SCHOOL OF
MUSIC, THEATRE & DANCE
UNIVERSITY OF MICHIGAN

Interim Review Guidelines

LEO Lecturers I and III

Pursuant to Article XIX.C of the UM/LEO Agreement, the Interim Review is for Lecturers following their initial appointment as Lecturer I or III and is conducted no later than the end of the fifth semester.

- The interim review will be based on:
    1. Updated CV,
    2. Annual reports (FARs); and any written feedback to those reports;
    3. Evidence of teaching performance; (may include course materials such as syllabi, assignments, study guides, related materials);
    4. Student evaluations; U-M administered course evaluations with student comments and the Lecturer's response to these evaluations, if any;
    5. Review of applicable administration and/or service duties, if any;
    6. Any feedback provided to the Lecturer about their performance during the term of the Lecturer's current appointment;
    7. Solicited letters of evaluation from the Governing Faculty of the Lecturer's home department(s) or program(s); (Request by the Human Resources department)
- Classroom observation is encouraged and recommended. Observations may be conducted by the department chair or program director, or by a member of the Governing Faculty who is designated by the department chair or program director. The requirements for this observation are as follows:
    1. The observation must be coordinated with the Lecturer in advance. The observer will contact the Lecturer to schedule the observation.
    2. If the observation will be videotaped/recorded, the Lecturer, faculty, and students will be given one week's advance notice.
    3. Prior to the observation, the Lecturer may provide the observer with the framework, plan, and intent of the class. Lecturer and observer are encouraged to meet before the observation to discuss goals, expectations, and process.
    4. The observation must be for a full class period unless otherwise agreed by the observer and lecturer in advance.
    5. A written report of the classroom observation will be prepared by the department chair or program director. The department chair or program director will provide a copy of the report to the Lecturer within 10 calendar days of the observation.
    6. If the department chair designates an observer, the observer must submit a written report to the department chair, to be included in the evaluation. The department chair will provide a copy of the report to the Lecturer within 15 calendar days of the observation.
    7. The Lecturer may provide a written response to the report within 10 calendar days to give additional information or reflections about the

class that was observed. It is encouraged that the Lecturer and observer meet for a summary discussion following the classroom observation.

The Lecturer will be notified of the names of those sitting on the LEO Review Committee who will be reviewing their materials.

- The LEO Review Committee will review the materials listed above using the following general criteria in regards to the Lecturer's Interim Review:
    1. Command of the subject matter;
    2. Ability to organize material and convey it effectively to students;
    3. Successful design and/or planning of courses and course materials;
    4. Ability to communicate and achieve appropriate student learning goals;
    5. Effective interaction with students;
    6. Growth in the subject field and in teaching methods;
    7. Performance of required non-instructional duties where applicable.

Following the review, the Lecturer will receive written feedback from the Associate Dean for Graduate Studies, on behalf of the LEO Review Committee, no later than March 31 of the year in which the review occurs.

- It is the expectation that the Lecturer will utilize the written feedback in preparation for continued improvement for the Lecturer's Major Review.
- The Lecturer may request to meet with their Department Chair or designee to discuss identified areas in need of improvement.
- The written feedback provided to the Lecturer, as well as any employee response or unit clarification, will be considered during the Lecturer's subsequent major review.

For more information, please consult the UM/LEO Agreement.

(Revised – May 2024, Effective Academic Year 2024-2025)