II-10

CONTINUING AND SENIOR CONTINUING LECTURER MERIT REVIEWS

(Revised 4/26)

This section outlines the requirements for the Merit Review of a Continuing or Senior Continuing Unit 18 faculty. See Articles 7C, 7D, 22, and 43 of the MOU.

I. Eligibility

Continuing Lecturer and Senior Continuing Lecturers are eligible for merit review every 3 years, with effective dates of July 1. Merit cases are due to the Dean's office by March 31. A Continuing appointee may request a 1-year deferral of the review. Such requests must be made via the department chair, to the Dean.

The department shall notify the eligible Unit 18 faculty in writing no less than 45 days prior to the date by which the review materials must be submitted. The notification requirements are outlined in Article 43.B.2 and the appropriate notice templates on the AP website should be used:

- Continuing Lecturer merit review template
- Senior Continuing Lecturer merit review template

II. Criteria

The standard for merit advancement for Continuing Lecturers is demonstrated excellence in assigned instructional duties, academic responsibility per Article 3 of the MOU, and other assigned duties.

The standard for merit advancement for Senior Continuing Lecturers is demonstrated exceptional performance in assigned instructional duties, academic responsibility per Article 3, and other assigned duties.

Per Article 43, instructional performance shall be evaluated according to the following criteria, as demonstrated by the materials in the review file:

- Dedication to and engagement with teaching;
- Command of the subject matter and continued growth in mastering new topics;
- Organizing and presenting course content effectively and with demonstrated learning outcomes;
- Setting pedagogical objectives appropriate to the course topic, level, and format;
- Responding to student work in ways commensurate with student performance, course topic, level, and format;
- Awakening in students an awareness of the importance of the subject matter;
- Inspiring interest in beginning students and stimulating advanced students to do complex work;
- Developing pedagogically effective assignments, lecture slides, lesson plans, exams, and/or other course materials and/or prompts for student work; and
- For Senior Continuing Lecturers: Exceptional instructional performance would include introducing new teaching practices into the course(s)

III. Documentation of Performance

The following review materials are required:

- Current CV or bio-bibliography
- A self-reflection/self-statement/self-evaluation of the candidate's performance, teaching objectives, and teaching activities

- ESCIs (Spring 2024 and earlier) or SET reports (Summer 2024 and later) and written student evaluations
- Term-by-term enumeration of the number and types of courses taught

See Article 43.C for other, optional review materials that may be submitted and used in the review.

IV. Review Procedure

Once all materials are assembled, and before the departmental review committee evaluates the file, the candidate will be provided an opportunity to inspect all non-confidential materials in the file, pursuant to Article 10. The candidate may also, at this time, request redacted copies of the confidential materials in the file. The candidate will then have 5 days from the date materials are received, to submit an optional written statement in response to or commenting upon the materials. This statement would be added to the review file.

The departmental review committee evaluates the case file and makes a preliminary recommendation. This preliminary recommendation should accurately reflect all committee views, including those of dissenting members. The review committee will present its recommendation to the eligible Senate faculty within the department (voting faculty, as defined by the department's by-laws). The voting faculty will review the case file, discuss the committee's recommendation, vote on supporting the committee's recommendation, and provide additional analysis as appropriate. These comprise the department's final recommendation. Once the final department recommendation is complete, the candidate should be advised of the outcome and, upon request, provided a copy of the department letter. The candidate will have 5 days to submit an optional written statement in response to the departmental recommendation, which will be added to the file. The candidate will sign the Safeguard Statement within AP Folio, and the complete case file is sent to the office of the appropriate Dean.

The Dean of the appropriate college makes an analysis and recommendation based on the materials and recommendation submitted by the department. The Dean has authority on merit cases. For individuals appointed at the College level, the Vice Provost () for Academic Affairs (VPAA) has authority for the merit review.

The normative advancement for merit reviews for Continuing Lecturers is 2 salary points, which shall be awarded if the candidate's performance has been deemed "excellent".

The normative advancement for merit review for Senior Continuing Lecturers is 3 salary points, which shall be awarded if the candidate's performance has been deemed "exceptional".

Requests for reconsideration of a final decision will be governed by Red Binder I-10.