**PROBATIONARY REVIEW FORM FOR LECTURERS and PROFESSORS OF PRACTICE REPRESENTED BY THE UDMPU**

Name: Click or tap here to enter text.

Department/Discipline: Click or tap here to enter text.
College/School: Click or tap here to enter text.

Rank: Click or tap here to enter text.

Years in Rank: Click or tap here to enter text.
Highest Degree: Click or tap here to enter text.

Date Degree Granted:Click or tap here to enter text.

Hire Date: Click or tap to enter a date.
Probationary Year: Click or tap to enter a date.

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Directions: The Collective Bargaining Agreement between the University of Detroit Mercy and the UDMPU requires that the University, once each academic year, notify each Lecturer/Professor of Practice as to their progress towards continuing employment. Please comment on the probationary Lecturer/Professor of Practice success or failure in meeting the University's criteria for performance in the areas of teaching, advising/mentoring, service, and currency in discipline/practice. Although not required, if the Lecturer/Professor of Practice has engaged in scholarly work or creative activity, please provide feedback. In addition, please comment as to the prospects for continued employment for the Lecturer/Professor of Practice within the department or discipline. **Please attach school or college evaluation forms, vitae, or supporting documentation relevant to this review.**

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**Detroit Mercy/UDMPU 2021-2026 Agreement References for Lecturer/Professor of Practice Positions**

**Article 1.7**

“Lecturer” means an employee who is a full-time non-tenure-track member of the faculty of the Employer assigned to the College of Business Administration, Engineering & Science, Health Professions, Liberal Arts & Education, or the School of Architecture and Community Development. For purposes of this contract, unless otherwise stated, the term Lecturer is inclusive of: Lecturer I/Professor of Practice I, Lecturer II/Professor of Practice II, Senior Lecturer/Senior Professor of Practice. Religious in Residence shall be considered Lecturers.

**Article 5.5**

1. Lecturer/Professor of Practice Positions:
	1. **Lecturer I/Professor of Practice I:** The criteria for the rank of Lecturer I/Professor of Practice I are: possession of a minimum of a master’s degree (or equivalent) in the discipline or related discipline; evidence of potential for effective teaching (including such positive acknowledgment of the effectiveness of advising as may be available) either as attested to by those who recommend the candidate or by virtue of having successful teaching experience and a record of maintaining currency in discipline/practice. Lecturer I/Professor of Practice I will teach the maximum teaching load as specified in Article 6.3(a)(i).
	2. **Lecturer II/Professor of Practice II:** The criteria for the rank of Lecturer II/Professor of Practice II are: successful completion of the six-year probationary period; possession of a minimum of a master’s degree (or equivalent) in the discipline or related discipline; demonstrated effective teaching (including such positive acknowledgment of the effectiveness of advising as may be available); record of service; and a record of maintaining currency in discipline/practice. Lecturer II/Professor of Practice II will teach the maximum teaching load as specified in Article 6.3(a)(i).
	3. S**enior Lecturer/Senior Professor of Practice:** The criteria for the rank of Senior Lecturer/Senior Professor of Practice are possession of a terminal degree in the discipline or related discipline; demonstrated effective teaching (including such positive acknowledgment of the effectiveness of advising as may be available); record of service; and a record of maintaining currency in discipline/practice. In addition, a Lecturer I must have successfully completed a six-year probationary period; or a Lecturer II must have successfully completed six years in rank as Lecturer II. A Senior Lecturer/Senior Professor of Practice will teach the maximum teaching load as specified in Article 6.3(a)(i).

a. **Initial Hire at the Senior Lecturer/Senior Professor of Practice Rank:** As part of the hiring process, faculty candidates shall be required to submit appropriate documentation, which will be reviewed by all levels through the Dean of the Academic Unit, as outlined in the tenure and promotion review process (Article 5.9) for determination of rank and continuous employment. Recommendations from all levels shall be forwarded to the Provost and Vice President for Academic Affairs who will make the final decision to grant or deny rank and continuous employment as part of the application process. If rank or continuous employment is denied, the faculty candidate may be offered a position at the rank of Lecturer I.

**Article 5.6**

**Probationary Period:** The Employer requires all non-tenured employees to serve a probationary period of six (6) contract years. For the purposes of this paragraph a contract year shall be a twelve (12) month period commencing on August 16 following the employee's original date of hire, or the date of re- employment following loss of tenure as the case may be.

**Article 5.7**

**Completion of Probationary Period:** The probationary period as specified in Article 5.6 shall be deemed successfully completed by an employee being retained in employment other than on a one-year terminal contract after the maximum probationary period; by being granted tenure for those employees covered by Article 5.5(b) and Article 5.5(c) above; or by being granted continuous employment for those employees covered by Article 5.5(d) above at any time prior to the expiration of the probationary period; or, by being granted renewable- year contracts for those employees covered by Article 5.5(c). During the probationary period, an employee's employment may be terminated at the sole discretion of the Employer. In faculty/library faculty cases, except in the instance of discharge for just cause, the termination of a probationary employee shall not become effective before the end of the contract year in which the termination is to occur.

**Article 5.8**

Please read the Procedures for Annual Reviews outlined in Article 5.8 of the 2021-2026 Detroit Mercy/UDMPU Agreement. Some excerpts are provided here:

(c) Timelines for Annual Reviews of Probationary Faculty: Probationary employees will be evaluated and, where appropriate, probationary contracts offered according to the schedule below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Probationary Year (Starts August 16th)** | **Probationary Year Being Evaluated** | **Feedback/ Evaluation Deadline** | **Evaluation Action(s)** | **Dossier Submission Deadline\*\*** |
| Year 1 | None | None | None | May 15 |
| Year 2 | Year 1 | October 30 | Notice of termination at end of year 2 **OR** contract for 3rd and 4th contract year | May 15 |
| Year 3 | Years 1& 2 | October 30 | No employment status action required. May notify employee of termination of contract at end of year 4 | May 15 |
| Year 4 | Years 1-3 | October 30[mid-tenure clock review] | Notice of termination at end of year 4 **OR** contract for 5th and 6th contract year | May 15 |
| Year 5 | Years 1-4 | October 30 | No employment status action required. May notify employee of termination of contract at end of year 6 | None. See Article 5.9 foryear 6 review |
| Year 6 | All Years (final tenure review) | See Article 5.9 (f) | Tenure & Promotion granted; or termination with 1-year contract unless employee has been previously notified ofnon-renewal after the 6th year | See Article5.9 for Year 6 review |
| \*\*Note: If a deadline falls on a weekend or a University holiday, the deadline shall be no later than the close of the previous business day. |

The Provost and Vice President for Academic Affairs will notify the employee in writing no later than October 30 as to their progress towards meeting the University, College, School and Department/Program or Library criteria for receiving continuing employment.

1. **Teaching**

A. **Evaluation of Past Achievements:** Is the Lecturer/Professor of Practice making adequate progress so that the result of the eventual evaluation for continuing employment is likely to be positive? Please provide specific evidence, citing examples of the Lecturer/Professor of Practice performance.

provide specific evidence here

B. Rate the performance of the Lecturer/Professor of Practice in this area of evaluation according to the following rubric:

[ ] Outstanding

[ ] Exceeds Expectations

[ ] Meets Expectations

[ ] Needs Improvement

[ ] Significant Concerns

C. **Recommendations for Future Goals**: If the Lecturer/Professor of Practice is making adequate progress, what advice can be given so as to increase their likelihood of success? If the Lecturer/Professor of Practice is not making adequate progress, what recommendations should be given to the Lecturer/Professor of Practice so as to make a positive evaluation more likely? Please provide specific evidence, citing examples of the Lecturer/Professor of Practice performance.

provide specific evidence here

1. **Advising/Mentoring (if applicable)**

A. **Evaluation of Past Achievements:** Is the Lecturer/Professor of Practice making adequate progress so that the result of the eventual evaluation for continuing employment is likely to be positive? Please provide specific evidence, citing examples of the Lecturer/Professor of Practice performance.

provide specific evidence here

B. Rate the performance of the Lecturer/Professor of Practice in this area of evaluation according to the following rubric:

[ ] Outstanding

[ ] Exceeds Expectations

[ ] Meets Expectations

[ ] Needs Improvement

[ ] Significant Concerns

C. **Recommendations for Future Goals**: If the Lecturer/Professor of Practice is making adequate progress, what advice can be given so as to increase their likelihood of success? If the Lecturer/Professor of Practice is not making adequate progress, what recommendations should be given to the Lecturer/Professor of Practice so as to make a positive evaluation more likely? Please provide specific evidence, citing examples of the Lecturer/Professor of Practice performance.

provide specific evidence here

1. **Service** (required if seeking promotion to Lecturer II/Professor of Practice II)

A. **Evaluation of Past Achievements:** Is the Lecturer/Professor of Practice making adequate progress so that the result of the eventual evaluation for continuing employment is likely to be positive? Please provide specific evidence, citing examples of the Lecturer/Professor of Practice performance.

provide specific evidence here

B. Rate the performance of the Lecturer/Professor of Practice in this area of evaluation according to the following rubric:

[ ] Outstanding

[ ] Exceeds Expectations

[ ] Meets Expectations

[ ] Needs Improvement

[ ] Significant Concerns

C. **Recommendations for Future Goals**: If the Lecturer/Professor of Practice is making adequate progress, what advice can be given so as to increase their likelihood of success? If the Lecturer/Professor of Practice is not making adequate progress, what recommendations should be given to the Lecturer/Professor of Practice so as to make a positive evaluation more likely? Please provide specific evidence, citing examples of the Lecturer/Professor of Practice performance.

provide specific evidence here

1. **Currency in Discipline/Practice**

A. **Evaluation of Past Achievements:** Is the Lecturer/Professor of Practice making adequate progress so that the result of the eventual evaluation for continuing employment is likely to be positive? Please provide specific evidence, citing examples of the Lecturer/Professor of Practice performance.

provide specific evidence here

B. Rate the performance of the Lecturer/Professor of Practice in this area of evaluation according to the following rubric:

[ ] Outstanding

[ ] Exceeds Expectations

[ ] Meets Expectations

[ ] Needs Improvement

[ ] Significant Concerns

C. **Recommendations for Future Goals**: If the Lecturer/Professor of Practice is making adequate progress, what advice can be given so as to increase their likelihood of success? If the Lecturer/Professor of Practice is not making adequate progress, what recommendations should be given to the Lecturer/Professor of Practice so as to make a positive evaluation more likely? Please provide specific evidence, citing examples of the Lecturer/Professor of Practice performance.

provide specific evidence here

1. **Other:** Lecturers/Professors of Practice are not required to engage in scholarly work or creative activity. However, if they have, comments should be provided here.
2. **Recommendation to Continue Employment**
(To be completed for a Lecturer /Professor of Practice in their first through fifth year.)

My recommendation is the following:

[ ] I recommend the Lecturer/Professor of Practice be continued in employment in a probationary status.

[ ] I find the Lecturer/Professor of Practice has not been progressing toward meeting the University's criteria for continuing employment and recommend that the Lecturer/Professor of Practice be terminated effective Click or tap to enter a date.

[ ] The needs of the institution do not permit the offering of a continuing contract to this Lecturer/Professor of Practice effective Click or tap to enter a date.

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Recommended by Dean:

 Click or tap to enter a date. Signature

 Date

Reviewed with Lecturer/Professor of Practice:

 Click or tap to enter a date.

Signature Date

Reviewed by the Provost and Vice President for Academic Affairs:

 Click or tap to enter a date.

Signature Date

Rev. 9.22.08, 1.14.13

Rev. 10.19.17 ALT

Rev. 12.18.17 ALT
Rev: 3.21.18 ALT

Rev. 2.3.2022