

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

A Lecturer will be appointed to a Lecturer II title when (s)he has passed a successful major review as a Lecturer I. The Lecturer II title carries with it a presumption of renewal and initial appointments will be on a U-Year basis for three (3) years. A Lecturer II is subject to a major evaluation in the final year of his or her appointment, with the presumption of renewal, assuming continuing curricular need and funding availability, unless (s)he fails to meet the performance standards set by the Department and College. A successful review, after the initial three (3) -year appointment, results in renewal of the appointment for a second three-year period. Unsuccessful review results in termination of the appointment at the end of the academic year following the review. Successful completion of the second (2nd) major review will result in renewal for an additional five (5) academic years.

A Lecturer II who has successfully completed two (2) major reviews will undergo a continuing renewal review prior to the conclusion of each subsequent appointment as a Lecturer II. 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. The remediation process is described at the end of this document. 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 first month of the second consecutive term of his or her appointment.
2. The principal criteria governing contract renewal of a Lecturer II during his or her initial U-year appointment 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 during Winter Term of each year of appointment. If the first two criteria are met, the Associate Chair for Undergraduate Affairs will then evaluate the Lecturer and provide a summary of this evaluation, describing strengths and weaknesses, to the Lecturer and to the Chair by March 15 of each year. The Chair will notify the Lecturer of reappointment or non-reappointment by March 31 of each year.
3. The general timeline for the annual review process (Winter Term) will be as follows:
 - 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 lecturer will submit his/her annual activity report as required by all EEB faculty.
 - The Chair will provide notice of reappointment or non-reappointment by March 31 of each year.

INITIAL MAJOR REVIEW & SECOND MAJOR REVIEW

4. Major reviews will take place during the Winter Term of the final year of the Lecturer's appointment, at which time contract renewal will be decided. The principal criteria governing contract renewal of a Lecturer II during his or her initial U-year appointments is: (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.
5. The general timeline for the major review process 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 Renewal of appointment and salary increase effective
6. 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 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.

7. 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.
8. 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.
9. 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.
10. The 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.
11. The Review Committee will submit a written report to the Department Executive Committee and be available for questions when the report is discussed.
12. 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. 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.
13. If the Department Executive Committee does not recommend the renewal of the Lecturer II 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 in winter 2012, then termination would occur at the end of winter term 2013). A Lecturer II who makes exceptional progress in the year following the review may be reconsidered for renewal after undergoing a second major review by the department.
14. The LSA Executive Committee does not review Lecturers II; however, Academic Units should submit to the Dean's Office the LEO Lecturer II Major Review Checklist.

CONTINUING RENEWAL REVIEW

15. 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.
16. The general timeline for a continuing renewal review 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.
17. 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.
18. The Review Committee will submit a written report to the Department Executive Committee and be available for questions when the report is discussed.
19. 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.
20. 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.

21. 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.
22. If the Department Executive Committee does not recommend the renewal of the Lecturer II 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 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.
23. The LSA Executive Committee does not review Lecturers II; however, the department should submit to the Dean's Office the Lecture II Successful Continuing Renewal Review Summary Report and Recommendation of Renewal checklist.

REMEDIATION PROCESS AND REVIEW

24. 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.
25. 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.
26. 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.

Approved by EEB Executive Committee:

March 2, 2005

Revised and approved by EEB Executive Committee:

November 30, 2009

Revised and approved by EEB Executive Committee:

January 16, 2012

Approved by EEB Faculty:
Updated with new LEO contract stipulations:
Approved by EEB Executive Committee:

January 16, 2012
November 20, 2014
April 24, 2015