

GUIDELINES FOR REVIEW, REAPPOINTMENT, AND PROMOTION OF FULL-TIME AUXILIARY FACULTY

Committee responsible for review process

1. Review of all auxiliary faculty members is the responsibility of the Executive Committee.
2. Executive Committee is elected according to department guidelines.
3. Full-time auxiliary faculty status is determined according to the PPM.

Review File

1. RPT Chair will assemble a file for each full-time faculty member in the year scheduled for his or her review (either 5th year for those already on 5-year cycles, or 3rd year for new auxiliary faculty).
2. File will be complete by Nov. 1 of review year.
3. File will be used in annual performance evaluation meeting with each faculty member reviewed.
4. File will serve as basis for Advisory Committee (full faculty) decisions concerning reappointment.
5. File will include the following materials:
 - A. Current CV
 - B. Course evaluations from previous years
 - C. Syllabi and related teaching materials used in courses
 - D. Classroom observation report from a tenure-track or tenured faculty member
 - E. Executive Committee report on teaching effectiveness, based on a-d, copies of which will go to faculty member and into faculty member's file, completed by end of fall semester
 - F. Reviewed faculty member's written response, if any, to the Executive Committee report, due no later than January 30

Review Action

1. Chair will meet with reviewed faculty member in February.
2. Chair will write brief letter of evaluation, based on Executive Committee report and faculty member's response, if any, by March 1; copies placed in reviewed faculty members file and sent to faculty member and to Dean.
3. If faculty member receives negative evaluation from either Executive Committee or Chair, a peer observation will be scheduled at earliest date.
4. Advisory Committee (full faculty) will meet in April to consider Executive Committee report, reviewed faculty member's response, if any, Chair's letter, and peer observation report, if any, before voting on re-appointment.

Promotion

The following language is intended to supplement the English Department guidelines for the Review and Appointment of Auxiliary Faculty by adding criteria and procedures for promotion within the status of lecturer.

Criteria

Auxiliary faculty members holding lecturer appointments (see Policy 6-300.III.4) may become eligible for an initial promotion after a minimum of six years' continuous, full-time service in a particular rank; after promotion, another five years of continuous full-time service in that rank is required before he or she may apply for an additional promotion within the lectureship status. The principal criteria for promotion shall be years of service and sustained excellence in teaching. Evidence of strong service to the department will be also be considered if the auxiliary faculty member's job contract specifies service duties as part of his/her responsibilities. The faculty member may submit evidence of scholarly or creative activity during this period, but these materials will not be subject to an external review or considered a part of the overall review evaluation unless they bear a direct relation to the candidate's job responsibilities.

Procedures

Consideration for promotion will be initiated at the request of an auxiliary faculty member, who should notify the Department Chair of that request during the fall semester. That request will trigger a promotion review to be conducted by the English Department RPT Committee during the following spring semester.

The Chair will appoint a two-person ad hoc committee to review the materials submitted by the auxiliary faculty member and to make a recommendation to the full RPT Committee. These materials, which are due by November 15, include:

1. A current CV
2. A full list of the courses taught by the faculty member
3. Syllabi and related teaching materials used in these courses
4. Where relevant, a description of the faculty member's service responsibilities within the English Department
5. Classroom observation report from a tenure-track or tenured faculty member
6. Auxiliary faculty members are welcome but not required to supplement these materials with evidence of scholarly or creative activity during the period of service under consideration.

Where relevant, the ad hoc committee will seek an assessment of the faculty member's service by his or her immediate supervisor. The Ad Hoc Committee's report will be due by mid-January.

The faculty member's response, if any, to the Ad Hoc Committee's report, is due no later than the end of January.

Action on Promotion

1. The Department RPT Committee will meet in February to consider and vote on the auxiliary faculty member's promotion.
2. Minutes of this meeting will be shown to the faculty member, who may respond if she or he chooses.
3. The Chair will write evaluative letter based on the RPT Committee's deliberation and her or his own assessment of the file and incorporating her or his recommendation. This letter, and the faculty member's response, if any, will be forwarded to the Dean of the College by March 1.

Approved Fall 2012