




June 1, 2022

TO: Deans  
Chairs/Directors  
Department Personnel Review Committees  
Lecturers

CC: Tonantzin Oseguera, Ed.D., Vice President for Student Affairs  
Kristin Stang, Ph.D., Associate Vice President for Faculty Affairs and Support

FROM: Carolyn Thomas, Ph.D.   
Provost and Vice President for Academic Affairs

SUBJECT: 2022-2023 Timetables for Evaluation of Lecturers

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After consultation with the Faculty Personnel Committee, Faculty Affairs and Records recommends the attached timetables for the evaluation of Lecturers (“temporary faculty”). Their review found that these are in compliance with Articles 15.4 and 15.5 of the Collective Bargaining Agreement as well as University Policy Statement 210.070. Therefore, I approve them for use in the 2022-2023 Academic Year.

## 2022-2023 Lecturer Evaluation Timetables

Initial evaluation must occur during the second semester of teaching, regardless of a break in service. Lecturers should be employed at the University during the semester they are evaluated and are only to be evaluated once per academic year. All actions are to be completed by 5pm (end of business day) on the day listed. Evaluations are to be uploaded and distributed through Interfolio. Upon distribution, the 10-calendar-day rebuttal period commences. Cases should be forwarded to the next review step once the rebuttal/meeting form is submitted (do not wait for the deadline when the candidate submits early). The following timetables for the evaluation of Lecturers (“temporary faculty”) comply with Articles 15.4 and 15.5 of the Collective Bargaining Agreement as well as University Policy Statement 210.070.

### **Timetable 1: Fall 2022 Evaluations**

*This timetable is to be used in the following instances:*

- 1) when Fall 2022 is the second semester of employment for a new lecturer, or
- 2) when the lecturer is due for an evaluation, but will not be teaching in Spring 2023

Lecturers are notified of required evaluation	Friday, September 2, 2022
Interfolio packet due to Chair	Monday, October 3, 2022
Chair confirms and forwards case for departmental review	Monday, October 10, 2022
Department Peer Review Committee (DPRC) evaluation due to candidate	Monday, November 7, 2022
Rebuttal period for DPRC evaluation expires	Thursday, November 17, 2022
Chair evaluation due to candidate	Tuesday, November 29, 2022
Case forwarded by Chair to Dean	Friday, December 9, 2022
Dean evaluation due to candidate	Tuesday, January 3, 2023

### **Timetable 2: Spring 2023 Evaluations**

*This is the default timetable and should be used unless one of the instances above applies*

Lecturers are notified of required evaluation	Wednesday, December 21, 2022
Interfolio packet due to Chair	Tuesday, February 21, 2023
Chair confirms and forwards case for departmental review	Friday, March 3, 2023
Department Peer Review Committee (DPRC) evaluation due to candidate	Friday, March 24, 2023
Rebuttal period for DPRC evaluation expires	Monday, April 3, 2023
Chair evaluation due to candidate	Friday, April 14, 2023
Case forwarded by Chair to Dean	Monday, April 24, 2023
Dean evaluation due to candidate	Friday, May 26, 2023
Case forwarded by Dean to FAR	Monday, June 5, 2023
Case forwarded by FAR to Vice President (Range Elevations only)	Friday, June 9, 2023
Vice President decision due to candidate (Range Elevations only)	Friday, June 30, 2023

Note: Deans do not typically participate in the annual periodic evaluation of part-time lecturers. In instances in which the DPRC’s or Chair’s ratings are less than Satisfactory, these files shall be forwarded to the Dean.