

**Guidelines for Performance Reviews for
Members of the Lecturers Employee Organization (LEO)
Teaching in the Department of Mathematics and Statistics
University of Michigan – Dearborn
Revised June 16, 2025**

All lecturers teaching in the Department of Mathematics and Statistics are subject to the terms and conditions of a collective bargaining agreement between The University of Michigan and the Lecturers' Employee Organization, AFT Michigan Local 6244, AFL-CIO. Evaluation of performance is governed by Article XIX of the agreement.

Annual Report

An annual report is required for Lecturers I, II, III, IV, Intermittent and Adjunct in the winter term of an academic year that does not require an interim, major, second major or continuing review unless the Lecturer is resigning or retiring from the University before the next Fall or Winter semester. When a Lecturer is due for an interim, major, second major, or continuing review, the annual report is due with the other review materials. An annual report must include:

- *Syllabi and final exams for each distinct course taught in the winter and fall terms of the previous calendar year*
- *A reflective statement, summarizing your student evaluations and describing changes (if any) made in your teaching practices based on the student evaluations.*
- *A list of service work for Lecturers III or IV during the review period.*

A statement of teaching philosophy is optional.

The Department Executive Committee (DEC) reviews annual reports of Lecturers III & IV; the Department LEO I&II Review Committee reviews the annual reports of Lecturers I & II.

The **Review Portfolio** consists of:

- *Annual Reports for the previous academic years including the current year*
- *Representative teaching materials: For each distinct course taught, submit at least one representative item from each category included on the syllabus. For example, if a student's grade is based on quizzes, exams, a final exam, and homework on the syllabus, submit one example of each type of assessment. You need only submit items from a recent offering of each distinct course.*
- *At least two classroom observations during the review period are required. The observations must be for two different courses and are conducted by full-time faculty in the Department. The selection of the two courses to be observed and the faculty member(s) who do the observations will be assigned by the Department Chair, after consulting the Lecturer. The dates and times of the observations are pre-arranged and agreed upon by both the Lecturer to be observed and the faculty member(s) doing the observation.*

Interim Review

An interim review will be conducted for Lecturers I & III no later than the 5th semester of their appointment. The Interim Review required materials in the review portfolio is listed above.

This review will be based on the materials submitted, as well as student evaluations and grade distributions. For a Lecturer III, service responsibilities are also reviewed. The review period consists of the previous three academic years, so materials from this time period should be submitted.

The review for a Lecturer III will be conducted by the DEC. In the case of a Lecturer I, the LEO Review Committee will review the materials submitted and provide a summary to the DEC, who will decide the final outcome of the review. The interim review will result in timely written feedback and an opportunity for a response will be provided.

First Major Review

A major review will be conducted for a Lecturer I in adherence with the collective bargaining agreement, as outlined in Article XI, Section B.1.h and Section B.2.d, and for a Lecturer III prior to the expiration of a multiyear contract since the interim review. The required materials for a Major Review are the same as listed above in the Review Portfolio and the process for evaluation is consistent with Article XIX Section D. Note that service responsibilities are also reviewed for a Lecturer III. The review period consists of the entire current appointment for the Lecturer, so, materials from the entire appointment should be submitted. The major review will result in timely written feedback and an opportunity for a response will be provided.

Second Major Review

A second major review will be conducted for Lecturers prior to the expiration of their three-year appointment. The required materials for a Second Major Review are the same as listed above in the Review Portfolio and the process for evaluation is consistent with Article XIX Section D. Note that service responsibilities are also reviewed for a Lecturer IV. The review period consists of the time since the first major review was completed, so materials from this period should be submitted. The second major review will result in timely written feedback and an opportunity for a response will be provided.

Continuing Review (“CR”)

A Continuing Review will be conducted when employees who have successfully completed two major reviews as described in Article XI shall undergo a continuing review prior to the conclusion of the five-year appointment following the second major review and occurring every seven years thereafter. Criteria will be consistent with the written criteria and standards for major reviews. The required materials for a Continuing Review are the same as listed above in the Review Portfolio. The Continuing Review will be conducted to advance the professional growth of the Employee. The criteria will be consistent with the written criteria and standards for major reviews as described in Article XIX Section D. Representative materials from the full period since the last review should be provided. This review will be based on the materials collected, as well as student evaluations and grade distributions.

The review period consists of either (a) the five-year period since the second major review in the instance of a first CR or (b) the seven-year period since the last CR. Materials from this period should be submitted. For a Lecturer IV, service responsibilities are also reviewed.

The review for a Lecturer IV will be conducted by the DEC. In the case of a Lecturer II, the LEO Review Committee will review the materials submitted and provide a summary to the DEC, who will decide the final outcome of the review. The CR will result in timely written feedback and an opportunity for a response will be provided.