

**Process for the Re-appointment of COE Senior Lecturers
November 3, 2017**

TIMELINE FOR 2017-2018 RE-APPOINTMENTS

Recommended Changes - Senior Lecturers - November 2016
Discussed at Faculty Development and Support meeting on November 22, 2016
Reviewed by Bernadette Dwyer (HR Manager) on November 29, 2016
Presented to and approved by Faculty Council on December 2, 2016
Minor Revisions based on FDS discussion in October 2017
Revisions presented to Faculty Council on November 3, 2017
Reviewed by Bernadette Dwyer (HR Manager) on November 7, 2017

Step 1: By October 15, the Faculty Development and Support Committee will ask the Human Resources manager for a list of all Senior Lecturers who are eligible for re-appointment in that academic year. The Faculty Development and Support Committee will establish the timeline for the process, and the timeline and process will be communicated to the candidate and the candidate's paired Area Chair no later than November 15.

Step 2: By **December 19, 2017** the candidate nominates a faculty member that they believe would be a relevant fit to assess their work to serve on their review committee. The candidate should communicate their nomination to their Area Chair and the Chair, or designee, of the Faculty Development and Support Committee. The FDS Chair or designee will then approach the nominated person. The senior lecturer's paired Area Chair, or another faculty member selected by the Area Chair, will serve as the second member. The Faculty Council nominates a third faculty member. **The committee must be comprised of faculty senior in rank per the faculty code.** In the case that an Area Chair is not senior in rank, the AC can recommend the length of reappointment (see Step 6) but cannot serve on the committee.

Step 3: By the second week of winter quarter (**January 12, 2018**), the Faculty Development and Support Committee informs the candidate which faculty have been chosen to serve as their three-member reappointment review committee.

Step 4: By the fifth week of winter quarter (**February 2, 2018**), the Review Committee meets with the candidate to discuss the process and collaboratively develop an approach to the review that aligns with the specific, individual roles and responsibilities of the candidate (e.g., some senior lecturers primarily teach, others do a significant amount of program development). During this meeting, the candidate is offered the opportunity to provide a short overview of the key aspects of their specific roles, responsibilities, and contributions to the College of Education. Based on the original job description and reflection on how their work may have changed over time, the review committee, with input from the candidate, recommends the most relevant and useful information to be included in their file for review. At a minimum, the file should include a personal statement (1-2 pages) and an updated CV. The personal statement should clarify the expectations for the senior lecturer's work, contextualize the CV, and outline the intended directions for the candidate's future work as a senior lecturer. In addition, the file might

include teaching evaluations, a peer evaluation of teaching, or other artifacts that provide evidence of the candidate's work.

Step 5: By the third week of the spring quarter (**April 13, 2018**), the candidate meets with the Review Committee to present and submit their file. The materials in this file may also be used by the faculty member for merit review during the year in which the reappointment review takes place.

Step 6: The Review Committee reviews the candidate's file, gathers any additional input about the candidate's file deemed relevant/necessary, and invites input from the candidate's paired Area Chair, if the Area Chair is not a member of the committee.

The candidate's paired Area Chair and the Dean should make the recommendation regarding the length of the renewal (from 1-5 years); this recommendation should be informed by feedback from the unit that originally proposed the Senior Lecturer position, conversation with the candidate, and by conversations with the Dean's Office regarding the allocation of resources for the reappointment.

The Review Committee should then prepare a cover letter that a) clarifies the expectations of the Senior Lecturer's role in the College (e.g., 80% teaching, 20% program development); and b) puts forth a recommendation regarding the Senior Lecturer's re-appointment. In addition, in the cover letter, the Review Committee should include a statement regarding the Area Chair/Dean's recommendation for the length of the term for the re-appointment. Note that the Review Committee's recommendation for review is advisory. In the case that the Review Committee's recommendation is unfavourable, the Senior Lecturer may choose to withdraw their review materials or continue with the process laid out below.

Step 7: By the fifth week of Spring Quarter (**April 27, 2018**), the faculty member will upload their file, including the cover letter, to an electronic site (typically the same site in which faculty members upload their merit materials, which is currently <https://catalyst.uw.edu/collectit/dropbox/dwyer/14865>)

Step 8: In the penultimate Spring Faculty Meeting (**May 18 2018**), the Review Committee will present the case to eligible voting faculty.

Step 9: A vote is conducted (of voting faculty within the College of Education), the results of which are advisory to the Dean. The Senior Lecturer's file, including the cover letter prepared by the Committee, will be made available as part of the electronic vote. The Dean then makes the final re-appointment decision.