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Dear Colleagues:

Enclosed for systemwide review are proposed revisions to the following sections of the Academic Personnel Manual (APM):

- APM - 285, Lecturer with Security of Employment Series

The proposed revisions are intended to address the renaming of the Lecturer with Security of Employment Series as well as the title and ranks of the series.

Background

On August 17, 2023, the Academic Council endorsed a recommendation by the University Committee on Academic Personnel (UCAP) to change the title for the “Lecturer with Security of Employment” (LSOE) titles series to “Teaching Professors” in the APM. Academic Personnel and Programs consulted with the campuses to collect feedback on the recommended series titles given the current use of the working titles of “Teaching Professor” and “Professor of Teaching.” After consultation with Academic Personnel and Programs, Academic Council agreed upon the recommended “Professor of Teaching” title for the series. Academic Personnel and Programs then met with campus leadership to confirm the recommended name change for the series.

Summarized below are the proposed key policy revisions to APM - 285 that are being distributed for systemwide review.

Key Policy Revisions

The revisions to APM - 285 are to address the proposed renaming of the series from “Lecturer with Security of Employment Series” to “Professor of Teaching.” The recommended title and ranks for the series are Assistant Professor of Teaching, Associate Professor of Teaching, and full Professor of Teaching.
Table 1 presents how the current LSOE titles will be mapped to the new Professor of Teaching titles.

**Table 1. Mapping the LSOE Titles to Professor of Teaching Titles**

<table>
<thead>
<tr>
<th>Current Title</th>
<th>New Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer with Potential Security of Employment</td>
<td>Assistant Professor of Teaching</td>
</tr>
<tr>
<td>Lecturer with Security of Employment</td>
<td>Associate Professor of Teaching</td>
</tr>
<tr>
<td>Senior Lecturer with Security of Employment</td>
<td>Professor of Teaching</td>
</tr>
</tbody>
</table>

This revision also includes the removal of Appendix A. Appendix A was created with the 2018 issuance of revisions to APM - 285 to allow a transition period to the new criteria for those LSOE faculty appointed prior to October 1, 2018. The transition period allowed in the APM ended June 30, 2023.

**Systemwide Review**

Systemwide review is a public review distributed to the Chancellors, the Chair of the Academic Council, the Director of the Lawrence Berkeley National Laboratory, and the Vice President of Agriculture and Natural Resources requesting that they inform the general University community, especially affected employees, about policy proposals. Systemwide review also includes a mandatory, 90-day full Senate review.

Employees should be afforded the opportunity to review and comment on the draft policies, available on the [Academic Personnel and Programs website](https://www.ucop.edu/academic-personnel). Attached is a Model Communication which may be used to inform non-exclusively represented employees about these proposals. The Labor Relations Office at the Office of the President is responsible for informing the bargaining units representing union membership about policy proposals.

We would appreciate receiving your comments no later than **March 13, 2024**. Please submit your comments to [VP-AcademicPersonnel@ucop.edu](mailto:VP-AcademicPersonnel@ucop.edu). If you have any questions, please contact Polly Miller at [polly.miller@ucop.edu](mailto:polly.miller@ucop.edu).

Sincerely,

Douglas M. Haynes  
Vice Provost  
Academic Personnel and Programs
Enclosures:

1) APM - 285, Lecturer with Security of Employment Series (clean copy)
2) APM - 285, Lecturer with Security of Employment Series (tracked changes copy)
3) Model Communication

cc: President Drake
    Provost and Executive Vice President Newman
    Executive Vice Chancellors/Provosts
    Executive Vice President and Chief Operating Officer Nava
    Executive Vice President Rubin
    Senior Vice President and Chief Compliance & Audit Officer Bustamante
    Vice President Lloyd
    Vice President Maldonado
    Vice Provosts/Vice Chancellors for Academic Personnel
    Vice Chair Cheung
    Assistant Vice Provosts/Vice Chancellors for Academic Personnel
    Associate Vice Provost Lee
    Associate Vice President Matella
    Associate Vice President Cevallos
    Deputy General Counsel Woodall
    Executive Director Lin
    Chief of Staff Beecham
    Chief of Staff Kao
    Deputy CHRO and Chief of Staff Henderson
    Chief of Staff Levintov
    Chief Policy Advisor McAuliffe
    Principle Counsel Mastro
    Director Anders
    Director Weston-Dawkes
    Director Chin
    Associate Director DiCaprio
    Associate Director Woolston
    Associate Director Jue
    Associate Director Garcia
    Manager Cortez
    Manager Crosson
    Policy Analyst Durrin
    Policy Analyst Miller
    Policy Analyst Wilson
Appointment and Promotion: APM – 285 – Lecturer with Security of Employment
Professor of Teaching Series

285-0 Policy

a. Lecturer-Professor of Teaching titles that have or lead to security of employment are faculty positions designed to meet the long-term instructional needs of the University that cannot be best fulfilled by an appointee in the professorial series. (See APM - 220.)

b. A budgeted FTE must be allocated for any full-time appointment in this series. Should the Chancellor approve a less than one hundred percent (100%) appointment, a portion of a budgeted FTE equal to the percent time appointment must be allocated. See APM - 285-16 for more information on part-time appointments.

285-4 Definition

a. The Professor of Teaching Lecturer with Security of Employment (LSOE) series is used for appointees who are members of the faculty of an academic or professional college, school, division, department, or program of the University whose primary responsibility is teaching and teaching-related tasks and secondary responsibility is professional and/or scholarly achievement and activity, including creative activity, especially as they relate to instruction and pedagogy. The faculty in this series also have responsibility for University and public service.

b. An appointee in this series will regularly carry a heavier load of teaching than appointees in the professorial series.

285-8 Types of Appointments

a. Titles in the Professor of Teaching Lecturer with Security of Employment series are:

   (1) Lecturer with Potential for Security of Employment Assistant Professor of Teaching. This title is used for those that have not yet been conferred security of employment.

   (2) Lecturer with Security of Employment Associate Professor of Teaching.

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Until the earlier of a date specified by the campus or June 30, 2023, faculty appointed in the Lecturer with Security of Employment Professor of Teaching series prior to October 1, 2018, will continue to be evaluated under the criteria in effect as of September 30, 2018, and set forth in Appendix A to this policy. All other provisions of this policy apply effective October 1, 2018.

Rev. 10/01/18 XX/XX/2023
b. An appointment (as distinguished from a promotion or reappointment) occurs when a person is employed in one of the three ranks above, if the individual’s immediately previous status was:

(1) not in the employ of the University;

(2) in the employ of the University but not with a title in this series; or

(3) in the employ of the University in the same title but at a different campus.

c. A promotion is advancement from one rank to a higher rank within the LSOE Professor of Teaching series.

d. A merit increase is advancement in salary rate and/or step without change of rank. (See APM - 610, Salary Increases.)

e. A reappointment is the renewal of an Assistant Professor of Teaching appointment immediately following the end date of a previous appointment (i.e., without a break in service). A reappointment may or may not be accompanied by a merit increase.

f. Acting titles may be used. (See APM - 235.)

g. When it is desirable in order to meet campus needs and with the approval of the Chancellor following consultation with the Academic Senate, a working title may be assigned in addition to the payroll title for use campuswide, provided the working title is not the same as an official University payroll title used for a different position.

285-9 Criteria

a. A candidate for appointment, reappointment, merit increase, or promotion in this series shall be evaluated by the following three criteria with teaching excellence being more highly weighted than the other two:

(1) Teaching excellence: The demonstration and maintenance of teaching excellence is the primary criterion for the series.

(2) Professional and/or scholarly achievement and activity, including creative activity.

(3) University and public service.

These criteria are further explained in APM - 210-3, Instructions to Review Committees That Advise on Actions Concerning the Lecturer with Security of Employment (LSOE) Series.
b. Change of series

In cases when there has been a review of an Assistant Professor and the Chancellor has decided not to continue the individual’s appointment in the professorial series, the individual may not subsequently be appointed on any campus to the LSOE-Professor of Teaching series (or certain other titles) for a period of five (5) years. (See APM - 133-0-a(3).)

Upon the recommendation of the department, and consistent with campus academic review processes, the Chancellor may appoint an Associate Professor or Professor to the Lecturer with Security of Employment Associate Professor of Teaching or Senior Lecturer with Security of EmploymentProfessor of Teaching title. This change of series requires the written consent of the faculty member.

An appointee in the Lecturer with Security of Employment Professor of Teaching series may have a change of series into the professorial series consistent with campus academic review processes and only upon satisfying recruitment compliance.

285-16 Restrictions

The following restrictions apply to the use of titles in this series:

a. In order to maintain the University’s mission for an appropriate balance between education, research, and service, the Chancellor, in consultation with the Academic Senate, may establish a cap on the number of appointments in this series. If so desired, a cap may be set for each school or department.

b. Normally, an appointment to this series is for one hundred percent (100%) time to the University.

c. Security of employment may be granted only for an appointment at more than 50 percent (50%) time unless the Chancellor, whose authority may not be redelegated, approves the appointment by special exception.

d. An initial appointment at less than one hundred percent (100%) but more than fifty percent (50%) or more time with a title in this series, or a subsequent temporary or permanent reduction in the percent time of the appointment, may be authorized under exceptional circumstances, provided the Chancellor specifically approves the arrangement as being in the best interests of the University based on the particular situation.

A memorandum of understanding between the Chancellor and the part-time appointee shall be signed by both parties, to clarify the following:

(1) There are no implied rights to current or future full-time security of employment and the only security of employment granted with this appointment is at the agreed upon percentage; and
(2) Workload expectations are based on the specified percentage of time of the appointment.

e. Appointment and advancement of a part-time appointee shall depend on the quality of performance in teaching excellence, professional and/or scholarly achievement, including achievement and activity in creative work, and service with teaching being more highly weighted than the other two. Expectations for the quantity of performance shall be based on the percentage of time of the appointment, but expectations of the quality are the same as one hundred percent (100%) time. In all cases, when an appointee is considering a part-time appointment, or a temporary or permanent reduction in the percentage of time of an appointment, the terms of the appointment and the performance expectations shall be discussed by the dean, department chair, and the appointee at the outset and documented in a memorandum of understanding for advancement.

f. When there has been a review of an Lecturer with Potential for Security of Employment Assistant Professor of Teaching, Assistant Professor in the Professorial series, Assistant Professor in Residence, or Assistant Professor of Clinical (e.g., Medicine) and the Chancellor has decided not to continue the individual’s appointment in that series, the individual may not be appointed on any campus to certain faculty titles for a period of five (5) years as set forth in APM - 133, Appendix A and also APM - 133-0-a(3) and b(3).

285-17 Terms of Service

a. Lecturer with Potential for Security of Employment Assistant Professor of Teaching

(1) Term of Appointment

Each appointment and reappointment is limited to a maximum term of two (2) years with a specific end date. The total University service with this title in combination with certain other titles may not exceed eight (8) years, in accordance with APM - 133-0-b.

(2) Appointment for Less Than Two (2) Years

The appointment or reappointment of an Lecturer with Potential for Security of Employment Assistant Professor of Teaching may be for a period of less than two (2) years only under the following circumstances:

(a) An appointment or reappointment with an effective date other than July 1st shall end typically on the second June 30th following the appointment or reappointment.

(b) A promotion or merit increase may become effective on July 1st before the end of a two (2)-year term, but such advancement shall mark the beginning of a new term of appointment.
(c) Consistent with the eight-year limit, a terminal appointment for a Lecturer with Potential for Security of Employment - an Assistant Professor of Teaching may be for a period of less than two (2) years provided adequate notice has been given, as stipulated in APM - 285-17-a(4).

(3) Advancement

An appointee holding the title Lecturer with Potential for Security of Employment - Assistant Professor of Teaching is eligible for reappointment, merit increase, and promotion based on careful review of the appointee’s progress and achievement in meeting the criteria of the series.

(4) Notice for Non-Renewal of Appointment

When an appointment as an Lecturer with Potential for Security of Employment - Assistant Professor of Teaching is not to be renewed, written notice shall be given by the Chancellor prior to the expiration date in accordance with the schedule below.

(a) With less than one (1) year of service as an Assistant Professor of Teaching - Lecturer with Potential for Security of Employment by the end of the current period of appointment: at least a four (4)-month notice.

(b) With at least one (1) complete year of service and not more than two (2) years of service as an Assistant Professor of Teaching - Lecturer with Potential for Security of Employment by the end of the current period of appointment: at least a six (6)-month notice.

(c) With more than two (2) years of service as an Assistant Professor of Teaching - Lecturer with Potential for Security of Employment by the end of the current period of appointment: at least a twelve (12)-month notice.

(5) Termination Before the End of the Appointment Period

(a) Lecturer with Potential for Security of Employment - Assistant Professor of Teaching

Termination of the appointment of an Assistant Professor of Teaching - Lecturer with Potential for Security of Employment before the expiration of the appointment shall be only for good cause, after the opportunity for a hearing before the properly constituted advisory committee of the Academic Senate in accordance with Regents’ Bylaw 40 and Senate Bylaws 336 or 337.
(b) Lecturer with Security of Employment, Associate Professor of Teaching, and Senior Lecturer with Security of Employment, Professor of Teaching

All appointments and promotions to the ranks of Lecturer with Security of Employment, Associate Professor of Teaching, and Senior Lecturer with Security of Employment, Professor of Teaching shall continue until terminated by resignation, retirement, or dismissal. An appointment with security of employment shall not be terminated except for good cause after the opportunity for a hearing before the properly constituted advisory committee of the Academic Senate, in accordance with Regents’ Bylaw 40 and Senate Bylaws 336 or 337.

285-18 Salary

The Office of the President publishes a salary scale for this series. The Lecturer with Security of Employment, Professor of Teaching series will include three ranks and the same steps as the professorial series.

The Chancellor, after appropriate review, has authority to approve salaries up to and including the Indexed Compensation Level (ICL) threshold.

The Provost and Executive Vice President for Academic Affairs has authority to approve salaries exceeding the ICL threshold. (See APM - 220-85-d.)

285-19 Normative Periods of Service

The normative periods of service at rank and step in this series are shown in the published salary scales and are described below. Although these time periods indicate the usual intervals between advancements, they do not preclude more rapid advancement in the case of exceptional merit or more gradual advancement when warranted and if unrelated to an Assistant Professor of Teaching’s Lecturer with Potential for Security of Employment’s eight-year limitation. Personnel reviews that are deferred due to extending the security of employment clock (stopping the clock) for reasons as defined in APM - 133-17-g, -h, and -i or a family accommodation as defined in APM - 760 should be treated procedurally in the same manner as personnel reviews conducted at the usual intervals. All evidence produced during the probationary period, including the period of the extension, counts in the evaluation of the candidate’s review file. The file shall be evaluated without prejudice, without regard to the length of service at the Assistant Professor of Teaching Lecturer with Potential for Security of Employment rank, and so stated in the department chair’s letter.

(1) For an Lecturer with Potential for Security of Employment, Assistant Professor of Teaching, the total period of University service in the title Lecturer with Potential for Security of Employment, Assistant Professor of Teaching or in this and certain other titles (see APM - 133-0) shall not exceed eight (8) years,
except as provided in APM - 133-12. The normative period of service at a given step in this rank is two (2) years.

(2) For a Lecturer with Security of Employment, Associate Professor of Teaching, the normative period of service at step is two (2) years in each of the first three (3) steps. Service at Steps IV and V is three (3) years in each step.

(3) For a Senior Lecturer with Security of Employment, Professor of Teaching, the normative period of service is three (3) years at step in each of the first four (4) steps. Service at Step V and above may be of indefinite duration.

Advancement to Step VI usually will not occur after less than three (3) years of service at Step V. This involves an overall career review and will be granted on evidence of sustained and continuing excellence in each of the following three (3) categories, with teaching excellence receiving primary weighting above the others: (1) extraordinary effectiveness and excellence in teaching and teaching-related tasks; (2) professional and/or scholarly achievement and activity; and (3) University and public service. Advancement from Step VI to Step VII, from Step VII to Step VIII, and from Step VIII to Step IX, will usually not occur before three (3) years at step, and will only be granted on evidence of continuing achievement at the level required for advancement to Step VI.

Advancement to an Above-Scale rank involves an overall career review and is reserved only for the most highly accomplished faculty (1) whose work of sustained and continuing excellence has attained national or international recognition and broad acclaim reflective of its significant impact on education within the discipline; (2) whose contributions to University teaching and education outcomes are excellent; and (3) whose service is highly meritorious. Except in rare and compelling cases, advancement will not occur after less than four (4) years at Step IX. Moreover, mere length of service and continued good performance at Step IX are not justification for further merit advancement. There must be demonstration of additional merit and distinction beyond the performance on which advancement to Step IX was based. A merit advancement for a candidate already serving at above-scale must be justified by continuing evidence of accomplishment commensurate with this level. Continued good service is not an adequate justification. Intervals between such merit advances may be indefinite, and only in the most superior cases where there is strong and compelling evidence will advances at intervals shorter than four (4) years be approved.
APPOINTMENT AND PROMOTION

Lecturer with Security of Employment

Professor of Teaching Series

APM - 285

DRAFT

285-20 Conditions of Employment

a. Lecturers with Potential for Security of Employment, Assistant Professors of Teaching, Lecturers with Security of Employment, Associate Professors of Teaching, and Senior Lecturers with Security of Employment are members of the Academic Senate, per Regents’ Standing Order 105.1(a).

b. An appointee to this series may be assigned to teach courses at any level.

c. An appointee with a title in this series is eligible to apply for sabbatical leave. (See APM - 740.)

285-24 Authority

Authority to approve appointments, reappointments, merit increases, and promotions to titles in this series are as follows:

a. Lecturer with Potential for Security of Employment, Assistant Professor of Teaching

The Chancellor, after appropriate review. (See APM - 220-82.)

b. Lecturer with Security of Employment, Associate Professor of Teaching

The Chancellor, after appropriate review. (See APM - 220-85.)

c. Senior Lecturer with Security of Employment, Professor of Teaching

The Chancellor, after appropriate review. (See APM - 220-85.)

285-80 Review Procedures

The Chancellor, in consultation with the Committee on Academic Personnel, may develop local review procedures for the Lecturer with Security of Employment, Professor of Teaching series. Campus procedures for review and advancement shall be modeled on the general pattern of the review process for members of the professorial series. (See APM - 220-80 and APM - 210-3.)

285-95 Letters of Invitation and Notification

See APM - 220-95 for model language. The term “security of employment” shall be substituted for the term “tenure.”

Revision History

XXX XX, 2023:

Rev. 10/01/18 XX/XX/2023
• Substantive revisions to revise title of series and titles included in series.
• Deletion of Appendix A, which expired June 30, 2023.

October 1, 2018:

• Substantive revisions, including the following key revisions:
  • New and revised evaluation criteria;
  • Ability to use a working title;
  • Eligibility for sabbatical;
  • Establishment of a rank and step system; and
  • Senate membership at all percentages of appointments.

For details on prior revisions, please visit the Academic Personnel and Programs website:
Until the earlier of a date specified by the campus or June 30, 2023, review criteria in this appendix shall apply to individuals appointed in the Lecturer with Security of Employment Series prior to October 1, 2018.

APPOINTMENT AND PROMOTION

Lecturer with Security of Employment Series

APM–285

Appendix A

285-10 Criteria

a.—A candidate for appointment, merit increase, or promotion in this series shall be judged by achievements in the following areas: teaching, professional achievement and activity, and University and public service.

Criteria for examining achievement in these areas are set forth in APM–210-3, Instructions to Review Committees Which Advise on Actions Concerning the Lecturer with Security of Employment (SOE) Series.

b.—The title Senior Lecturer with Potential for Security of Employment (PSOE) or Senior Lecturer with Security of Employment (SOE) may be assigned to an appointee who provides services of exceptional value to the University and whose excellent teaching and professional accomplishments have made him or her a recognized leader in his or her professional field and/or in education.

c.—Appointment and advancement of a part-time appointee with a title in this series shall depend on the quality of performance at a level of distinction comparable to that demanded of a full-time appointee; however, when circumstances warrant, a lesser rate of professional achievement and activity will be acceptable. Teaching assignments and departmental, committee, and other service should be in proportion to the percentage of time of the position, but the same quality of performance is expected as for a full-time appointee.

d.—Transfer of appointees in the regular professorial series to the Lecturer SOE series.

(1) In cases when there has been a review of an Assistant Professor and the Chancellor has decided not to continue the individual’s appointment in the professorial series, the individual may not subsequently be appointed on any campus to the Lecturer SOE series (or certain other titles) for a period of five years. (See APM–133-0-a(3).)

(2) Upon the recommendation of the department and following regular academic review, the Chancellor may transfer an Associate Professor or Professor to the Lecturer SOE or Senior Lecturer SOE title. This transfer requires the written consent of the faculty member.
When there has been a review of a Lecturer PSOE or Senior Lecturer PSOE and the Chancellor has decided not to continue the individual’s appointment in that series, the individual may not subsequently be appointed on any campus to certain faculty titles for a period of five years. For a list of these faculty titles, see APM – 133, Appendix A. (See also APM – 133-0-b(3)).
SUSAN CARLSON, VICE PROVOST
ACADEMIC PERSONNEL

Re: Endorsement of Proposed Revisions to APM 285 and 210-3

Dear Susan:

In February, following the second systemwide review of proposed revisions to the Lecturer with Security of Employment (LSOE) APM series, I asked a Council working group to discuss – and attempt to reconcile – the different perspectives expressed within the Senate comments generated during the review.

At its April 25, 2018 meeting, the Academic Council voted to support the working group’s main proposal related to APM sections 285 and 210-3 – to replace the LSOE title series with a new series that includes a rank-and-step system parallel to the Professor Series, sabbatical privileges equivalent to the Professor Series, and increased expectations for teaching excellence and professional and/or scholarly achievement.

The vote is consistent with a motion passed by Council at its June 2017 meeting following the first systemwide review, “to endorse the concept of a new title series to replace LSOE that includes rank and step, sabbatical privileges, a research requirement that emphasizes pedagogy but allows research in the underlying discipline, and precludes new hires in the LSOE series.”

This recommendation is also largely consistent with the proposal circulated for second systemwide review in December; but, importantly, Council has recommended additional revisions to clarify that the primary responsibility of LSOE faculty is teaching and teaching-related tasks and their secondary responsibility is professional and/or scholarly activities, including creative activities, especially as they relate to pedagogy. The additional revisions also clarify that individuals in the LSOE series be evaluated for appointment and advancement primarily on teaching excellence, and that teaching is more highly weighted than professional and/or scholarly activity and service.

Council also voted to maintain the existing titles in the Lecturer with Security of Employment series, but to also allow discretion for individual campuses to use “Teaching Professor” as a campus-wide working title alternative to “LSOE”.

Council believes strongly that LSOE faculty serve a vital role at the University and must be supported. We think these revisions will help promote equal and inclusive treatment of LSOEs,
enhance their recognition and respect within and outside of UC, as well as highlighting and clarifying contrasts between the scholarly expectations of the LSOE series and the duties of Unit 18 Lecturers.

Council is also sensitive to faculty concerns about how the new series could affect the professoriate and the UC mission – specifically, the potential for the new series to endanger the University’s research mission by making it easier to increase the number of teaching faculty at the expense of research faculty, and the potential for women and members of underrepresented groups to be disproportionately recruited to the LSOE series, rather than to the regular series.

Council has agreed to assemble a group to monitor the use of the revised LSOE series and examine how well it becomes linked to the overall goals of the University, particularly those related to equity and diversity. We also recommend that campuses conduct an ongoing assessment of the balance of faculty members holding different titles, to reflect the expectations of a research university. I have also asked the Council working group to develop guidance to campuses to integrate LSOEs more fully into the fabric of departmental and campus community life.

The Senate greatly appreciates your efforts to modify the proposal in response to faculty feedback during these systemwide Senate reviews. Please do not hesitate to contact me if you have any questions.

Sincerely,

Shane N. White, Chair
Academic Council

Encl.

Cc: Academic Council
    Senate Director Baxter
    Senate Executive Directors
285-0  **Policy**

a. Lecturer titles that have or lead to security of employment are faculty positions designed to meet the long-term instructional needs of the University that cannot be best fulfilled by an appointee in the professorial series (see APM - 220).

b. A budgeted FTE must be allocated for any full-time appointment in this series. Should the Chancellor approve a less than 100 percent appointment, a portion of a budgeted FTE equal to the percent time appointment must be allocated. See APM - 285-16-b for more information on part-time appointments.

285-4  **Definition**

a. The Lecturer with Security of Employment (LSOE) series is used for appointees who are members of the faculty of an academic or professional college, school, division, department, or program of the University whose primary responsibility is teaching and teaching-related tasks and secondarily professional and/or scholarly activities, including creative activities, especially as they relate to instruction and pedagogy. The faculty in this series also have responsibility for University and public service.

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1 Faculty appointed into the LSOE series prior to 7/1/19 are eligible to be evaluated under the criteria in effect as of 7/26/02. All other provisions of this policy apply effective 7/1/18.
b. An appointee in this series will regularly carry a heavier load of teaching than will appointees in the professorial series.

285-8 Types of Appointments

Acting titles may be used (see APM - 235).

a. Titles in the Lecturer with Security of Employment series are:

   (1) Lecturer with Potential for Security of Employment. This title is used for those that have not yet been conferred security of employment.

   (2) Lecturer with Security of Employment.

   (3) Senior Lecturer with Security of Employment.

b. An *appointment* (as distinguished from a promotion or reappointment) occurs when a person is employed in one of the three ranks above, if the individual’s immediately previous status was:

   (1) not in the employ of the University;
(2) in the employ of the University but not with a title in this series; or

(3) in the employ of the University in the same title but at a different campus.

c. A promotion is advancement from one rank to a higher rank within the LSOE series.

d. A merit increase is advancement in salary rate and step without change of rank (see APM - 610, Salary Increases).

e. A reappointment is the renewal of a Lecturer with Potential for Security of Employment appointment immediately following the end date of a previous appointment (i.e., without a break in service). A reappointment may or may not be accompanied by a merit increase.

285-9 Criteria

a. A candidate for appointment, reappointment, merit increase, or promotion in this series shall be evaluated by the following three criteria with teaching excellence being more highly weighted than the other two:
(1) Teaching excellence: The demonstration and maintenance of teaching excellence is the primary criterion for the series.

(2) Professional and/or scholarly achievement and activity, including creative activity.

(3) University and public service.

These criteria are further explained in APM - 210-3, *Instructions to Review Committees That Advise on Actions Concerning the Lecturer with Security of Employment (LSOE) Series*.

b. Change of series

In cases when there has been a review of an Assistant Professor and the Chancellor has decided not to continue the individual’s appointment in the professorial series, the individual may not subsequently be appointed on any campus to the LSOE series (or certain other titles) for a period of five years. (see APM - 133-0-a(3).)

Upon the recommendation of the department, and consistent with campus academic review processes, the Chancellor may appoint an Associate Professor or Professor to the Lecturer with Security of Employment or Senior Lecturer...
with Security of Employment title. This change of series requires the written consent of the faculty member.

An appointee in the Lecturer with Security of Employment series may have a change of series into the professorial series, consistent with campus academic review processes and only upon satisfying recruitment compliance.

285-16 Restrictions

The following restrictions apply to the use of titles in this series:

a. In order to maintain the University’s mission for an appropriate balance between education, research, and service, the Chancellor, in consultation with the Academic Senate, may establish a cap on the number of appointments in this series. If so desired, a cap may be set for each school or department.

b. Normally, an appointment to this series is for 100 percent service to the University.

c. Security of employment may be granted only for an appointment at 51 percent or more time unless the Chancellor, whose authority may not be redelegated, approves the appointment by special exception.
d. An initial appointment at less than 100 percent but 51 percent or more time with a title in this series, or a subsequent permanent reduction in the percent time of an appointment, may be authorized under exceptional circumstances, provided the Chancellor specifically approves the arrangement as being in the best interests of the University based on the particular situation.

A memorandum of understanding between the Chancellor and the part-time appointee shall be signed by both parties, to clarify the following:

(1) There are no implied rights to current or future full-time security of employment and the only security of employment granted with this appointment is at the agreed upon percentage; and

(2) Workload expectations are based on the specified percentage of time of the appointment.

e. Appointment and advancement of a part-time appointee shall depend on the quality of performance in teaching excellence, professional and/or scholarly achievement and activity, including achievement and activity in creative work, and service with teaching being more highly weighted than the other two. Expectations for the quantity of performance shall be based on the percentage of time of the appointment, but expectations of the quality are the same as 100% time. In all cases, when an appointee is considering a part-time appointment, or
a temporary reduction in the percentage of time of an appointment, the terms of the appointment and the performance expectations shall be discussed by the dean, department chair, and the appointee at the outset and documented in a memorandum of understanding for advancement.

f. When there has been a review of a Lecturer with Potential for Security of Employment, Assistant Professor in the Professorial series, Assistant Professor in Residence, or Assistant Professor of Clinical (e.g., Medicine) and the Chancellor has decided not to continue the individual’s appointment in that series, the individual may not be appointed on any campus to certain faculty titles for a period of five years as set forth in APM - 133, Appendix A and also APM - 133-0-a(3) and b(3).

285-17 Terms of Service

a. Lecturer with Potential for Security of Employment

(1) Term of Appointment

Each appointment and reappointment is limited to a maximum term of two years with a specific end date. The total University service with this title in combination with certain other titles may not exceed eight years, in accordance with APM - 133-0-b.
(2) Appointment for Less Than Two Years

The appointment or reappointment of a Lecturer with Potential for Security of Employment may be for a period of less than two years only under the following circumstances:

(a) An appointment or reappointment with an effective date other than July 1st shall end typically on the second June 30th following the appointment or reappointment.

(b) A promotion or merit increase may become effective on July 1st before the end of a two-year term, but such advancement shall mark the beginning of a new term of appointment.

(c) Consistent with the eight-year limit, a terminal appointment for a Lecturer with Potential for Security of Employment may be for a period of less than two years provided adequate notice has been given, per APM - 285-17-a(4).

(3) Advancement
An appointee holding the title Lecturer with Potential for Security of Employment is eligible for reappointment, merit increase, and promotion based on careful reviews of the appointee’s progress and achievement, primarily in teaching excellence and secondarily in professional and/or scholarly achievement and activity, including creative activity, as well as service.

(4) Notice for Non-Renewal of Appointment

When an appointment as a Lecturer with Potential for Security of Employment is not to be renewed, written notice shall be given by the Chancellor prior to the expiration date in accordance with the schedule below.

(a) With less than one year of service as a Lecturer with Potential for Security of Employment by the end of the current period of appointment: at least a four-month notice.

(b) With at least one complete year of service and not more than two years of service as a Lecturer with Potential for Security of Employment by the end of the current period of appointment: at least a six-month notice.
(c) With more than two years of service as a Lecturer with Potential for Security of Employment by the end of the current period of appointment: at least a twelve-month notice.

(5) Termination Before the End of the Appointment Period

(a) Lecturer with Potential for Security of Employment

Termination of the appointment of a Lecturer with Potential for Security of Employment before the expiration of the appointment shall be only for good cause, after the opportunity for a hearing before the properly constituted advisory committee of the Academic Senate, in accordance with Regents’ Standing Order 103.10 and Senate Bylaws 336 or 337.

(b) Lecturer with Security of Employment and Senior Lecturer with Security of Employment

All appointments and promotions to the ranks of Lecturer with Security of Employment and Senior Lecturer with Security of Employment shall continue until terminated by resignation, retirement, or dismissal. An appointment with security of employment shall not be terminated except for good cause after the opportunity for a hearing before the properly constituted advisory committee.
285-18 **Salary**

The Office of the President publishes a salary scale for this series. The Lecturer with Security of Employment series will include three ranks and the same steps as the professorial series.

The Chancellor, after appropriate review, has authority to approve salaries up to and including the Indexed Compensation Level (ICL).

The Provost and Executive Vice President for Academic Affairs has authority to approve salaries exceeding the ICL threshold. See APM - 220-85-d.

285-19 **Normal Periods of Service**

The normal periods of service at rank and step in this series are shown in the published salary scales and are described below. Although these time periods indicate the usual intervals between advancements, they do not preclude more rapid advancement in the case of exceptional merit or more gradual advancement when warranted and if unrelated to a Lecturer with Potential for Security of Employment’s eight-year limitation. Personnel reviews that are deferred due to stopping the clock...
for reasons as defined in APM - 133-17-g, -h, and -i or a family accommodation as defined in APM - 760 should be treated procedurally in the same manner as personnel reviews conducted at the usual intervals. All evidence produced during the probationary period, including the period of the extension, counts in the evaluation of the candidate’s review file. The file shall be evaluated without prejudice, without regard to the length of service at the Lecturer with Potential for Security of Employment rank, and so stated in the department chair’s letter.

(1) For a Lecturer with Potential for Security of Employment, the total period of University service in the title Lecturer with Potential for Security of Employment or in this and certain other titles (see APM - 133-0) shall not exceed eight years, except as provided in APM - 133-12. The normal period of service at a given step in this rank is two years.

(2) For a Lecturer with Security of Employment, the normal period of service in this rank is six years. The normal period of service at step is two years in each of the first three steps. Service at Steps IV and V is three years in each step.

(3) For a Senior Lecturer with Security of Employment, the normal period of service is three years at step in each of the first four steps. Service at Step V and above may be of indefinite duration. Advancement to Step VI usually will not occur after less than three years of service at Step V. This involves
an overall career review and will be granted on evidence of sustained and continuing excellence in each of the following three categories, with teaching excellence receiving primary weighting above the others: (1) extraordinary effectiveness and excellence in teaching and teaching-related tasks; (2) professional and/or scholarly achievement and activity; and (3) University and public service. Advancement from Step VI to Step VII, from Step VII to Step VIII, and from Step VIII to Step IX, will usually not occur before three years, and will only be granted on evidence of continuing achievement at the level required for advancement to Step VI.

Advancement to an Above-Scale rank involves an overall career review and is reserved only for the most highly accomplished faculty (1) whose work of sustained and continuing excellence has attained national or international recognition and broad acclaim reflective of its significant impact on education within the discipline; (2) whose contributions to University teaching and education outcomes are excellent; and (3) whose service is highly meritorious. Except in rare and compelling cases, advancement will not occur after less than four years at Step IX. Moreover, mere length of service and continued good performance at Step IX are not justification for further merit advancement. There must be demonstration of additional merit and distinction beyond the performance on which
advancement to Step IX was based. A merit advancement for a candidate already serving at above-scale must be justified by continuing evidence of accomplishment commensurate with this level. Continued good service is not an adequate justification. Intervals between such merit advances may be indefinite, and only in the most superior cases where there is strong and compelling evidence will advances at intervals shorter than four years be approved.

285-20 **Conditions of Employment**

a. Lecturer with Potential for Security of Employment, Lecturer with Security of Employment, and Senior Lecturer with Security of Employment are members of the Academic Senate, per Regents’ Standing Order 105.1(a).

b. An appointee to this series may be assigned to teach courses at any level.

c. An appointee with a title in this series is eligible to apply for sabbatical leave (see APM - 740).

285-24 **Authority**

Authority to approve appointments, reappointments, merit increases, and promotions to titles in this series are as follows:
a. Lecturer with Potential for Security of Employment

   The Chancellor, after appropriate review (see APM - 220-82).

b. Lecturer with Security of Employment

   The Chancellor, after appropriate review (see APM - 220-85).

c. Senior Lecturer with Security of Employment

   The Chancellor, after appropriate review (see APM - 220-85).

285-80 Review Procedures

   The Chancellor, in consultation with the Committee on Academic Personnel, may develop local review procedures for the Lecturer with Security of Employment series. Campus procedures for review and advancement shall be modeled on the general pattern of the review process for members of the professorial series (see APM - 220-80 and APM - 210-3).

285-95 Letters of Invitation and Notification

   See APM - 220-95 for model language. The term “security of employment” shall be substituted for the term “tenure.”
210-3 **Instructions to Review Committees That Advise on Actions Concerning the Lecturer with Security of Employment Series**

a. The Bylaws of The Regents provide: “No political test shall ever be considered in the appointment and promotion of any faculty member or employee.” This provision is pertinent to every stage in the process of considering appointments and advancements.

b. The policies and procedures set forth above in APM - 210-1-a, -b, -c, and -e shall govern the committee in the confidential conduct of its review and in the preparation of its report. The committee should refer to APM - 285 for policies on the Lecturer with Security of Employment series.

c. The review committee shall evaluate the candidate with respect to the proposed rank and duties considering the record of the candidate’s performance in (1) Teaching excellence, (2) Professional and/or scholarly achievement and activity, including creative activity, and (3) University and public service.

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1 Faculty appointed in the LSOE series prior to 7/1/19 are eligible to be evaluated under the criteria in effect as of 7/26/02. All other provisions of this policy apply effective 7/1/18.
Superior intellectual attainment, as evidenced primarily in excellent teaching and secondarily in professional and/or scholarly achievement and activity, including achievement and activity in creative work, is an indispensable qualification for appointment or promotion to security of employment. This standard for appointees in the Lecturer with Security of Employment series is necessary for maintaining the quality of the University as an institution dedicated to education. The review committee must further evaluate whether the candidate has a record of excellence in teaching while engaging in a program of professional and/or scholarly or creative activity that is appropriate for this series.

The University of California is committed to excellence and equity in every facet of its mission. Contributions in all areas of faculty achievement that promote equal opportunity and diversity should be given due recognition in the academic personnel process, and they should be evaluated and credited in the same way as other faculty achievements. For faculty in this title series, these contributions to diversity and equal opportunity are most likely to be focused on teaching and learning and can take a variety of forms including efforts to advance equitable access to education, public service that addresses the needs of California’s diverse population, or teaching that is particularly sensitive to diverse populations. Mentoring and advising of students and faculty members, particularly from underrepresented and underserved
populations, should be given due recognition in the teaching or service
categories of the academic personnel process.

d. The candidate is expected to submit for the review file a presentation of his or
her activity in all three areas of teaching excellence, professional and/or
scholarly achievement and activity, and University and public service.
Evidence may be relevant to evaluation of achievement in more than one
category and the review committee will assign the evidence to the appropriate
category. Campus guidelines may include separate requirements, expectations,
or guidelines for various schools or departments. The criteria set forth below
are intended to serve as guides for minimum standards by which to evaluate
the candidate, not to set boundaries to exclude other elements of performance
that may be considered.

(1) **Teaching Excellence**

Clearly demonstrated evidence of excellent teaching is an essential criterion
for appointment, advancement, or promotion. Faculty in the Lecturer with
Security of Employment series are expected to maintain a continuous and
current command of their disciplinary subjects. They should, among other
things, demonstrate the ability to foster an inclusive, stimulating, and
effective learning environment.
When evaluating the effectiveness of a candidate’s teaching, the committee should consider the following objectives for individuals in this series: display evidence of continuous growth and mastery of the subject field; emphasize the connections between the relevant subject and other fields of study; foster an environment that supports student curiosity, independent evaluation of evidence, and capacity to reason; provide guidance, mentoring, and advising to students, teaching assistants, and other staff and faculty with teaching responsibilities; create an academic environment that facilitates active participation and learning by all students with a focus on developing effective strategies to advance learning by students in various underrepresented groups; contribute to the development and adoption of effective evidence-based pedagogical strategies including instructional units, materials, and resources; incorporate and promote significant curricular revisions informed by current pedagogical knowledge; and apply and advocate for effective teaching techniques.

The committee should attend to the variety of demands placed on the Lecturer with Security of Employment series by the types of teaching called for in various disciplines and at various levels and should evaluate the total performance of the candidate with proper reference to assigned teaching responsibilities. The committee should clearly indicate the sources of evidence on which its appraisal of teaching excellence has been based. In preparing its recommendation, the review committee should keep in mind
that the report is an important record of the candidate's teaching and serves as the basis for additional recommendations and the final decision.

It is the responsibility of the department chair to submit meaningful evaluation, accompanied by supporting evidence, of the candidate’s teaching effectiveness.

The following is a broadly defined, non-exclusive list of evidence that may be presented concerning teaching excellence:

(a) Peer review assessments from other faculty members based on knowledge in the candidate’s field; class visitations; attendance at the candidate’s lectures before professional societies or in public; or the performance of students who have studied with the candidate;

(b) Evaluations or comments solicited from students in courses taught since the candidate’s last review;

(c) A term-by-term enumeration of the number and types of courses and tutorials taught since the candidate’s last review including:

   (i) the level of courses and tutorials taught;

   (ii) the enrollments of courses and tutorials taught;
(iii) the percentage of student course evaluations in relation to the total number of students in each course;

(iv) brief explanations for unusual course loads;

(d) Identification of any new courses taught or of previously-taught courses for which the candidate has substantially reorganized the approach or content;

(e) Documentation of the introduction of new substantive developments in the field or of new and effective techniques of instruction, including techniques that meet the needs of students from groups that are underrepresented in the field of instruction;

(f) Documentation of success as a positive role model or effective mentor for students at all levels, including those serving as teaching assistants;

(g) Results from studies conducted to measure changes in student understanding of the subject material from the beginning to the end of the course;

(h) Written testimony from former students on the impact and effectiveness of the candidate’s teaching and mentorship;
(i) Awards or other acknowledgements of excellent teaching;

(j) A self-evaluation of the candidate’s teaching.

Initial appointment to the Lecturer with Potential for Security of Employment title requires clear evidence of the potential for teaching excellence.

Appointment or promotion to the Lecturer with Security of Employment title requires clear documentation of consistent and sustained excellence in effective teaching. Under no circumstances will security of employment be conferred unless there is clear documentation of consistent and sustained excellence in teaching.

Appointment or promotion to the Senior Lecturer with Security of Employment title requires evidence of consistent and sustained excellence in effective teaching and demonstrated distinction in the special competencies appropriate to teaching the particular subject.

(2) Professional and/or Scholarly Achievement and Activity

Clearly demonstrated evidence of professional and/or scholarly achievement and activity, including creative activity, is one of the criteria for appointment
or promotion. Professional and/or scholarly activities may be related to the underlying discipline itself or to pedagogy. Such activities should provide evidence of achievement, leadership, and/or influence on the campus or beyond. Certain administrative activities (e.g., of learning centers and teaching programs) and community outreach activities are also relevant, as would be presentations of seminars or lectures at other institutions or professional societies, or participation in scholarly activities (e.g., summer seminars) designed to enhance scholarly expertise in relevant fields. Other records of participation in intensive programs of study—in order to be a more effective teacher and scholar, with the goal of enhancing one's teaching and scholarly responsibilities—are also relevant evidence of professional and/or scholarly activity.

Creative activities count as relevant professional and/or scholarly activities in appropriate disciplines. In certain fields, such as art, architecture, dance, music, literature, and drama, an accomplished creation should receive consideration as an example of professional and/or scholarly achievement and activity. In evaluating creative activities, an attempt should be made to define the candidate’s merit in the light of such criteria as originality, scope, richness, and depth of creative expression.

The following are broadly defined, non-exclusive examples of evidence that may be presented:

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Clean copy of second systemwide review with 3-19-18 and 4-25-18 edits from Academic Council
(a) Documentation of the development of or contributions to:

(i) original materials designed to improve learning outcomes;

(ii) evidence-based design and evaluation of educational curricula or pedagogy;

(iii) administration and evaluation of a teaching program or a learning center;

(iv) systematic quality improvement programs and evaluation of their implementation;

(v) discipline-specific information systems;

(vi) development and evaluation of community outreach or community-oriented programs.

(b) First, senior, or collaborative authorship of scholarly or professional publications;
(c) Accomplished performance, including conducting and directing;

(d) Accomplished artistic or literary creation;

(e) Accepted invitations to present seminars or lectures at other institutions or before professional societies.

Initial appointment to the Lecturer with Potential for Security of Employment title requires evidence or promise of productive and creative contributions to professional and/or scholarly activity that would support excellent teaching.

Appointment or promotion to the Lecturer with Security of Employment title requires evidence of sustained professional and/or scholarly achievement and activity in support of excellent teaching.

Appointment or promotion to the Senior Lecturer with Security of Employment title requires evidence of consistent and sustained professional and/or scholarly achievement and activity and a profile of excellent teaching that have made the candidate a leader in the professional field and/or in education.
(3) **University and Public Service**

The review committee should evaluate the quantity and quality of service to the department, the campus, the University, and the public (whether to the local community, state, or nation). Service which is directly related to the candidate’s professional expertise and achievement is of special relevance but so too is service in areas beyond those special capacities when the work done is of sufficiently high quality. Examples of service include: service related to the improvement of curricula or standards in elementary and secondary education; service on thesis and dissertation committees or on student-faculty committees and service to student organizations; participation in Academic Senate and campus committees and initiatives; and contributions furthering diversity and equal opportunity within the University through participation in recruitment, retention, and mentoring of scholars and students.

Initial appointment to the Lecturer with Potential for Security of Employment title requires evidence of the likelihood of participation in department activities and the potential for service to the campus.

Appointment or promotion to the Lecturer with Security of Employment title requires evidence of activity on committees within the professional field, department, school, campus, or University; or of service to the public in
areas directly related to the candidate’s professional expertise and achievement.

Appointment or promotion to the Senior Lecturer with Security of Employment title requires active participation on committees within the professional field, department, school, campus, or University; or of service to the public or profession in areas directly related to the candidate’s professional expertise and achievement.
February 20, 2018

Shane White  
Chair, Academic Council


Dear Shane,

The Executive Board of the UCLA Academic Senate discussed the second Systemwide Review of the proposed revisions to APM Sections: 285, 210-3, 133, 740, 135 and 235 at its meeting on February 8, 2018, as well as at the Council of Faculty Chairs meeting on January 22, 2018. The Executive Board solicited comments from standing committees of the Senate, as well as the Faculty Executive Committees, to maximize faculty feedback. The individual responses from the various committees follow this summary.

Without reservation, the Executive Board members strongly opposed the proposed revisions to APM Sections 285, 210-3, 133, 740, 135 and 235 related to the Lecturer with Security of Employment faculty series. Below are the major concerns.

The Working Title Professor of Teaching

The current proposal establishes a Security of Employment (SOE) series rather than a Teaching Professor series as in the previous proposal. Assistant, Associate, and Professor of Teaching can now be used as working titles. However, many faculty continue to oppose the use of the title “Professor” when the primary function of the title-holder is teaching, with little expectation for research. Many were concerned that the new series and working title options could erode the professorial series by implying that ladder faculty do not or are unwilling to do their fair share of teaching.

Creation of an Unhealthy Two-tier or Three-tier System

Because SOE faculty will by design have greater teaching loads than faculty in the professorial series, it is almost inevitable that a two-tier system will emerge in units and departments. It is difficult to anticipate how visible this two-tier system will be since there are no predetermined limits on the number of SOE faculty (this is something that is negotiated locally with the Chancellor and Academic Senate, by unit or department). We were especially concerned about the perceived fluidity between the series in that professorial faculty at the associate or full professor levels could be asked by the Chancellor, with their consent, to change to the SOE series. We were concerned that this fluidity could be used as a mechanism to “demote” nonproductive professorial faculty rather than strategically working with them to promote continued advancement within the series in which they were hired. We continue to worry that women and members of underrepresented groups would be disproportionately recruited into the less prestigious SOE series (with its lure of a professor title) when, in fact, they had the qualifications for the professorial series. In addition, growing numbers of SOE faculty could undermine Unit 18 lecturers and the unions that represent them, which could contribute to a 3-tier system of professorial faculty, SOE professors of teaching, and Unit 18 lecturer in many units and departments.

Evaluation of SOE Faculty

SOE faculty will be members of the Academic Senate and will be advanced on the same rank and steps within rank schedule as professorial faculty. This process continued to raise questions about how faculty in this new series will be evaluated. Innovation in teaching is no longer required, which all of us found perplexing, especially for more senior SOE faculty. One of the three criteria for advancement is “professional and/or scholarly achievement and activity, including creative activity.” Examples of these activities included in the revised APM 210
suggested that advancement would require a great deal of activity in addition to classroom teaching, meaning SOE faculty may have to do less of the very activity that was the justification for the series. We viewed this ambiguity about criteria for advancement as especially problematic since SOE faculty are also eligible for accelerations and sabbaticals.

Allocation of Limited Resources

With no clear cap on the number of SOE faculty the campus or each unit may employ, there were worries that deans may be tempted to use this series as a way to save money in this era of undergraduate enrollment growth without additional resources. We were concerned that cost savings would further undermine our academic mission in which research and teaching are integrally aligned with one another. The ratio of non-ladder to ladder faculty has increased dramatically in recent years, especially in the teaching of undergraduate courses. Unchecked use of this new series could further exacerbate the decline in the number of faculty in the professorial series.

A few campuses apparently are already using this series on a limited basis. It might be worthwhile to gather data from these campuses on how the series is working before we vote again on whether it should be made permanent.

As always, the Executive Board appreciates the opportunity to opine. Please feel free to contact me should you have any questions.

Sincerely,

Sandra Graham
Chair, UCLA Academic Senate

cc:   Hilary Baxter, Executive Director, Systemwide Academic Senate
      Susan Cochran, Immediate Past Chair, UCLA Academic Senate
      Joseph Bristow, Vice Chair/Chair-Elect, UCLA Academic Senate
      Michael LaBriola, Principal Policy Analyst, Systemwide Academic Senate
      Linda Mohr, Chief Administrative Officer, UCLA Academic Senate