since their contract is unconditional.

Per [CBA 12.29](#), at the beginning of the academic year full-time lecturers on a **one-year** contract are offered work only after 12.12 and 12.3 entitlements have been met ([CBA 12.29.a.8.i](#)). During the academic year, the order of assignment shifts since a full-time lecturer is unconditionally appointed ([12.29.b.5](#)).

The order of assignment changes for full-time lecturers who are on **multi-year** (in this case, two-year) contracts. At the beginning of their *first* year, they are offered work only after 12.12 and 12.3 entitlements have been met ([12.29.a.8.i](#)). During their first academic year, they would be offered work immediately after full-time 12.12 lecturers ([12.29.b.2](#)). Then, in their second contract year (“continuing multi-year”) they are assigned work immediately after full-time 12.12 lecturers at both the beginning of and during the academic year ([12.29.a.2](#) and [12.29.b.2](#)).

Full-time lecturers cannot earn 12.3 entitlement (that is reserved for part-time faculty), but they can earn 12.12 entitlement. In order to be granted 12.12 entitlement, a full-time lecturer must work six consecutive years and, in the sixth year, earn a “satisfactory” rating in their cumulative review.

Options and Considerations

1. Full-time lecturer for one year.

- A one-year contract provides the department the ability to evaluate the lecturer during their first academic year and determine whether the lecturer is performing as expected without locking in a two-year unconditional appointment.
- A one-year contract allows departments to renew the contract to a second and third year without a national search if they choose. A national search must follow the third year.
- A one-year contract allows departments to hire replacement positions for sabbaticals/DIPs.
- A one-year contract does not allow for moving expenses.

2. Full-time lecturer for two years.

- A two-year contract allows (but doesn’t require) moving expenses for the lecturer.

- A two-year contract provides stability for the lecturer and the department.
- A two-year contract may be renewed for a third year without a national search. A national search must follow the third year.
- A two-year contract means *unconditional* employment regardless of whether needs change or performance isn't as expected.
- A two-year contract impacts the order of work assignment more acutely than a one-year contract does.

Regardless of the contract duration, rigorous evaluations are necessary each year.

Considerations for Contract Duration

Department Needs: Typically, departments can project their needs one year in advance, and thus hiring a full-time lecturer for one year is usually not an issue in this respect. But if it is difficult to project department needs in a given area for more than one year, offering a two-year contract may be problematic.

For instance, if the department needs a full-time lecturer to fill in for a faculty member on sabbatical or DIP, a one-year contract is almost certainly better since the needs are well-defined and limited. If, however, a department needs a full-time lecturer to help deliver their regular curriculum, the curricular demand is likely to stay constant, and the department does not plan to hire a tenure-line faculty member to meet this demand during the contract duration, then a two-year contract might be preferred.

Departments should also consider the number and type of full-time lecturers they need. Some departments have very few (or no) full-time lecturers while others have many. Departments may have some full-time lecturers on one-year contracts and others on two-year contracts, but this should be determined by the departmental needs and they should think carefully about the messages they are sending to current and prospective faculty if they do so.

Department Resources: Since full-time lecturers are unconditional, departments should carefully consider their resources, both in funding and in time, when considering contract duration. Before deciding on a two-year contract, the department should ensure it has the appropriate budget to commit to the position while meeting all other lecturer entitlements outlined in the CBA 12.29 Order of Assignment. Additionally, the department should weigh faculty time in its consideration. Offering two-year contracts reduces the number of national searches tenure-line faculty must commit to, but it might also increase the time tenure-line faculty spend mentoring full-time lecturers to ensure faculty success.

Recruitment Process Best Practices for Full-Time Lecturers

Updated [guidance](#) for full-time lecturer searches is now available. Departments should consult those procedures before initiating a search for a full-time lecturer. Here are some suggestions from those procedures that are particularly important if a department determines it wishes to advertise for two-year contracts.

Departments must indicate in the position announcement the duration of the contract. In other words, the ad must specify whether the position is one year, one year with the possibility of renewal

to a second year, or two years. Since two-year contracts are being piloted this year, ads should not indicate the possibility of a third-year extension (that can come later).

Remembering that a two-year full-time lecturer contract is equivalent to the duration of appointment for a tenure-line initial contract, the recruitment process for two-year full-time lecturers should be as thorough as possible to ensure a successful outcome for the lecturer and department.

Consider requiring two rounds of interviews, as with tenure-line faculty. The second round does not have to be on campus (though can be), but should provide a second level of review for finalists. Departments might wish to open the second round to other department faculty for input. For instance, a candidate might deliver a job talk on Zoom, similar to what would be expected for an on-campus interview (but tailored toward the responsibilities of the position). Departments might also request a video of a teaching demonstration and invite department members to view and provide feedback. Be sure to evaluate candidates based on the expectations of the position.

Consider asking finalists to meet with the department chair and an associate dean or dean.

Consider asking the candidates to provide a teaching philosophy statement that may include evidence of prior teaching success.

Share information about Faculty Staff Associations and offer candidates an opportunity to connect with one or more if possible.

At least two members of the search committee must conduct reference checks of on-list references for the finalists. The department head/chair may serve as one of the two reference checkers even if not on the search committee.

The department head/chair or dean must conduct a reference check from the selected finalist's current supervisor.