



WEINBERG COLLEGE OF ARTS &amp; SCIENCES

### Tips for proposing a short-term faculty appointment in Weinberg College

#### *Non-Tenured Ranks/Titles:*

- **Lecturer (not a member of the CLF)** indicates a full-time appointment with an annual six-course teaching load or the equivalent (nine language sections). This is not regarded as a continuing position and appointees are not members of the Continuing Lecturer faculty.
- **Adjunct Lecturer** teaches less than full-time (between one and eight language sections). They typically hold full-time positions outside of NU. In some cases, full-time staff members who are being paid to teach in WCAS can be appointed to this rank.
- **Adjunct Professor (all ranks)** teaches one or two courses (between one and four language sections). They typically hold full-time professional appointments outside of NU. In some cases, faculty hold full-time tenure track position within another school/college at NU can be appointed into this rank.
- **Visiting Professor (all ranks) and Visiting Lecturer (or Visiting Instructor)** typically designate faculty who have professional appointments at another academic institution and are visiting NU for a definite period of time. Appointments may range in duration from one to 24 months. Appointments longer than 24 months **MUST** be approved by the Dean's Office and the Provost's Office. Appointees to any of the Visiting Professor ranks must have completed their Ph.D., MD or equivalent terminal degree in their discipline prior to the start of their appointment in WCAS.
- **Professor Emeritus-In-Service** is reserved for faculty members who already hold Professor Emeritus appointments, and who will be compensated by NU/WCAS to teach a course during the academic year.
- **Clinical Professor (all ranks) and Clinical Lecturer** are typically practicing professionals brought in to help bring professional experience and perspective to clinical curriculum. In Weinberg, these appointments are generally housed in the Department of Psychology.

**Suggested Salary Range:** Preferred salary range for candidate. **NOTE:** Lecture courses with a high enrollment will likely be paid at a higher rate than a seminar course. Courses that are taught more than once in an academic year will typically be paid at a lower rate for subsequent iterations. Letters of appointment and specific salary amounts **MUST** be approved and initiated by the Weinberg Dean's Office, therefore no written offer of employment or quote of a specific salary may be extended to a candidate by department or program representative(s). Candidates should be informed that all salaries and appointment terms are provisional until stated in writing by Mónica Russel y Rodríguez, Associate Dean for Lecturer Faculty.

**Expected Source of Funding:** Typically these are monies from one or more of the following sources; University or College administration, other NU schools/college, department/program carry-forward accounts, and department/program or college endowment and/or gift funds.

**Course Format:** For example; seminar, laboratory, lecture, or lecture with TAs and discussion sections.

**Enrollment:** Estimate based on past enrollments for this or a similar course.

**Additional duties:** For example, supervising GA's, conducting review sessions, overseeing laboratory work, department administrative duties. If additional duties are performed apart from any particular class assignment, please specify on the proposal form.

**Overload Courses:** An overload course is any course(s) which are considered to be "over" the standard annual teaching load set by the Dean's Office for tenure-line and Continuing Lecturer faculty members in a given department or program. Requests for overload course(s) and stipend(s) must be approved by Mónica Russel y Rodríguez, Associate Dean for Lecturer Faculty before payment(s) will be rendered.

**NU Graduate Students:** Students who will be in their 3<sup>rd</sup> through 7<sup>th</sup> year of graduate study during the time of the proposed appointment should request Graduate Assistantship approval from Craig Bina, Associate Dean for Graduate Programs and Research. Graduate students who are in years 8 and above of graduate study can be recommended to teach seminar courses as adjunct lecturers.

**Graduate Students and Teaching:** typically graduate students are limited to teaching seminar courses. Graduate students should **NOT** be recommended to teach lecture courses.

**Visa Status:** If a candidate is not a U.S. citizen, the recommending department **MUST** check his or her status with the University's International Office to be sure s/he will be eligible to teach at the time the course is scheduled. Determining a candidate's eligibility to work may take considerably more than a week, so plan accordingly. The Dean's Office processes visas for the following ranks of teaching faculty in the **Humanities and Social Sciences**; All tenure and tenure-line faculty, Continuing Lecturer Faculty, Visiting Lecturers and Mellon Postdocs appointed by the Dean's Office, and short-term non-tenured faculty (ie; Adjunct Lecturers, Instructors) who are being paid to teach that are not being handled by IPR or BCICS.

\*If you are in a Humanities or Social Sciences department/program please contact Ben Polancich if you have questions about visa processing. Phone: (847) 491-7497 Fax: (847) 467-1553  
Email: [b-polancich@northwestern.edu](mailto:b-polancich@northwestern.edu)

Please contact Mónica Russel y Rodríguez and/or Erin Denney at [lecturassocdean@northwestern.edu](mailto:lecturassocdean@northwestern.edu), if you have additional questions.