

## University Procedures for Renewable-Term Lecturer Reappointment

*Note: The Provost's Office developed the following University procedures as referenced in section 3.4A.1.2 of the Faculty Handbook. An initial draft was circulated for comment in early Fall 2011. Based on that initial feedback, the draft procedures were revised in 2012. Faculty Affairs Committee members, department chairs, deans, and the Lecturer Caucus provided additional feedback in the formulation of the final document in 2012. In June 2018, the Faculty Affairs Committee after consultation with the Faculty Senate Council and a broad survey of the faculty, recommended simplifying the reappointment process for a second term. These current procedures were drafted to reflect such simplification and were reviewed in Fall 2018 by the Faculty Affairs Committee, Lecturer Best Practices Task Force, and the Committee on Lecturers and Adjuncts. In October 2018, all faculty members were invited to comment on the procedures. The Faculty Affairs Committee was the last locus of dialog on November 29, 2018. These procedures were adopted on December 1, 2018. These procedures will be updated annually to refine the timeline and process.*

### Overview

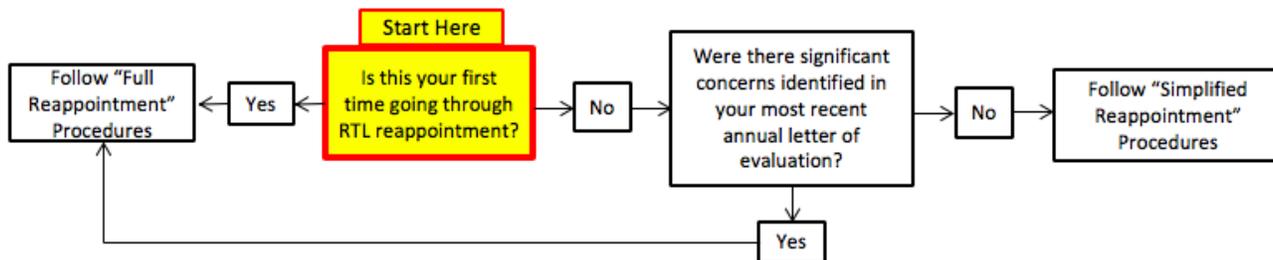
During the 2010-11 academic year, the University began implementation of the faculty appointment model that was endorsed by the Faculty Senate and approved by the Board of Trustees in June 2010. The Provost's Office developed the following procedures for Lecturer reappointment in 2011 and simplified the procedures in 2018.

As noted in Section 3.1.2.1.2 of the Faculty Handbook, a Lecturer appointment is made for an initial term of three years, a second term of three years, and subsequent terms of six years. With approval of the Provost, a College or School may adopt a policy that establishes different terms of appointment. Reappointment is contingent upon superior performance, persistent programmatic need, and availability of funds.

In addition to meeting the requirements set in 3.1.2.1.2, Lecturers seeking reappointment to another renewable term must demonstrate superior performance in teaching, service, and professional activity that is appropriate to the academic discipline or professional field and that contributes to their primary responsibility for teaching. The standards for reappointment of Lecturers are described in 3.4A.1.1 of the Faculty Handbook.

### Full Reappointment and Simplified Reappointment Procedures

A full, comprehensive reappointment procedure is required 1) for reappointment to a second term and 2) for reappointment to a new term when significant concerns were identified in the most recent annual letter of evaluation. The simplified reappointment procedure is followed for appointments to new terms only after successful appointment to a second term unless significant performance concerns were identified by the department chair and dean.



## General Procedures

As noted above, reappointment is contingent upon superior performance, persistent programmatic need, and availability of funds. The presence of persistent programmatic need and the anticipated availability of funds must be confirmed before an application for reappointment can be submitted.

### 1. Renewable-term Lecturer Full Reappointment Procedure

#### 1.1 Proposed Target Dates for Full Reappointment Procedure (actual deadlines are set by the dean)

October 1, 2018	The Provost's Office with the dean's offices identifies Lecturers who are in the last year of appointment.
February 10, 2019	Deans, in consultation with chairs, complete analysis of persistent programmatic need (following process described in Implementation Guidelines Section I.2).  In cases of reappointment to a third or subsequent term the dean and department chair will review the Lecturer's annual evaluations and confirm that the Lecturer demonstrates superior performance in teaching, service, and professional activity.
February 17, 2019	In consultation with the Provost, the dean determines whether there is persistent programmatic need, anticipated availability of funds, length of next term, and the reappointment procedure for which the Lecturer qualifies (full or simplified).
February 27, 2019	The candidate is notified in writing by the Dean whether there is persistent programmatic need, anticipated availability of funds for the position, length of next term, and the reappointment procedure (full or simplified).
April 4, 2019	Full applications for reappointment are due to the Lecturer's department chair and dean.
May 12, 2019	Department makes a reappointment recommendation to the dean.
June 5, 2019	After consultation with the Provost, the dean notifies the candidate of reappointment decision. If the decision is negative, the candidate will receive a final one-year appointment.

#### 1.2 Specific Full Procedure for the Candidate

Candidates should carefully review the *Policies and Procedures for Reappointment and Promotion of Non-Tenure-Track Faculty* in Section 3.4A of the Faculty Handbook.

Candidates must provide reappointment application materials electronically by the deadline listed above. The application should include supporting documentation from the *most recent appointment term* that will provide evidence of superior performance in teaching, service, and professional activity that is appropriate to the academic discipline or professional field and that contributes to their primary responsibility for teaching. The application must include the following materials, submitted electronically, for the most recent appointment term.

- Syllabi for courses taught for the most recent appointment term

- Reports on direct observation of the candidate's teaching , if available
- Departmental evaluations
- Faculty activity reports (FARs)
- Evidence of superior teaching
- Evidence of professional activity
- Evidence of service contributions
- Copies of student evaluations (SETs) should be uploaded for each course. (Note: The Provost's Office will upload a Summary SET report).

A chronological listing of courses taught by year including enrollments will be provided within the electronic review system. If a majority of the candidate's teaching is done outside of the traditional classroom then the candidate should provide additional evidence such as narrative evaluations and the like. A personal statement and CV may be submitted but is not required. Letters from external reviewers are not allowed as part of the file unless approved in advance by the dean. Other supporting materials are not required.

The Dean shall notify the candidate of the decision in writing. The process for reconsideration of a negative decision is described in section 3.4A.1.4 of the Faculty Handbook.

### **1.3 Specific Full Procedure for the Department and Dean**

The *Faculty Handbook* outlines Procedures for Review of Applications for Reappointment of Lecturers (3.4A.1.3). Specifically, each department shall review applications for reappointment of Lecturers in accordance with procedures set by the dean. As the department reviews the candidate's application, the Standards for Reappointment of Lecturers (3.4A.1.1, provided as Appendix I below) should guide a comprehensive evaluation of the application. All application materials should be carefully considered. All tenured faculty and Senior Lecturers in the applicant's department shall be eligible to participate in the review of applications. With the approval of the dean, faculty in a large department who are eligible to participate may elect a committee of eligible faculty to conduct the review on behalf of the whole department.

The department shall either *highly recommend*, *recommend*, or *not recommend* reappointment. The chair shall convey the recommendation of the department, along with a report explaining that recommendation, to the dean through Faculty180.

After consulting with the Provost, the dean shall make the final decision and inform the candidate of that decision in writing.

## **2. Simplified Procedure for Renewable-Term Lecturer Reappointment**

The simplified reappointment procedure is followed for appointments to a third or subsequent term unless significant performance concerns are identified by the department chair and/or dean in evaluative materials from the current term.

### **2.1 Proposed Target Dates for Simplified Reappointment Procedures (actual deadlines are set by the dean)**

October 1, 2018	The Provost's Office with the dean's offices confirms Lecturer positions that are in the last year of a term of appointment.
February 10, 2019	Deans, in consultation with chairs, complete analysis of persistent programmatic need (following process described in Implementation Guidelines Section I.2).  In cases of reappointment to a third or subsequent term the dean and department chair will review the Lecturer's annual evaluations for the most recent term and confirm that the Lecturer demonstrates superior performance in teaching, service, and professional activity.
February 17, 2019	In consultation with the Provost, the dean determines whether there is persistent programmatic need, anticipated availability of funds, length of next term, and the reappointment procedure (full or simplified).
February 27, 2019	The candidate is notified in writing by the dean whether there is persistent programmatic need, anticipated availability of funds for the position, length of next term, superior performance, and the reappointment procedure for which the Lecturer qualifies (full or simplified).
April 4, 2019	<i>Simplified</i> one-page applications for reappointment confirming intent to continue with a new term are due to the Lecturer's department chair and dean.
May 1, 2019	The dean offers to the candidate, in writing, the reappointment indicating the length of new term.

## **2.2 Specific Simplified Procedure for the Candidate**

The candidate completes a short application form confirming his/her intent to continue with a new term.

## **2.3 Specific Simplified Procedure for the Department and Dean**

Evaluations for faculty holding renewable-term appointments are conducted annually (section 3.3 of Faculty Handbook). In the evaluation for the penultimate year of the current term, the evaluation must contain a recommendation on the type of reappointment procedure to be followed for reappointment to the next term (e.g. for a three-year term, the evaluation of the second year should include the recommendation).

The dean, in consultation with the department chair, will determine the type of reappointment procedure for which the Lecturer qualifies per the above requirements and notify the candidate in writing by the target date. In a simplified procedure, the candidate will then complete a simple application confirming his/her intent to continue. The dean then confirms reappointment and length of the new term.