

TO: Full-Time Faculty
FROM: Jeff Gingerich, Ph.D.
Provost/Senior Vice President for Academic Affairs
DATE: September 8, 2021
SUBJECT: Annual Evaluation Schedule for **Lecturers and Visiting Professors**- 2021/2022

Due to the COVID-19 pandemic, FAC and FPC developed an MOU so that Lecturers and Visiting Professors have the option of submitting self-reports electronically. This is only for the Academic Year 2021-2022 and is not a permanent change to the *Faculty Handbook*.

Attached is Section 5.1 of the *Faculty Handbook* on Evaluation of Lecturers and Visiting Professors. The Handbook requires lecturers and Visiting Professors be evaluated during the second and fourth semesters of appointment. The schedule, which I have reviewed with the chair of FAC, follows:

2nd Semester of Teaching occurs in the Spring Semester

- A) If candidate chooses, an electronic or written Self Report is submitted to the SharePoint site or Department, respectively – March 18, 2022
- B) Department written evaluation forwarded by the Department to the Dean (copy to the candidate) - April 1, 2022
- C) Candidate's response to evaluation (if any) forwarded by the Candidate to the Dean – April 19, 2022 (As per Section 32.0 of the *Faculty Handbook*, since the due date of April 15 lands on Easter Break, we have moved the deadline to the next earliest weekday the University is open)
- D) Dean's Recommendation to Provost (copies to Candidate and Department) – May 3, 2022

2nd Semester of Teaching occurs in the Fall Semester

- A) If candidate chooses, an electronic or written Self Report is submitted to the SharePoint site or Department, respectively – October 18, 2021
- B) Department written evaluation forwarded by the Department to the Dean (copy to the candidate) - November 1, 2021
- C) Candidate's response to evaluation (if any) forwarded by the candidate to the Dean – November 15, 2021
- D) Dean's Recommendation to Provost (copies to Candidate and Department) – November 29, 2021

5.1 Lecturers and Visiting Professors (Full-time, non-tenure-track appointments)

A lecturer is appointed for a stipulated period of time but not to exceed one year. A lecturer has full-time teaching responsibilities but is not considered to be on the tenure track. Reappointment as a lecturer is possible but only on a one-time basis. The maximum appointment is for two years and such time spent as a lecturer will be counted as part of the probationary period for tenure if a person holding an appointment as lecturer is appointed to a tenure-track position.

The scope of lecturers' voting rights with respect to departmental matters, including curricular matters, will be determined and recommended by the department faculty and chairperson, and approved by the relevant dean. Lecturers will, in no case, have the right to vote on faculty personnel decisions or participate in reappointment or rank and tenure review of full-time faculty.

During the second and fourth semesters of a lecturer's appointment, the lecturer's department will complete and send to the appropriate dean(s) a written evaluation of the lecturer's teaching. This evaluation may also touch upon the lecturer's scholarship and service, if relevant, but an evaluation of teaching alone is sufficient. The evaluation letter is due on November 1, if the evaluation occurs in the fall semester, or on April 1, if the evaluation occurs in the spring semester. It is at discretion of the lecturer to choose to submit a self-report no later than two weeks before the deadline for the department's evaluation, but this self-report is not required. If the lecturer chooses to submit a self-report, the lecturer will be evaluated by the tenured members of the department as a group.

In the event that the lecturer chooses not to submit a self-report, the tenured members of the lecturer's department will vote annually to determine whether the lecturer will be evaluated by the tenured members as a group, or whether primary responsibility for the task will be delegated to the chair. If the tenured members of the department vote to delegate the primary responsibility to the chair, at the chair's discretion, the chair may seek input from tenured members of the lecturer's department, but the chair must also consider any unsolicited comments submitted in writing from tenured members of the department. The evaluation of teaching must be based on at least one classroom observation, preferably by the chair, but the chair may delegate this duty to a tenured member of the department. However, the chair must be the preparer and signatory of the actual evaluation.

If the lecturer submits a self-report, or if the tenured members of the department vote to evaluate the lecturer as a group, they will also vote to designate an author for the evaluation letter. This letter will summarize the discussion of the lecturer's teaching (and scholarship and/or service, if relevant) at a meeting held expressly for that purpose. Faculty members are encouraged to observe the lecturer's teaching before participating in such a discussion.

According to the same deadlines, the department will provide a copy of its evaluation to the lecturer, who will have the right to submit a response to the evaluation to the appropriate dean(s) within two weeks. All materials will be sent by the dean(s) to the Provost/SVPAA for review and inclusion in the lecturer's permanent evaluation file. If

the lecturer subsequently applies for another faculty position at the University, such evaluations will be made available to the members of that position's search committee.

If a candidate for a full-time non-tenure-track appointment holds a terminal degree in the candidate's field, that candidate may be appointed, at the discretion of the Provost/SVPAA, to the rank of Visiting Assistant Professor. A Visiting Assistant Professor's teaching responsibilities, eligibility for reappointment, maximum appointment, voting rights, and annual evaluation process will be identical to those of a lecturer. Time spent as a Visiting Assistant Professor will be counted as part of the probationary period for tenure if a person holding an appointment as a Visiting Professor is subsequently appointed to a tenure-track position.

An appointment as a Visiting Associate or Visiting Full Professor may ordinarily be made for no more than one year. Reappointment of such a senior Visiting Professor is possible but ordinarily on a one-time basis. If the visitor already holds rank at an academic institution, rank will be that held at the home institution. If the visitor comes from a non-academic position, rank will be assigned by the Provost/SVPAA after consultation with the appropriate Dean(s) and with the chairperson and a committee of the department involved. A senior Visiting Professor's teaching responsibilities and voting rights will be identical to those of a lecturer. Senior Visiting Professors will retain the option to participate in an annual evaluation process identical to that of lecturers. In the rare instance that a senior Visiting Professor is untenured, time spent in that rank will be counted as part of the probationary period for tenure if that faculty member is subsequently appointed to a tenure-track position at the University of Scranton.