

NTT Annual Evaluation

The 2023-2029 Collective Bargaining Agreement (CBA) 10.2 requires annual evaluations by the department chair, department personnel committee (DPC), and college dean for nontenure track (NTT) faculty (i.e., lecturers and senior lecturers) on annual or multi-annual contracts.

The purpose of annual reviews is to provide faculty with timely feedback on areas of strengths and areas needing improvement, as well as to facilitate annual documentation of faculty activities to assist in promotion to senior lecturer or for senior lecturer merit.

Lecturers and Senior Lecturers will be evaluated based on the activities outlined in their faculty appointment letter(s). While annual evaluations are required under the CBA, the reporting requirements will be minimized for individuals in good standing, regardless of contract length, to streamline the review process.

The college dean must formally notify NTT faculty of the annual review process, including all requirements and the peer review component, no later than the end of the Fall quarter. Lecturers and senior lecturers may arrange their own peer reviews with tenured or tenure-track faculty unless otherwise approved by the department chair and dean. To facilitate the peer review process, reviews by tenured and tenure-track faculty from outside the department are encouraged.

In keeping with the purpose of annual reviews, the chair, DPC, and dean are expected to provide feedback on areas of strength and specific information on areas needing improvement.

Faculty180 File Documentation

1. Personal Statement

The personal statement should focus exclusively on activities outlined in the faculty's letter(s) of appointment over the review period.

Teaching responsibilities: The personal statement provides a concise summary in which faculty highlight their strengths, accomplishments, and any challenges encountered during the review period. It also serves as a reflection on external feedback regarding their teaching, such as peer reviews and patterns observed in both quantitative and qualitative SEOI results. Faculty are encouraged to include specific examples of actions taken in response to this feedback, demonstrating their commitment to continuous improvement and teaching excellence.

The personal statement should highlight additional elements that faculty believe demonstrate their teaching effectiveness or excellence. These may include the development of new courses or substantial course revisions, instructional materials, or assignments that reflect the currency and relevance of content, and supporting course materials such as assignments, manuals, course packs, or videos. Faculty may also discuss their impact on student learning, professional development activities that have enhanced their teaching,

and/or any research, service contributions, and/or honors and awards that further illustrate their teaching effectiveness or excellence.

Non-teaching responsibilities: The activities outlined in the faculty's letter(s) of appointment may include non-teaching responsibilities, such as contributions to departmental or university initiatives. For NTT faculty whose primary duties are nonteaching, faculty should provide evidence of development in work and may seek peer evaluation of their work. If a faculty's contracted work includes non-teaching or service duties, or their primary duties are non-teaching, those duties and accomplishments should be addressed in the personal statement, and documentation of those activities (e.g., meeting minutes, agendas, reports, grant materials) should be included in Faculty180.

Given that NTT evaluations occur annually, personal statements should be a maximum of three pages. It is entirely acceptable for these statements to be cumulative documents that are updated year-over-year. They do not need to be entirely unique each year, nor should their creation be burdensome. Once written, a personal statement can be revised and updated for the current review period, which is both acceptable and encouraged.

Promotion to senior lecturer or senior lecturer merit: In accordance with CBA 10.3.1, applicants seeking promotion to Senior Lecturer or consideration for a Senior Lecturer merit must include in their letter a detailed explanation of how they have met their department's standards for promotion or merit recognition. The review period for these evaluations spans a minimum of five years and the completion of at least 113 workload units (CBA 8.2.5 & 18.10).

2. Fundamental Artifacts for Review of Teaching Activities

Faculty must include **course syllabi** and **SEOs** for all classes taught, excluding SEOs for individualized experiences or courses with less than 4 students. SEOs must include the students' open-ended comments. Faculty180 should already contain course SEOs. However, it is the faculty member's responsibility to ensure their SEOs are in Faculty180.

A form of **peer review of teaching** should be included. To accommodate the wide range of online, hybrid, and in-person teaching modalities and responsibilities, different forms of peer review are encouraged, such as syllabus review, a class observation, or a review of class material presentation in Canvas.

3. Optional Documentation of Teaching Effectiveness or Excellence

Faculty should provide additional documentation in Faculty180 that supports teaching effectiveness or excellence mentioned in the personal statement when appropriate (e.g., example course material, emails detailing impacts on student learning).