

## **DEPARTMENT OF ECOLOGY AND EVOLUTIONARY BIOLOGY PROCEDURES FOR REVIEW OF LECTURER III**

A Lecturer III title is for an ongoing position that includes instruction and significant ongoing administrative or service duties within the academic unit. The initial appointment may be made on an annual or multi-year basis and does not carry with it the presumption of renewal. A Lecturer III is subject to an interim review no later than the end of the fourth semester and a major review after four academic years. A successful review will result in continued appointment eligibility as a Lecturer IV.

### **ANNUAL REVIEW AND RENEWAL**

1. The general timeline for the annual review process (Winter Term) will be as follows:

- The lecturer will submit his/her annual activity report as required by all EEB faculty.
- If based on any annual report, EEB believes improvement is needed in one or more areas, the Associate Chair will provide written feedback on the annual report.
- In accordance with the contract, decisions regarding reappointment shall be completed and announced prior to April 30<sup>th</sup> for reappointment in the following September. Decisions regarding reappointment shall be completed and announced prior to December 5<sup>th</sup> for reappointment in the following January.

### **INTERIM REVIEW**

Following the initial appointment as a Lecturer III, but no later than the end of the fourth 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, outlined 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.

The general timeline for the interim review process, in the fourth 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

## **INITIAL MAJOR REVIEW**

1. Major reviews will take place either in the winter semester of the penultimate year of appointment, or in the fall semester of the final year of appointment, with the review completed and decisions announced prior to December 31 for renewal in the following September.
  - 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.
  - This timeline will be adjusted as appropriate for reviews occurring in the fall semester.
2. The 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 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 review.
3. 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.

4. The Department Chair's letter will solicit from the Lecturer the following:
  - curriculum vitae;
  - 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.);
  - a statement on teaching and administration/service 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; and
  - a list of names of other faculty and GSIs 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.
  - In addition, the Chair will work with department staff to collect previous annual reviews and interim review feedback, a list of courses taught for the period under review, and E & E evaluations for the review period.
5. Subject to contract guidelines, 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.
6. The committee will review the materials and may also review other documents related to the Lecturer's specific duties as available. Teaching and administration/service is the basis for evaluation.
7. The Review Committee will submit a written report to the Department Executive Committee and be available for questions when the report is discussed.
8. The Department Executive Committee's decision, whether the review is successful or unsuccessful, will be communicated in writing to the Lecturer by the Department Chair 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 upon conclusion of the review. The Lecturer may submit a response within two weeks to the written summary, which will be included in his or her personnel file.
9. Successful review creates eligibility for reappointment as a Lecturer IV. If the Department Executive Committee concludes that the Lecturer's major review was unsuccessful, the Lecturer III shall be given a one- or two-year terminal appointment. At its discretion, EEB may provide the Lecturer III with a remediation plan consistent with contract provisions, and conduct another major review at the end of the remediation plan. Successful completion of the major review following remediation shall create a

presumption of renewal and a three-year appointment in the Lecturer IV title. Failure of a major review following remediation will result in termination at the end of the remediation appointment.

*Approved by EEB Executive Committee: March 2, 2005*

*Revised and approved by EEB Executive Committee: November 30, 2009*

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*Approved by EEB Faculty: January 16, 2012 Updated with new LEO contract stipulations: November 20, 2014 Approved by EEB Executive*

*Committee: April 24, 2015*

*Updated for contract provisions October 19, 2021*