

Procedures for the Formal Review of Lecturers, Senior Lecturers, and Professors of Practice

Full-time faculty will be evaluated: 1) after their first full semester of hire, and 2) every third year thereafter. Department chairs will be notified of which faculty members need to be reviewed in August of the academic year in which the review is due. If a department has a significant number of reviews, evaluations will be scheduled on a staggered basis from November through February of that academic year. If placed on a staggered schedule, reviews are due by the last day of the month in which they are scheduled. Otherwise, reviews must be submitted to the Dean's Office no later than February 1 in order to meet the March 1 deadline for merit increase evaluation and review. Letters regarding re-appointments will be disseminated to the home department after the May Board of Trustees meeting.

Evaluation procedures include a review of student course evaluations (narrative as well as quantitative), and classroom visits by faculty members within the home department.

Review materials should be submitted as follows: Materials should be merged into three PDF files and uploaded to Locker.smu.edu, with download permission given to Brooke Guelker (bguelker@smu.edu) only when the complete document is ready for review by the Dean's office.

PDF file 1: Department policy and Chair's letter

1. **Departmental policy** on review and promotion of Lecturers and Senior Lecturers, if applicable.
2. **Chair's evaluation letter.**

PDF file 2: Quantitative course evaluations

1. Course **statistics*** for the last three academic years, or the first semester for new hires, in reverse chronological order (i.e., the most recent semester should be first).

PDF file 3: Narrative course evaluations and teaching materials

1. Course **essay response report** for the last three academic years, or the first semester for new hires, in reverse chronological order (i.e., the most recent semester should be first).
2. **Teaching materials** for the last three academic years, or the first semester for new hires, in reverse chronological order (i.e., the most recent semester should be first). Please include the following if available/applicable: syllabi, sample exams, sample assignments or essay prompts. Teaching materials do not need to be exhaustive, but they should be representative of the course. Only *one set* of teaching materials is required per course.

*Please **do not** submit the full student evaluation pages unless you receive a specific request to do so, as the course statistics and essay response reports should provide enough data to evaluate each formal review. Both the course statistics and the essay response reports are available in the FileMaker Pro database for each semester and all of the documents can be saved as a PDF directly from the FileMaker Pro database.