

**Salaried Lecturer Performance Evaluation Memo:
Annual Performance Evaluation & Excellence in Teaching**

March 22, 2024

(to be shared with all salaried lecturers)

This memorandum addresses the evaluation process by laying out the principles that should guide departmental and programmatic evaluation of salaried lecturers and also the requirements for making Excellence in Teaching recommendations.

This memo will be posted on the CAS website; all lecturers should be familiar with its contents so they understand the norms and structure of this process. Please contact Richard Wright, Arthur Peterson, or your appropriate divisional Associate Dean for further information or assistance.

General principles

Our annual review is based on work over the past year and should be framed by these general principles:

The annual evaluation process provides both the College and lecturers with an opportunity to consider a lecturer's performance over the past year. It allows the College to explicitly acknowledge its assessment of a lecturer's level of performance, and it is thus an opportunity both to recognize outstanding work and to advise lecturers on areas that may need improvement. While evaluations are for the past year, they are intended to encourage formative communication regarding lecturers' performance going forward. In rare circumstances, the performance evaluation can also be an occasion for the College to notify lecturers whose performance it deems unsuccessful of that judgment.

Each lecturer should be notified about his or her evaluation in writing by the end of the spring semester. Although the approach may differ by unit, this notification should at a minimum include the lecturer's performance rating (i.e., superior, successful, needs improvement, or unsuccessful) and a brief summary of their individual evaluation. 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.

Full-time lecturers will receive salary increases as outlined in the union contract. The contract details an Automatic Annual Wage Adjustment, and two additional merit pools that go beyond the Automatic Annual Wage Adjustment (Excellence in Teaching fund and Distinguished Service pool). The Distinguished Service pool was completely allocated during a prior cycle. Information on the distribution of the Excellence in Teaching fund is included in this memo below.

Guidelines for evaluation

Departments and programs will create and communicate unit-specific norms and practices about annual expectations.

In all cases, assessment must be based on evidence of performance. Evaluations should draw on the Faculty Annual Report (FAR), External and International Activity Report (EIAR), and curriculum vitae, as well as other forms of evidence relevant to the unit and the role of the lecturer. These may include peer and student teaching evaluations; evidence of the impact of scholarly work, especially as it relates to teaching and learning; professional honors; and evidence of the quality of institutional citizenship. The FAR and EIAR are required reports on a faculty member's activities for the year; failure to complete the FAR and EIAR may result in ineligibility for all relevant merit funding pools and/or disciplinary action.

In general, effort in the form of teaching, institutional citizenship, and leadership should be recognized in the year it occurs. With the specific case of publications, the major credit for a publication should be given for the year in which the actual publication occurred, not in advance while it is being written or while it is "in press."

Although evaluations are submitted by lecturers' home departments or programs, lecturers should be evaluated on the full range of their professional contributions to the university. Home departments and programs should ensure that they are aware of their lecturers' contributions to other departments and programs, to the College, to other schools or colleges, and to the wider University. Departments and programs should request input from other units that have had an opportunity to observe or benefit from the contributions of their faculty. The chairs and directors of those programs and departments, in turn, should provide brief evaluations of these contributions to lecturers' home departments or programs.

Criteria for evaluation

Annual evaluation should be based on the following criteria, organized into tiers based on their importance and breadth of applicability. These criteria are applied as appropriate given expectations based on the individual's discipline(s) and department/program, job title and expectations, rank and time in rank, and other institutional roles and obligations.

These criteria are not weighted equally in the annual evaluation process: each department or program that is the home unit of a lecturer will be asked to submit an explanation to the College of its processes indicating the weight assigned to each criterion.

First Tier: Teaching at Boston University

- Contributions to teaching and curriculum development, including teaching effectiveness, number of students taught, curricular and pedagogical innovation, and contributions to institutionally-defined teaching needs both inside the home

department or program and across the College and University. Lecturers should document all of their efforts and contributions, including those for units beyond the home department or program, in the Faculty Annual Report.

Second Tier: Institutional Citizenship and Professional Development at Boston University

- Institutional citizenship that contributes to the home department or programs or to the College or University, including institutional service or administrative/leadership responsibilities other than teaching and research;
- Professional development activity that contributes to lecturers' continued growth as teachers, as well as professional-development activities that contribute to growth of others.

Third Tier: Additional Professional Accomplishments

When appropriate, additional criteria may include:

- Professional recognition, honors, and awards;
- Advising, counseling, and mentoring of undergraduate and graduate students;
- Professional service and contributions beyond the University;
- Success in generating external funding in support of research or other programs;
- Other contributions and activities as appropriate, including those called out for specific focus by the Provost;
- Research, creative, and other scholarly productivity, as evidenced by both published work and significant progress toward publication.

Evaluation blurbs and ratings

Your unit should assign each lecturer one of four ratings and provide a brief statement of the rationale for assigning it. This blurb should be provided to the lecturer in writing before the end of the Spring semester. The four possible ratings are:

- **Superior:** Performance exceeds the high standard BU expects from its lecturers in teaching, institutional citizenship, and professional development. Lecturers receiving this rating will generally have excelled in all three areas and can serve as models for others.
- **Successful:** Performance meets the high standard BU expects from its lecturers in teaching, institutional citizenship, and professional development.
- **Needs Improvement:** Performance requires improvement in one or more areas to

- be regarded as fully successful.
- **Unsuccessful:** Performance in one or more areas is sufficiently problematic to potentially affect the possibility of renewal should performance not significantly improve.

Allocation of Excellence in Teaching

This part of the memorandum sets 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 , 2024.

Please contact Richard Wright, Arthur Peterson, 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 2024 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 is refreshed in full annually and 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. The excellence in teaching increase is a permanent increase to the lecturer's 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. The Distinguished Service pool exists at a fixed amount for the length of the SEIU L509 union contract and is not renewed annually. The pool was completely allocated during a prior cycle and funds are not available from it in this cycle.

Your Submission

Every department and program with full-time lecturers should **submit a document containing all ratings and blurbs for each lecturer by Friday, May 3, 2024.**

In order to recommend lecturers for the Excellence in Teaching Merit Pay fund, departments and programs should submit by Friday, May 3, 2024: (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 Arthur Peterson.

The rationale and ratings should be communicated to the College and also to the lecturer to recognize strengths and encourage improvement where needed.

Cc: CAS Department/Program Administrators
Arianne Chernock, Associate Dean of the Faculty, Social Sciences
Alice Tseng, Associate Dean of the Faculty, Humanities
John Byers, Sr. Associate Dean of the Faculty, Mathematical and Computational Sciences
Sean Mullen, Associate Dean of the Faculty, Natural Sciences
Tereasa Brainerd, Interim Associate Dean for Undergraduate Programs and Policies
Juliana Walsh Kaiser, Sr. Associate Dean of Finance & Administration
Paula Wasson, Executive Director, Financial Administration, Business Office
Margaret Bolter, Associate Dean of Strategic Initiatives
Vincent Stephens, Associate Dean of Diversity and Inclusion
Richard Wright, Assistant Dean, Faculty Actions
Arthur Peterson, Assistant Director, Faculty Actions