

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

Major Review Guidelines
LEO Lecturers I, II, III & IV

Pursuant to Article XIX.D of the UM/LEO Agreement, the standards for reappointment involving major reviews as defined in the LEO contract will be set by each academic unit. As part of the major review process, SMTD expects its Lecturers to provide evidence of high quality instruction that fosters students' intellectual development and to contribute to the overall teaching mission of the school. All major reviews shall be conducted by the SMTD Executive Committee who will review, evaluate and make recommendations to the Lecturer's department chair. A thorough assessment of review materials will be conducted and a written summary of the evaluation will be provided to the Lecturer and placed in the Lecturer's personnel file.

Lecturer I - The Lecturer I is eligible for initial major review after working eight consecutive fall and winter semesters or at least eight of the last ten fall and winter semesters, whichever comes first. Successful completion of the initial major review shall create a presumption of renewal and a three-year appointment in the Lecturer II title.

Lecturer II - The second major review is performed in the final year of appointment. The second major review for renewal shall be completed and decisions announced prior to April 1 for renewal in the following September. Successful completion of the Lecturer's second major review shall result in renewal for an additional five academic years. Following this review, Lecturers will undergo Continuing Renewal Reviews for the remaining duration of their appointment with SMTD.

Lecturer III - Lecturer IIIs who have undergone a successful interim review and have held appointment for up to but no more than four academic years shall undergo an initial major review. This initial major review and decision will take place during the last year of employment in the Lecturer III title. Successful completion of the initial major review shall create a presumption of renewal and an appointment in the Lecturer IV title for a period of three years.

Lecturer IV - The second major review is performed during the final year of appointment as a Lecturer IV. A successful completion of the second major review shall result in renewal for an additional five academic years. Following this review, Lecturers will undergo Continuing Renewal Reviews for the remaining duration of their appointment with SMTD.

- Major review items should include:
 - 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 as part of a review process (including interim reviews if applicable);
 - 7 . Solicited letters of evaluation from the Governing Faculty in 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 III/IV), outlining challenges and triumphs, and, most importantly, future directions, including a discussion of plans and resources that reflects on the Lecturer's performance during the term of the appointment.

- Classroom observation is encouraged and recommended. Observations may be conducted by the department chair or program director, or by a member of the Governing Faculty who is designated by the department chair or program director. The requirements for this observation are as follows:
 1. The observation must be coordinated with the Lecturer in advance. The observer will contact the Lecturer to schedule the observation.
 2. If the observation will be videotaped/recorded, the Lecturer, faculty, and students will be given one week's advance notice.
 3. Prior to the observation, the Lecturer may provide the observer with the framework, plan, and intent of the class. Lecturer and observer are encouraged to meet before the observation to discuss goals, expectations, and process.
 4. The observation must be for a full class period unless otherwise agreed by the observer and lecturer in advance.
 5. A written report of the classroom observation will be prepared by the department chair or program director. The department chair or program director will provide a copy of the report to the Lecturer within 10 calendar days of the observation.
 6. If the department chair designates an observer, the observer must submit a written report to the department chair, to be included in the evaluation. The department chair will provide a copy of the report to the Lecturer within 15 calendar days of the observation.
 7. The Lecturer may provide a written response to the report within 10 calendar days to give additional information or reflections about the class that was observed. It is encouraged that the Lecturer and observer meet for a summary discussion following the classroom observation.

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 Major 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.

Please see Article XI of the UM/LEO Agreement for possible outcomes of a Major Review.

- Following the review, and no later than March 31 of the year in which the review occurs, the Lecturer will receive written feedback 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)