

A&H Procedures for Lecturer Evaluations

This Policy is intended to comply with the Unit 3 CBA and University policy (currently AAPS 039.002). The interpretation and application of this policy shall be consistent with the CBA and University policy.

- I. At a minimum, the following lecturer evaluations are required by College policy:
 - a) Lecturers during their first semester appointment
 - b) Lecturers during their first 1AY appointment
 - c) Lecturers with 1AY appointments who were not evaluated in the previous year
 - d) All lecturers eligible for a new 3AY appointment (i.e., in year 6)
 - e) One evaluation for lecturers in 3AY appointments during their 3AY appointment, with the possibility of additional evaluations by request of the lecturer faculty
 - f) All FT lecturers with 1AY contracts (i.e., lecturers with 30-unit contracts)

- II. After Fall census, the Dean's Office will provide each department with a list of currently active lecturer faculty. Department chairs, in consultation with their faculty and with the assistance of department support staff, will indicate which lecturers will be evaluated each year, following the requirements of Part I above. The Dean's office will track lecturer evaluations as they are received. This process will be updated after Spring semester.

- III. Per the CBA, only tenured faculty "may engage in deliberations and make recommendations" regarding the evaluation of lecturer faculty. Tenure-track faculty may conduct class observations. Small programs may rely upon members of the advisory council or RTP committee. Chairs may write a separate evaluation if not part of the evaluation committee. Department support staff are expected to work with chairs and coordinators to organize the evaluations, including tracking evaluations, contacting faculty, and collecting and transmitting paperwork.

- IV. Lecturers shall be provided with their evaluations and given the opportunity to provide a rebuttal. Lecturer faculty will be asked to provide a signature acknowledging receipt of the evaluation; in cases where they do not do so or obtaining the signature is impractical, the Chair/Coordinator shall provide a memo indicating the date the lecturer was provided the evaluation. Per University policy, the following materials are placed in the PAF if they were a part of the evaluation materials: "Completed evaluation and rebuttals (if any), curriculum vitae, reflective narrative, list of professional accomplishments and contributions, written peer evaluations." It is the responsibility of the Department to transmit hard copies of these materials to the Dean's Office, where they will be date-stamped, logged in, and placed in the PAF. There will be no further notice to the lecturer that the evaluation was placed in their PAF.

- V. In the case of new appointments or reappointments to 3AY contracts and FT lecturers, the Dean is responsible for the final evaluation per AAPS039.002. Departments and programs shall form a committee and submit a written recommendation to the Dean; the Chair/Coordinator may write a separate recommendation if not a part of the committee.

All materials used during the evaluation (e.g., syllabi, class observations, etc) shall be made available to the Dean either in hard copy or electronically. The Dean will write a final evaluation memo, indicating whether the lecturer will be appointed to a new or continuing contract. The memo and any rebuttal will be placed in the appropriate PAF, along with other required materials.

VI. Each Department or program is expected to adopt its own lecturer evaluation criteria by a majority vote of the tenured and tenure-track faculty. In the absence of specific criteria, lecturers shall be held to the teaching performance criteria set out in the Department's RTP Standards, specifically, the criteria for reappointment. Chairs and Coordinators are also expected to routinely disseminate the evaluation criteria to lecturers and to ensure that these criteria are relied upon during the evaluation process. The Dean's Office will compile these standards on a web page or similar, and share this information with new lecturer faculty as part of the hiring process. Similarly, a notice will go out to faculty during the first 10 days of each semester specifying the criteria by which faculty will be evaluated. That notice will specify the terms of criteria, but not indicate which lecturer faculty will be evaluated. It is the responsibility of the Chairs and Coordinators to inform individual lecturers of an upcoming evaluation.