

Central Washington University Policies for Approval of Lecturer

A. Definition:

A lecturer is anyone who qualifies under section 8.2.2 of Central Washington University/ United Faculty of Central/UFC Final Agreement.

B. Lecturer Status:

Lecturer status allows the applicant to teach CWU credit classes for Continuing Education and the Extended Degree Centers. Teaching assignments are based on departmental need. Lecturer files are reviewed by the appropriate Chair and Academic Dean before issuance of contracts for teaching assignments.

1. Application Process

To qualify for lecturer status the applicant must:

- a. Have at minimum a Masters Degree from an accredited institution or equivalent credentials. To teach graduate level courses, a Ph.D. or equivalent is required.
- b. Submit the CWU Lecturer Application, including three letters of recommendation or up to date placement file and Resume or Vita.
- c. Submit an official sealed transcript sent directly to Continuing Education from the institution granting the applicant's highest degree.
- d. Submit a cover letter stating the applicant's interest in teaching for CWU and his/her qualifications pertinent to the requested assignment.

2. Approval Process

The application file will be initiated through the CWU Continuing Education Office and will then be routed to the appropriate department chair and deans for approval.

After the approval process has been completed, the original file will be returned to the Continuing Education office where it will be housed. Copies of all student evaluations are kept in the lecturer's file. Lecturer files will remain active for three (3) years. If no classes are taught within the three year period, the file becomes inactive. After a total of six years of inactivity, the lecturer must reapply for approval.

3. Course Approval

- a. Continuing Education: approval to teach for CWU is made for each course request using the Course Schedule Form with approval granted by department chair, school dean and dean of Continuing Education.
- b. Extended Degree Centers: Approval to teach is made using the Program Director's form which is sent directly to the appropriate dean.
- c. Student Evaluation will be required for all classes taught by lecturers. (These evaluations are circulated to the lecturer faculty member, the appropriate department chair, the appropriate academic dean and the dean of Continuing Education.)
- d. If the performance of a lecturer is unsatisfactory, the department may request, in writing to the appropriate dean, that lecturer status be revoked.

4. Graduate Level Courses

Lecturers are not eligible to become members of the Graduate Faculty, but may teach 500-level courses if they meet the following criteria:

- a. Holds the highest degree normally expected and one year of professional experience at a college level in his/her field of expertise, or has at least five (5) years professional experience of activities which specifically qualify the candidate to direct creative work in the college environment. If the applicant does not hold a terminal degree, written justification from the department chair as to why this applicant should teach the course must accompany the application.
- b. Has approval of the department chair, school dean and the dean of Continuing Education.