

Memorandum of Understanding
Lake Superior State University (LSSU) and
the Lake Superior State University Faculty Association (LSSU-FA)

April 26, 2023

Sections affected:

8.4.1.3
8.6.1.2
8.6.1.3
8.8.1.7
8.8.1.9
8.9.6
Appendix C

Statement of Problem:

As it currently is written, 8.4.1.3 states:

“Peer Reviewers and Immediate Supervisor must complete an Instructional Observation form by the end of the eleventh (11th) week of both the fall and spring semesters. The results of the Peer Reviewers fall semester visit are not shared with the Immediate Supervisor.”

For a faculty member who has successfully completed a mid-probationary review, instructional observations in each semester may not be necessary.

Solution:

To address this issue, these sections now read:

8.4.1.3 Peer Reviewers and Immediate Supervisor must complete an Instructional Observation form by the end of the eleventh (11th) week of both the fall and spring semesters. The results of the Peer Reviewers fall semester visit are not shared with the Immediate Supervisor. As described in Section 8.8.1.7, after successful completion of Mid-Probationary review, the Immediate Supervisor may approve a request to require Instructional Observations in only one semester annually.

8.6.1.2 The Immediate Supervisor shall make the application available to the School RPT Committee by September 17th. The School RPT Committee will produce a recommendation by October 1st. This recommendation may include a request that Instructional Observations be required in only one semester annually until tenure. The recommendation is forwarded to the candidate, Immediate Supervisor, and added to the application.

8.6.1.3 The Immediate Supervisor will produce a recommendation by October 15th. This recommendation may approve the request from the RPT Committee that Instructional Observations in only one semester annually until tenure. In the case of a faculty member with Joint Appointments involving multiple Immediate Supervisors, the recommendation must be made collaboratively (as stated in Section 8.9.3). The recommendation will be written and forwarded to the candidate, University

Committee on Tenure and Promotion (UCTP), Provost, and added to the application.

8.8.1.7 The Immediate Supervisor and Faculty Peer Reviewers may visit faculty members' classrooms, laboratories, clinical, or other instructional settings for the purpose of instructional evaluation. Prior to a Mid-Probationary review, at least one (1) visit must occur each semester (excluding summer and winter semesters) for each reviewer. After successful completion of Mid-Probationary review, the Immediate Supervisor (in consultation with the faculty member) may approve the recommendation of the RPT Committee to require Instructional Observations in only one semester (either fall or spring) annually. In any subsequent semester until tenure, the Immediate Supervisor (in consultation with the faculty member and the RPT Committee) may re-institute Instructional Observations in each semester. After tenure, when the faculty member undergoes Summative Evaluation, the Immediate Supervisor (in consultation with the faculty member) may approve a recommendation from the RPT Committee to require Instructional Observations from the Peer Reviewers in only one semester (either fall or spring). The Immediate Supervisor would perform an Instructional Observation both semesters. The approval for tenured faculty is only valid for the current evaluation cycle and thus must be approved each cycle if desired.

8.8.1.9 When a Faculty Peer Reviewer visits a faculty member's instructional setting for observation, they must confine the evaluation to the components of Instructional Observation Form. The faculty member shall provide the peer reviewer with an Instructional Observation Form, with the pre-observation section completed, at least two (2) University days before the visit (see APPENDIX C).

A pre-visit meeting may be requested by the faculty member to provide context of the Instructional Observation if there are specific facets of the instructional setting upon which the faculty member requests the reviewer(s) to observe and provide feedback.

The results of the visit shall be given in writing to the faculty member within ten (10) University days of the visit. The results of the Peer Reviewers visit in the fall semester are only shared with the faculty member, as part of the mentoring and coaching part of the evaluation process, and are not shared with the Immediate Supervisor. The results of the visit in the spring semester made by the peer reviewers shall be shared with the Immediate Supervisor and can be used in the Summative Evaluation. If only a single visit is needed by the Peer Reviewer (see Section 8.8.1.7), then the results of the visit (either fall or spring semesters) shall be shared with the Immediate Supervisor and can be used in the Summative Evaluation. All Instructional Observation forms from the Immediate Supervisor will be used for coaching and mentoring, as well as used in the Summative Evaluation.

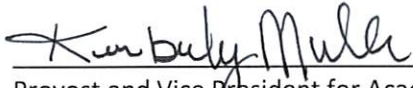
8.9.6 Mid-Probationary, Tenure, and/or Promotion Recommendations

All recommendations regarding Mid-Probationary, Tenure, and/or Promotion Applications shall be in the form of letters and shall include:

- a) The recorded vote (Yes, No, Abstention) for recommendation, if applicable;
- b) A report on the evidence used to reach the recommendation;
- c) All of the materials and evidence used in formulating the recommendation, including the application from the faculty member;
- d) A narrative summary of the rationale for the votes both for and against, if applicable, based upon all evidence and criteria considered;
- e) If applicable, a recommendation to require Instructional Observations in only one semester (either fall or spring) annually.

Appendix C Instructional Observation Forms final paragraph:

The fall semester Instructional Observation Form is only shared with the faculty member for them to use the constructive feedback to improve. The spring semester Instructional Observation Form shall be copied to the Immediate Supervisor after being signed by the faculty member. If the Immediate Supervisor determined that only a single observation is needed, then the Instructional Observation Form (from either fall or spring) shall be copied to the Immediate Supervisor after being signed by the faculty member.



Provost and Vice President for Academic Affairs

5-8-23

Date



Faculty Association President

28 APR 23

Date