



MISSISSIPPI STATE UNIVERSITY™

Office of the Provost and Executive Vice President

Annual Review of Lecturers

Lecturers are part-time employees and not part of the general faculty defined in the Faculty Handbook (http://www.msstate.edu/web/faculty_handbook/handbook.pdf). Therefore, the evaluation of lecturers is not within the scope of AOP 13.24 *Annual Review Process* (<http://www.policies.msstate.edu/policypdfs/1324.pdf>). Evaluation of lecturers will be conducted by their immediate supervisor or department head. The supervisor/department head will assess the teaching performance of each lecturer employed in their unit and complete the Annual Review of Lecturer Form. The completed Annual Review of Lecturer Form shall be maintained in the departmental employee file as defined in OP 60.109 *Records Management and Security* (<http://www.policies.msstate.edu/policypdfs/60109.pdf>).

“Approved by Deans Council on January 13, 2014”