

**Lecturer Annual Personal Report  
and Chair's Evaluation**  
**for the Period**                      **to**                      \*

*This is a CONFIDENTIAL document.*

**Lecturer Information**

Name (Last, First):

College:

Department:

Date Prepared:

Per OP 06.24 Academic Lecturers, evaluation of lecturers is required by February 1 of the contract year. This report will be evaluated by the chair of the relevant department and reviewed by the dean of the college. Lecturers are appointed on a yearly basis. This report will be used in determining reappointment of lecturers.

**Statement of Lecturer:**

I certify that the information I have supplied in this report is accurate and that my Department Chair has reviewed their evaluative comments with me. I understand that I will receive a copy of this document and that I have the right to appeal the evaluation according to the procedure stated below.

Name:

Date:

*Note: Upon completion of the evaluation, if the lecturer declines to sign, the Department Chair will indicate as much on the signature line and enter the date of the evaluation on the dateline.*

**Statement of the Department Chair:**

I have reviewed with the lecturer my written comments and evaluative judgments contained in this document, and have provided them a copy. This document has been officially filed in the Dean's Office, and a copy has been provided to the faculty member.

Name:

Date:

**College Dean's Verification:**

This document has been officially filed in the Dean's Office, and a copy has been provided to the Department Chair and lecturer.

Name:

Date:

**Appeal Procedure**

A lecturer who wishes to appeal this evaluation must first request a meeting with their Department Chair to discuss any objections. The request must be submitted within 15 working days of the date on which the evaluative conference occurred. If the appeal cannot be resolved at the level of the Department Chair, the lecturer may appeal to the College Dean. If the appeal cannot be resolved at the level of the College, the lecturer may appeal to the Provost. If still unresolved, the appeal will be referred to the President, whose decision will be final.

## **I. Teaching Effectiveness**

Per OP 06.24, lecturers are expected to supplement the schedule and bring exceptional expertise into the classroom. Demonstration of teaching effectiveness may include course design, out-of-class academic support (including office hours), and collegiality in teaching.

*Note: An official summary of student evaluations and a record of the grade distribution for each of the courses taught during the spring and fall semesters of the evaluation period must be attached to this document.*

### **Lecturer's Report on Teaching Effectiveness**

## **II. Service**

Per OP 06.24 B.3, lecturers are expected to engage in departmental, college, or university service related to freshman and sophomore retention activities, not to exceed five hours per week.

Examples of retention-related activities include participation in early alerts for students experiencing issues in their academic work, mid-term progress reports (MTPR) for students, referrals to the Tutoring and Academic Support Program, and referrals to other university services (e.g, mental health, financial aid, other campus resources).

### **Lecturer's Report on Service**

### **III. Department Chair's Evaluation**

Department Chair's Evaluation of Teaching Effectiveness:

Meets expectations

Needs self-improvement

Needs improvement with supervision

Department Chair's Comments:

Department Chair's Evaluation of Service:

Meets expectations

Needs self-improvement

Needs improvement with supervision

Department Chair's Comments:

### **IV. Compliance with MSU Policies and Procedures**

The Department Chair should complete the following:

For the reporting period, the lecturer has complied with university regulations.

For the reporting period, the lecturer has failed to comply with the regulations noted below: