

**College of Natural and Agricultural Sciences
Pre-Six Lecturer Position Summary**

	PRE-SIX LECTURER
Title Codes	001630 (for full year appointments); 001632 (for quarterly appointments)
Policy Reference	UC-AFT MEMORANDUM OF UNDERSTANDING
Academic Senate Membership	No
Titles/Levels	Lecturer - Academic Year (001630); Lecturer - Academic Year - 1/9 payment (001632)
Definition	The title Lecturer, whether used as an only title or as an additional title, shall be assigned to a professionally qualified appointee not under consideration for appointment in the Professorial series whose services are contracted for certain teaching duties.
Terms of Service	Appointments and reappointments have a definite beginning and ending date, which terminate on the last day of the appointment set forth in the letter. One year of employment is defined as three (3) quarters of service at any percentage in the same department (Summer Session is excluded).
Duties	Responsible for the effective instruction of students. Expected to be competent in her/his chosen field and be able to communicate effectively with students in a way that creates an environment that stimulates imaginative thinking and encourages critical and analytical skills. Expected to advise students on academic matters, and maintain a responsible, professional relationship with students. Ensure equal application of class standards and requirements. Maintain an active interest in the advances and current thinking in her/his subject area and be able to relate such information to her/his teaching in a organized manner through incorporation into course materials. Commit to excellence in education and dedication to student needs.
Degree Requirement	As specified in recruitment plan.
Criteria for Appointment	Approved recruitment plan or waiver of search (three quarters max); 3 letters of recommendation; APSU Bio/bib and vitae; degree
Criteria for Reappointment	Demonstrated competence in the field, ability in teaching, academic responsibility and other assigned duties that may innclude University co-curricular and community service. Teaching evaluations and an updated APSU Bio/bib and vitae.
Timeline	9th quarter - Pre-6 mentoring meeting increase of 6% 10th quarter - a salary 18th quarter - Excellence Review
P.I. Status	No
Approval Authority	Dean
Salary Scale Range	See Table 17
Off-Scale Allowed	Yes per APM 620-14
Vacation Leave	No
Sick Leave	No
8-Year-Rule	No
Subject to Layoff	Yes
Funding	19900 State Funds
Sabbatical Leave	No
Leave with Pay	Eligible - when the leave is in the interest of the University and if funds are available.
Affirmative Action Search or Waiver Needed for Appointment	<u>Affirmative Action Search</u> -Yes. Use Guideline Two from the Faculty Recruitment & Hiring Toolkit - "Affirmative Action Recruitment Guidelines for Academic Positions." <u>Request for Waiver of Search</u> - max three quarters per appointee
Faculty Vote for Appointment/Reappointment	Yes
Extramural Letters Needed for Appointment	Yes - minimum of 3
Job Description	No
Visiting Titles	No
Bargaining Unit	IX
APPOINTMENT FILE - INCLUDE THE FOLLOWING:	Use the checklist on the CNAS website for appointment or reappointment and submit electronically.