

## PROCEDURES FOR REVIEW OF FULL-TIME REGULAR LECTURERS AND PROMOTION TO THE RANK OF SENIOR LECTURER AT BAYLOR UNIVERSITY

### I. Scope

These procedures describe the process for review of Regular Lecturers in the second and fourth year, as well as at the point of application for promotion to Senior Lecturer. The University Policy governing these faculty members is BU-PP 716, Policy on Full-Time Lecturers and Senior Lecturers at Baylor University.

### II. Procedure

- A. Each year, by September 25, the Office of the Provost 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.
- B. Each Regular Lecturer will undergo the department's Peer Review of Teaching Process at least three times: once early enough to incorporate the results of the Peer Review into the second-year departmental review (described in Section II.C); a second time following the second-year departmental review, but early enough to incorporate the results of the Peer Review into the fourth-year departmental review (also described in Section II.C); and the third time following the fourth-year departmental review, but early enough to incorporate the results of the Peer Review into the Senior Lecturer Review (described in Section II.D).
- C. Each Regular Lecturer in the second or fourth year of service will undergo a departmental review according to the following process:
  1. The department chairperson is to prepare with the available tenured departmental faculty and Senior Lecturers (or a committee thereof, as determined by the department chairperson in consultation with the available tenured faculty and Senior Lecturers) a summary evaluation of the Regular Lecturer's teaching. 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; it should be provided to the Regular Lecturer by December 15 for these purposes and for inclusion in the notebook that will be used for the departmental review.

*Note: In a school or college that acts as a single department for the purpose of performing these reviews, the duties described throughout this process as being done by the department chairperson will be done by the Dean.*

2. Regular Lecturers are to maintain a notebook as described in the context of the Senior Lecturer review process (see Section II.D.3). They are to make this notebook available for review by available tenured faculty and Senior Lecturers within the department by January 15.
3. The available tenured faculty and Senior Lecturers within the department are to review the Regular Lecturer's notebook before the meeting with the Regular Lecturer (described in II.C.5).
4. The department chairperson is to provide colleague evaluation forms to the available tenured faculty and Senior Lecturers, and to schedule a review meeting with the Regular Lecturer and the available tenured faculty and Senior Lecturers. The chair should provide the forms and schedule the meeting by January 15 (the meeting itself, described in Section II.C.5, should take place by February 15).
5. The Regular Lecturer, available tenured faculty and Senior Lecturers, and department chairperson will meet to discuss and review the Regular Lecturer's progress and performance. This review should address all pertinent topics of interest to the participants (and departments may make a practice of submitting such topics to the department chair in advance if thoroughness is thus facilitated). If there have been any changes in expectations or conditions of the Regular Lecturer's employment, the department chairperson is to ensure that these are clearly communicated in writing to all participants in this meeting. This meeting will be evaluative in the sense that it will result in a recommendation to retain or release the Regular Lecturer, but in most cases it should provide a significant opportunity for constructive conversation about the Regular Lecturer's work, acknowledging and encouraging its positive aspects and providing suggestions for improvement. This meeting will take place by February 15.
6. Following this meeting, the available tenured faculty and Senior Lecturers are to complete and sign the colleague evaluation forms on the Regular Lecturer and submit them to the department chairperson. This shall be done by February 25. Each tenured faculty member and Senior Lecturer should include on the form, along with other comments, an indication recommending that the Regular Lecturer be (a) Continued or (b) Not Continued as a Regular Lecturer, or an indication that the faculty member is abstaining for a specific compelling reason. The department chairperson shall maintain the confidentiality of the evaluation forms, which shall not be available for review by the Regular Lecturer. In addition to the chairperson, only the President, Provost, and Dean will have access to the evaluation forms.

7. After receiving the colleague evaluation forms, the department chairperson is to prepare a summary report of the observations made in the review meeting and in the colleague evaluations by the available tenured faculty and Senior Lecturers, including a report of the Continue/Not Continue/Abstain vote, for submission to the Dean. Before submitting this report to the Dean, the department chairperson is to make this report available for inspection by the available tenured faculty and Senior Lecturers and to the Regular Lecturer, either by reading it to them or by allowing them to read it in a secure location such as the departmental office. This summary report shall not be duplicated or distributed via email. The summary shall be submitted to the Dean by March 5.

If any of the available tenured faculty or Senior Lecturers believes that his or her opinions were not adequately expressed in the chairperson's report, he or she may submit an independent letter expressing his or her opinion to the chairperson. Similarly, if the Regular Lecturer desires to dissent from any of the points made in the report, he or she may submit an independent letter presenting his or her opinion with respect to this point or points. Any such letter submitted by tenured faculty, Senior Lecturers, or Regular Lecturer should be attached to the chair's letter and sent forward with it to the Dean.

8. If, in the opinion of the Dean as a result of this review, the Regular Lecturer should be continued in his or her appointment at Baylor, the Dean should indicate this on the summary report and forward it to the Provost by March 20.
  9. If, in the opinion of the Dean as a result of this review, the Regular Lecturer should *not* be continued in his or her appointment at Baylor, the Dean should recommend to the Provost in writing that the appointment be terminated. Such a recommendation should be submitted to the Provost by March 20.
  10. No later than March 30, the Provost will notify the Dean in writing of the decision to continue or terminate the Regular Lecturer's appointment. The Dean will then notify the Regular Lecturer of the decision in writing no later than April 15.
  11. In the event of a decision to terminate the Regular Lecturer's appointment, if the Regular Lecturer is in the second year, a contract will not be issued for the following year; if the Regular Lecturer is in the fourth year, a terminal contract will be issued for the following year.
- D. A Regular Lecturer who seeks to continue as a lecturer for Baylor for more than seven consecutive, full-time years by applying for the rank of Senior Lecturer will do so according to the following process:

1. By September 30 of the sixth year, the Regular Lecturer's department chair (or Dean in schools in which the Dean acts as department chair) will inform the Regular Lecturer that application for the rank of Senior Lecturer must be made, and will inform the Regular Lecturer of any materials that must be submitted for this process besides the notebook (see Section II.D.3.f).
2. The department chairperson is to prepare with the available tenured departmental faculty and Senior Lecturers (or a committee thereof, as determined by the department chairperson in consultation with the available tenured faculty and Senior Lecturers) a summary evaluation of the Regular Lecturer's teaching. 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. This summary teaching evaluation should be provided to the Regular Lecturer by October 15 for inclusion in the notebook that will be used for the departmental review.
3. By October 31, the Regular Lecturer will submit to the department chair (or Dean in schools in which the Dean acts as chair) a notebook containing:
  - a. A one-to-two-page letter applying for the position of Senior Lecturer; for the second- and fourth-year reviews, this should be a one-to-two-page letter summarizing the data that supports the Regular Lecturer's continuation as a Regular Lecturer;
  - b. A curriculum vitae that lists the Regular Lecturer's educational background, relevant employment history, and professional achievements, including each course and section taught at Baylor and any other service and research activities, along with any other information the Regular Lecturer deems pertinent;
  - c. Documentation of the assignment of any administrative and/or research duties as part of the workload for any portion of the Regular Lecturer's service at Baylor;
  - d. Student evaluations for each semester taught as a full-time Regular Lecturer;
  - e. The Regular Lecturer's assessment of his or her teaching effectiveness in view of the other documentation available (e.g., student evaluations, Peer Teaching Review reports, and second- and fourth-year reviews); for the second- and fourth-year reviews, the Regular Lecturer should provide a reflective summary of his or her teaching and plans for improvement (for example, attending pedagogy workshops or observing the teaching of experienced colleagues), including available documentation;
  - f. Any other materials the Regular Lecturer and/or the department chair (or Dean in schools in which the Dean acts as chair) deem appropriate (these may include a teaching portfolio, in units that use such a document, as

well as materials relating to service contributed to the department and any reflective summaries of assigned or unassigned administration or research); and

- g. The summary teaching evaluations that have been provided by the department chair for the second- and fourth-year reviews as well as for the Senior Lecturer decision.
4. The available tenured faculty and Senior Lecturers within the department are to review the Regular Lecturer's notebook during November.
5. The department chairperson is to provide colleague evaluation forms to the available tenured faculty and Senior Lecturers, and to schedule a review meeting with the Regular Lecturer and the available tenured faculty and Senior Lecturers. The chair should provide the forms and schedule the meeting by October 31 (the meeting itself, described in Section III.C.6, should take place by November 30).

*Note: In a school or college that acts as a single department for the purpose of performing these reviews, the duties described throughout this process as being done by the department chairperson will be done by the Dean.*

6. The Regular Lecturer, available tenured faculty and Senior Lecturers, and department chairperson will meet to discuss and review the Regular Lecturer's progress and performance. This review should address all pertinent topics of interest to the participants (and departments may make a practice of submitting such topics to the department chair in advance if thoroughness is thus facilitated). If there have been any changes in expectations or conditions of the Regular Lecturer's employment, the department chairperson is to ensure that these are clearly communicated in writing to all participants in this meeting. This meeting will take place by November 30.
7. Following this meeting, the available tenured faculty and Senior Lecturers are to complete and sign the colleague evaluation forms on the Regular Lecturer and submit them to the department chairperson. This shall be done by December 10. Each tenured faculty member and Senior Lecturer should include on the form, along with other comments, an indication recommending that the Regular Lecturer be (a) Appointed or (b) Not Appointed as a Senior Lecturer, or an indication of a compelling reason for the faculty member to abstain. The department chairperson shall maintain the confidentiality of the evaluation forms, which shall not be available for review by the Regular Lecturer. In addition to the chairperson, only the President, Provost, and Dean will have access to the evaluation forms.
8. After receiving the colleague evaluation forms, the department chairperson is to prepare a summary report of the observations made in the review meeting and in the colleague evaluations by the available tenured faculty and Senior

Lecturers, including a report of the Appoint/Not Appoint/Abstain vote and the chair's recommendation to appoint or not appoint the Regular Lecturer as a Senior Lecturer, for submission to the Dean. Before submitting this report to the Dean, the department chairperson is to make this report available for inspection by the available tenured faculty and Senior Lecturers, either by reading it to them or by allowing them to read it in a secure location such as the departmental office. This summary report shall not be duplicated or distributed via email, and shall *not* be made available to the Regular Lecturer. The summary shall be submitted to the Dean, along with the Regular Lecturer's notebook, by December 15.

If any of the available tenured faculty or Senior Lecturers believes that his or her opinions were not adequately expressed in the chairperson's report, he or she may submit an independent letter expressing his or her opinion to the chairperson. This letter should be attached to the chair's letter and sent forward with it to the Dean.

9. By January 15, the Dean will submit a recommendation to the Provost regarding whether the Regular 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 Regular Lecturer's notebook.
10. By February 15, the Provost will submit a recommendation to the President, and the President will decide whether to appoint the Regular Lecturer to the rank of Senior Lecturer. The President's decision shall be final and binding.
11. By March 1 the President will sign a letter to the Regular Lecturer conveying this decision, and will report the decision to the Provost.
12. The Provost will communicate to each Dean the decision made for each Regular Lecturer who is applying for the rank of Senior Lecturer within the Dean's academic unit.
13. The Regular Lecturer's Dean or the Dean's designee will meet with the Regular Lecturer to inform him or her of the Senior Lecturer decision and to deliver personally to the Regular Lecturer the letter from the President officially notifying the candidate of the decision.

The Dean or Dean's designee will prepare a statement documenting the content and date of this meeting and the fact that these procedures have been followed. This statement will be included in the faculty member's official personnel file maintained in the Office of the Provost.

14. If the President determines that the Regular Lecturer will be appointed to the rank of Senior Lecturer, the appointment to the rank of Senior Lecturer will

take effect at the conclusion of the academic year in which the decision is made.

15. If the President determines that the Regular Lecturer will not be appointed to the rank of Senior Lecturer, the Regular Lecturer will be reappointed for a final year as a Regular Lecturer.

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