

## **LEO Performance Evaluation and Reviews**

All lecturers teaching at the University of Michigan 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 / Interim Evaluation**

This Annual Report represents the College's commitment to excellence in engineering education and is considered a best practice in instructional faculty development and growth. In addition, this process will satisfy the requirements of the LEO Agreement with respect to the Annual Report and the Interim Evaluation (see Article XIX) and as such is required of all lecturers including adjunct and intermittent titles.

The Annual Report process provides for annual feedback from the Lecturer's supervisor regarding performance. The structure of the form is designed to parallel the materials that are developed as part of the Major Review, thus streamlining data gathering for that activity. In addition, the Annual Reports should be included in the materials consulted as part of the Major Review process.

The specific due dates for the annual report are provided on the form. Please note that if appointed only during the fall semester, the form must be completed by the end of February. Those with both fall and winter or winter only appointments must complete their form by the end of May. The report should be submitted to the Department Chair.

Lecturers currently undergoing a Major Review or Continuing Review need not complete the Annual Report.

The Annual Report consists of:

1. Brief statement of contributions to teaching, including approach to improve teaching skills
2. Summary of Teaching
  - 2.1 Courses Taught During the Academic Year
    - 2.1.1 Syllabi
  - 2.2 Reflections on Teaching and Learning
  - 2.3 Reflections on Laboratory or Recitation/Discussion Section
  - 2.4 Reflections on communication with students including effective use of internet communications and honoring office hours
3. Professional Development
  - 3.1 Lecturer's current CV
4. Service Portfolio (Lecturers III and IV only)

The annual report will be reviewed by the Department to assess the Lecturer's performance of duties during the review period. Written feedback will be provided to the Lecturer and placed in the Lecturer's personnel file.

An Employee who fails to submit an Annual Report in a timely manner may, at the discretion of the Department, be denied the annual increase provided in Article XV.A.2 of the agreement.

## Major Review

Major and continuing reviews are conducted in accordance with the schedule set forth in Article XI.B of the agreement. A major and continuing review shall be conducted by a committee of no fewer than three faculty members who will review, evaluate, and make recommendations to the Department chair. A thorough assessment of review materials will be conducted by the Executive Committee and a written summary of the evaluation and results will be provided to the Lecturer and placed in the Lecturer's personnel file.

Should a lecturer fail to submit their Major Review materials in a timely manner, the Major Review will still be conducted. However, without materials submitted by the lecturer, the result is likely to be an unsuccessful review.

Major Review materials consist of:

- A. Lecturer's current CV, Professional Objectives, and (optional) Professional Activities
- B. Summary and evidence of teaching performance as defined by:
  - a. Command of the subject matter
  - b. Effective interaction with a diverse student body
  - c. Growth in the subject field and in teaching methods
  - d. Ability to organize and effectively deliver material to students
  - e. Successful design and/or planning of courses and course materials
  - f. Ability to communicate and achieve appropriate student learning goals
  - g. Effective course management including effective use of internet communication (using umich email and CANVAS mail) with students and honoring office hours
  - h. Reports of class observation(s)
    - i. To be scheduled in consultation with the Lecturer
    - ii. To be conducted by a tenure track faculty member of the Department
    - iii. Only one visit to one course is required, though others may be scheduled at the Lecturer's and Committee's<sup>1</sup> request.
- C. Annual reports and written feedback to those reports given previously to the Employee by the academic unit (supplied by the Department or Dean's Office)
- D. Course materials
- E. Student evaluations (written or through less formal means) and the Employee's response to these evaluations
- F. Summary of Service Accomplishments (required for Lecturers III and IV)

---

<sup>1</sup> For Lecturers teaching multiple courses, the Committee will evaluate the content to determine if one observation per course is required. Courses with dissimilar content may require observation as specified above.

## **Continuing Review**

Lecturers who have successfully completed two major reviews shall undergo a continuing review prior to the conclusion of each subsequent appointment. Continuing reviews are conducted in accordance with Article XIX.E of the agreement. A continuing review shall be conducted by a committee of no fewer than three faculty members who will review, evaluate, and make recommendations to the Department chair. A thorough assessment of review materials will be conducted by the Executive Committee and a written summary of the evaluation and results will be provided to the Lecturer and placed in the Lecturer's personnel file.

Should a lecturer fail to submit their Continuing Review materials in a timely manner, the Continuing Review will still be conducted. However, without materials submitted by the lecturer, the result is likely to be an unsuccessful review.

Continuing Review materials consist of:

- A. Annual reports and written feedback to those reports given previously to the Employee by the academic unit (supplied by the Department or Dean's Office)
- B. Course materials
- C. Student evaluations (written or through less formal means) and the Employee's response to these evaluations
- D. Summary of Service Accomplishments (required for Lecturers III and IV)
- E. Any feedback provided to the Employee during the course of the appointment
- F. A brief statement by the Employee that reflects on the Employee's performance during the term of the appointment

## **Adjunct and Intermittent Lecturer Reviews**

*Adjunct Titles:* A Lecturer appointed in an adjunct title shall, upon written request, undergo a review after their sixth year of service in an adjunct appointment. The Lecturer shall, upon written request, undergo a second review after their twelfth year of service in an adjunct appointment.

*Intermittent Lecturers:* An Intermittent Lecturer shall, upon written request, undergo a review after their sixth consecutive year of service. An Intermittent Lecturer shall, upon written request, undergo a second review after their twelfth consecutive year of service.

An assessment of the review materials will be conducted and a written summary of the evaluation will be provided to the Lecturer and placed in the Lecturer's personnel file.

## **Time Toward Major and Continuing Reviews**

### **Lecturer I**

- Lecturers I who have held appointments for 8 consecutive fall and winter semesters (or have worked 8 of the last 10 fall and winter semesters) shall undergo an initial major review prior to the end of the eighth semester of service.
- If the eighth semester of service occurs during a fall semester, it is the practice of the College to perform the major review during the subsequent winter semester.

### **Lecturer II**

- Lecturers II shall undergo a second major review in the final year of their **three year** appointment.
- Lecturers II who have successfully completed two major reviews will undergo a continuing review prior to the conclusion of their appointment and occurring every seven years thereafter.

### **Lecturer III**

- Lecturers III who have held appointments for up to but no more than 4 academic years shall undergo a major review during the last year of employment in the Lecturer III title.
- If the Lecturer does not have a continuous appointment for each of the preceding academic years leading up to Major Review (e.g. layoff, leave of absence), it is the practice of the College to perform the Major Review during the Winter Term of the academic year in which the 8th term of service as a Lecturer III is performed.

### **Lecturer IV**

- Lecturers IV shall undergo a second major review during the final year of their appointment.
- Lecturers IV who have successfully completed two major reviews will undergo a continuing review prior to the conclusion of their appointment and occurring every seven years thereafter.

## **General Timeline**

**AUGUST-SEPTEMBER:** CECS Dean's Office sends email to those Lecturers due for Major Review or Continuing Reviews in Winter term to provide notification of upcoming process and significant dates. CECS requests for major review committees sent to Department Chairs.

**OCTOBER:** Department major review committee recommendations due to CECS. May consist of any three faculty members (including lecturers who have passed a major review or continuing review). Distribution of review materials to Department Chairs, Review Committee Chairs and Lecturers. Guidelines and templates on CECS website: <http://umdearborn.edu/CECSFacStaffResources>.

**JANUARY:** CECS Dean's office sends list of lecturers required to submit annual reports for Fall semester only (due February 28th).

**FEBRUARY:** Submission of review materials due to Department Chairs.

**Early MARCH:** Casebooks with recommendations due back to CECS Dean's Office.

**Mid-March:** The Executive Committee reviews recommendations and discusses casebooks.

**By March 31:** CECS Dean's Office notifies each lecturer of the Executive Committee result of major review or continuing review (with a copy to the Department Chairs).

**APRIL:** CECS Dean's office sends list of lecturers required to submit annual reports for Academic Year or Winter semester only (due May 31st).