

Department of Mathematics & Statistics

Procedures for Formal Peer Review of Non-Tenure Track Faculty Lecturers and Senior Lecturers (Blue Sheets)

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According to the Collective Bargaining Agreement (CBA) in place at the time of approval of these procedures, lecturers and senior lecturers should have at least one Formal Peer Review (Blue Sheets) through the level of the College every four (4) years for the initial two formal peer reviews. After the second Formal Peer Review, these reviews shall be required every six (6) years unless requested by the faculty member earlier. In a year when the Formal Peer Review coincides with a Reappointment Review, the Formal Peer Review will serve as the basis for reappointment.

Please note that a separate set of guidelines is to be used for the first formal peer review occurring in the fourth year of employment.

1. At the beginning of the academic year in which the formal peer review is to take place, a candidate for review will be notified by the Department Chair in writing that a review process will begin.
2. The candidate will fill out their portions of the Blue Sheet form detailing their teaching, advising, and service accomplishments since their most recent Formal Peer Review, as well as research accomplishments if relevant. The candidate will also include a self-evaluation of their efforts to make UVM and/or the profession a more affirming and welcoming environment for minority or marginalized groups.
3. The candidate will provide a current curriculum vitae and any other relevant materials.
4. All relevant course evaluation forms, reports of visitations by peers, and other documentation of teaching, advising, service and workload activity effectiveness since their most recent Formal Peer Review will be added to the dossier by the Department administrative staff. The materials provided should cover the period from the time of the last formal peer review up to the present.
5. The Department Chair will convene a meeting of the Department faculty to discuss the review of the candidate. Before this meeting all relevant documents will be available for inspection by the faculty for at least one week. Faculty members will have an opportunity to provide feedback on the matter. A vote need not be taken.
6. The Department Chair, in consultation with the Statistics Program Director in the case of a Statistics faculty member, will complete the Chair's portions of the Blue Sheets, which will include an evaluation of the candidate's performance in the areas of teaching, advising, and service, as well as research if relevant, along with a faithful summary of the comments received from faculty concerning the candidate's record.
7. The completed Blue Sheets and supporting documentation will be forwarded to the College's Faculty Standards Committee, along with a copy of the department Faculty Evaluation Guidelines, and a copy of these procedures. The Department Chair will also inform the candidate of the review result in writing.

8. These procedures are guidelines, and the Agreement between the United Academics (AAUP/AFT) will take precedence in any dispute.