Annual Evaluation Guidelines

• Lecturers / Senior Lecturers

All lecturers and senior lecturers are evaluated each calendar year by their corresponding language sections, or for languages with insufficient tenure-stream faculty, by a sub-committee of the FEC. Language section reports are submitted directly to the Department Chair who, in turn, writes his/her own evaluative report. During the spring semester, the Department Chair meets individually with faculty members to discuss their written evaluations. These evaluations serve as the basis for contract renewal, salary increments, and advancement, where applicable.

As part of your evaluation, you will complete the Lecturer Template. This electronic template should be sent in Word or RTF (and saved with your last name + AE, for example: SmithAE) via e-mail to Claudia Lemon (crlemon@iastate.edu) who will keep a record of materials received and transmit them to the FEC chair. A printed copy of the completed template and all other evaluation materials should be submitted to Claudia Mueller during regular work hours (8am-5pm). You will be asked to sign-in your materials.

All evaluation materials should be submitted by the second Tuesday after the beginning of spring semester classes, 5:00 p.m.

Evaluation Materials Preparation:

For ease of access by members of the FEC, please use the following guidelines in assembling your dossier:

• use binders no larger than 3 inches in thickness;
• three-hole punch all materials and place within binders, DO NOT insert materials into plastic sleeves (these decrease accessibility to the materials and significantly increase the time it takes to examine the dossier);
• use dividers and labeled tabs to separate and identify materials by category.

Student evaluations should not be interfiled with course materials, but rather placed in a separate section of the binder.

Dossiers not adhering to these requirements will be returned for correction.

Submit the following materials:

1. Lecturer Template (including the 2-to-3 page narrative statement of your accomplishments in teaching and related activities) Printed and electronic copies;
2. current curriculum vitae;
3. statistical and narrative student evaluations for the calendar year;
4. peer evaluations (as available);
5. other examples of relevant professional activities (evidence of outreach, grant applications, conference papers, etc.).
6. Representative teaching materials which you have authored such as:
   a. course syllabi and schedules of activities
   b. sample quizzes and exams
   c. representative powerpoint presentations
   d. any examples of instructor-authored materials for projects, presentations, etc.
   e. examples of graded work such as essays, quizzes, or exams
   f. any other relevant teaching material