

Abbreviated Evaluations for Lecturer Faculty

Date: October 2025

Abbreviated Evaluations

The abbreviated review process is a streamlined evaluation that applies to lecturers on one-year (1 AY) or three-year (3 AY) appointments who are not undergoing a comprehensive review. Unlike comprehensive reviews, abbreviated evaluations do not require extensive supporting materials such as syllabi or student work, and the narrative need not address every evaluation criterion. Abbreviated reviews should address a preponderance of available evidence and provide a holistic rating and the narrative need only demonstrate satisfactory instruction overall.

When:

- 1 AY Lecturers years: 2, 4 and 5
- 3 AY Lecturers years: normally undergo abbreviated evaluations every three years.

Note: department chairs or an appropriate administrator can request a comprehensive review. Reasons for the more extensive review will be explicitly stated in writing and placed in the Personnel Action File.

Abbreviated Evaluation Working Personnel Action File (WPAF) Contents:

- Updated C.V.
- Summary of assigned duties (see instructions from FAR)
- Self-assessment narrative (not to exceed 1500 words)
- A supplemental narrative (optional, not to exceed 500 words)
- Student Opinion Questionnaire Reports (SOQs) (FAR will support and assist)
- Grade distribution data (FAR will support and assist)

Level of Review:

Part-Time Lecturer: Part-time lecturers undergoing annual periodic evaluations shall be evaluated by at least 2 levels of reviews, which must include the appropriate DPRC and typically the Department Chair. Part-time lecturers may be reviewed by the Dean at the Dean's discretion.

Full-Time Lecturer: Full-time lecturers undergoing abbreviated periodic evaluation shall be evaluated by the appropriate DPRC, the Department Chair, and the Dean.

The review results in a holistic rating of Satisfactory, Needs Improvement, or Unsatisfactory at the department level; at the Dean's level a holistic rating of either Satisfactory or Unsatisfactory will be used. These ratings inform—but do not guarantee—future reappointments.