

FRB Report Guidelines for Visitor and Lecturer Renewals

Chairs will submit a Report to the FRB consisting of two parts:

PART I: The REVIEW

The review should include the following components:

Section A: Performance Since Last Review - If this is the first renewal, please note that first-year reviews are developmental and should not be seen by the FRB, so please be sure to discuss the candidate's first year in your review.

1. A table comparing the faculty member's student-evaluation data with those of the department and College (table template available in Excel format on the Union College Academic Affairs Policies and Forms website);
2. An examination of the course evaluation forms, including a summary and analysis of students' comments and numerical data;
3. An examination of course material;
4. A discussion describing classroom visits by members of the department (if any);
5. (visitors only) A review of the faculty member's scholarship;
6. (lecturers only) A review and evaluation of the faculty member's co-curricular duties*. In this review and evaluation, please keep in mind that co-curricular service is distinct from regular department and College service and should fill a specific need in support of the Department's curriculum that is particularly well suited to the Lecturer's skill set. Please also note that the expectation is for co-curricular activities to be equivalent in time commitment to an additional course. If the co-curricular duties comprise a greater portion of the expectations, the department should weight them appropriately and indicate this in their review. If the time commitment is not consistent with this expectation, please discuss a revision to the co-curricular or teaching load in the Future Expectations section.
7. A review and evaluation of departmental and College service**;
8. Copies of all narrative feedback from student-evaluation forms. This can be submitted in the form of typed student narratives (for departments in which this is the norm) or the course and lab evaluation reports, as provided by the Administrative Assistant for Academic Affairs.
9. (visitors only) An updated CV.

Section B: Future Expectations

1. Likely teaching assignments for the renewal period;
2. (lecturers only) A statement describing the co-curricular duties expected of the candidate for the renewal period, with an affirmation that these co-curricular duties are expected to be equivalent to one additional course in terms of time and preparation;

3. A discussion of the candidate's ability to fulfill departmental needs during the renewal period (note that this statement should describe the candidate's fit with expected departmental need, *not* his or her performance);

PART II: The RECOMMENDATION

This part consists of the Chair's recommendation for renewal or non-renewal, and a cover sheet signed by each tenure-track member of the department indicating whether each member agrees or disagrees with the recommendation. Departmental faculty should be given the opportunity to read the chair's review and the candidate's response, if any, prior to endorsing the recommendation. Assistant professors may make a recommendation or may abstain. Visitors and lecturers do not participate. Chairs should inform members of their departments that the FRB neither expects nor encourages unanimous agreement with the Chair's recommendation. In some cases, it may be appropriate to include two recommendation cover letters so that issues of performance and ability to fulfill future department needs are assessed independently.

Once Part I is complete, a copy should be submitted to the faculty member under review. The faculty member should then have one week to provide a written response to the materials. This written response, or a statement to the effect that the faculty member does not wish to provide a response, should then be submitted to the FRB along with the full Report. The faculty member up for renewal should only be given the review, not the recommendation or the endorsement letter.

The entire report (review and recommendation), along with the faculty member's response (or statement declining to submit a response) should then be uploaded to the department's course evaluation Nexus site in the corresponding folder. Please notify Karen Crosby and the Dean of Academic Departments and Programs when the materials have been uploaded.

After the FRB has completed their review, the department chair will be notified of the decision. The Department Chair should then notify the candidate of the FRB's decision. Occasionally, the FRB will prepare a letter for the Faculty member, outlining concerns or issues that should be addressed before the next contract renewal. Such letters will be sent to the Department Chair to forward to and discuss with the candidate. If desired, the Dean of Academic Departments and Programs can attend that meeting.

Timing:

Visitor renewals are accepted on a rolling basis, with the understanding that Department chairs must receive authorization for the continuation of a visiting line before undertaking a review of an existing visitor.

Lecturer renewals should be submitted **no later than November 1st** to allow for the review to be completed prior to the end of the Fall term. Since the Lecturer's contract renewal depends on the successful FRB review, it is important to complete the review in a timely fashion.

Definitions:

* Co-curricular activities for lecturers are responsibilities for departmental support, such as coordinating laboratory instruction, support of specialized equipment, pre-professional advising, coordination of a departmental colloquium series, providing technical expertise to faculty/students, etc.

** Service activities for visitors and lecturers are expected to be roughly equivalent to a tenure-track faculty member's load. Please note that advising students is considered part of all faculty member's teaching obligations and should not be considered as service.