

B.3.f. Review Procedures for Renewal for Lecturers and Senior Lecturers

The performance of a Lecturer or Senior Lecturer as a member of the faculty is reviewed both by their department, program, or administrative officer, and by the Faculty Personnel Committee according to the following calendar:

- In the first and second year of appointment, the faculty member submits a brief (500- 1000 words) reflection about their teaching (and advising and service as appropriate to their scope of work) to their department by the first Friday of the spring semester. The Department is expected to conduct at least one planned class observation and to provide written feedback regarding both the reflection and the class observation to the faculty member and to the Dean of the Faculty no later than March 1st of that year.
- In the third year of appointment, the faculty member submits a reflection (3000-4000 words) about their teaching (and advising and service as appropriate to their scope of work) to their department for review by the second Friday of the Fall semester in preparation for submission to FPC by the fifth Friday of the Fall semester. The Department submits a feedback letter, commenting on the reflection, class observations, and relevant backing materials to FPC by the fifth Friday of the Fall semester. After review, FPC provides written feedback to the faculty member and to the Department.
- In the fourth and fifth year of appointment, the process is the same as what described for year one and two.
- In the sixth year of appointment, the process is the same as what described for year three. However, at this point, the faculty member can opt to also apply for promotion to senior lecturer. Only faculty members who have received previous FPC evaluation feedback are eligible to apply for promotion to Senior Lecturer.

Following promotion, Senior Lecturers submit a Professional Evaluation and Growth Plan (PEGP) document and supporting materials to FPC for review the year before the end of their appointment. The PEGP and all backing materials should be made available to the Department by the first Friday of the Spring semester in preparation for submission to FPC by the fourth Friday of the Spring semester. A letter of evaluation including a recommendation regarding retention will be drafted by the department chair in consultation with senior members of the Department (tenured faculty and Senior Lecturers) and given to the faculty member under consideration, the chair of FPC, and to the Dean of Faculty by the fourth Friday of the Spring semester.

An effective PEGP should include a discussion of past accomplishments and future plans in the areas clearly outlined in the scope of work for their position. Please refer to sections B.4., B.5, and Appendix 10 of the Faculty Handbook for guidance on the standards for evaluation, faculty responsibilities, and the structure of the material to be submitted for evaluation.

	Lecturer Responsibility	Due Date	Department Responsibility	Due Date	Dean/FPC Responsibility
Year 1	Submits a 500- 1000 words reflection about their teaching (and advising and service as appropriate to their scope of work)	1st Friday of the Spring Semester to their Department	The department is expected to conduct at least one planned class observation and provide written feedback on the reflection and class observation to the faculty member.	Submit to the Dean of the Faculty no later than March 1st of that year, the written feedback on the reflection and class observation.	Acknowledge receipt of reflection by Lecturer and observation by Department.
Year 2	Submits a 500-1000 words reflection about their teaching (and advising and service as appropriate to their scope of work)	1st Friday of the Spring Semester to their Department	The department is expected to conduct at least one planned class observation and provide written feedback on the reflection and class observation to the faculty member.	Submit to the Dean of the Faculty no later than March 1st of that year, the written feedback on the reflection and class observation.	Acknowledge receipt of reflection by Lecturer and observation by Department.
Year 3	Submits a reflection (3000-4000 words) about their teaching (and advising and service as appropriate to their scope of work) to their department	2nd Friday of the Fall Semester to their Department; Submission to FPC by the 5th Friday of the Fall Semester	The department reviews reflection. Department submits a feedback letter, commenting on the reflection, class observations, and relevant backing materials	5th Friday of the Fall Semester submit to FPC	FPC provides written feedback to the faculty member and to the Department.
Year 4	Submits a 500- 1000 words reflection about their teaching (and advising and service as appropriate to their scope of work)	1st Friday of the Spring Semester to their Department	The department is expected to conduct at least one planned class observation and provide written feedback on the reflection and class observation to the faculty member.	Submit to the Dean of the Faculty no later than March 1st of that year, the written feedback on the reflection and class observation.	Acknowledge receipt of reflection by Lecturer and observation by Department.
Year 5	Submits a 500- 1000 words reflection about their teaching (and advising and service as appropriate to their scope of work)	1st Friday of the Spring Semester to their Department	The department is expected to conduct at least one planned class observation and provide written feedback on the reflection and class observation to the faculty member.	Submit to the Dean of the Faculty no later than March 1st of that year, the written feedback on the reflection and class observation.	Acknowledge receipt of reflection by Lecturer and observation by Department.

<p>Year 6* <i>Can opt to apply for promotion to senior lecturer. Only faculty members who have received previous FPC evaluation feedback are eligible to apply for promotion to Senior Lecturer.</i></p>	<p>Submits a reflection (3000-4000 words) about their teaching (and advising and service as appropriate to their scope of work) to their department</p>	<p>2nd Friday of the Fall Semester to their Department; Submission to FPC by the 5th Friday of the Fall Semester</p>	<p>The department Reviews reflection. Department submits a feedback letter, commenting on the reflection, class observations, and relevant backing materials</p>	<p>5th Friday of the Fall Semester submit to FPC</p>	<p>FPC provides written feedback to the faculty member and to the Department.</p>
<p>Following promotion</p>	<p>Senior Lecturers submit a Professional Evaluation and Growth Plan (PEGP) document and supporting materials to FPC for review the year before the end of their appointment</p>	<p>The PEGP and all backing materials should be made available to the Department by the first Friday of the Spring semester; Submission to FPC by the 4th Friday of the Spring semester.</p>	<p>A letter of evaluation including a recommendation regarding retention will be drafted by the department chair in consultation with senior members of the Department (tenured faculty and Senior Lecturers) and given to the faculty member under consideration.</p>	<p>4th Friday of the Spring Semester submit to FPC Chair and Dean</p>	<p>Acknowledge receipt of reflection by Lecturer and observation by Department.</p>