

## CHECKLIST FOR REVIEW OF INSTRUCTORS IN SCIENCE LABORATORY (ISLs)

The information given here is intended as a guide to the Reappointments and Promotions (R&P) process and is based on the *Guidelines for Appointment of Instructors in Science Laboratory (ISLs)*.

By October 15 each year, a list will be published of ISLs under review for reappointment in that academic year. The name of each ISL 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:

- **Visit lab sections** taught by the ISL throughout a term of appointment. Such visits should include observation of the introduction/lecture portion of the lab and a portion of the period of student lab work. Departments may develop individually appropriate mechanisms for visiting labs as long as the following minimum requirements are met:
  - for an ISL on a one-year contract: one evaluative visit by a member of the R&P;
  - for an ISL on a multi-year contract: three evaluative visits by the R&P during the period of the appointment.

Note: Effective in 2016-17, class visits are optional at the senior ISL level. However, if the senior ISL is teaching in a new field or if there are concerning comments in the SEQs, it may be in the senior ISL'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 ISLs' 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 any unsolicited letters that have been received.
- 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 ISL's/senior ISL's prospects for reappointment and/or promotion. Documentation of these conversations, signed by the R&P chair and by the ISL/senior ISL, should be prepared and filed in a timely manner. Written notification (with signatures) confirming that the conversation has occurred should be sent to the Provost/Dean of the College by September 15 of each year.

### Reappointment of ISLs and Senior ISLs

**For ISLs on the first one-year contract, eligible for reappointment to a second one-year contract, review for reappointment will occur in the spring of the current contract.** Due dates are as follows:

- Candidates should submit a summary of their activities to their R&P committee and to the Provost/Dean of the college by February 1.
- R&P recommendations are due to the Provost/Dean of the College normally by March 1. The Provost's office will share a copy of the R&P's recommendation with the ISL.
- Candidates will be notified of the Provost/Dean's decision normally by April 1.

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<sup>1</sup> Throughout this document, the term department is used to refer to department or program, and department chair is used to refer to department chair or program director.

**For ISLs on a one-year contract, eligible for reappointment to a multi-year contract, review for reappointment will occur in the spring of the current contract.** Due dates are as follows:

- Candidates should submit relevant materials to their R&P committee and to the Committee on Faculty Appointments (CFA) by February 1.
- R&P recommendations are due to the Provost/Dean of the College by February 15. The Provost's office will share a copy of the R&P's recommendation with the ISL.
- R&P recommendations approved by the Provost/Dean, based on staffing needs of the department, will be forwarded to the CFA.
- Candidates will be notified of the CFA's decision by May 31.

**For ISLs and senior ISLs on multi-year contracts, review for reappointment normally will occur in the spring of the penultimate year of the current contract.** Due dates are as follows:

- Candidates should submit relevant materials to their R&P committee and to the CFA by February 1.
- 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. The Provost's office will share a copy of the R&P's recommendation with the ISL.
- Candidates will be notified of the CFA's decision by June 30.

The candidate (eligible for appointment to a multi-year contract) should submit the following materials to the R&P and to the CFA electronically:

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

The R&P should include in its recommendation:

- the rationale for its recommendation, with specific reference to the criteria for reappointment included in the *Guidelines for Appointment of Instructors in Laboratory Science (ISLs)*;
- the recommended length and percent of full-time of the contract renewal.

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 Appointments of Instructors in Science Laboratory*.

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 ISL to Senior ISL**

**Review for promotion to Senior ISL can occur in any year in which an eligible ISL is reviewed for reappointment. Request for promotion review originates with the R&P.** Due dates are as follows:

- Candidates should submit relevant materials to their R&P committee and to the CFA by February 1.
- R&P recommendations are due to the Provost/Dean of the College by February 15. Assuming the R&P recommendation for reappointment, which accompanies the recommendation for promotion, is approved by the Provost/Dean, based on staffing needs of the department, the reappointment/promotion recommendation will be forwarded to the CFA.
- Candidates will be notified of the CFA's decision by June 30.

Promotion candidates' submissions for the R&P and the CFA are the same as those for reappointment, but with an understanding that these materials should demonstrate the criteria of conspicuous excellence in all the categories required for a new contract and the ways in which these activities support promotion.

The R&P should include in its recommendation:

- the rationale for its recommendation, with specific reference to the criteria for promotion to Senior ISL included in the *Guidelines for Appointments of Instructors in Laboratory Science (ISLs)*.