

## Full Time Lecturers: Evaluation and Promotion Information

### Evaluations

#### Overall standards and outcomes for all Full Time Lecturer evaluations

- **Three outcomes:** exceeds expectations, meets expectations, does not meet expectations
- This is a change from the past, when our evaluations were pegged to “instructional effectiveness” standards in your departmental evaluation document (DED), which was written for and by tenure-track faculty and wasn’t supposed to be about us at all.

#### Dates to be aware of:

- **April 1:** AHR must notify (in writing) employees who are up for evaluation in the upcoming academic year
- **October 15:** Annual Activity Reports due (see below) ; provide written intent to apply for promotion, if you want to be evaluated for promotion that year
- **February 1:** all evaluation materials are due to Dept Head
- **April 1:** Dept Head must return the results of your evaluation in writing

#### How you will be evaluated in your first year as a Full Time Lecturer: “Initial Evaluation”

- classroom observation by dept head or his/her designate
- student evaluations (scantron forms - if available)
- course materials (examples of syllabi, assignments, etc)
- due to Dept Head on February 1

#### How you will be evaluated after your first year as a Full Time Lecturer: Annual Activity Reports and Periodic Evaluation

- Annual Activity Reports due annually on October 15 (See below)
- *Periodic Evaluation occurs in years two, four, and every four years thereafter, and includes:*
  - classroom observation by dept head or his/her designate
  - student evaluations (scantron forms)
  - course materials (examples of syllabi, assignments, etc)
  - Annual Activity Reports since last evaluation
  - due to Dept Head on February 1

#### What is an “Annual Activity Report?”

- Summary list of classes taught and professional development engaged in during previous year
- Employees may also indicate they want to develop/revise/teach, or other relevant job responsibilities they would like to take on in the coming year
- All Full Time Lecturers must turn in an Annual Activity Report by October 15 each year. These form the basis for future evaluations, and replace the long narratives we used to have to do.

## Promotions

### Criteria for promotion:

- **Lecturer 1 to Lecturer 2** – apply during or after 4<sup>th</sup> yr as L1, have MA+30 or ABD (all but dissertation) or equivalent as determined by DH, “meets expectations” or better on promo evaluation
- **Lecturer 2 to Lecturer 3** – apply during or after 4<sup>th</sup> yr as L2, have terminal degree or equivalent as determined by DH, “meets expectations” or better on promo evaluation
- **OR** – apply at any time, upon attaining relevant academic credentials for the next rank
- **OR** – can be promoted from L1 to L2 AND from L2 to L3 with at least four years in current rank and promo evaluation rating of “exceeds expectations” on student evals, classroom observations, and application of professional development, and approval of Dept Head
- Promotions take effect in September after your successful application.

### Promotion pay increases:

- L1 to L2 = \$2500 permanently added to base salary
- L2 to L3 = \$3000 permanently added to base salary
- L1 to L3 = \$5500 permanently added to base salary

### Promotion Evaluation:

- **Employee must notify Dept Head in writing** of intent to apply for promotion by Oct 15, and turn in completed promotion application by Feb 1
- **Promotion Evaluation includes**
  - all items listed in “**periodic evaluation**” - don’t forget Annual Activity Report due Oct 15
  - Also requires a **3-5 pg narrative statement** reflecting teaching philosophy, reflections on teaching at EMU, course innovation, professional development as related to teaching, anything else the employee wants to include.

### If there are serious concerns about your job performance between evaluations

- Off-cycle evaluations can occur under specific circumstances (see contract for details)
- There is a remediation process in the contract, if an evaluation goes poorly (see contract for details)
- You have a right to union representation in any remediation process

### Other changes to note:

- Student evaluations (scantrons) are now your property – KEEP THEM.
- Department heads must schedule classroom observations with reasonable advance notice
- Written results of classroom observations must be made available within 10 days of observation
- You have a right to attach a written response/rebuttal to your Department Head’s full evaluation, within 10 days of receiving the Department Head’s written evaluation.

If you have questions or concerns, contact EMUFT at [emuft9102@gmail.com](mailto:emuft9102@gmail.com) or 734-487-5448