AY20-10-F

Faculty Senate Issue Log Form

Date-Submitted: 9/20/20
Title-of-Issue: Time allotted to review promotion dossiers for master/senior lecturers and annual review materials for lecturers
Description: When a lecturer or master lecturer comes up for promotion, the date to submit their dossier is given as 10/15 in the faculty handbook appendix. The due date for the review letter is then 11/1. Secondly, for annual reviews for lecturers beyond their first year of service, the review committee receives the dossier on 11/3 and the letter is due 11/10.
Rationale: The promotion dossiers contain 6 years of material and need careful consideration. 2 weeks is not enough time to do that. With the annual reviews, a small number of tenured faculty is often reviewing a large number of lecturers; 1 week is insufficient time.
Name: Elizabeth Black
Department: World Languages and Cultures
Date: 9/20/20
Signature: Elizabeth C Black

Submission Date and Time: Sunday September 20th, 2020. 02:32:49 PM

**Committee Recommendation**

Committee F recommends acceptance of AY20-10-F

Calendar Suggestion

**Schedule of Reappointment/Annual Review or Nonreappointment of Lecturers and Clinical Assistant Professors (Beyond Their First Year of Employment)**

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| 10/1 | Faculty member submits teaching portfolio review materials to the department/school chair. |
| 10/2 | Department/school chair submits teaching portfolio review materials to the designated department/school evaluation committee. |
| 11/1 | Designated department/school evaluation committee submits teaching portfolio review evaluation to the department/school chair, providing copies to the faculty member and dean. |
| 11/2 | Faculty member submits materials, including the teaching portfolio review, for evaluation and decision to the department/school chair. |
| 11/3 | Department/school chair submits materials from faculty member for evaluation to department/school committee. |
| ~~11/10~~11/17 | Department/school committee submits its evaluation and recommendation concerning reappointment or nonreappointment of faculty member to department/school chair, providing a copy to the faculty member. |
| 12/1 | Department/school chair submits an evaluation and recommendation concerning reappointment or nonreappointment to dean, including the department/school committee recommendation, providing a copy to the faculty member. |
| 12/15\* | Dean makes a decision concerning reappointment or nonreappointment and notifies faculty member in writing, providing a copy to the provost and vice president for academic affairs.1. If the evaluation is positive and the dean’s determination on retention is affirmative, the faculty member will be reappointed according to the policy on Reappointment/Annual Review or Nonreappointment of Faculty.
2. If the decision by the dean is not to retain the lecturer or clinical assistant professor, he or she will be notified of termination according to the appropriate schedule in the policy on the Reappointment/Annual Review or Nonreappointment of Faculty.
3. Lecturers and clinical assistant professors considered for promotion in a given year or going through an in-depth review will not undergo a separate annual evaluation in that same year.
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**Schedule of Reappointment/Annual Review or Nonreappointment of Senior Lecturers, Master Lecturers, Clinical Associate Professors, and Clinical Professors (Beyond Their First Year of Employment) Undergoing an In-Depth Review**

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| 10/1 | Faculty member submits teaching portfolio review materials to the department/school chair. |
| 10/2 | Department/school chair submits teaching portfolio review materials to the designated department/school evaluation committee. |
| 11/1 | Designated department/school evaluation committee submits teaching portfolio review evaluation to the department/school chair, providing copies to the faculty member and dean. |
| 11/2 | Faculty member submits materials, including the teaching portfolio review, for evaluation and decision to the department/school chair. |
| 11/3 | Department/school chair submits materials from faculty member for evaluation to department/school committee. |
| ~~11/10~~11/17 | Department/school committee submits its evaluation and recommendation concerning reappointment or nonreappointment of faculty member to department/school chair, providing a copy to the faculty member. |
| 12/1 | Department/school chair submits an evaluation and recommendation concerning reappointment or nonreappointment to dean, including the department/school committee recommendation, providing a copy to the faculty member. |
| 12/15\* | Dean makes a decision concerning reappointment or nonreappointment and notifies faculty member in writing, providing a copy to the provost and vice president for academic affairs.1. If the evaluation is positive and the dean’s determination on retention is affirmative, the faculty member will be reappointed according to the policy on Reappointment/Annual Review or Nonreappointment of Faculty.
2. If the decision by the dean is not to retain the senior lecturer, master lecturer, clinical associate professor or clinical professor, he or she will be notified of termination according to the appropriate schedule in the policy on the Reappointment/Annual Review or Nonreappointment of Faculty.
3. Senior lecturers, master lecturers, clinical associate professors, and clinical professors considered for promotion in a given year or going through an in-depth review will not undergo a separate annual evaluation in that same year.
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| 1/15 | Faculty member may request a review by the provost and vice president for academic affairs in the case of a nonreappointment decision by the dean. |
| 2/1 | Provost and vice president for academic affairs makes a final decision on the appeal of a nonreappointment decision and informs the faculty member. The provost and vice president for academic affairs' decision is final. |

\*Mandated by policy

**Schedule of Reappointment/Annual Review or Nonreappointment of Senior Lecturers, Master Lecturers, Clinical Associate Professors, and Clinical Professors (Beyond Their First Year of Employment) Undergoing an In-Depth Review**

|  |  |
| --- | --- |
| 10/1 | Faculty member submits teaching portfolio review materials to the department/school chair. |
| 10/2 | Department/school chair submits teaching portfolio review materials to the designated department/school evaluation committee. |
| 11/1 | Designated department/school evaluation committee submits teaching portfolio review evaluation to the department/school chair, providing copies to the faculty member and dean. |
| 11/2 | Faculty member submits materials, including the teaching portfolio review, for evaluation and decision to the department/school chair. |
| 11/3 | Department/school chair submits materials from faculty member for evaluation to department/school committee. |
| ~~11/10~~11-17 | Department/school committee submits its evaluation and recommendation concerning reappointment or nonreappointment of faculty member to department/school chair, providing a copy to the faculty member. |
| 12/1 | Department/school chair submits an evaluation and recommendation concerning reappointment or nonreappointment to dean, including the department/school committee recommendation, providing a copy to the faculty member. |
| 12/15\* | Dean makes a decision concerning reappointment or nonreappointment and notifies faculty member in writing, providing a copy to the provost and vice president for academic affairs.1. If the evaluation is positive and the dean’s determination on retention is affirmative, the faculty member will be reappointed according to the policy on Reappointment/Annual Review or Nonreappointment of Faculty.
2. If the decision by the dean is not to retain the senior lecturer, master lecturer, clinical associate professor or clinical professor, he or she will be notified of termination according to the appropriate schedule in the policy on the Reappointment/Annual Review or Nonreappointment of Faculty.
3. Senior lecturers, master lecturers, clinical associate professors, and clinical professors considered for promotion in a given year or going through an in-depth review will not undergo a separate annual evaluation in that same year.
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| 1/15 | Faculty member may request a review by  |

### Schedule for Lecturers Seeking Promotion to Senior Lecturer and Senior Lecturers Seeking Promotion to Master Lecturer

Senior lecturers and master lecturers considered for promotion in a given year or going through an in-depth review will not undergo a separate annual evaluation in that same year.

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| ~~10/15~~10/5 | Faculty member seeking promotion to Senior Lecturer or Master Lecturer submits promotion file to a secure site accessible to the department and college promotion and tenure committees, the department chair, the dean, and the provost and vice president for academic affairs. |
| ~~11/1~~10/30 | Department/school promotion and tenure committee posts its recommendation concerning promotion to Senior Lecturer or Master Lecturer to the secure site. |
| 11/10 | Department/school chair submits recommendation on promotion to Senior Lecturer or Master Lecturer to the secure site. |
| 12/1 | The college promotion and tenure committee posts its recommendation on promotion to Senior Lecturer or Master Lecturer to the secure site. |
| 12/15 | The college dean posts his or her decision concerning the faculty member’s promotion to Senior Lecturer or Master Lecturer to the secure site. |
| 1/15 | Faculty member may request a review by the provost and vice president for academic affairs of a negative decision on promotion to Senior Lecturer or Master Lecturer by the college dean. |
| 2/1 | The provost and vice president for academic affairs makes a decision on promotion to Senior Lecturer or Master Lecturer in those cases where further review was requested. The decision of the provost and vice president for academic affairs is final. |