

**Section 706.3, Section 714.2 (Email Notifications in Section 700)**

(Approved 7/19/2021)

**706.3 University-wide Procedures for Evaluating Teaching Effectiveness**

c. A written report of the class visit shall be sent to the faculty member's campus email and otherwise made available upon request within 14 calendar days after the peer class visit. The lecturer may request a meeting to discuss the report, to be held within ten (10) calendar days after the written report is sent to the candidate's campus email. The lecturer may also submit a rebuttal statement or response in writing within the ten (10) calendar days. At the conclusion of the ten (10) calendar days, the report, and any response or rebuttal statement, will be placed in the Personnel Action File and be sent to the Department Chair. A copy of the report shall be retained in the lecturer's Personnel Action File for at least five years.

**714.2 Procedures****1. Meet-and-Confer Session with the Department Chair**

Should a lecturer wish to meet-and-confer regarding a negative recommendation regarding an additional Service Salary Increase or an elevation in range, the lecturer shall so inform, in writing, the Department Chair issuing that decision within five (5) working days of receipt of email notification using the date of the email as the start of the five days. The Department Chair, in consultation with the lecturer, shall set a mutually agreeable time to meet. Prior to or during this meeting, the lecturer may submit to the Department Chair supplemental documents in support of the lecturer's request. The lecturer may be accompanied at this meeting by an advisor. No later than five (5) working days following this meeting, the Department Chair shall notify the lecturer by email as to whether or not the Department Chair's original recommendation has changed. If the Chair's recommendation has changed to a positive one, only this positive recommendation, in writing, shall be forwarded to the Dean. If the Department Chair's recommendation remains negative following the meet and-confer session, the Department Chair will forward to the Dean, in writing, this recommendation, along with the appellant's Personnel Action File.

**2. Meet-and-Confer Session with the Dean**

Should the lecturer wish to meet-and-confer regarding a negative decision made by the Dean regarding a Service Salary Increase request or a range elevation, the lecturer shall so inform the Dean by email within five (5) working days following the date of the email notification from the Dean. The Dean, in consultation with the lecturer, shall set a mutually agreeable meeting time. The lecturer may be accompanied at this meeting by an advisor.

**3. Recommendation**

The Dean shall notify the lecturer and the lecturer's Department Chair by email of the Dean's decision within five (5) working days of the meet-and-confer session. The Dean's decision with respect to this matter is final.