

Department of Mathematics & Statistics

Procedures for 4th Year Review of Lecturer (1st Formal Peer Review; 1st Blue Sheet Review)

**Department Approved 11/02/2021
Office of the Provost Final Approval 02/27/2023**

The following guidelines will be used for a Lecturer's first Formal Peer Review occurring in the fourth year of full-time employment. There is a separate set of guidelines to be used for subsequent formal peer reviews.

1. At the beginning of the fourth year of service as Lecturer, a candidate for review will be notified by the Department Chair (or the Statistics Program Director in the case of Statistics faculty members) in writing that a review process will begin.
2. The Department Chair, or the Statistics Program Director in the case of Statistics faculty members, will appoint an advisory Review Committee that will gather information relevant to the candidate's application for reappointment.
3. The candidate will provide a current curriculum vitae and any other relevant materials.
4. The candidate will provide the Review Committee with a list of at least 5 former students whom the candidate has taught or advised, and the Review Committee will compile a list of at least 5 other students whom the candidate has taught or advised. The Review Committee will contact at least 6 students from the combined list, including at least 3 from the candidate's list, and ask them to evaluate the teaching and/or advising of the candidate.
5. In the case where the candidate has performed research or (University or professional) service as a significant part of their workload, they will provide the Review Committee with the names of individuals who can evaluate this activity. The Review Committee will contact no more than 3 individuals to assess this work, at least half of whom will be chosen from the candidate's list.
6. The candidate will fill out their portions of the Blue Sheet form detailing their teaching, advising, and service accomplishments, 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.
7. All relevant course evaluation forms, reports of visitations by peers, and other documentation of teaching, advising, service and workload activity effectiveness will be provided to the Review Committee by the Department administrative staff.
8. The Review Committee will review all materials and provide the Department Chair (and Statistics Program Director if the candidate is from Statistics) with a written report of the candidate's accomplishments in the areas of teaching, advising, and service, as well as research if relevant, and a recommendation for or against the candidate's reappointment. This report should also include a brief summary of the procedures used for soliciting letters from students/advisees (and other evaluators if applicable).

9. The Department Chair will convene a meeting of the Department faculty to discuss the review of the candidate. Before this meeting all relevant documents (course evaluations, letters from students and the like) will be available for inspection by the faculty for at least one week. At this meeting the Review Committee will report its findings, and all faculty members present will have the opportunity to give feedback on the candidate's record. After this discussion, an anonymous vote will be taken by only the professorial faculty members (including tenure-track, tenured, and research) and Senior Lecturers on whether to recommend reappointment. Reasons for recusal or abstention votes need to be provided. Faculty members are encouraged to supply comments in explanation of their vote. This vote will be recorded as part of the formal documentation.
10. The Department Chair (in consultation with the Statistics Program Director if the candidate is from Statistics) will consider the report of the Review Committee, the results of the vote, and any other relevant information, and will decide whether to recommend reappointment.
11. 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 student/advisee letters, letters from other evaluators (if any), reports of peer visitations, and comments received from faculty concerning the candidate's record, along with a numeric, anonymous tally of the vote and explanations for abstentions and recusals, and the Chair's recommendation for or against reappointment.
12. 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 their recommendation in writing.
13. These procedures are guidelines, and the Agreement between the United Academics (AAUP/AFT) will take precedence in any dispute.