



Lecturer, Instructor & Senior Instructor Appointment & Reappointments*

Domain/Division:	Faculty / Appointment	Index	60-02.02
Responsible Unit(s)¹:	Office of Academic Affairs	Page:	1 of 3
		Attachments:	0

Authorization Date: 7/1/1987

If checked, policy requires Faculty Council Approval. Most recent approval date: _____

Review History: Includes Effective Date, Review and Revision History:

- 07/1/1987: Effective date
- 06/11/2008: Revised by Office of Academic Affairs
- 06/11/2008: Sent to Director of AGIP, Director of APN, and Associate Deans for initial feedback
- 09/03/2008: Sent to SON faculty and staff for comment. Comments received and sent out for comment
- 09/22/2008: Sent to S ON faculty and staff for comments related to initial feedback.
- 10/07/2008: Changes effective

POLICY STATEMENT:

Program Directors or Associate Deans will recommend rank to the Dean for faculty appointed or reappointment to the rank of lecturer, instructor, or senior instructor. Appointments must take into account the Oregon State Board of Nursing (OSBN) teaching faculty requirements and the Commission on Collegiate Nursing Education (CCNE) Standard II-D faculty definitions (refer to definition section of this policy). People hired to the rank of Lecturer, Instructor, or Senior Instructor are paid faculty members. If Program Directors or Associate Deans want to offer unpaid affiliate appointments, refer to School of Nursing Affiliate & Joint Faculty Appointment policy (10-09.06).

Rank will be determined based on the following criteria.

LECTURER: Special faculty appointment for persons with limited formal academic preparation, but outstanding professional accomplishment (definition per OHSU 03-10-020) and whose faculty activities are supportive and consistent with the mission(s) of the school or university. Per CCNE Standard II-D, the program provides a rationale for the use of any faculty who do not have a graduate degree.

- Bachelor degree in field appropriate to position and responsibilities

¹ The Chair of the Faculty Committee/Council or Official Administrative Unit responsible for oversight

*Formerly titled Appointment to Instructor, Senior Instructor and Assistant Professor Ranks

INSTRUCTOR: Entry level instructor who meets minimum qualifications (educational background and/or professional experiences) to serve in this capacity (definition per OHSU 03-10-020) and whose faculty activities are supportive and consistent with the mission(s) of the school or university.

- Master degree and
- Three (3) years of related experience.
- Recommended: Teaching experience or graduate credit in teaching

SENIOR INSTRUCTOR: Faculty member with special skills or experience needed in an instructional program but who would not normally meet the criteria to be promoted to higher faculty ranks (definition per OHSU 03-10-020) and whose faculty activities are supportive and consistent with the mission(s) of the school or university.

- Master degree; and
- Five (5) years of related experience
- Recommended: A minimum of five (5) years of teaching or related practice and/or high level administrative experience that involves leadership.

ALL OTHER RANKS:

Assistant Professor rank can be appointed without Appointment, Promotion, & Tenure Committee approval, but earned doctorate is required. Refer to School of nursing Faculty Appointment, Reappointment, Promotion, & Tenure (60-01.10) for all other ranks.

DEFINITIONS, RELATED REFERENCES, & NOTES (if applicable):

For information related to appointment and reappointments related to Assistant Professor see SON policy Faculty Appointment, Reappointment, Promotion, & Tenure (60-01.10)

OHSU Academic and Research Institute Faculty Appointment (03-10-020)

OHSU Faculty Employment Contracts/Appointments (03-10-025)

School of Nursing Affiliate & Joint Faculty Appointment (10-09.06).and Request Form (10-09.06a)

**Standards for Accreditation of Baccalaureate & Graduate Degree Nursing Programs (04/ 2008)
CCNE Standard II-D Faculty Key Elements Definition:**

Faculty are academically prepared for the areas in which they teach. Academic preparation of faculty includes degree specialization, specialty coursework, or other preparation sufficient to address the major concepts included in courses they teach. Faculty teaching in the nursing program have a graduate degree. The program provides a rationale for the use of any faculty who do not have a graduate degree.

Faculty who are nurses hold current RN licensure. Faculty teaching in clinical/practicum courses are experienced in the clinical area of the course and maintain clinical expertise. Clinical expertise may be maintained through clinical practice or other avenues. Faculty teaching in advanced practice clinical courses meet certification and practice requirements as specified by the relevant regulatory and specialty bodies. Advanced practice nursing tracks have lead faculty who are nationally certified in that specialty.

IMPLEMENTING PROCEDURES:	
Responsible Party:	Action:
APPOINTMENT	
Program Director or Associate Dean	<ol style="list-style-type: none"> 1. Obtains current salary averages and ranges for position level. 2. Consults with the Dean prior to offering faculty employment, providing written information on the proposed rank, salary, FTE, start date (and end date for fixed term faculty), and source of funds 3. Consults with SON Office of Administration/Human Resources regarding proposed hire
Dean	Approves or disapproves proposed faculty hiring. If disapproved, the Dean will provide the reasons for disapproval back to the Program Director or Associate Dean.
Program Director or Associate Dean	<ol style="list-style-type: none"> 1. If proposed hire is approved by the Dean, extends the Letter of Offer to prospective faculty member. 2. Consults with SON Office of Administration-Human Resources regarding required new hire processing and office needs.
REAPPOINTMENT	
Program Director or Associate Dean	Reappointments to rank occur annually or as appropriate given conditions of the initial Letter of Offer
PROMOTION	
	<p>At the point in which a faculty member believes that s/he has met the criteria for promotion (as described in the policy); the faculty will request promotion to the next rank. The request is in the form of a memo to the appropriate Program Director(s) or campus Associate Deans/Director. Requests for promotion must include a current faculty curriculum vita and an explanation of how the faculty has met the criteria. Additional supporting materials may be requested.</p> <p>If the Director or Associate Dean supports the faculty promotion request, s/he will send a memo to the Dean requesting the rank promotion and include the rationale for the promotion request. The request to the Dean will include the original documentation submitted by the faculty member.</p> <p>The Dean approves or disapproves proposed faculty promotion requests. If disapproved, the Dean will provide the reasons for disapproval back to the Program Director or Associate Dean. The Dean, Program Director/Associate Dean, and SON Administration/Human Resources will determine salary changes linked with promotion.</p>

**Committee/Council Chair or Official Administrative Approval
required for new policies** Original Signed Copies Stored in Office of Academic Affairs

Signature **Date**

Printed Name
Judith Baggs, PhD, RN

DEANS APPROVAL (required for new policies). Original Signed Copies Stored in Office of Academic Affairs

Signature **Date**

Michael R. Bleich, PhD, RN