

Dean's Instructor Review Committee

Approved April 23, 2012

Purview

The Dean's Instructors Review Committee (DIRC) is a standing committee of the College of LAS which assists and advises the Dean of LAS in:

- the review of dossiers submitted for consideration in the promotion of Instructors to Senior Instructor, including the recommendation for or against promotion, and
- the numerical scoring of Instructors/Senior Instructors' performance as part of the annual merit/salary review process.
- The DIRC may have other responsibilities as requested by the Dean of LAS and is expected to act as a resource to the Dean in Non Tenure Track Faculty (NTTF) issues.

Structure and Membership

- The DIRC is made up of 7 Instructors, at least 5 of whom must be Senior Instructors. DIRC members shall be elected by Instructors and Senior Instructors only. The ballot is sent out at the same time of the year (spring semester) as the other LAS committee ballots.
- The committee shall be divided so that two representatives from each division (Natural Science/Physical Science, Social Science and the Humanities/Arts) are members. The 7th position can be from any Division and is an at-large member. If the ballot/voting process does not result in the positions being filled, as outlined above, the Dean will appoint a sufficient number of Instructors or Senior Instructors to make up the deficit.
- The term of office for each member shall be three years, on a rotating basis. Members shall be eligible to re-run for committee membership at the end of their 3-year appointment. A vacancy which occurs prior to an election shall be filled by an appointment by the Dean. At the first meeting of the newly formed DIRC, members shall choose a one-year, two-year or three-year terms so that the three-year cycle is initialized.
- The Chair shall be decided by the Committee members and has a one (academic) year term.

Procedures

- During the spring semester, the DIRC will meet as necessary to review Instructor promotion and annual merit review dossiers. For the annual merit review, it will numerically rank the Instructors on a scale to be determined by the Committee in consultation with the Dean. For promotion from Instructor to Senior Instructor, only the membership which has attained the rank of Senior Instructor may participate in the deliberations and voting.
- At other times during the academic year, the Committee may meet in order to discuss and to advise the Dean on NTTF issues.

- Below is a partial and preliminary list of what categories might be examined by the DIRC in a promotion or merit review. Scores would have to be assigned on an individual basis depending upon merit and the Instructor's contract (letter of hire) or any written agreement (internal memo of understanding) between the Instructor and the department/Dean.

1) Teaching

Classroom, including FCQ's

Teaching development

Attending teaching workshops or conferences on teaching

Giving teaching workshops or demonstrations

Taking classes

Getting advanced degrees in discipline

Developing new courses

Modifying existing courses

Note: Those Instructors on a 100 % teaching contract shall not be penalized for not doing service or Professional Development.

2) Research (Not to be counted for, or by, any Instructor)

3) Service (Counted if specified in contract or by department as a condition of employment)

Service within the department

Attending department meetings

Putting together outreach programs

University Service outside the department

Campus and University committee assignments

Community Service

Visiting Schools

Offering special programs for the general public

4) Professional Development (Counted if specified in contract or by department as a condition of employment)