

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

A Lecturer will typically be appointed to a Lecturer IV title after promotion from Lecturer III (Initial Major Review). The Lecturer IV position is a budgeted, multi-year appointment, carrying a broad set of responsibilities, typically including departmental administration and/or service in addition to teaching. The Lecturer IV title carries with it the presumption of reappointment and renewal status, assuming continuing curricular need and funding availability. A Lecturer IV is initially appointed for three (3) years and is subject to a major review in the winter term of the 2nd year of the appointment. A successful review results in the renewal of the appointment for five (5) additional years. Unsuccessful review results in termination of the appointment at the end of the academic year following the review.

A Lecturer IV who has successfully completed two major reviews (one during promotion from Lecturer III and one during the second year at Lecturer IV) will undergo a continuing renewal review prior to the conclusion of each subsequent appointment as a Lecturer IV. Successful completion of the continuing renewal review shall result in renewal for an additional five (5) to seven (7) years. If the continuing renewal review is unsuccessful, the Lecturer will be given a one (1) - or two (2) - year terminal appointment, during which time the Lecturer will undergo remediation. Successful completion of the remediation review shall result in renewal for an additional five (5) to seven (7) years. If the remediation review is unsuccessful, the Lecturer will not be reappointed beyond the remediation period.

1. A copy of this procedure will be provided to the Lecturer no later than the end of the Fall Term of the first year of his or her appointment.
2. The lecturer will submit his/her annual activity report as required by all EEB faculty.

SECOND (2nd) MAJOR REVIEW

3. A major review will take place during the Winter Term of the second (2nd) year of initial appointment to Lecturer IV, at which time contract renewal will be decided. The principal criteria governing contract renewal of a Lecturer IV 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.
4. 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 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 two (2) 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 case.

5. The Department Chair will apprise the Lecturer of the forthcoming 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.
6. 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 Department or University service during the period under review (mentoring, committee service, academic advising, etc.);
 - a list of conferences attended, grants awarded and papers presented, if any;
 - 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.
7. 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.
8. 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 main basis for evaluation, although service and research will also be considered if they are part of the assigned duties of the Lecturer.

9. The Review Committee will submit a written report to the Department Executive Committee and be available for questions when the report is discussed.
10. In the event of a positive recommendation from the Review Committee, the department will prepare a written recommendation to the College regarding the outcome of the major review and the duration of the reappointment and submit the recommendation to the College. In the event of a negative recommendation, the department will send notice of this decision to the College.
11. The College and Department Executive Committee's decision, to reappoint or not, will be communicated in writing to the Lecturer by the Department Chair by December 31. 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.
12. If a Lecturer IV's major review is unsuccessful, the Lecturer IV will be given a one (1) - or two (2) - year terminal appointment, during which the department shall conduct another major review. In the event of a terminal appointment, the department will work with the Lecturer to develop a written remediation plan. If a Lecturer IV fails the major review in the terminal year, the Lecturer IV's appointment shall end at the conclusion of the terminal year.

The general timeline for the initial major review 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.
- October 1 Review recommendation is sent to the College for review by LSA Executive Committee.
- December 31 Lecturer is informed of outcome of major review for reappointment the following September.
- January 1 Salary increase is effective

CONTINUING RENEWAL REVIEW

13. The continuing renewal review will be handled in a manner similar to that of a major review. A Review Committee will be formed following the same rules as for a major review. The Department Chair will apprise the Lecturer of the forthcoming 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.
14. The Department Chair's letter will solicit from the Lecturer the following:
 - Annual reports and any written feedback to those reports given previously to the Lecturer;
 - Course materials;

- Student Evaluations (written or through less formal means) and the Lecturer's response to those evaluations, if any;
 - Review of applicable administrative and/or service duties, if any;
 - Any previous feedback provided to the Lecturer regarding concerns about his or her performance;
 - In addition, the department may require a brief statement by the Lecturer that reflects on his or her performance during the term of the appointment. The department will inform the Lecturer of any specific requirements for the statement.
15. The Review Committee will submit a written report to the Department Executive Committee and be available for questions when the report is discussed.
16. In the event of a positive recommendation, the department will prepare a written recommendation regarding the outcome of the continuing renewal review and send it to the Lecturer by March 31. While the report itself is not released, a written summary of the review will be provided to the Lecturer by the Department Chair. The Lecturer may submit a response within two weeks to the written summary, which will be included in his or her personnel file. The Department Chair will meet with the Lecturer and complete the Summary Report and Recommendation for Renewal form. The completed and signed Summary Report and Recommendation for Renewal form will be sent to the College.
17. In the event of a negative recommendation, the department will send notice of this decision and the dossier to the College. While the report itself is not released, a written summary of the review will be provided to the Lecturer by the Department Chair. The Lecturer may submit a response within two weeks to the written summary, which will be included in his or her personnel file.
18. The Department decision, to reappoint or not, will be communicated in writing to the Lecturer by the Department Chair by December 31.
19. If the College and Department Executive Committees do not recommend the renewal of the Lecturer IV appointment, the appointment will be terminated at the end of the academic year following the year of the review (i.e., if the review is performed at the college level in winter 2012, then termination would occur at the end of winter term 2013). During the terminal appointment, the Lecturer will undergo remediation. Successful completion of the remediation review shall result in renewal for an additional five (5) to seven (7) years. If the remediation review is unsuccessful, the Lecturer will not be reappointed beyond the remediation period.

The general timeline for the continuing renewal review process will be as follows:

- December 1 Lecturer is informed of review.
- January 1 Lecturer provides information to Review Committee.
- February 15 Review Committee submits recommendation to Chair for Executive Committee review.

- Feb 15 -28 Lecturer meets with Chair and complete continuing renewal review form
- March 1 Review recommendation is sent to the College.
- March 31 Written summary of the review is provided to the Lecturer and informed of reappointment.

REMEDIATION PROCESS AND REVIEW

20. At the outset of the remediation process, a team will be assembled to address the specific problems that required remediation. The team shall consist of the Lecturer’s supervisor or designee, a representative from the EEB faculty who has had no prior involvement in the review in question, and the Lecturer. The team will develop a written remediation plan, which will include, but is not limited to (a) areas of Lecturer performance in need of improvement, (b) specific performance expectations, (c) steps of remediation and timelines for improvement, and (d) appropriate resources.
21. Both Academic Human Resources and the Union will receive copies of the remediation plan. At the end of the remediation period, the Lecturer will undergo a Remediation Review.
22. The Remediation Review must occur no later than the final semester of the remediation period. The supervisor or designee and the Lecturer will review the Lecturer’s progress in fulfilling the terms of the remediation plan. The supervisor or designee will then write a remediation review report that includes a recommendation describing whether the remediation process has been successful or unsuccessful. The EEB executive committee will consider the recommendation and designate the remediation as successful or unsuccessful. In the event of an unsuccessful remediation, the Lecturer will not be reappointed beyond the remediation period. Successful remediation will result in reappointment based upon the policies in place for that level of Lecturer appointment.

<i>Approved by EEB Executive Committee:</i>	<i>March 2, 2005</i>
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