

## **POLICIES/PROCEDURES FOR EVALUATION OF CMU LECTURERS**

### Definition:

Per the Professional Personnel Employment Handbook, Section III.E.2, a lecturer is defined:

Lecturer and Visiting Professor. The ranks of lecturer or visiting professor may be used in the appointment of Faculty for a very temporary assignment or event, particularly where that appointment is not to continue beyond expiration of a limited assignment period. A lecturer appointment applies to faculty teaching 11 hours or less in a semester. . . .

### Policies/Procedures:

1. Lecturers are evaluated once per year, as are faculty with other types of appointments.
2. Lecturers who only teach only one semester for the first time will be evaluated at the end of that semester. For these evaluations, the student evaluation section of the evaluation form will be reported as not observed. If the lecturer continues for more than one year, the student evaluations will be part of the lecturer review in the second and all succeeding years.
3. Evaluators should observe lecturers' in different courses in consecutive years unless a problem indicates that a lecturer's course should be revisited.
4. Academic department heads can submit evaluations to Academic Affairs by the following dates each term: November 15, April 15, or June 15.