

COLLEGE OF EDUCATION GUIDELINE

Title: Lecturer Hiring

Number: 03-2-01

Functional Area: Human Resources

Effective:	April 1, 2025
Supersedes:	All previous
Approved by:	Interim Dean Joe Wehrman
Date Approved:	March 19, 2025
Responsible Office:	Dean's Office
Primary Contact:	Human Resources Liaison
Applies to:	College of Education

A. INTRODUCTION

This guideline is designed to establish clear expectations for the hiring of lecturers in the College of Education (COE).

B. STATEMENT

Lecturers in COE must possess the appropriate qualifications, expertise, and professional experience to effectively contribute to the academic mission of the college and provide high-quality instruction to students.

1. Eligibility Criteria

- a. A master's degree or higher in the relevant field of study from an accredited institution is required. Individuals with a bachelor's degree and extensive experience in the relevant field of study may be considered provided the experience aligns with HLC requirements.
- b. For specialized courses, a doctoral degree or equivalent may be preferred.
- c. Specific qualifications may vary depending on the discipline and nature of the course (e.g., courses in special education, counseling, etc.).

2. Application, Selection, and Hiring Process

- a. Individuals interested in being a lecturer in COE must apply to the Lecturer Pool for the corresponding department or program for the course(s) they wish to teach.
- b. When a need arises for a lecturer, the Department Chair, Associate Department Chair, and/or Faculty Director will review applications in the pool to assess applicants' qualifications for a specific course and select a candidate.
- c. The Associate Chair will notify the successful candidate(s) that they have been selected.
- d. The COE Human Resources Liaison will initiate a Letter of Offer and manage the hiring and onboarding process. Academic Support Professionals may assist with this process.

3. Responsibilities of Lecturers

- a. Lecturers are responsible for delivering high-quality instruction in accordance with the course syllabus, program outcomes, and academic standards of COE. They must ensure that course materials and assignments are clearly articulated and aligned with learning objectives.
- b. Lecturers are expected to provide timely feedback to students.
- c. A Lecturer Orientation will be facilitated by the COE Associate Department Chairs at the beginning of each academic year. New lecturers are required to attend this orientation. Returning lecturers are encouraged to attend orientation meetings on a regular basis.
- d. Participation in COE events, such as partnership breakfasts and program meetings, is encouraged, though not required.

- e. Lecturers must adhere to the policies and procedures outlined by COE and UCCS. They must maintain confidentiality regarding student information, grades, and academic records.
- 4. Compensation
 - a. Compensation is based on a per-course or per-credit rate, which will be determined according to the COE compensation structure (see COE Guideline 05-2-01).
 - b. Payment rates will be provided in the Letter of Offer and are subject to the COE wage scale for lecturers.
- 5. Termination and Reappointment
 - a. Lecturers are appointed on a semester-to-semester basis.
 - b. COE reserves the right to not reappoint lecturers depending on the needs of the department, course enrollments, or other institutional factors.
 - c. Lecturers will undergo periodic performance reviews based on student evaluations and/or peer reviews.

Notes

- 1. History:
Initial guideline approval March 19, 2025 by Interim Dean Joe Wehrman
- 2. Cross References/Appendices:
[College of Education Guideline 05-2-01 Lecturer and Overload Pay](#)