Salaried Lecturer Performance Evaluation Memo Part Two:  
Allocation of Excellence in Teaching  
April 1, 2022  
(for Chairs and Directors only)

The annual merit exercise is a two-part process that includes: 1) evaluation of lecturers and 2) allocation of the Excellence in Teaching funding pool in the form of salary increases. The first part of the process is primarily addressed in a separate memo focusing on departmental and program-level evaluations of lecturers. For the evaluation process, departments and programs will create and communicate unit-specific norms and practices about annual expectations. Although it is best practice for the chair or members of the departmental review committee to meet with the lecturer to discuss their performance evaluation, the department may elect to hold this meeting after new salaries are announced. This memorandum addresses the second part of the process, setting out how departments and programs, through their chairs and directors, may recommend lecturers for Excellence in Teaching salary increases. It also describes the documentation you will need to submit for the “no dollar” phase of the merit exercise, which we undertake without knowledge of the size of the Excellence in Teaching pool available.

Excellence in Teaching recommendations for your lecturers, justification statements for those assessments, and a description of each department’s review procedures should be submitted by e-mail to Richard Wright (rwright@bu.edu) by May 6, 2022.

Please contact Richard Wright, Laura Wipf, or your appropriate divisional Associate Dean for further information or assistance.

**Funding Pools**

Full-time lecturers will now receive the Automatic Annual Wage Adjustment as specified in the union contract. The contract also establishes three additional pools: the Promotion Pool, the Excellence in Teaching Merit fund, and the Distinguished Service Pool.

(1) Promotion Pool:

The Promotion Pool is centrally held and automatically awarded to those lecturers whose promotion will take effect during the 2022 cycle. Those promoted from Lecturer to Senior Lecturer will receive an automatic 10% salary increase or have their salary brought to the new minimum, whichever is greater; those promoted from Senior Lecturer to Master Lecturer will receive an automatic 7% increase or have their salary brought to the new minimum, whichever is greater. These increases are calculated on the current year salary. Lecturers who are in this pool may also be considered for the additional pools described below, based on their accomplishments. No department or program should refrain from putting a lecturer forward for either of the two merit pools because the lecturer is due a promotion increase.

(2) Excellence in Teaching Merit Pay Fund:

The current SEIU L509 union contract established an annual Excellence in Teaching fund of
$100,000. This fund will be distributed proportionally across the schools and colleges of all the bargaining unit members, similar to the distribution of funds for professorial faculty. **This fund is meant to recognize excellence in teaching specifically** and provides compensation in addition to the automatic annual wage adjustment of up to an additional 1% of base salary. CAS will not receive enough money from this fund to award all full-time lecturers an excellence in teaching increase. Therefore, we are asking departments and programs to recommend lecturers who should be awarded this additional compensation. Again, please note that this fund is not to reward general excellence but excellence in teaching specifically. It is possible that a lecturer who did not excel in other areas might still deserve this merit increase. Guidelines for how to prepare and submit those recommendations can be found below.

Lecturers who receive a rating of Unsuccessful are ineligible for this fund; as are lecturers who have not completed a Faculty Annual Report. In general, this pool will be distributed among lecturers receiving ratings of Successful or Superior. As soon as the Excellence in Teaching pool amounts are available, we will inform Chairs and Directors and ask them to make a recommendation dividing the dollars among any eligible lecturers, as the Chair or Director deems appropriate. Please note that this pool is specifically meant to reward excellent teaching.

(3) Distinguished Service Recognition Pool:

A University-wide pool of $100,000 has been established for the purpose of recognizing lecturers who demonstrate outstanding, reciprocal commitment to the Boston University community. The University set up a committee comprising three union members and three individuals from management to review all lecturers and make recommendations to the Provost’s Office.

A. Your Submission

Every department and program with full-time lecturers should submit the following in order to recommend lecturers for the Excellence in Teaching Merit Pay fund by Friday, May 6, 2022: (1) brief but specific explanations of whom you are nominating and why; (2) an explanation of the department process for selecting those to receive Excellence in Teaching merit pay.

For help or answers to questions, please contact Richard Wright or Laura Wipf.