**Appendix D-1**

**Lecturer Evaluation for Advancement Form[[1]](#footnote-1)**

Lecturers who wish to be considered for advancement must complete Section I of this Form and submit it along with the supporting documentation outlined in Section II no later than October 1 for review in the Fall and no later than March 1 for review in the Spring.

**I. Lecturer Information**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Unit/Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Campus \_\_\_\_\_\_\_\_\_\_\_\_\_\_

If teaching across multiple units/departments, please provide additional information below:

Unit/Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Campus \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of prior semesters of appointment taught as a Lecturer (formerly PTL), WSI Unit Member (summer session appointments only) or full-time faculty member.

 **OR**

Number of prior credits taught as a Lecturer (formerly PTL), WSI Unit Member (summer session appointments only) or full-time faculty member. \_\_\_\_\_\_

Consideration for Advancement to (check one): \_\_\_Lecturer 2 \_\_\_ Lecturer 3

\_\_\_Lecturer 4 \_\_\_ Lecturer 5

**II. Supporting Documentation**

*Please attach the following:*

* A chronological list of all semesters of appointment as a Lecturer (formerly PTL), WSI Unit Member (summer session only) and full-time faculty member (in the case of application for advancement to Lecturer 3, 4 or 5, a chronological list of all semesters of appointment since most recent advancement) and the course(s) taught in each semester, including courses currently being taught as a Lecturer. Include campus/unit/department, course number and course title;
* Teaching portfolio including, at a minimum, a reflective narrative of the Lecturer’s teaching;
* Four most recent syllabi;
* Two most recent exams, formal assignments or tests; and
* Any additional material that the Lecturer wishes to be considered in the evaluation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lecturer Signature Date

**III. Class Observation(s)**

Date of Class Visitation(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Course(s) Visited \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Observer(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attach a copy of the Class Observation Report(s)**

**IV. Department Chair’s Recommendation:**

Chair’s commentary:

By signing below, the Chair certifies that he/she has reviewed the Lecturer’s personnel file, including a review of prior evaluations/class observations.

Chair’s Recommendation (check the appropriate terms):

\_\_\_\_Recommends Advancement to: \_\_\_Lecturer 2 \_\_\_ Lecturer 3

\_\_\_Lecturer 4 \_\_\_ Lecturer 5

\_\_\_\_Does Not Recommend Advancement

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair Signature Date

**V – Dean’s Recommendation**

**The Dean shall make the final decision with respect to the review and movement to Lecturer 2, Lecturer 3, Lecturer 4 or Lecturer 5 and shall notify the Lecturer of the decision, in writing, no earlier than ten (10) days prior to the end of the semester and no later than twenty (20) days after the close of the semester in which the review took place.**

Dean’s Commentary:

Dean’s Recommendation (check the appropriate terms):

\_\_\_\_Recommends Advancement to: \_\_\_Lecturer 2 \_\_\_ Lecturer 3

\_\_\_Lecturer 4 \_\_\_ Lecturer 5

\_\_\_\_Does Not Recommend Advancement

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean’s Signature Date

C: Lecturer

 Personnel File

1. Departments/units may have additional Lecturer evaluation procedures, provided that those procedures, at a minimum, provide a level of evaluation consistent with the procedures outlined in Article 9 and the Lecturer is notified of such additional evaluation procedures for advancement in their appointment letter. [↑](#footnote-ref-1)