

**GUIDELINES FOR LECTURER APPOINTMENTS – Title Code (0200)
Full Time Academic Workload for Teaching Faculty
With No Research or Service Duties**

SUMMARY

WSU employs faculty whose primary duty is to teach undergraduate and/or graduate courses and who do not perform any research, scholarship, creative activity and/or service duties. These faculty employees are appointed to the Lecturer, title code 0200. Washington Administrative Code (WAC) 182-12-114(3)(a) and Public Employees Benefit Board (PEBB) Policy #17-1 requires that each higher education institution define Full-Time Academic Workload (FTAW) and communicate it in an accessible manner to the applicable faculty employees.

This guideline does not apply to:

- Tenured and tenure-track faculty;
- Other faculty who are required to perform research, scholarship, creative activity, and/or service duties in addition to teaching; and/or
- Faculty who teach in a clinical environment (for example, a hospital, clinic, or pharmacy setting).

Faculty employees with the above responsibilities should be appointed to a title name/code other than Lecturer/(0200).

FULL TIME ACADEMIC WORKLOAD DEFINED

Washington State University regards fifteen (15) credit hours per semester as a full-time academic workload (FTAW) for non-tenured and non-tenure track faculty whose sole responsibility is teaching in a non-clinical environment, and who are not assigned any duties related to research, scholarship, creative activity, and/or service. Non-tenured, non-tenure track faculty, are appointed under Section V of the *WSU Faculty Manual*. Any exceptions to this definition of FTAW must be approved by the Appointing Authority and the Provost's Office.

Credit Load and Equivalent Full Time Equivalent (FTE): FTE for faculty who meet above criteria.

15 credit hours	=	1.0 FTE
6 credit hours (6/15)	=	0.40 FTE
3 credit hours (3/15)	=	0.20 FTE

Appointments at 50% FTE or above should be made following normal Personnel Position Payroll Electronic Routing Management System (PERMS) procedures. The FTE will be the appointment percent reflected on the PERMS action.

For FTE that **are less than** 50%, these appointments are to be processed through Faculty Timecard as identified below. Exception: Faculty who are current WSU Retirement Plan (WSURP) participants may be eligible to continue in the WSURP if their position is reduced to less than 50%. In these cases, it is recommended the less than 50% appointment continue to be processed through PERMS instead of a Faculty Timecard. Contact HRS if the faculty employee previously held a 50% or greater appointment to ensure they are processed correctly.

PROCESSING FACULTY TIMECARD APPOINTMENTS FOR LECTURERS

“The title/title code Lecturer (0200) is an entry level faculty position and is used for faculty hired as assistant professors who arrive without having completed their terminal degree. Such faculty are expected to complete the terminal degree during the first year of appointment or be given a terminal appointment for the second year. The title Lecturer also may be used for temporary appointments to address a particular teaching need, usually for one semester and at less than 100%.” (Faculty Manual, Section V.C.2.).

CRITERIA FOR FACULTY TIMECARD – LECTURER APPOINTMENT

- Appointment meets Lecturer title definition;
- Responsibility is teaching undergraduate and/or graduate courses in a non-clinical environment;
- Appointment does not include any research, scholarship, creative activity, or service duties;
- Appointment must be less than 50% full-time equivalency; and
- Appointment must be temporary, typically on a semester basis.

Contact HRS immediately if the Faculty Timecard position does not meet the above criteria.

A Daily Activity Report (DAR) is not required for Lecturer appointments.

APPOINTMENT LETTER

An HRS approved offer letter, with required enclosures, must be given to the employee and signed copies forwarded to HRS. The letter must include the HRS approved PEBB endnote. This letter must indicate the calculated percent of FTAW (FTE) and relevant time period for the appointment. A template letter may be found at: <http://hrs.wsu.edu/FRTK%20NewHire>. This letter cannot be modified without first being reviewed and approved by HRS.

ENTERING TEMPORARY EMPLOYMENT SYSTEM (TEMPS) PIECE RATE APPOINTMENT

NOTE: Lecturers are exempt from the overtime provisions of the Fair Labor Standards Act and are paid on a salary basis alone.

Enter Lecturer appointment in TEMPS as a piece rate appointment using the following calculation:

Total Compensation	= Total compensation to be paid for the period
Number of Pieces	= Number of months during period
Piece Rate	= Compensation per piece (Total Compensation/number of pieces)
FTE	= Credits taught/15 credits
Hours per Piece	= 174 x FTE
Piece Unit	= credit hours (list course(s))

Duties and Justification for Compensation = Description of course(s).

To ensure the accurate FTE is generated on these appointments within TEMPS, **it is essential that the above calculation be utilized.** Additionally, the option to enter a number in the hourly rate of pay field should not be used for Lecturer appointments.

EXAMPLE:

A Lecturer is hired to teach one course for the fall semester for \$3000 per course. Enter the information into TEMPS as follows:

Total Compensation	= \$3000
Number of Pieces	= 4.5 months
Piece Rate	= \$666.67 (\$3000/4.5)
FTE	= 3/15 = .20
Hours per Piece	= 34.80 hours (174 x .20)
Piece Unit	= 3 credits Geol 101

Duties and Justification for Compensation = Lecturer for Geology 101, 2010 Fall Semester.

RESOURCES

- BPPM
Refer to [BPPM 60.42 - Faculty Timecard](#) for information regarding Faculty Timecard appointments.
- [Faculty Manual](#)
(Faculty Manual, Section V(C) (2))
- FTAW Calculation Spreadsheet

For additional information, visit the Managers section on the Human Resources Website at www.hrs.wsu.edu or call HRS at (509) 335-4521.