

Section 707 Written Comments About Lecturers

(Approved 11/18/2021)

707 Written Comments About Lecturers

707.1 In the course of review, the Department Chair or Dean will only consider written statements which are incorporated in the Personnel Action File. It is the responsibility of the Department Chair or Dean to determine the significance of the written statements.

707.2 A copy of the statement that includes the identity of the source shall be placed in the Personnel Action File and a copy shall be given to the affected lecturer. (See Section 600, Articles 606.1.2.c and d.)

1. At the time the Department Chair or Dean requests that the statement be put in writing, the agency shall inform the source of the procedures described in Section 707.3.2 below.
2. Any student statement or evaluation provided outside of the regular written student evaluation of teaching effectiveness [see Section 706.3.2] must be identified by name to be included in a Personnel Action File. The student shall be informed of the right to a hearing before the Academic Grievance and Grade Appeals Board should the student feel that any later discriminatory action is taken because of having given the statement.