

**Lecturer Reviews – Chair Schedule**

Policy BU-PP 716 (<https://www.baylor.edu/risk/doc.php/339361.pdf>)

Procedures (<http://www.baylor.edu/content/services/document.php/148592.pdf>)

	<b>Senior Lecturer consideration</b>	<b>Regular Lecturers Years 2&amp;4</b>
September 25	Provost notifies candidate, Chair, and Dean of Regular Lecturers' year of service	Provost notifies candidate, Chair, and Dean of Regular Lecturers' year of service
September 30	Chair informs Regular Lecturer that application must be made for Senior Lecturer consideration	
October 15	Chair provides summary teaching evaluations to 6 <sup>th</sup> -yr lecturers	
October 31	Notebook material for Senior Lecturer candidates are due in departmental BOX folder for review by Senior Lecturers, Tenured faculty, Dean, Associate Dean for Sciences, and Associate Dean for Humanities & Social Sciences	
October 31	Chair distributes Colleague Evaluation forms	
October 31-November 30	Review meetings for Senior Lecturer (Dean or Dean's designee does <u>not</u> attend.)	
December 10	Colleague Evaluation Forms for Senior Lecturer due to chair	
December 15		Chair provides summary teaching evaluations to Regular Lecturers Years 2 & 4
December 15		Notification of non-renewal for Year 3 = no contract issued for following year
December 15	Chairs' summary report for Senior Lecturer promotion due to Dean.	
January 15		Notebook material for Years 2 & 4 Regular Lecturers due in departmental BOX folder for review by Senior Lecturers, Tenured faculty, Dean, Associate Dean for Sciences, and Associate Dean for Humanities & Social Sciences.
January 15		Chair distributes Colleague Evaluation forms for Years 2 & 4
January 15-February 15		Regular Lecturer review meetings for Years 2 & 4
February 25		Colleague Evaluation forms for Years 2 & 4 regular lecturers due to chair
March 1	President notifies Provost of Senior Lecturer decisions Provost notifies Dean	

	Dean delivers letter to candidate	
March 5		Chairs' summary report for Year 2 & 4 regular lecturers due to dean
April 15	Notification of non-renewal for Year 6=terminal contract issued for following year	Notification of non-renewal for Year 1 =no contract issued for following year Year 5 = terminal contract issued for following year
April 15		Dean Notifies Regular Lecturer in writing of Provost's decision Non-renewal: Year 2 = no contract issued for following year Year 4 = terminal contract issued for following year

*Spring 2021 update*