



UW-Green Bay Institutional Guidance for Lecturers and Teaching Professors

The University of Wisconsin-Green Bay shall prioritize tenure-track appointments to replace existing tenure lines and new faculty hires to the maximum amount feasible. Though the University of Wisconsin-Green Bay recognizes the importance of investing in as many tenure track faculty lines as possible, the necessity to ensure that curriculum is met in a shifting higher education landscape means that our institution sometimes needs to employ Instructional Academic Staff who are not eligible for tenure. Under revised titling structures as part of the Title & Total Compensation Project (T&TC), these employees shall be titled lecturers or teaching professors as defined below. For the good of our students and for the purposes of meaningful shared governance, our institution must treat instructional academic staff as the professionals they are by maximizing their academic freedom, professional development, promotion, job security, and regular compensation increases.

Lecturer:

A lecturer is defined as any instructor who teaches courses for credit at UW-Green Bay and does not have a fixed renewable contract, as defined in the [employee handbook](#).

UW-Green Bay recognizes that from time to time, opportunities will arise for members of the community with special expertise to teach courses on an ad hoc basis (generally less than fourteen credits a year). A Dean of a College shall appoint this employee and have the discretion to determine the appropriate compensation in accordance with the [Compensation Guidelines and Payroll Procedures Adjunct Instructors & Associate Lecturers](#). Semester-long fixed-term terminal lecturer appointments are for the term of the course only and provide no guarantee of future appointment.

The title of Lecturer shall also be used to represent a fixed-term terminal one-year appointment which consists of 14 or more credits over a single academic year. This appointment is terminal at the completion of the year. Lecturers may agree to a new one-year temporary appointment at the end of that year if offered by the Dean (and approved by [Position and Compensation Review Committee](#) (PRC)).

At the end of the second appointment period, the Dean, with consultation from the appropriate unit chair, is expected to assess the long-term need for that unit. Should a continued need exist, the Dean may request funding and FTE allocation for an ongoing Assistant Teaching Professor or a tenure-track faculty line through the Provost Office and PRC. If available funding and allocation of positions warrant the ability to search for a fixed-term renewable AS or tenure track position, the lecturer may apply through competitive recruitment for



an ongoing position. No waivers will be approved to appoint a person in a yearly position to the rank of Assistant Teaching Professor.

The PRC should make the maximum feasible effort to invest in either a faculty line or a fixed renewable contract instead of furthering the exploitative practice of continuing to employ lecturers on multiple consecutive fixed-term terminal one-year appointments.

Assistant Teaching Professor:

The title of Assistant Teaching Professor shall be used to represent a fixed renewable Instructional Academic Staff appointment which consists of 14 or more credits over a single academic year. An Assistant Teaching Professor is not obligated to seek a promotion to Associate Teaching Professor. It is not an “out or up” position.

Job responsibilities, as outlined in the UW System [standard job description](#) for this title, include:

- Develops and designs curriculum and instructional material relevant to a course of instruction • Advises students on academic and career direction within a specific field of study
- Facilitates classroom, online and/or laboratory instruction, including assessment of student performance
- Supervises student employees involved in development or delivery of instruction
- Collaborates with department faculty and staff to develop teaching strategies relevant to the discipline
- Contributes to the development of teaching and learning scholarly work including publications and presentations
- Contributes to the strategic development of curriculum and academic content through various mediums to ensure the integrity of the educational mission of the work unit

Associate Teaching Professor:

At any time, an Assistant Teaching Professors can seek to be promoted to Associate Teaching Professor. An Associate Teaching Professor is a title used as a promotion to designate excellent teaching and contribution to an academic unit’s curriculum at UWGB, as well as the likely potential for continued excellent teaching and curricular contribution.

Specific criteria needed to move into this title will be aligned with the [standard job description](#) for this title, and determined by and tracked within the Academic Unit (complexity of work, teaching evaluation, integration into the curriculum of the discipline). Promotion will occur following the recommendation of the academic



unit, the Personnel Committee, the Dean, and all other appropriate institutional approvals as outlined in the [Title Review Policy](#), using the following criteria:

- An impressive, sustained record of excellent teaching, as evidenced by student and peer evaluation, or other marks of achievement.
- Demonstrated instructional contributions to the department and college, and/or campus, and/or broader discipline.
- Demonstrated experience – beyond that of assistant teaching professor – in supporting student success
- Excellence in collaboration with faculty and staff in the development of teaching strategies, including participation in department, unit, or campus-level faculty/staff instructional development activities/programs
- Demonstrated experience in creating courses and contribute to the overall curricular mission of the unit
- Demonstrated record of consuming, implementing and/or producing creative activity or scholarship in teaching and learning

Teaching Professor:

At any time after reaching the rank of Associate Teaching Professor, the ATP can seek promotion to Teaching Professor. This title recognizes meritorious service, departmental contribution or other factors which calls for recognition of the work of the employee and the potential for future exemplary work.

Specific criteria needed to move into this title will be aligned with the [standard job description](#) for this title, and will be determined by and tracked within the Academic Unit (complexity of work, teaching evaluation, integration into the curriculum of the discipline). Promotion will occur following the recommendation of the academic unit, the Personnel Committee, and the Dean, and institutional approvals as outlined in the [Title Review Policy](#), using the following criteria:

- An impressive and sustained record of outstanding teaching, as evidenced by student and peer evaluation; departmental, school/college, and national/international recognition through awards and other marks of achievement such as producing scholarship/creative activity in teaching and learning
- Demonstrated instructional contributions to the department, college, campus, and/or broader discipline
- Demonstrated and recognized outstanding achievement in supporting student success



- Leadership in collaboration with faculty and staff in the development of teaching strategies, including designing, organizing, and/or leading department, unit, or campus-level faculty/staff instructional development programs
- Leadership in the creation of courses and in contributions to the overall curricular mission of the unit
- Representation of the unit on college or campus committees in support of the university's instructional mission

General Guidance

For any teaching professor, the following shall apply:

- A full-time workload shall consist of 27 credits per academic year.
- Teaching professors at any rank shall automatically have faculty status in their department.
- Teaching professors at any rank are considered fixed-term, renewable academic staff. Therefore, the UW-Green Bay Academic Staff job security provisions, contract schedule, and non-renewal notice rights as outlined in the [Employee Handbook - Academic and University Staff](#) apply to these appointments.
- Teaching professors at any rank shall be entitled to access to professional development funds through their academic unit.
- Upon recommendation from the unit's Executive Committee and subject to the approval by the Dean of the College, a teaching professor with an on-going appointment shall be eligible for a three-credit service reassignment for exceptional service to their unit, the University, and/or the community. If the Dean declines to offer the three-credit reassignment, the Executive Committee of the department can appeal this decision to the Provost for the final decision.
- Compensation increases based upon promotion between Teaching Professor ranks will be determined in accordance with the UW-Green Bay [Title Review Policy](#) and [Compensation and Pay Plan Policy](#).
- Processes to appeal decisions related to promotion through Teaching Professor ranks are outlined in the UW-Green Bay [Title Review Policy](#).
- Lecturers on fixed-term renewable contracts hired before the Total Title and Compensation project made the Teaching Professor title available will be mapped into the Teaching Professor series based on a process defined by Human Resources. HR shall seek input on this decision from unit chairs and the college dean. Employees in this category can appeal this decision consistent with the appeal process outlined within the [Title Review Policy](#).
- Though the [UW-Green Bay Compensation and Pay Plan Policy](#) prevents pay plan compensation increases for fixed-term terminal, temporary lecturers, administration shall make the maximum



feasible effort to consider them for merit-based salary increases when the state legislature approves pay plan increases for state employees.

- As trained professionals who are experts in their field of study, all lecturers and teaching professors are entitled to the full expectation of academic freedom, as defined by the American Association of University Professors, in their classrooms, in their research, and both in their intramural and extramural speech. At no time should the academic speech of any lecturer or teaching professor factor into the decision not to renew contracts or to any kind of disciplinary action.
- Consistent with AAUP standards for the professional development of non-tenure track faculty, any lecturer or teaching professor who teaches at least six credits in a semester shall receive an annual formative review by the Executive Committee of the unit with which the lecturer or teaching professor is associated. The Executive Committee can designate the Chair to perform this review. The review shall include a professional activities report, teaching observation, and review of student evaluations.

Approved by Faculty Senate on 4/7/2021