

THE UNIVERSITY OF MICHIGAN
School of Music, Theatre & Dance
Ann Arbor, Michigan 48109-2085

Continuing Review Guidelines
LEO Lecturers II and IV

Pursuant to Article XIX.E. of the UM/LEO Agreement, the Continuing Review (CR) is for Lecturers II and IV who have successfully completed two major reviews. The Lecturer shall undergo a CR on a seven-year cycle. A successful CR will result in an ongoing appointment contingent upon a successful CR every 7 years. The CR will be conducted to advance the professional growth of the Lecturer.

- The CR will be based on materials that have been collected during the term of the Lecturer's current appointment. These materials will include the following:
 1. Updated CV;
 2. Annual reports (FARs) and any written feedback to those reports;
 3. Evidence of teaching performance; (may include course materials such as syllabi, assignments, study guides, related materials);
 4. Student evaluations, U-M administered course evaluations with student comments and the Lecturer's response to these evaluations, if any;
 5. Review of applicable administrative and/or service duties, if any;
 6. Any feedback provided to the Lecturer about their performance during the term of the Lecturer's current appointment;
 7. Solicited letters of evaluation from the Governing Faculty of the Lecturer's home department(s) or program(s);
 8. A brief statement that reflects on the Lecturer's performance during the term of the current appointment including growth in pedagogy, teaching, service (at the rank of Lecturer IV), outlining challenges and triumphs, and, most importantly, future directions, including a discussion of plans and resources.

The Lecturer will be notified of the names of those sitting on the Executive Committee who will be reviewing their materials.

- The Executive Committee will review the materials listed above using the following general criteria in regards to the Lecturer's Continuing Review:
 1. Command of the subject matter
 2. Ability to organize material and convey it effectively to students;
 3. Successful design and/or planning of courses and course materials;
 4. Ability to communicate and achieve appropriate student learning goals;
 5. Effective interaction with students;
 6. Growth in the subject field and in teaching methods;
 7. Performance of required non-instructional duties where applicable

There are two possible outcomes of a CR per Article XIX.E.5-6 of the UM/LEO Agreement:

1. If an Employee's continuing review is successful, the Employee will receive an ongoing appointment subject to continuing reviews every seven years in accordance with Article XI.B.2.f.ii.a. or XI.B.4.d.ii.a., as applicable.
 2. If an Employee's continuing review is not successful, the Employee will be given a one-year terminal appointment, or at the academic unit's discretion, a two-year terminal appointment, at the outset of which a team will be assembled to address the problems identified in the review.
- Following the review, and no later than March 31 of the year the review takes place, the Lecturer will receive a written summary and outcome of the CR from the Associate Dean for Graduate Studies, on behalf of the Executive Committee.

For more information, please consult the UM/LEO Agreement.

(Revised – April 2022, Effective Academic Year 2022-2023)