

Important Dates for Lecturer Reviews

NOTE: This guide is intended as a compact account of important dates and events associated with Lecturer reviews. For the official university documents, see <http://www.baylor.edu/aarc/index.php?id=868256>. Exact dates can vary slightly because of the need to avoid weekends; actual dates for each given year are provided in a memo to deans that is also sent to department chairs.

Important Dates for 2nd and 4th year Departmental Reviews

By Sept 25

- Provost office will send a notification of each Regular Lecturer's current year of consecutive, full-time service to the Regular Lecturer and the Regular Lecturer's department chair and Dean.

By Dec 15

- "Summary teaching evaluation" must be given to lecturer.
 - Evaluation completed by chair or committee determined by the chair.
 - To be included in notebook:
"The summary teaching evaluation will draw on information from the Regular Lecturer's reflective summaries of teaching prior to the point of preparing the evaluation, peer review reports, and student evaluation forms, in order to evaluate the Regular Lecturer's work in the classroom and in student mentoring as well as any additional contributions to curriculum and instruction in the academic unit. This summary teaching evaluation should chronicle the Regular Lecturer's efforts at improvement in teaching and should help the Regular Lecturer in continuous improvement."

By Jan 15

- Chair must provide colleague evaluation forms to tenured faculty/senior lecturers.
- Chair must schedule review meeting with the lecturer and committee (meeting must take place by Feb 15).
- Lecturer must make notebook available to department.

By Feb 15

- Review meeting must take place by this date.

By Feb 25 (following the review meeting)

- Review committee is to complete and sign the colleague evaluation forms and submit to chair.
 - These forms are confidential and not given to the lecturer.
- Chair prepares a summary report of the review meeting and the colleague evaluation forms, including a report of Continue/Not Continue/Abstain vote.
 - The summary report is to be made available for inspection by the committee and the lecturer (not to be distributed by email).

- If the committee or the lecturer believes his/her opinions were not adequately expressed in the report, he/she may submit an independent letter to the chair, which is to be included in the chair's letter sent to the Dean.
- The 2nd and 4th year summary reports are to be included in the lecturer's notebook.

By March 5

- Chair must submit the summary report to the Dean.

By March 20

- Dean will review the summary report and send his/her recommendation to the Provost office.

By March 30

- Provost will notify the Dean of the decision to continue or terminate the lecturer's appointment.

By April 15

- Dean will notify the lecturer of the decision.

Important Dates for 6th year review (Promotion to Senior Lecture review)

By Sept 25

- Provost office will send a notification of each Regular Lecturer's current year of consecutive, full-time service to the Regular Lecturer and the Regular Lecturer's department chair and Dean.

By Sept 30

- Chair will inform the lecturer that application for rank of senior lecturer must be made.

By Oct 15

- "Summary teaching evaluation" must be given to lecturer.
 - Evaluation completed by chair or committee determined by the chair.
 - This evaluation is to be included in notebook.
 - "The summary teaching evaluation will draw on information from the Regular Lecturer's reflective summaries of teaching prior to the point of preparing the evaluation, peer review reports, and student evaluation forms, in order to evaluate the Regular Lecturer's work in the classroom and in mentoring as well as any additional contributions to curriculum and instruction in the academic unit."

By Oct 31

- Lecturer will submit the notebook to the chair.
- Chair must provide colleague evaluation forms to committee.
- Chair must schedule review meeting with the lecturer and committee (to take place by Nov 30).

By Nov 30

- Chair/committee will review the notebook.
- Review meeting is held.

By Dec 10 (following the review meeting)

- Review committee is to complete and sign the colleague evaluation forms and submit to chair.
 - These forms are confidential and not given to the lecturer.

By Dec 15

- Chair prepares a summary report of the review meeting and the colleague evaluation forms, including a report of Continue/Not Continue/Abstain vote.
 - The summary report is to be made available for inspection by the committee but *not* to the lecturer.
 - If the committee believes its opinions were not adequately expressed in the report, he/she may submit an independent letter to the chair, which is to be included in the chair's letter sent to the Dean.
- Chair must submit the summary report and the notebook to the Dean by this deadline.

By January 15

- Dean will submit a recommendation to the Provost regarding whether the lecturer should be appointed to the rank of Senior Lecturer. The Dean will include with his or her recommendation the letter from the department chair and the lecturer's notebook.

By February 15

- Provost will submit a recommendation to the President, and the President will decide whether to appoint the lecturer to the rank of Senior Lecturer.

By March 1

- President will sign a letter to the lecturer conveying the decision, and will report the decision to the Provost.