

Memorandum of Understanding
Evaluation of Full-time Lecturers
July 06, 2001
Revised July 29, 2004

NOTE: Nothing contained herein shall prevent the university, in its discretion, from granting further upward salary adjustments of individual employees.

I. Criteria

- A. The necessary and sufficient criterion is instruction (teaching, student-teacher supervision, clinical supervision) suitable to discipline.
- B. Scholarship is not expected. It may be considered for reappointment only at the lecturer's request and as a form of faculty development appropriate to instruction and/or performance in the subject area.
- C. Committee work/service outside the department is not expected. It may be considered for reappointment only at the lecturer's request and as a form of faculty development appropriate to instruction and/or performance in the subject area. An instance of this is the work of the Peer Group Committee.
- D. Committee work/service within the department may be expected and may be considered for reappointment when it is consistent with departmental personnel policies.

II. Process

- A. Evaluation of full-time lecturers follows the same cycle as the evaluation of tenure track faculty, on the schedule published by the provost.
- B. A lecturer who is eligible for reappointment applies to the department personnel committee.
- C. The department chair joins the standing personnel committee without a vote to explain the criteria as described above. The personnel committee makes an independent recommendation on the lecturer's application and forwards it, along with the application, to the department chair.
- D. The department chair makes an independent recommendation on the lecturer's application and forwards it, along with the application and the department personnel committee's recommendation, to the school's dean.
- E. At the level of the dean and subsequently, the process follows the same steps as with tenure-track faculty.
- F. With the same rights of due process as other full-time faculty, the lecturer shall be provided with a copy of every recommendation and decision at each stage of this review. The lecturer's chair shall also be provided with such copies.

III. The criteria and process are to be re-evaluated by the parties to this memorandum, with assistance from the Peer Group Committee, every two years.