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University Rule 6-310(IDTP)

Subject: Appointment, Reappointment and Evaluation of Lecturer Faculty and Other Non-Faculty Instructional Personnel in Qualified Interdisciplinary Teaching Programs.

Effective Date: July 1, 2013

I. Purpose

To implement University [Policy 6-310](#) and [Policy 6-302](#) with respect to certain specified academic units designated here as qualified Interdisciplinary Teaching Programs. To establish a University Interdisciplinary Teaching Programs Faculty Appointments Advisory Committee. To augment Policies 6-310 and 6-302 by further specifying procedures for appointments, evaluations, and reappointments (including reappointments with promotion) of Lecturer faculty within the designated qualified Interdisciplinary Teaching Programs.

II. Definitions

The definitions provided in [Policy 6-310](#) apply for purposes of this Rule.

III. Rule

A. Designation of Qualified Interdisciplinary Teaching Programs.

1. The academic units of the University listed in section III-A-2 are hereby designated as Qualified Interdisciplinary Teaching Programs ("QIDT Programs"), which pursuant to [Policy 6-310](#) and this Rule have the limited authority to make appointments of faculty in the category of Lecturer for individuals whose primary responsibilities are the teaching of courses offered through such programs.
2. Qualified Interdisciplinary Teaching Programs are:
 - The Ethnic Studies Program
 - The Gender Studies Program
 - The LEAP Program
 - The University Writing Program
 - The Honors College (formerly known as the Honors Program)
 - The Entertainment and Arts and Engineering Program
 - The Environmental and Sustainability Studies Program
3. Criteria. This designation is made based on the following significant characteristics of these programs:
 - Interdisciplinarity of subject matter.
 - Teaching as one of the primary functions, and with established expertise in offering multiple courses (particularly including credit-bearing courses for the undergraduate curriculum) significant to the overall teaching mission of the University.
 - Not administratively housed within any academic department and not otherwise authorized to make appointments of faculty of any category.



Rule: 6-310 Rev: 1
Date: July 1, 2013

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Established internal governance structures suited to providing faculty-peer input and internal administrator input for making recommendations regarding appointments, periodic evaluations, and reappointments of Lecturer faculty candidates.

B. Establishment and functions of University Interdisciplinary Teaching Programs Faculty Appointments Advisory Committee.

1. The University Interdisciplinary Teaching Programs Faculty Appointments Advisory Committee ("UITP Committee") is established. The membership and leadership shall be as follows:

The Committee will be composed of nine members drawn from University faculty. Seven of those shall be tenure-line (tenured/tenure-track) faculty members drawn from the faculty of the academic colleges which offer undergraduate degrees, with no more than one of the seven from any one college. The eighth and ninth members shall be tenure-line faculty members who are in some capacity affiliated with one of the QIDT programs. These two members may have their tenure-line appointments in any college (including the same as one of the other seven members). The eighth and ninth members and any others who are affiliated with one of the QIDT programs are prohibited from voting on (but may participate in discussions regarding) internal rules and individual appointments from the QIDT program with which they are affiliated.

For its first year of operation, the committee members shall be appointed by the President of the University, with three members appointed for a one-year term, three for a two-year term, and three for a three-year term (so that subsequent membership changes will be staggered). For subsequent years, new members shall be nominated by the Senate Personnel and Elections Committee and appointed by the President, and all new members shall be appointed for three-year terms. Vacancies due to early resignation shall be filled by nomination of the UITP Committee's chairperson with majority approval of the remaining members of the Committee, to complete the resigning member's term.

The Senior Vice President for Academic Affairs shall appoint the non-voting chairperson (ordinarily the Associate Vice President of Interdisciplinary Studies). The Associate Vice President for Faculty, or designee, shall serve as a non-voting, ex officio member of the committee.

2. The UITP Committee shall have the functions described in Parts III-C, D and E of approving the internal rules of each of the QIDT Programs for faculty appointments, evaluations, and reappointments, making recommendations to the Senior Vice President regarding individual appointments and reappointments of Lecturer faculty within the QIDT Programs, and approving the rules of each QIDT Program for evaluation of non-faculty instructional personnel.

C. Statements of rules with procedures, criteria, and standards for

appointments, evaluations, and reappointments (including reappointments with promotion) of Lecturer faculty by QIDT Programs.

1. Each QIDT Program shall develop a Statement of rules with procedures, criteria, and standards for initial appointment, periodic evaluation, and reappointment (including reappointment with promotion) of Lecturer faculty. Such criteria and standards shall be suitable for the expected teaching role of the candidate within the overall teaching mission of the Program, and shall be consistent with the University's commitment to excellence.
2. Such Statements of Rules shall be approved by the primary administrator of the Program, and a committee of faculty affiliated with the Program, and shall be subject to approval by the UITP Committee.
3. The procedures described in each Statement for appointments, evaluations, and reappointments (including reappointments with promotion), shall not be inconsistent with the procedures generally described for career-line (particularly Lecturer) faculty appointments in [Policy 6-302](#) (with adaptation for variations in structure), and may draw generally upon the principles for conducting evaluative reviews of tenure-line faculty described in [Policy 6-303](#).

The procedures shall include the following.

- a. Each Program shall establish an internal committee of faculty affiliated with the Program to serve as a Program Faculty Appointments Advisory Committee ("Program Advisory Committee"). That Program Advisory Committee, by majority vote, shall prepare a recommendation as to each candidate considered for initial appointment or reappointment (including reappointment with promotion in rank). That Committee may allow for non-voting participation in its deliberations by non-faculty personnel affiliated with the Program (if so described in the Statement). For purposes of its deliberations, that Committee shall be provided with sufficient information about the qualifications of the candidate---including competence in teaching.
 - b. The primary administrator of each Program shall review the recommendation prepared by the Program Advisory Committee, and shall independently prepare a recommendation, as to each candidate considered for appointment or reappointment.
 - c. As appropriate for the circumstances of a particular Program, provision may be made for a recommendation to be prepared by any other administrator with oversight responsibilities for the Program.
4. The Statement of rules of each Program shall include a schedule for conducting periodic evaluations of all faculty holding Lecturer appointments in the Program pursuant to this Rule. That schedule shall include annual reviews of all Lecturers, and more thorough reviews to be conducted no less frequently than every five years for long-term Lecturers, consistent with Policy 6-310. That schedule

ordinarily will coordinate the evaluation review process with the process of considering candidates for reappointment (including reappointment with promotion in rank).

- D. Review and recommendations of Lecturer appointments/ reappointments by the University Interdisciplinary Teaching Programs Faculty Appointments Advisory Committee.

For each candidate considered for initial appointment or reappointment (including reappointment with promotion in rank) by a QIDT Program, the recommendations from the Program Advisory Committee and the recommendation(s) from the relevant administrator(s) shall be forwarded to the UITP Committee. The UITP Committee may require all or part of the record regarding the candidate to be delivered to the Committee for its deliberations. At the request of either a QIDT Program representative or any Committee member, the Committee shall invite a representative of the Program to meet with Committee members to discuss recommendations regarding any candidate or group of candidates. The UITP Committee by majority vote shall produce a recommendation regarding appointment or reappointment, and shall forward that recommendation, along with the recommendations from the Program and relevant administrators, to the cognizant senior vice president (for further processing as described in [Policy 6-302](#) for all faculty appointments).

- E. Evaluations of non-faculty instructional personnel.

Each QIDT Program shall develop a Statement of rules describing procedures, criteria, and standards for initial employment, reemployment, and periodic evaluations of non-faculty instructional personnel (as defined in [Policy 6-310](#)) who perform teaching activities in the Program. This Statement shall be subject to approval by the UITP Committee, and may be joined with the Program's Statement of rules regarding Lecturer faculty.

[Note: Parts IV-VII of this Regulation (and all other University Regulations) are Regulations Resource Information – the contents of which are not approved by the Academic Senate or Board of Trustees, and are to be updated from time to time as determined appropriate by the cognizant Policy Officer and the Institutional Policy Committee, as per [Policy 1-001](#) and [Rule 1-001](#).]

IV. Policies, Procedures, Guidelines, forms and other related resources

- A. Policies

Policy [6-310](#)

Policy [6-302](#)

Policy [6-303](#)

- B. Procedures [reserved]

- C. Guidelines [reserved]

- D. Forms [reserved]

- E. Other related resources [reserved]

V. References [reserved]

VI. Contacts:

The designated contact officials for this Policy are:

- A. Policy Officer: Sr. Vice President for Academic Affairs
- B. Policy Owner: (primary contact person for questions and advice)Academic Affairs--Associate Vice President for Faculty

These officials are designated by the University President or delegee, with assistance of the Institutional Policy Committee, to have the following roles and authority, as provided in University Rule 1-001:

"A 'Policy Officer' will be assigned by the President for each University Policy, and will typically be someone at the executive level of the University (i.e., the President and his/her Cabinet Officers). The assigned Policy Officer is authorized to allow exceptions to the Policy in appropriate cases.... "

"The Policy Officer will identify an "Owner" for each Policy. The Policy Owner is an expert on the Policy topic who may respond to questions about, and provide interpretation of the Policy; and will typically be someone reporting to an executive level position (as defined above), but may be any other person to whom the President or a Vice President has delegated such authority for a specified area of University operations. The Owner has primary responsibility for maintaining the relevant portions of the Regulations Library... [and] bears the responsibility for determining which reference materials are helpful in understanding the meaning and requirements of particular Policies... ." University Rule 1-001-III-B & E

VII. History:

- A. Current version: Revision 1

Approved by the Academic Senate: 5/6/2013

Effective date: July 1, 2013

[Background](#) information for Revision 1

- B. [Revision 0](#)

Approved by the Academic Senate: March 1, 2010.

Presented for the information of the Board of Trustees: March 9, 2010.

Designated effective date March 9, 2010 to June 30, 2013.

[Background](#) information for Revision 0.