

**From:** UGA Administrative Memos <[adminmem@UGA.EDU](mailto:adminmem@UGA.EDU)>  
**Date:** Tuesday, November 16, 2021 at 9:30 AM  
**To:** "[ADMNDIRECTORS-L@LISTSERV.UGA.EDU](mailto:ADMNDIRECTORS-L@LISTSERV.UGA.EDU)" <[ADMNDIRECTORS-L@LISTSERV.UGA.EDU](mailto:ADMNDIRECTORS-L@LISTSERV.UGA.EDU)>  
**Subject:** Lecturer Guidelines Implementation

**TO:** Vice Presidents, Deans, Department Heads, and Directors

**FROM:** S. Jack Hu, Senior Vice President for Academic Affairs and Provost  
Elizabeth Weeks, Associate Provost for Faculty Affairs

**RE:** Lecturer Guidelines Implementation

On October 21, 2021, President Morehead approved revisions to the [Guidelines for Appointment and Promotion of Lecturers](#), after approval by University Council on September 29, 2021. This memorandum highlights key changes and implementation steps for the revised Guidelines.

1. The revised Guidelines include a third promotion rank, Principal Lecturer, and further specify the criteria and procedures for appointment and promotion of faculty in the Lecturer ranks. The updated Guidelines are posted on the Office of the Senior Vice President for Academic Affairs and Provost [Policies webpage](#) and Office of Faculty Affairs [Promotion and Tenure webpage](#).
2. The revised Guidelines are effective October 21, 2021, for the 2022-2023 promotion cycle. The Guidelines require Preliminary Consideration for Lecturers and Senior Lecturers applying for promotion, meaning that those processes should occur Spring Semester 2022 for faculty seeking promotion during Fall Semester 2022.
3. The time in rank requirement for promotion from Lecturer to Senior Lecturer remains six years. The time in rank requirement for promotion from Senior Lecturer to Principal Lecturer also is six years. Any current Senior Lecturers who satisfy the time in rank requirement and other criteria for promotion are eligible to apply for promotion to Principal Lecturer.
4. Promotional salary adjustments for Lecturer promotions are centrally funded. Historically, the salary increase for promotion from Lecturer to Senior Lecturer has been \$4,000. Subject to budgetary approval, the salary increase for promotion from Senior Lecturer to Principal Lecturer is proposed as \$5,000.
5. The revised Lecturer Guidelines require third-year review for Lecturers. Lecturers currently in their third year of appointment should receive third-year review in Spring Semester 2022. Lecturers who have been in rank longer than three years do not need to complete retroactive third-year review. A notation may be included in their dossiers at

the time of application for promotion regarding the timing of the revised Guidelines as the reason for omission of the third-year review.

6. Per [Board of Regents Policy 8.3.8.3](#), initial hiring at the Senior Lecturer or Principal Lecturer rank is discouraged. The Office of Faculty Affairs is updating the faculty offer letter template and UGAJobs to reflect the revisions, including the Principal Lecturer rank. Please contact Carly Surratt at [csurratt@uga.edu](mailto:csurratt@uga.edu) with position, postings, appointment, or offer letter questions regarding the Lecturer ranks.

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*Administrative Memos are coordinated through the Office of the Senior Vice President for Academic Affairs and Provost. For more information, contact Sam Fahmy at [sfahmy@uga.edu](mailto:sfahmy@uga.edu).*