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**Guidelines and Procedures for UTF Evaluations, Reappointments,**

**and Promotions**

In accordance with the 2022-2025 CMU-UTF *Agreement* (Articles 9 and 11), the College of Business Administration (CBA) has established the following guidelines regarding the evaluation and promotion of fixed-term faculty.

As stated in the *Agreement* (Article 9.A), all UTF Faculty are appointed with the designation of Lecturer 1 (L1), Lecturer 2 (L2), or Lecturer 3 (L3). The hiring designation and appointment letter dictate the timing and frequency of formal evaluations.

Quality teaching is paramount in the evaluation of faculty applying for reappointment or promotion and must not become a secondary interest or consideration, as articulated in the UTF Agreement:

The basis upon which an Employee will be evaluated is that of instruction and instruction-related responsibilities. Other professional activities, such as publications and conference presentations, which benefit the reputation of CMU, may be considered as part of the evaluation process; however, the quality of Employees’ teaching is the paramount concern in the evaluation process and the absence of other professional activities will not be used as evidence against an Employee (Article 11.A).

Additionally, CBA faculty must meet other scholarly, professional activity, and participation requirements connected with AACSB accreditation standards (see CBA’s “AACSB Faculty Qualification and Faculty Sufficiency Guidelines”).

As stated in the UTF Agreement, “It is understood that greater scrutiny may be utilized during the evaluation for purposes of promotion in rank—i.e., from Lecturer I to Lecturer II, and from Lecturer II to Lecturer III” (Article 11.D). In assessing an applicant’s submission, the department shall look for evidence that the applicant’s teaching has been of high quality over a continuous period and is of that high quality at the time of the application for promotion.

For faculty teaching in more than one department, evaluations may be given by both chairs, but rehire recommendations come from the home department where a faculty was initially hired. The following table outlines the critical dates in the process.

**Evaluation Process**

1. *Fixed-Term Faculty Submission.* Lecturers submit evidence of teaching performance and evidence of other activities connected to AACSB faculty qualifications and sufficiency as outlined in Evaluation Materials below.
2. *Department Chair Review.* Department chairs review and evaluate materials provided and recommend non-renewal, reappointment, or promotion. In all instances, the evaluation judgment must be in writing.
3. *Dean review.* Chairs will submit evaluations and recommendations to the Dean. If approved by the Dean, the department chair will notify each employee of the recommendation. A copy of the evaluation will be provided to the employee using the timeline below. If the Dean is not in agreement with the department chair recommendation, the Dean will provide a written explanation to the chair, the fixed-term faculty, and the UTF union.
4. Lecturers may appeal a negative evaluation, following the procedures in the UTF *Agreement*.

**Evaluation Timing**

1. *Lecturer I*

* If appointed on a per semester basis, evaluations will be conducted every other semester
* If appointed on an academic year basis, evaluations will be conducted during Spring semester

(b) *Lecturer II and III*

* Evaluation will be conducted mid-way through their appointments and during the final semester of their appointment for promotion/reappointment.

(c) *Due dates*

**Spring evaluations** (for following fall semester and academic year appointments)

Lecturers submit materials for evaluation to chairperson February 15

***No materials may be added to the packet after this date***

Departmental evaluations conducted and concluded March 15

Summary of evaluations due to Dean March 25

Department chair notification to Lecturers April 15

***All notifications must be made by this date***

**Fall evaluations** (for spring semester appointments):

Lecturers submit materials for evaluation to chairperson September 26

***No materials may be added to the packet after this date***

Departmental evaluations conducted and concluded October 14

Summary of evaluations due to Dean October 21

Department chairperson notification to Lecturers November 1

***All notifications must be made by this date***

**Evaluation Materials**

For evaluation, Lecturers submit to the department a packet that provides evidence of effective teaching. The packet will include the following:

* Updated *Curriculum Vitae* or professional résumé
* Student evaluations, including SOS summaries, for all classes taught during the period of review
* All written comments from each class taught during the period of review
* Grade distribution data from each class taught during the period of review
* Other evidence of teaching performance (*e.g.*, the teaching syllabus or course material requested by the department) for each class taught during the period of review
* AACSB Faculty Qualification (SA, PA, SP, IP) and Faculty Sufficiency (Participating or Supporting) designations
* Classroom observations by the Chair (or designee) with reasonable advance notification (optional; at Chair’s discretion)

In addition, the *Agreement* states lecturers may submit for consideration evidence of other professional activities that benefit the reputation of CMU (*e.g.*, publications, conference presentations) that the Lecturer wishes to be considered.

For promotion to Lecturer III, the *Agreement* indicates applicants will also include evidence of involvement in implementing teaching innovations, or in efforts to enhance or update courses or curricula in the area(s) taught by the applicant.

**Evaluation Standards and Criteria** (summarized from the UTF *Agreement*)

***Subsequent appointment as L1***

* The standard for subsequent appointment as L1 is evidence of effective teaching.

***Promotion to L2***

Faculty who have held Lecturer I appointments of at least half time for 8 successive semesters, and received positive evaluations during that time, are eligible for promotion to L2.

* The standard for promotion to Lecturer II is a consistent record of effective teaching.

***Subsequent appointment as L2***

* The standard for subsequent appointment as L2 is a continuing consistent record of effective teaching.

***Promotion to L3***

Faculty who have held L2 appointments of at least 3/4 time for 10 successive semesters, and received positive evaluations during that time, are eligible for promotion to L3.

* The standard for promotion to Lecturer III is a consistent record of effective teaching, and a record of active involvement in implementing teaching innovations, or in efforts to enhance or update courses or curricula in the area(s) taught by the applicant.

***Subsequent appointment as L3***

The standard for subsequent appointments as Lecturer III is a continuing consistent record of effective teaching and ongoing involvement in teaching innovations or course/curricula updates in the area(s) taught by the applicant.

[Approved by CBA DAC September 2023]