



Creating Clarity in Instructional Academic Staff Review

WHEREAS, current personnel rule Section 8.01 (a) ii reads *Academic staff holding the Lecturer title will be reviewed following the identical procedures used by their department to review probationary faculty. If the contractual terms specify otherwise, then criteria for evaluation shall be restricted to the provisions of the contractual terms. Instructional academic staff receive their review prior to March 1st in the first two years of appointment and prior to December 1st thereafter.;*

WHEREAS, this has created challenges in offering guidance to new department chairs;

WHEREAS, Per the ASA executive committee meeting with then Provost Chenoweth 10.29.2021 and per ASA minutes from 11.10.2021, IAS should not be asked to complete Purple Books unless departments directly tie them to the requirements for IAS.

WHEREAS, [at time] Interim Chancellor John Chenoweth noted in an email on 10.17.2022 “if the intent of ASA is that AS should NOT use the same procedures that probationary faculty follow for annual review, then there should be a proposal to address that”;

WHEREAS, in meeting with the Provost Office on November 3, 2023 there was loose agreement that verbiage of the line “reviewed following the identical procedures used by their department to review probationary faculty,” needed revision;

WHEREAS, the original verbiage derived from state statute that has since been changed giving campuses more autonomy;

WHEREAS, probationary faculty utilize the purple book for tenure, and Instructional Academic Staff use reviews for promotion;

WHEREAS, Instructional Academic Staff hold varying FTE levels, and/or split appointments;

WHEREAS, an effective review process is required for accountability and state pay plans;

WHEREAS, Academic Staff Assembly updated Instructional Academic Staff promotions process in the fall of 2022;

WHEREAS, Academic Staff Assembly has established promotion material requirements, including a Distribution of Effort, that some departments have not used in recent history;

WHEREAS, having some form of documentation similar to Distribution of Effort would make the promotions process more uniform;

WHEREAS, department chairs have a noted increase interest in promotions and review processes, as noted by LEARN Center Director Dr. Sue Wildermuth.

THEREFORE, BE IT RESOLVED that Section 8.01 (a) ii be revised to read as follows:

Academic staff holding the Lecturer title will be reviewed following ~~the identical~~ similar procedures used by their department to review probationary faculty. ~~If the contractual terms specify otherwise, then~~

Criteria for evaluation shall be restricted to the provisions of the contractual terms, and any additional items the instructional academic staff member wishes to be evaluated on. Evaluation material should include a packet consisting of at minimum:

- Curriculum Vitae
- Document of Intent
- Student evaluation score summary for each course taught under contract in the review period
- Performance Evaluations (as either peer teaching evaluations or departmental performance reviews, as determined by the department, and may be used in rotation).
- Document of what has been accomplished since the previous review.

Instructional academic staff receive their review and decision prior to ~~March~~ April 1st in the first ~~two~~ years of appointment and prior to December 1st thereafter. Notice of decisions should be given in writing to the Instructional Academic Staff Member within 10 business days of the review. Should the review involve a meeting, as determined by the department, the 10-day clock begins at the conclusion of the meeting. Otherwise the 10-day clock begins at the point materials are submitted. Any necessary meetings should occur within 2 months of a material submission deadline.

All 9-month, and fall contract Instructional academic staff reviews, excluding those in first year of appointment, should occur in the fall semester. Should an instructional academic staff only teach in the spring semester they shall follow the timeline of first year instructional academic staff members.

THEREFORE, BE IT FURTHER RESOLVED use of the distribution of effort is terminated and that the Document of Intent for Faculty will be updated to accommodate Instructional Academic Staff.

THEREFORE, BE IT FURTHER RESOLVED that implementation of this process commences with the start date of 9-month contracts for the 2024-2025 school year.

Action Date	11/8/2023			
Action	Approved	Rejected	Tabled	Other
Vote Detail	Ayes	Nays	Abstentions	Other