

THE COLLEGE OF
WOOSTER

Independent Minds, Working Together.

May 30, 2012

«First_Name» «Last_Name»
Department of «Department»

Dear «Salutation»:

As you know, your current contract as «Rank» expires in 2014. Accordingly, you will be reviewed and evaluated next fall 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 spring semester 2013.

Regarding the chairperson's evaluation, I ask that you and your chairperson arrange for a meeting early in the fall semester 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 October 29. Typically, the chair and tenured members of the department will make arrangements to visit some of your classes in the fall. Department chairs have, by *Statute*, the right to access your file in the office of the Provost; you are hereby asked to indicate whether you are willing to allow other tenured members of your department also to have this access by sending a memo to that effect to my office. 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.

In what follows, I will outline the procedures that the Teaching Staff and Tenure Committee will follow in its review.

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 during September and October. If at all possible, the Provost will also visit one of your classes. You should provide by August 31 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. Please provide as many dates as you possibly can. Note: While First-Year Seminar is normally not an appropriate class for visitation, given teaching schedules and personal

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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 ample opportunity for Committee members' visits. Both members of the department and members of TS&T will let you know ahead of time when they will be visiting. I would ask that when they visit your class, you provide them with any handouts given to the students.

Self-Evaluation and Curriculum Vitae

You are asked to submit a self-evaluation to your chair and to the Committee in which you describe your educational philosophy and 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 enclosed – 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 September 28.

Student Evaluation of Courses

The Committee looks carefully at student course evaluations. Please check to see that 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.

Additional Materials

Please provide the following additional materials:

- 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. Materials are due by September 28. Please submit all materials **in digital form** 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, to be found at this address:

<https://wiki.wooster.edu/display/FacultyReviews/Reviews+Fall+2012>. 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 have editing rights for your page of the wiki, but we are happy to load all of the materials on the page. If you would like to add something, however, you are welcome to do so.

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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 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 August 3 a list of five 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. Please do not contact your reviewers regarding this matter. The Provost will select and contact reviewers from your list to evaluate the material you submit. Please indicate any relationship you may have with the potential reviewers. 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 August 31 a folder of the materials to be reviewed (e.g., article reprints, grant proposals), including your curriculum vitae. Please submit these materials in digital form, whenever possible, in one folder and indicate that they are for external review. If the folder is too large to submit via email, please submit the materials on CD and please provide two additional copies. 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.

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 a list of names (with current e-mail and mailing 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 five to ten current upper-class students (with e-mail addresses and campus box numbers) who have taken courses with you and who can provide an additional perspective. These lists should be submitted by August 31 to provide time to contact the students and receive their responses.

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.

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Timeline

The Committee normally completes its review in November and makes its recommendation to the President by mid-December. Every effort will be made to notify you of the Committee's recommendation prior to the end of the fall semester. 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.

Fall Meeting

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

Additional information about the review process is available from the Academic Affairs website: <http://www.wooster.edu/Academics/Academic-Affairs/Faculty-Resources/Criteria-Evaluation/Faculty-Review-Process-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»