

# **University of Iowa Carver College of Medicine**

## **Guidelines for the Recruitment and Retention of Renewable-Term Lecturers**

Approved by the Carver College of Medicine Faculty on 2/21/2014

Approved by the Provost on 2/24/2014

Teaching within the Carver College of Medicine (CCOM) is primarily performed by individuals on the tenure track or clinical track. In some departments with a heavy teaching load, and no option for a clinical track, renewable-term lecturers have been used to support the teaching mission and to allow time for the tenured and tenure track faculty to focus on research development as the primary role. These lecturers often bring a dedication and expertise to the topic.

Lecturers typically devote eighty percent or more of their professional effort to teaching within the CCOM. They are hired for fixed terms, not exceeding five years per term. Those terms may be renewed as mutually agreed between the College and the lecturer. Their teaching loads and assignments are negotiated individually according to their interests and expertise and the College's needs.

### *Qualifications*

Lecturers must hold an MS or PhD degree and have a record of professional accomplishment that qualifies them for their particular teaching assignments.

### *Length and terms of employment*

Initial appointments will be for 1-5 year renewable terms. Renewal of a lecturer appointment may be made in appropriate circumstances, such as when a specific funding source for a lecturer's position exceeds a given term, or the need for the lecturer's teaching is continuing.

Informal expectations of renewal may be communicated, but it should also be made clear that renewal is always subject to satisfactory performance, curricular need, available funding, and approval by the departmental faculty and dean.

#### *Appointment and renewal process*

Lecturer appointments require approval by a majority of the departmental voting faculty and the dean. Faculty and decanal approval are also required for renewal of appointments. The faculty and dean receive information on the lecturer's teaching performance, in the form of students' course evaluations and other available data, before making renewal decisions.

#### *Performance Evaluations*

The DEO of the department where the lecturer is based, or his or her designee, evaluates the performance of lecturers at least annually, although no formal report is issued. The DEO deals directly with the individual regarding performance issues. Student teaching evaluations are always reviewed along with other relevant information, including professionalism and collegiality. Acceptable performance requires satisfactory teaching, and compliance with University and Collegiate policies and practices. An individual will be considered for advancement to senior lecturer after a minimum of five (5) years in rank as a lecturer and a positive performance review in the key job areas. Promotion to senior lecturer would require leadership in an educational area, the vote of the faculty in the Department, and the approval of the DEO.

#### *Miscellaneous*

Lecturers have no rights and responsibilities for collegiate governance. They have no service obligations except as agreed to at the time of appointment or renewal. The CCOM provides the opportunity for advancement within the lecturer rank through the title of Senior Lecturer, when

appropriate. Compensation is as agreed upon between the DEO and the individual lecturer.