

Guidelines for Full-Time Lecturer Reappointment

As of March 2023

No longer have to submit binders for lecturer renewals.

No longer need recommendation from personnel committee.

1. Submit **Current Employee Change Form** and **Chair recommendation/justification** to Dean and Sue Rubino. (Submit electronically instead of paper Personnel Action Form)
2. No longer have to submit evidence. Chairs should keep the following on file to provide evidence of performance in case needed. Most of the information needed to support renewal should be provided in faculty individual annual reports.

Suggested evidence of faculty performance for term reappointments (most of this should be in annual reports). This is NOT required with the submission with CECE:

1. Up to date CV (not in annual report, but helpful for all faculty to keep updated and on file)
2. Syllabi (collected by Chairs for all faculty)
3. Student evaluations (collected by Chairs for all faculty)
4. Teaching observation – Part time faculty should be observed at least once in their first year. Intent to renew full-time lecturers should signal at least one observation a year.
5. Evidence of advisement (in annual report)
6. Service to Department, College, Community (can be in CV or annual report)
7. 2 and 3 year term lecturers should have an interview with Chair