

## **Guidelines for Review of College Lecturers Department of English, Cleveland State University**

The Cleveland State Collective Bargaining Agreement defines a Lecturer as someone whose “academic interests are oriented towards teaching and service rather than research, scholarship, or creative activity” (12.2.C).

### **Sixth-Year Review and Subsequent Reviews**

The CBA stipulates that, “After consecutive reappointments for an initial six years, reappointments to a Lecturer teaching position require an extensive teaching and professional service portfolio review which will take place during the sixth year. The standard that must be met is *fully competent teaching and full engagement in the life of the Department*” (12.2.F, emphasis added).

This portfolio, or dossier, will be reviewed by the English departmental Peer Review Committee, the Department Chair, and the College Peer Review Committee which will advise the Dean, who will make a recommendation to the Provost. With approval from the Provost, “the Dean may subsequently reappoint the Lecturer to two (2) consecutive three (3) year appointments for the next six (6) consecutive academic years and after that period the Lecturer may be reappointed for subsequent periods of six (6) consecutive academic years. The subsequent reappointment reviews after the extensive review at the end of the initial six (6) year period will be less comprehensive” (CBA 12.2F).

The Department of English expects Lecturers to prepare a dossier similar to that prepared by tenure-track members of the faculty for tenure review, except that it need not include a section on scholarly research. Although the CBA does not specify a due date for a preliminary dossier, the English Department requires that a preliminary dossier (an initial draft of the final dossier due in the Fall semester) be turned in to the departmental Peer Review Steering Committee on the same date as tenure-track faculty turn in preliminary tenure dossiers, i.e. the first Monday in April. A member of the PRSC will be appointed to discuss the preliminary dossier with the candidate. The final dossier must be submitted to the PRSC during the fall semester of the sixth year of service on the due date for tenure dossiers set by the CSU CBA. The Director of First-Year Writing shall separately submit an evaluation of this candidate’s teaching and service to the PRSC, for inclusion in the dossier, by the same date. A copy of the PRC’s letter of recommendation will be given to the candidate as well as to the Department chair; a copy of the chair’s letter of recommendation will be given to the candidate as well as to the chair of the PRSC.

**Teaching** – Candidates for Sixth-Year Review should make the case in their teaching statements that they are *fully competent* instructors. They should include and refer to all teaching observation reports generated by the departmental observation process (by observation committees assigned by the PRSC, normally in the first, fourth, and fifth years of service) and all teaching observation reports made by the Director of First-Year Writing. The Department also recommends that Lecturers include in their dossiers a statement of teaching philosophy and of learning objectives, a list of courses taught, summary tables of data from student evaluation forms and student results on the common capstone essay (for First-Year Writing courses), as

well as a reflective and contextualizing analysis of the data presented. Lecturers may also choose to include, as they deem appropriate, other evidence of student achievement and pedagogical effectiveness.

**Professional Service** – The CSU CBA requires that a Lecturer demonstrate “full engagement in the life of the department” in order for a Lecturer to be retained beyond six years. For Lecturers in the English Department teaching courses in First-Year Writing, this *engagement* includes regularly attending and participating in department meetings and participating actively on relevant committees, particularly those of the First-Year Writing subcommittee and search committees for First-Year writing positions (when a Lecturer is elected to them). Full engagement also includes actively participating in First-Year Writing workshops and programmatic assessment. Moreover, the Lecturers involved in teaching First-Year Writing should serve as models of professional conduct for their part-time colleagues in First-Year Writing. The English Department recognizes that Lecturers usually teach four courses per term and are not on full-time contract during the summer months; the expectations for service should be evaluated with recognition of the amount of time they spend on teaching.

**Fifth-Year Review** - The CSU CBA states that “After consecutive reappointments for an initial four years, the Lecturer will undergo a preliminary review” starting with the departmental PRC, proceeding to the Department Chair, and then the College PRC. The English Department suggests that the Fifth-Year Review dossier presented should be modeled on the dossier described in the “Sixth-Year Review” and should be submitted to the PRSC during the fall semester of the sixth year of service on the due date for Fifth-Year Review dossiers set by the CSU CBA. The Director of First-Year Writing shall separately submit an evaluation of this candidate’s teaching and service to the PRSC, for inclusion in the dossier, by the same date. A copy of the PRC’s letter of recommendation will be given to the candidate as well as to the Department chair; a copy of the chair’s letter of recommendation will be given to the candidate as well as to the chair of the PRSC.

**Re-Appointment Reviews following the first Sixth-Year Review:** The CSU CBA stipulates that “the Dean may subsequently reappoint the Lecturer to two (2) consecutive three (3) year appointments for the next six (6) consecutive academic years and after that period the Lecturer may be reappointed for subsequent periods of six (6) consecutive academic years. The subsequent reappointment reviews after the extensive review at the end of the initial six (6) year period will be less comprehensive” (12.2.F). For this *less comprehensive* review, the candidates shall turn in a summary statement about their teaching and service, which includes a table of their student evaluation scores and all the teaching observation reports generated since their last review, to the Departmental PRSC by the first Monday in November. The Director of First-Year Writing shall separately submit a statement about this candidate to the PRSC by the same date. The PRSC will make the candidate’s and the Director of First-Year Writing’s statements available to the Departmental PRC, which will make a recommendation about re-appointment to the Chair by the first Monday in December. A copy of the PRC’s letter of recommendation will be given to the candidate as well as to the Department chair; a copy of the chair’s letter of recommendation will be given to the candidate as well as to the chair of the PRSC.

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**Promotion to Senior Lecturer**

College Associate Lecturers with a terminal degrees in the field (a Ph.D. for First-Year Writing instructors) wishing to seek promotion to Senior Lecturer should follow the guidelines and timetables in the CSU CBA (12.2.G).