

**DEPARTMENT of  
MATHEMATICS and STATISTICS**

**Procedures for Reappointment of Lecturers  
During their Fourth Year**

**April 2009**

According to the Collective Bargaining Agreement (CBA) in place at the time of approval of these procedures, the reappointment from the fourth year of full-time service as a Lecturer to another two-year appointment is significant in one important way. Prior to granting this reappointment, the Department may choose not to reappointment for any reason and the faculty member is not permitted to file a grievance with the CBA to challenge this decision. After reappointment beyond four years, dismissal can be grieved so the dismissal would need to be supported by a change in job description, by documented unsatisfactory performance, by a documented decrease in teaching needs, or by other circumstances affecting continued employment. Consequently, this reappointment assumes additional significance over the previous reappointments of the Lecturer under consideration for reappointment beyond four years. For this reason, only under circumstances where the lecturer under consideration has demonstrated outstanding qualities in areas related to their workload *and* the Department projects continuing need for such qualities will the Department recommend reappointment of the lecturer beyond the fourth year. This document presents the procedures to be followed and criteria to use to compile the case for consideration of reappointment. The instigation of a reappointment review does not, in and of itself, constitute recognition of continuing Departmental need for faculty with the candidate's strengths.

1. At the beginning of the fourth year of service as Lecturer, a candidate for reappointment will be notified by the Department Chair in writing that a review process will begin for reappointment. The Department Chair, in consultation with the Program Director in the case of Statistics faculty members, will appoint an advisory Review Committee to compile a dossier of all relevant documents concerning the teaching, advising, service, and other workload or relevant activities of the candidate. The Review Committee will present the case for reappointment to the entire Department.
2. The candidate will supply the Review Committee with an electronic copy of an updated curriculum vita and any other relevant materials. The Department will provide the Committee with the second-year review of the candidate. If this does not exist, the candidate's annual reports and Chair's annual evaluations for the past two years will be substituted.
3. The candidate will provide the Review Committee with a list of at least five former students whom the candidate has taught or advised. The Review Committee will randomly select five other student names from the grade sheets of the candidate. The Review Committee will contact at least six former students, including at least three from the candidate's list, and ask them to evaluate the teaching and advising of the candidate. In addition, all relevant course evaluation forms, reports of visitations by peers, etc., will be provided to the Review Committee.
4. In the case where the candidate has performed research or (University or professional) service as significant part of his or her workload, he or she will provide the Review Committee with the names of individuals who can evaluate this activity. The Review Committee will contact no more than two individuals to assess this work, at least half of whom will be chosen from the candidate's list.
5. 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 Chair.
6. The Review Committee will gather as much information as possible on whether the candidate has demonstrated outstanding qualities in areas related to their workload *and* whether the Department projects continuing need for such qualities.
7. The Department Chair will consult in a timely manner with all lecturers in the Department to solicit their advice concerning the candidate's reappointment. The manner of consultation and the nature of the advice received will be included in the Chair's recommendation.
8. The Department Chair will convene a meeting of all tenured faculty members, Senior Lecturers and Assistant Professors to discuss the reappointment of the candidate. Before this meeting all relevant documents (course evaluations, letters from students and the like) will be available for inspection by these members of the faculty

for at least one week. At this meeting the Review Committee will report its findings to the convened faculty. These faculty members will give their advice to the Department Chair on the matter, and a vote will be taken to recommend or not. Faculty members are encouraged to supply comments in explanation of their vote. This vote will be recorded as part of the formal documentation.

9. After the procedures described above have been carried out, the Department Chair will decide whether to recommend reappointment and will inform the candidate in writing of the decision, giving reasons if the decision is not to recommend. All the formal documentation, including the Chair's evaluation, will be forwarded to the Dean of the College.
10. These procedures are guidelines, and the Agreement between the University of Vermont and the United Academics (AAUP/AFT) will take precedence in any dispute.

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**Criteria for Reappointment of Lecturers  
Beyond Their Fourth Year**

**April 2009**

The following criteria are an elaboration of the assessment of performance as outlined in Article 14 Section 2 of the Collective Bargaining Agreement.

To achieve reappointment, a Lecturer should have *many* of the following qualities: (Note: not listed in order of importance.) This is not an exhaustive list; other appropriate indicators of excellence will be considered.

- Well-prepared and stimulating lecturer.
- Effectively encourages independent student thinking.
- Works to improve courses (constructs course web pages, incorporates new technologies, etc).
- Keeps current with teaching resources (such as textbooks and websites) and with scholarly literature on teaching.
- Attends or speaks at seminars, workshops and sessions at professional meetings.
- Maintains high standards for amount and quality of work expected from students.
- Student course evaluations are generally good to excellent
- Successful in teaching both introductory and intermediate level courses.
- Is accessible to students outside of class.
- Feedback from students and other faculty indicates excellent teaching.
- Designs and effectively teaches new courses or significantly different sections of existing courses.
- Takes advising seriously; students tend to seek person out as an adviser.
- Takes on additional teaching responsibilities when the need or opportunity arises (e.g., honors thesis, Master's thesis, independent study, TAP, etc).
- Communicates to students an interest in them as persons and in their intellectual development.
- Willingly accepts and makes effective contributions in service that are beneficial to the Department, College and University in areas such as:
  1. Service on standing and ad hoc Departmental, College or senate committees and on search committees
  2. Participation in College and Departmental mathematical outreach activities including (but not limited to), the high school contest, MathCounts contest, advising math club.
  3. Service on state, regional and national committees of professional societies dedicated to the teaching of Mathematics.
  4. Participation in teaching training activities such as the Vermont Mathematics Initiative.
  5. Design and construction of web pages or labs for departmental purposes.
- Shows indication of qualities such as leadership, innovation, creativity, exemplary mastery of pedagogical or technological skills, scholarship or service that makes notable contributions to the Department, University or professional community, or other professional qualities that signal the candidate has the potential for promotion to the rank of Senior Lecturer.