

DEPARTMENT OF ECOLOGY AND EVOLUTIONARY BIOLOGY PROCEDURES FOR REVIEW OF LECTURER I

A Lecturer will be appointed to a Lecturer I title when (s)he has a limited-term or intermittent teaching assignment. The Lecturer I title carries with it no presumption of renewal, and appointments will be on a one (1) or two (2) semester basis. Following the initial appointment as a Lecturer I, and no later than the end of the fifth semester of appointment, an Interim Evaluation of the Lecturer I must be conducted. A Lecturer I is subject to a Major Review when (s)he has worked eight (8) consecutive fall and winter semesters in the department, or when (s)he has worked at least eight (8) of the last ten (10) fall and winter semesters in the department, whichever occurs first. If the eighth (8th) semester occurs during a fall semester, the Lecturer I shall undergo major review during the following winter semester in which (s)he is appointed. If the eighth (8th) semester occurs during the winter semester, the Lecturer I will undergo the major review during that semester. A successful review results in promotion to the Lecturer II title. Unsuccessful review results in termination of the appointment at the end of the academic year of the review. A Lecturer who is appointed on a recurring intermittent basis of only one (1) semester per academic year shall, after six (6) consecutive years of service and upon written request, be reviewed according to the departmental policy for major reviews of Lecturers I and in accordance with the guidelines spelled out in the LEO contract.

1. A copy of this procedure will be provided to the Lecturer no later than the end of the first month of the second consecutive term of his or her appointment.

ANNUAL CONTRACT RENEWAL REVIEW

2. The principal criteria governing contract renewal of Lecturer I are: (1) a continuing curricular need for the position, (2) the availability of funding to support the position, and (3) excellence, expertise, and professionalism in the execution of instructional duties by the Lecturer. The Department Chair, in consultation with the Associate Chair for Undergraduate Affairs and the College, will determine the continued curricular need and the funding availability by October 31 (Fall Term) or February 28 (Winter Term) of the term in which the Lecturer I is appointed. If the first two criteria are met, the Associate Chair for Undergraduate Affairs will then evaluate the Lecturer and provide a brief summary of this evaluation to the Chair by the end of November (Fall Term) or mid-March (Winter Term). The Chair will notify the Lecturer of reappointment or non-reappointment by March 31 for reappointment in the fall, or by December 5 for reappointment in the winter.
3. The general timeline for the process of annual contract renewal review (Winter Term), if applicable, will be as follows:
 - The lecturer will submit his/her annual activity report as required by all EEB faculty.
 - Associate Chair provides a written summary of strengths and weaknesses of the Lecturer to the Lecturer and the Chair by March 15 of each year.
 - The Chair will provide notice of reappointment or non-reappointment by March 31 of each year.

INTERIM REVIEW

4. Following the initial appointment as a Lecturer I, but no later than the end of the fifth semester of appointment, the department will conduct an interim evaluation of the Lecturer. This interim evaluation will be based on the same materials required in a major review, as outlined in item 10 below, minus the names of evaluators and letters from the evaluators. With advance notice to the Lecturer, other factors may also be considered. The interim evaluation will be performed by the Undergraduate Affairs Committee, minus the graduate student member of the committee, and will result in written feedback to the Lecturer by March 1. This feedback will be considered during the Lecturer's subsequent major review.
5. The general timeline for the interim review process, in the fifth (5th) semester, will be as follows:
 - January 2 Lecturer is informed of review.
 - February 1 Lecturer provides information to the Review Committee.
 - March 1 Review Committee provides feedback to Lecturer.
 - March 31 Lecturer is provided notice of reappointment or of non-reappointment.

MAJOR REVIEW

6. A major review of a Lecturer I will take place when the Lecturer has worked eight (8) consecutive fall and winter semesters in the department, or when (s)he has worked at least eight (8) of the last ten (10) fall and winter semesters in the department, whichever comes first, at which time promotion to Lecturer II will be decided. The principal criteria governing promotion of a Lecturer I are: (1) a continuing curricular need for the position, (2) the availability of funding to support the position, and (3) excellence, expertise, and professionalism in the execution of instructional duties by the Lecturer.
7. The general timeline for the major review process in the eighth (if winter) or ninth (if eighth is fall) semester will be as follows:
 - December 15 Lecturer is informed of review.
 - January 15 Lecturer provides information to Review Committee.
 - March 1 Review Committee submits recommendation to Chair for Executive Committee review.
 - March 31 Written summary of the review is provided to the Lecturer. Review decision is sent to LSA.
 - September 1 Lecturer title change and salary increase effective
8. If the first two criteria for renewal have been met, then a Review Committee will be formed of at least three (3) individuals, including one (1) Lecturer IV (if available) and at least two (2) tenure-track faculty from the Department of Ecology and Evolutionary Biology. The Associate Chair for Undergraduate Affairs will serve as chair of the Review Committee. The other members will be chosen by the Department Chair from tenure-track faculty and

lecturers in the Lecturer's general area of teaching. In the case of joint appointments, a joint Review Committee will be formed. The joint Review Committee will consist of at least three (3) individuals from the two departments, including at least one (1) tenure-track faculty member from the Department of Ecology and Evolutionary Biology and at least one (1) Lecturer IV from either department. The Associate Chair for Undergraduate Affairs of EEB will serve as co-chair of the joint Review Committee and the other member(s) from EEB will be chosen by the Department Chair from tenure-track faculty and lecturers in the Lecturer's general area of teaching.

The Review Committee will not include any faculty member who would encounter a conflict of interest in participating in the review of any Lecturer under review with that committee. Such a conflict of interest would occur in the event of a past or ongoing romantic, sexual, or familial relationship between a member of the faculty of the department and the candidate. Faculty members who have a conflict of interest will not participate in any element of the review process or be present in any discussions of the review.

9. The Department Chair will apprise the Lecturer of the review in a letter near the end of the term prior to the term in which the review will take place. The Lecturer will be told the names of the members of the Review Committee.
10. The Department Chair's letter will solicit from the Lecturer the following:
 - curriculum vitae;
 - a list of courses taught for the period under review;
 - two (2) sample syllabi from courses taught by the Lecturer;
 - other evidence of teaching performance (i.e., information describing a course website, sample exams, selected lecture notes or other teaching materials, evidence of curricular development, etc.);
 - E & E evaluations for the review period;
 - a statement on teaching philosophy;
 - a list of names of other faculty and GSI's who could be asked for evaluations. The Department Chair may add names to this list and will then solicit letters evaluating the Lecturer from individuals on the list.
11. For lecturers with a partial or full appointment in EEB, major reviews will also include a teaching observation following the Peer Review Protocol for Undergraduate Teaching policy approved by the Undergraduate Affairs Committee.
12. The Review Committee will review the materials and may also review other documents related to the Lecturer's specific duties as available. Teaching is the basis for evaluation.
13. The Review Committee will submit a written report to the Department Executive Committee and be available for questions when the report is discussed.
14. The Department Executive Committee's decision, to reappoint or not, will be communicated in writing to the Lecturer by the Department Chair by March 31 of the year

in which the review takes place. While the report itself is not released, a written summary of the review will be provided to the Lecturer by the Department Chair upon conclusion of the review. The Lecturer may submit a response to the written summary within two weeks, which will be included in his or her personnel file.

15. If the Department Executive Committee does not recommend the renewal and promotion to a Lecturer II appointment, the appointment will be terminated at the end of the academic year of the review. The Lecturer will be notified in writing of the decision not to reappoint by March 31 of the year in which the review takes place.

16. The LSA Executive Committee does not review Lecturers I; however, the department should submit to the Dean's Office the LEO Lecturer I Major Review Checklist.

<i>Revised and approved by EEB Executive Committee:</i>	<i>November 30, 2009</i>
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<i>Approved by EEB Faculty:</i>	<i>January 16, 2012</i>
<i>Updated with new LEO contract stipulations:</i>	<i>November 20, 2014</i>
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