

DEPARTMENT OF ECOLOGY AND EVOLUTIONARY BIOLOGY

PROCEDURES FOR REVIEW OF LECTURER II

A Lecturer will be appointed to a Lecturer II title when they have passed a major review as a Lecturer I. The Lecturer II title carries a presumption of renewal and is primarily for the teaching (and its related duties) of assigned courses. Upon initial appointment to the title of Lecturer II, a lecturer may elect to be paid on either a U-YrT or a U-Yr basis. If no election is made, the Lecturer II will be paid on a U-YrT basis. Initial appointments as a Lecturer II will be for three (3) years. A Lecturer II is subject to a second major review in the final year of their three-year appointment. The major review will be completed and the decision announced before April 1 for renewal in the following September. A successful review, after the initial three-year appointment, results in renewal of the appointment for an additional five (5) academic years. Unsuccessful review results in a one-year terminal appointment, or at EEB's discretion a two-year terminal appointment, during which the Lecturer will receive a remediation plan and EEB will conduct another major review. If the Lecturer II fails the major review following remediation in the terminal appointment, the Lecturer II's appointment will end at the end of the terminal appointment.

A Lecturer II who has successfully completed two (2) major reviews will undergo a continuing review prior to the conclusion of their five-year appointment following the second major review and occurring every seven (7) years thereafter. Those reviews will be completed and the decisions announced before April 1 for renewal the following September. If the continuing review is unsuccessful, the Lecturer II will be given a one- or two-year terminal appointment, during which the Lecturer II will undergo remediation. The remediation process is described at the end of this document. Successful completion of the remediation review results in an ongoing appointment subject to continuing reviews every seven (7) years. If the remediation review is unsuccessful, the Lecturer II will not be reappointed beyond the remediation period.

1. 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 their annual activity report as required by all EEB faculty.

INITIAL MAJOR REVIEW & SECOND MAJOR REVIEW

2. Major reviews will take place during the final year of the Lecturer II's appointment, with the review completed and decisions announced prior to April 1 for renewal in the following September.

3. 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 the 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: If successful, renewal of appointment and salary increase effective.

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 (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.

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; 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.

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 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.
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. 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 their personnel file.
11. Successful completion of the initial major review by a Lecturer I creates a three-year appointment as a Lecturer II. Successful completion of a second major review results in renewal for an additional five (5) academic years.
12. If the Department Executive Committee concludes that the Lecturer's major review was unsuccessful, the Lecturer will receive a one-year terminal appointment, or, at EEB's discretion, a two-year terminal appointment. During the terminal appointment, the Lecturer will receive a remediation plan and EEB will conduct another major review. If the Lecturer successfully completes the major review following remediation, they will receive a three-year appointment following an initial major review, or a five-year appointment following a second major review. If the Lecturer fails the major review following remediation in the terminal appointment, the Lecturer's appointment will be terminated at the end of the terminal appointment.
13. 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 REVIEWS

14. Continuing reviews 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.
15. The general timeline for a continuing 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 completes continuing review form.
 - March 1: Review recommendation is sent to the College.
 - March 31: Written summary of the review is provided to the Lecturer and, if successful, the Lecturer will receive an ongoing appointment subject to a continuing review every seven (7) years.
16. 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;
- Any previous feedback provided to the Lecturer regarding concerns about their performance;
- In addition, the department may require a brief statement by the Lecturer that reflects on their performance during the term of the appointment. The department will inform the Lecturer of any specific requirements for the statement.

17. The Review Committee will submit a written report to the Department Executive Committee and be available for questions when the report is discussed.

18. In the event of a positive recommendation, the department will prepare a written recommendation regarding the outcome of the continuing 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 their 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.

19. 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 their personnel file.

20. The Department Executive Committee's decision, whether the continuing review was successful or unsuccessful, will be communicated in writing to the Lecturer by the Department Chair by March 31.

21. If the Department Executive Committee concludes that the continuing review was unsuccessful, the Lecturer will receive a one-year terminal appointment, or, at EEB's discretion, a two-year terminal appointment. During the terminal appointment, the Lecturer will receive a remediation plan and EEB will conduct another major review. If the Lecturer successfully completes the major review following remediation, they will receive an ongoing appointment subject to continuing reviews every seven (7) years. If the remediation review is unsuccessful, the Lecturer will not be reappointed beyond the remediation period.

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

REMEDIATION PROCESS AND REVIEW

23. 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.

24. 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.

25. The Remediation Review will be conducted at the conclusion of a remediation period following the continuing review. In the final semester of the remediation period, or sooner if both the Lecturer and the academic unit have agreed to conclude the process early, 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 regarding the Lecturer's progress in meeting the remediation plan objectives. This remediation review report will recommend the outcome of the remediation. A copy of the report will be provided to the Lecturer. The Lecturer may provide a response to the report, including a self-assessment of their progress, which will be appended to the report. The report, and a response, if any, will go to EEB for a decision on the outcome of the remediation.

26. 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

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