

THE COLLEGE OF
WOOSTER

MEMORANDUM

Date: March 7, 2013
To: Members of the Faculty
From: Carolyn Newton, Provost 
Subject: Biennial Reports

Members of the faculty, including those on leave, are required to complete a biennial report and to submit copies to their department or program chairperson and to the office of the Provost according to the attached schedule. The Teaching Staff and Tenure Committee strongly encourages faculty members to meet with their chairs to discuss their reports and professional plans. The fillable biennial report form is attached. If your report is due in 2013, please email it to Dottie Sines at dsines@wooster.edu no later than April 15. Along with your report, please submit an updated CV as a separate document.

Biennial reports are used in several ways:

- a) They are reviewed by the Teaching Staff and Tenure Committee in April and early May as part of their evaluation of faculty for purposes of salary merit awards.
- b) They provide information for Faculty Notes, which is distributed to the Board of Trustees in June and to the faculty the following fall. To this end, please include in Section F on the biennial report form a short summary of your achievements that can be included in the Faculty Notes. We encourage those faculty who are not scheduled to submit a biennial report to email a short summary of achievements to Dottie Sines so that it may be included in the Faculty Notes.
- c) They are added to personnel files as a summary of activities.

Student Evaluation of Courses: Because the Teaching Staff and Tenure Committee also looks carefully at student evaluation of courses as part of the biennial review, please make every attempt to see that student evaluations are submitted to chairpersons as soon as possible so that chairs can forward the complete student evaluation package to the office of the Provost by the April 8 deadline. Thank you for your assistance.

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Attachments