

Appendix D-1

Lecturer Evaluation for Advancement Form¹

Lecturers who wish to be considered for advancement must complete Section I of this Form and submit it along with the supporting documentation outlined in Section II no later than October 1 for review in the Fall and no later than March 1 for review in the Spring.

I. Lecturer Information

Name _____

Date _____

Unit/Department _____

Campus _____

If teaching across multiple units/departments, please provide additional information below:

Unit/Department _____ Campus _____

Number of prior semesters of appointment taught as a Lecturer (formerly PTL), WSI Unit Member (summer session appointments only) or full-time faculty member: _____

OR

Number of prior credits taught as a Lecturer (formerly PTL), WSI Unit Member (summer session appointments only) or full-time faculty member: _____

Consideration for Advancement to (check one): ___ Lecturer 2 ___ Lecturer 3
 ___ Lecturer 4 ___ Lecturer 5

II. Supporting Documentation

Please attach the following:

- A chronological list of all semesters of appointment as a Lecturer (formerly PTL), WSI Unit Member (summer session only) and full-time faculty member and the course(s) taught in each semester, including courses currently being taught as a Lecturer. Include campus/unit/department, course number and course title;
- Teaching portfolio including, at a minimum, a reflective narrative of the Lecturer's teaching;

¹ Departments/units may have additional Lecturer evaluation procedures, provided that those procedures, at a minimum, provide a level of evaluation consistent with the procedures outlined in Article 9 and the Lecturer is notified of such additional evaluation procedures for advancement in their appointment letter.

- Four most recent syllabi;
- Two most recent exams, formal assignments or tests; and
- Any additional material that the Lecturer wishes to be considered in the evaluation.

Lecturer Signature

Date

III. Class Observation(s)

Date of Class Visitation(s) _____

Title of Course(s) Visited _____

Name of Observer(s) _____

Attach a copy of the Class Observation Report(s)

IV. Department Chair's Recommendation:

Chair's commentary:

By signing below, the Chair certifies that he/she has reviewed the Lecturer's personnel file, including a review of prior evaluations/class observations.

Chair's Recommendation (check the appropriate terms):

____ Recommends Advancement to:

____ Lecturer 2 ____ Lecturer 3

____ Lecturer 4 ____ Lecturer 5

____ Does Not Recommend Advancement

Department Chair Signature

Date

V – Dean’s Recommendation

The Dean shall make the final decision with respect to the review and movement to Lecturer 2, Lecturer 3, Lecturer 4 or Lecturer 5 and shall notify the Lecturer of the decision, in writing, no earlier than ten (10) days prior to the end of the semester and no later than twenty (20) days after the close of the semester in which the review took place.

Dean’s Commentary:

Dean’s Recommendation (check the appropriate terms):

____ Recommends Advancement to: ____ Lecturer 2 ____ Lecturer 3

____ Lecturer 4 ____ Lecturer 5

____ Does Not Recommend Advancement

Dean’s Signature

Date

C: Lecturer
 Personnel File