

Annual review: Lecturers

[Draft Document 11/8/04]

Period of the Annual Review

Roughly in the period between October first and November 15, Lecturers on continuing contracts must undergo an annual review of their performance. Lecturers in their first year of appointment may choose to be reviewed during this period, or they may elect that their annual review be conducted in the first half of the Spring term, in February.

Composition of the Review Committee

The annual review is conducted by a committee composed of at least three colleagues: the Department Chair or, in special cases as designated by the Chair and subject to the acceptance of the Lecturer, a departmental program director or the Associate Chair; a mentor colleague chosen by the Lecturer; and one member of the Executive Committee or another standing committee of the department. The latter committee member is chosen by the Chair in consultation with the Lecturer. The review committee may have more than three members, but it should have no more than five members.

Information Offered for Review

Lecturers write a two to five page statement summarizing the past year's work. The focus of the review is on teaching performance and any other work directly related to teaching. Thus research and publication related to the Lecturer's teaching interests may be part of the review, and service work related to the Lecturer's teaching role may similarly be reviewed. The statement focuses on the year immediately past, but also looks ahead to project expectations for work in the year ahead. Accompanying the statement is a current vita plus other materials relevant to the review, such as copies of syllabi, class assignments and projects, teaching observations, student evaluations, and any other materials that bear upon the Lecturer's teaching performance.

Substance of the Review

Members of the committee review the materials, observe the colleague's teaching (if possible), and each member writes an evaluation addressed to the Department Chair. These evaluations are shared in a conversation between the Chair and the colleague under review, after which the Chair writes a summary evaluation. The colleague reviews the summary evaluation and either accepts it or challenges it with a memo to the Chair, citing specific deficiencies of the review.

In the event of a challenge, the Chair re-convenes the review committee to consider the merits of the challenge. The summary evaluation may be revised and re-submitted to the colleague, the process proceeding again from that point, as described above until the parties reach agreement. If the review committee and the Chair deny the validity of the challenge or agreement is not reached and the process is declared at impasse by either the Chair or the Lecturer, the Lecturer may appeal to the Dean of Arts and Sciences.

Administrative Use of the Review

Annual Reviews become part of a Lecturer's professional file kept by the Department and the College and are the basis for recommending or not recommending continued appointment.