

MSW LECTURER PEER REVIEW PROCEDURE

Procedure for Review of full-time lecturers

1. Reviews are to be conducted by a Departmental Peer Review Committee

- A. Peer Review Committee Composition

The Committee will be comprised of 3 tenured faculty members who are members of the RPT committee

- B. Frequency of Reviews: annually, unless otherwise contracted

- C. Documentation for the Review Process

The Lecturer will provide a brief summary of his/her responsibilities and accomplishments pursuant to the individual's contract. The latest IDEA teaching evaluations are to be included as well as any other evaluation instruments the Lecturer wishes to submit.

All documentation will be submitted to the Peer Review Committee for review and consideration

2. The committee notifies Students, Faculty, and Community Members (as identified by the Lecturer) that they may have input into the evaluation.
3. The Department Chair may submit a separate evaluation and recommendation to the Dean.
4. The Committee shall conduct the evaluation and make a recommendation regarding reappointment. Recommendations of the Committee will be submitted by the Committee to the Dean.
5. Timeline/Schedule for Reviews *subject to annual campus published timelines:

| | |
|-------------|--|
| Early April | Committee asks for input from students, faculty, and community members (as identified by the Lecturer) |
|-------------|--|

| | |
|------------|--|
| Late April | Lecturer provides brief summary of assignments and accomplishments this year, with latest IDEA forms |
|------------|--|

| | |
|---------|---|
| Mid May | Packet reviewed by the selected Committee. Results of the review and recommendations shall be shared with the individual under review. Evaluations are written by Director. |
|---------|---|

| | |
|------------|--|
| End of May | All recommendations submitted to the Dean. |
|------------|--|

6. The Lecturer may submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation within ten (10) calendar days following receipt of the recommendation.