Lecturer Evaluation Report (LER)

Instructions:

* Chairs/Deans should share this document with newly appointed lecturers.
* Chairs/deans and personnel committees should use this form when evaluating lecturers and all other renewable term faculty holding qualified academic rank (QAR) for term renewal.
* The candidate faculty member under consideration for renewal should prepare and submit a dossier (portfolio) of evaluative materials for consideration by the chair/dean and department/school personnel committee following similar guidelines and the same timeline as for tenure track faculty up for renewal. The evaluative dossier submitted by the candidate should include a CV, a reflective statement focusing on teaching and service contributions, and supportive documents including teaching observations by peers. Candidates may include other items in their dossier including evidence of contributions to the discipline.
* The chair/dean and the department personnel committee should prepare independent evaluations, following the same procedures and timelines as for term renewal of tenure track faculty.
* A recommendation for renewal of appointment should be for a period not to exceed three years.
* The completed LERs should be shared with the candidate no later than at the time they are submitted to the Office of the Provost. It is recommended that the chair/dean use this opportunity to meet with the colleague for the purpose of improving instructional quality and maintaining consistency with departmental expectations for academic standards.

**Lecturer Evaluation Report (LER)**

Candidate’s Name Date:

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Action Considered:

 Contract Renewal from (date) to (date)

***I. Evaluation of Contributions to Teaching***

*(Provide narrative commentary to describe sources and evidence supporting your evaluation. Comments should be relative to the stage of career of the colleague. Address each of the following topics and other topics specific to the department as stated in the Department Guidelines.)*

Preparation for Teaching

Classroom Effectiveness

Other Teaching Activities

Contributions to Curriculum

Professional Development

Academic Advisement

**Performance rating:**

 **\_\_\_\_\_ Unacceptable performance**

 **\_\_\_\_\_ Needs improvement**

 **\_\_\_\_\_ Acceptable performance**

 **\_\_\_\_\_ Model performance**

 Comments:

***II. Evaluation of Contributions to Service***

*(Provide narrative commentary to describe sources and evidence supporting your evaluation. Comments should be relative to the stage of career of the colleague. Address each applicable topic and other topics specific to the department as stated in the Department Guidelines.)*

Professional Service

Department and College Service

Public Service

**Performance rating:**

 **\_\_\_\_\_ Unacceptable performance**

 **\_\_\_\_\_ Needs improvement**

 **\_\_\_\_\_ Acceptable performance**

 **\_\_\_\_\_ Model performance**

Comments:

1. ***Additional Activities***

(If the candidate has noteworthy contributions in any additional areas, please provide a brief description here.)

***IV. Conclusions***

*(Please provide narrative summary and comments.)*

 **Summary Decision: \_\_\_\_\_ Recommended for term renewal**

 **\_\_\_\_\_ Not recommended for term renewal**

**Signatures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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