

## Part-Time Lecturers: Evaluation & Promotion Information

2013-2017 Collective Bargaining Agreement

Type of Eval.	When this occurs	Who initiates this/When	What you turn in	Deadline for your submissions
Initial	Within first two semesters	Department Head; notifies you by Oct 1st or Feb 1st	Student evaluations and course materials	Fall Semester: Nov 15th Winter Semester: Mar 15th
Periodic	Every 4 years	Department Head; notifies you by Oct 1st or Feb 1st	Self evaluation, student evaluations, course materials, CV	Fall Semester: Nov 15th Winter Semester: Mar 15th
Promotion	At request of Lecturer*	Lecturer; notify your Dept Head by Oct 1st or Feb 1st	Self evaluation, student evaluations, course materials, CV	Fall Semester: Nov 15th Winter Semester: Mar 15th

All evaluations also include a **class observation**; you should receive at least ten (10) business days' notice of the class observation.

\* You qualify to apply for promotion from Lecturer A to Lecturer B if you meet the following criteria: You have taught for at least two semesters over two consecutive academic years, and a total of at least 12 credit hours.

## Highlights of the Part-Time Lecturer Collective Bargaining Agreement (2013-2017)

- Increases to minimum per credit hour **pay rate**.
  - \$1140 per credit hour in the 2013-2014 academic year.
  - \$1160 per credit hour in the 2014-2015 academic year.
  - \$1180 per credit hour in the 2015-2016 academic year.
  - \$1200 per credit hour in the 2016-2017 academic year.
- **Appointments:**
  - All Part Time Lecturers have a right to provide **written input** to their departments regarding preferred teaching assignments, preferred days, times, and locations of classes. This does not guarantee that you will get your preferences, but you do have the right to formally provide input on these matters.
  - Your department must make **every reasonable effort to hire from existing Part-Time Lecturers** before hiring new lecturers to fill those openings.
  - EMU must make **every reasonable effort to maintain your appointment** at a level that is consistent with your prior appointment.
- **Input & Communications:** Part-Time Lecturers should be allowed to attend departmental Faculty Meetings and participate on curriculum and instruction committees, as long as this is allowed in the Departmental Input Document for their department.
- Part-Time Lecturers are allowed to take **three (3) Paid Leave Days** per semester (Fall, Winter, Summer). Notice of absence should be given to the Department Head as promptly as possible.
- Part-Time Lecturers who have been employed at EMU for at least one year and are employed 40% or more (generally computed as at least 6 credit hours or equivalent) are eligible for **Tuition Support** for courses taken at EMU.

**Find the Part-Time Lecturer Collective Bargaining Agreement online at:**

<http://www.emich.edu/ahr/contracts.html>