

**CHECKLIST FOR REVIEW OF FACULTY ON TERM APPOINTMENTS**  
**(Faculty on term appointments, with the possibility of renewal, and not eligible for tenure)**

**COMMITTEE ON FACULTY APPOINTMENTS**

The information given here, based on *Articles of Government* and *Guidelines for Faculty on Term Appointments*, is intended as a guide to the Reappointments and Promotions (R&P) process but does not serve as a substitute for legislation. Please refer to Book I, Article IX, Section 7. *Term Appointments* and to the *Guidelines for Faculty on Term Appointments*. **Visiting lecturer appointments are not subject to the procedures in this checklist.**

By October 15 each year, a list will be published of faculty members under review for reappointment, promotion, tenure, or merit increases in that academic year. The name of each faculty member under review will be included unless the candidate requests otherwise.

Included below are the various responsibilities of the R&P and the candidate during the review process.<sup>1</sup> In addition to the requirements for specific reviews, ongoing responsibilities of the departmental R&P include the following:

- Space **class visits** throughout a term of appointment. A minimum of three visits are required during a multi-year contract term of a lecturer.

Note: Effective in 2016-17, class visits are optional at the senior lecturer level. However, if the senior lecturer is teaching in a new field or if there are concerning comments in the SEQs, it may be in the senior lecturer's best interest to have one or more class visits. Not requiring the visits does not mean that standards for teaching have been lowered; rather, it signals that discretion is being given to R&Ps to evaluate senior lecturers' teaching as they deem appropriate to the individual record. If, however, the individual record does not show evidence of teaching excellence, the absence of class visits may be to a candidate's disadvantage at the time of a CFA review

- Review **student evaluation questionnaires (SEQs)** and letters which have been sent to department chairs from the Office of the Provost and Dean of the College.
- Hold **annual conversations** to review performance in relation to the criteria for renewed contracts. The student evaluations should be reviewed at this meeting. The annual conversation should include as realistic an assessment as possible of an FTA's prospects for reappointment and/or promotion. In a timely manner, prepare and file documentation of these conversations, signed by the R&P chair and candidate. Written notification (with signatures) confirming that the conversation has occurred should be sent to the Provost's office by September 15 of each year.

**Request to appoint a visiting lecturer to a lecturer position**

The request to appoint an individual after her/his fourth year of service as a visiting lecturer at the College to a term contract as lecturer will be made by the R&P to the Provost/Dean of the College by February 15. The candidate's CV should be submitted with the R&P's recommendation. The R&P must provide justification for a term appointment rather than a tenure-eligible one as well as evidence of the candidate's quality of teaching (include at least one class visit for the current academic year). Other criteria (professional development, departmental/college service) may also be considered. If approved by the Provost/Dean of the College, then

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<sup>1</sup> Throughout this document, the term department is used to refer to department or program, department chair is used to refer to department chair or program director, and Lecturer and Senior Lecturer refer to faculty with those titles as well as faculty with the titles Adjunct Assistant Professor and Adjunct Associate Professor.

the request will be sent to the Committee on Faculty Appointments (CFA) for approval (or denial). The R&P will be notified of the CFA's decision by the end of the academic year.

### **Reappointment of lecturers and senior lecturers**

For those lecturers and senior lecturers currently on multi-year contracts, recommendation for (or against) an additional term contract normally will be made in the spring of the penultimate year of the current contract. For those lecturers and senior lecturers on one-year contracts, recommendation for (or against) an additional term contract will be made in the spring of the current contract. If an R&P recommends against reappointment of a lecturer or senior lecturer, the written summary of reasons goes only to the Provost/Dean of the College, and is not forwarded to the CFA. (Please refer to the procedures described in the *Guidelines for Faculty on Term Appointments*.)

**For lecturers and senior lecturers on one-year contracts, review for reappointment will occur in the spring of their current contract.** Due dates will be as follows:

- Candidates submit relevant materials to their R&P committee by February 1.
- Candidates submit relevant materials directly to the CFA by February 1 (see below).
- R&P recommendations are due to the Provost/Dean of the College by February 15. If staffing units are approved, recommendations are forwarded to the CFA.
- Candidates will be notified of the CFA's decision by May 31.

**For lecturers and senior lecturers on multi-year contracts, due dates will be as follows:**

- Candidates submit relevant materials to their R&P committee by February 1.
- Candidates submit relevant materials directly to the CFA by February 1 (see below).
- R&P recommendations are due to the Provost/Dean of the College by February 15. If staffing units are approved, recommendations are forwarded to the CFA.
- Candidates will be notified of the CFA's decision by June 30.

The candidate should submit the following materials directly to the CFA in electronic form:

- activities sheets (since last reappointment),
- CV,
- personal statement (3-page maximum),
- teaching materials (10-page maximum) (*recommended*).

The R&P should include the following information in its recommendation:

- recommended length and percent of full-time of the contract renewal. (Note: A part-time lecturer or senior lecturer who is less than half-time will be eligible for a contract term of one to three years, with the possibility of renewal; a full-time or part-time (half-time or greater) lecturer or senior lecturer will be eligible for a contract term of one to five years, with the possibility of renewal);
- explanation of need for such an appointment rather than for a tenure-eligible one;
- evidence of excellent teaching (including supervising independent research, as appropriate);
- evidence of professional development;
- evidence of service (including advising students).

The R&P may also want to address the criteria for appointment included in the *Guidelines for Faculty on Term Appointments*.

If the recommendation is positive, it should be signed by all R&P members who agree with its conclusion. Those not in agreement should prepare an addendum or a separate letter giving their views. The Provost's office will share a redacted copy of the R&P's recommendation(s) with the candidate. If the R&P's recommendation is negative, please refer to the procedures described in the *Guidelines for Faculty on Term Appointments*.

The CFA may request additional information from the R&P (e.g., class visit reports, annual conversation reports) and/or clarification of the R&P's recommendation. It may also ask to meet with the R&P committee. Correspondence between the CFA and the R&P, including the R&P's recommendation, will be shared with the candidate.

**Promotion from lecturer to senior lecturer**

Normally, a lecturer is eligible for promotion to senior lecturer after at least ten years of service at the College at the lecturer rank. Promotion to senior lecturer is not automatic or even expected. Review for promotion is initiated by the R&P committee at the time of a reappointment review after the ten-year eligibility has been met. Promotion recommendations from R&Ps are due to the CFA by February 15. Candidates' submissions are due to the R&P and the CFA by February 1.

The R&P's recommendation (and the candidate's submissions in support of promotion) should provide evidence of conspicuous excellence in all categories required for a new term contract, i.e. teaching (including supervising independent research, as appropriate), professional development, and service (including advising students), with the primary criterion being teaching. Promotion candidates' submissions are the same as those for reappointment, but with an understanding that these materials should demonstrate the criteria of conspicuous excellence.

**Those term faculty holding the senior lecturer title as of 2008-09 will have an opportunity to be reviewed by the CFA for a one-time "merit increase" in salary.** The timing and initiation of this optional review are up to the individual. To initiate this "merit increase" review, the candidate should provide to the CFA evidence of conspicuous excellence in all three review categories, i.e. teaching (including supervising independent research, as appropriate), professional development, and service (including advising students), with the primary criterion being teaching. This review is initiated by the individual and conducted by the CFA, so no recommendation is made by the R&P. If the outcome of the review is negative, the individual can initiate another review for the one-time "merit increase" at a later date. Candidates must submit their materials to the CFA no later than February 1 to be considered in that academic year.