

THE COLLEGE OF  
**WOOSTER**

*Independent Minds, Working Together.*

June 5, 2013

«First\_Name» «Last\_Name»  
Department of «Department»

Dear «Salutation»:

As you know, your current contract as «Rank» expires in 2015. Accordingly, you will be reviewed and evaluated next spring by your chairperson, in consultation with your department, and by the Teaching Staff and Tenure Committee, for tenure. Both the chairperson and TS&T will make recommendations to the President, who in turn will take his recommendation to the Executive Committee of the Board of Trustees in the spring semester 2014.

Regarding the chairperson's evaluation, I ask that you and your chairperson arrange to meet early in spring 2014 to discuss the departmental review process. I am including copies of the Faculty Evaluation and Recommendation forms, which the chairperson is asked to submit to the office of the Provost by March 3. These forms are also available in fillable pdf at <http://www.wooster.edu/academics/affairs/faculty/evaluation/review>. Typically, the chair and tenured members of the department will make arrangements to visit some of your classes early in spring semester. Department chairs have, by *Statute*, the right to access your file in the office of the Provost; you are hereby asked to indicate via a memo to my office whether you are willing to allow other tenured members of your department also to have this access. Your chairperson will be able to describe to you any other materials that the department may need, as well as features of the departmental review that may be particular to it. In its review, the Teaching Staff and Tenure Committee will look carefully at the chairperson's recommendation.

Following are the procedures that the Teaching Staff and Tenure Committee will follow.

### **Criteria of Evaluation**

As stated in Part I of the *Statute of Instruction*, the four criteria of evaluation are teaching, scholarship, research, and general value to the College. Please see the attached.

### **Classroom Visits**

Normally, three members of TS&T Committee will each visit one of your classes in January/February. If possible, the Provost will also visit a class. Please provide by January 10 a list of courses that you are teaching. Please indicate any dates or times that would **NOT** be appropriate for class visits such as when tests will be given or films shown. While FYS is not a typical class, given teaching schedules and personal preference, it may make sense to include FYS as one of the courses to be visited if you would like. Please make every effort to provide sufficient dates and times for TS&T members' visits. Members of the department and TS&T and the Provost will let you know in advance when they will visit. When they visit, please provide them with any handouts given to the students.

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### **Self-Evaluation and Curriculum Vitae**

You are asked to submit a self-evaluation to your chair and to the Committee in which you reflect upon your growth and development as a member of the faculty and your performance in respect to the Criteria of Evaluation. The guidelines for the self-evaluation are attached – please note that it should be thoughtful and be in narrative form (rather than a list) so as to allow you to reflect on your goals and progress. The self-evaluation need not be excessively long – a statement of four to six pages should be sufficient. Please attach to the self-evaluation a copy of your current curriculum vitae. The self-evaluation and curriculum vitae are due February 10.

### **Student Evaluation of Courses**

The Committee looks carefully at student course evaluations. Please check to see that your evaluations, the Chair's Acknowledgment form, and the summary statements you have sent to your chairperson since your last review are on file in the office of the Provost.

Please note that the evaluations of First-Year Seminar that are used for purposes of assessing the program are **NOT** included in your file. You may, however, choose to have these or separate evaluations of the course added to your file. If you conducted online evaluations of FYS and would like them to be reviewed, please be sure that you have authorized their release through Cynthia Bernardy.

### **Additional Materials**

Please provide the following additional materials by February 10:

- Syllabi for all courses (you do not need to provide other materials, such as handouts, that are distributed in your courses)
- Copies of publications, papers delivered, and other evidence of scholarly work and research accomplishments (these will be returned to you if you so indicate)

You are encouraged to review the Faculty Reviews wiki and/or your file in this office to ensure that all the required materials are available there. Please submit all materials **in digital form**, preferably in pdf, to Dottie Sines, Executive Assistant to the Provost, at dsines@wooster.edu. If the nature of your work calls for a hard copy, exceptions can be made.

Tenured members of your department will be able to access some of your file digitally via a wiki at: <https://wiki.wooster.edu/display/FacultyReviews/Reviews+Spring+2014>. This digital file will contain your self-evaluation, publications, syllabi, and other evidence of scholarly work. It will not contain confidential student letters, letters from external reviewers, or course evaluations. You may add materials, and you have editing rights, to your page of the wiki, but we are happy to load the materials on the page if you prefer.

### **Other Evaluative Statements**

The Committee will look carefully at statements provided by Wooster faculty and students and by other experts in your field. Statements from external experts are helpful in evaluating faculty performance and potential. Therefore, at least one external evaluation is expected for faculty during their second review at the College (usually during the fourth year of service), and at least two evaluations are expected for faculty being considered for tenure and/or promotion to

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associate professor (usually during the sixth year of service). Faculty members are not expected to have an external evaluation during their first review. If this is your second review or a tenure and/or promotion review, you are asked to submit no later than December 2 a list of experts (including current e-mail addresses, mailing addresses and telephone numbers) in your field who can comment on the quality of your professional work and activity. For sixth-year tenure reviews, please provide ten experts; for fourth-year reviews, please provide five. Please do not contact the experts regarding this matter. The Provost will select and contact reviewers to evaluate the material you submit. Please provide information on each person's area of research and its relation to yours. Please also indicate any relationship you may have with each person. You should not include your dissertation advisor, members of your dissertation committee, friends, untenured assistant professors, or previous or current collaborators. You also are asked to submit by January 10 an electronic folder or zip file of the materials to be reviewed (e.g., article reprints, grant proposals), including your curriculum vitae. Please indicate specifically that this folder or file is for external review. If the folder or zip file is too large to send via email, please submit the materials on three CDs. If you must submit materials in hard copy due to the nature of your work, please provide the originals and two copies and indicate that they are for external review. Please note: For **future** reviews of those hired in 2011-2012 and later, names of experts will be due on May 31, and materials for external review will be due on June 30.

If you have team taught in either a departmental or an interdisciplinary course, you may wish to invite a letter of support from the colleague(s) with whom you taught.

In addition, please submit to this office by January 10 a list of seven to ten names (with current e-mail addresses) of students who have completed or who are currently engaged in Independent Study with you. This list should reflect a range of student interests and accomplishments. We will contact some of these students for letters evaluating their experience. In addition, please provide a list of seven to ten former and current upper-class students (with e-mail addresses) who have taken courses with you and who can provide an additional perspective.

### **Meeting with Members of TS&T (Optional)**

If you wish, the office of the Provost will be pleased to arrange for a lunch meeting with several of the elected members of the Teaching Staff and Tenure Committee to discuss the review process and your plans for teaching, scholarship, research, and general participation in the life of the College. This meeting is not a formal part of the review; it is intended to give you the opportunity to meet members of Teaching Staff and Tenure and learn more about the process.

### **Timeline**

Once the Committee completes its review and makes its recommendation to the President, you will be notified of the Committee's recommendation as soon as possible. A summarized schedule of the review process is included on a separate sheet for your convenience.

### **Post-Review Statement and Meeting**

After TS&T has completed its review, the Provost will provide you and your chairperson with a written summary of the Committee's review. This statement, which will be added to your personnel file, will form the basis of the discussion that the Provost will have with you and your chairperson, either jointly or separately, in the following semester.

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**Spring Semester Meeting**

Please contact Dottie Sines to schedule a meeting in late January or early February for you, your chair, and the Provost to review the procedures.

For additional information, please see the faculty review process frequently asked questions at: <http://www.wooster.edu/academics/affairs/faculty/evaluation/faqs>. Please contact me if you have any other questions about the procedures.

Sincerely yours,



Carolyn R. Newton  
Provost

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Attachments

cc: «Chair», Chair, Department of «Department»