

Appendix EE. Annual Evaluation of Lecturers

Approved: Sept. 2014

Updated Spring, 2017

The Psychology Department expects all faculty to teach academically challenging classes and to employ rigorous standards when evaluating student work. We also expect faculty to provide engaging and effective teaching, to be supportive and respectful of students, to be responsive to their academic needs, and to serve as mentors. The following requirements are intended to help Lecturers meet these expectations.

1. The Chair will assign Lecturers to a senior faculty mentor. The mentor may have the Lecturer consult with other experienced faculty on courses outside of the mentor's teaching area.
 - a. All course syllabi must be approved by a full-time faculty member experienced in teaching the class and by the mentor prior to the first day of instruction.
 - b. The mentor will serve as a consultant on designing learning experiences, and course management.
 - c. The mentor will assist the Lecturer in preparing a written plan for ensuring that his/her classes cover content consistent with the course description and Department standards, adhere to department policies, (e.g. the writing policy), hold students to appropriate expectations, provide critical feedback on student assignments, and be taught with an acceptable degree of rigor.
2. Lecturers will complete the Annual Evaluation of Non-Tenure Track Faculty, which includes:
 - IDEAs scores & student comments
 - copies of most recent course syllabi for all courses,
 - sample course assignments, tests, grading rubrics, and other course documents
 - all documents created with faculty mentor
 - and any other documents requested by the mentor, Chair or RAPT committee
 - In addition, he/she will be observed teaching by two members of the RAPT committee and the department chairIn the self-evaluation narrative, care should be given to address how feedback from previous years has been incorporated to produce improvements in teaching.
3. The RAPT committee will complete the Non-Tenure Track Faculty Evaluation Form to be submitted to the Dean via the Chair.
4. Lecturers will also be expected to participate in a minimum of four professional development activities per year either through the TLC or other venue approved by the Chair or mentor.

Consistent with College and Department policies and procedures and calendar, the Department RAPT committee will conduct an annual evaluation of Lecturers' progress during the annual review process. The Candidate's Self-Evaluation form and the Department evaluation form may be found on the College of Arts and Sciences website.

Directions for Reporting to the College/Provost:

For the Provost level reports, there need to be a cover page and signature sheet for every faculty that is NOT eligible for tenure each year.

It is up to the Colleges to assure that every faculty member that is NOT eligible for tenure is fully evaluated every three years after their first three years of full evaluations.

For example, if a faculty member, Henry Ford, was hired in the 2016-2017 academic year as a lecturer, the college would assure that that Mr Ford was evaluated as follows:

Year 1-2016-2017: full evaluation at department and college level (includes self-evaluation)

Year 2-2017-2018: full evaluation at department and college level (includes self-evaluation)

Year 3-2018-2019: full evaluation at department and college level (includes self-evaluation)

Year 4-2019-2020: no full evaluation

Year 5-2020-2021: no full evaluation

Year 6-2021-2022: full evaluation at department and college level (includes self-evaluation)

Year 7-2022-2023: no full evaluation

Year 8-2023-2024: no full evaluation

Year 9-2024-2025: full evaluation at department and college level (includes self-evaluation)

Regardless of the depth of the evaluation, the Vice Provost Office ONLY needs a cover page and recommendation page completed for every faculty member that is NOT eligible for tenure.