
THE COLLEGE OF
WOOSTER

MEMORANDUM

Date: April 3, 2013
To: Department and Program Chairs
From: Carolyn Newton 
Subject: Chairs' Evaluations for Faculty for Salary Determination

On behalf of the Teaching Staff and Tenure Committee, I ask your participation in one of our statutory obligations regarding faculty evaluation (Article III, Section 2, F-5 of *The Statute of Instruction*):

(The Teaching Staff and Tenure Committee), in conjunction with the Dean for Faculty Development, and the appropriate departmental chairperson (who shall consult at least with the tenured members of the department), shall evaluate each tenure track and tenured faculty member, as well as librarians, biennially for purposes of determination of salary.

In addition to biennial reports submitted to my office by members of the faculty, the Committee asks for your assessment of those faculty members in your department who are under review this year (see attached schedule): (i) who fulfilled all duties with regard to teaching, scholarship, research, and general value to the institution and who have contributed in such an exceptional way in one or more areas of performance this year (April 2012 through April 2013) that they merit special recognition; and (ii) who should improve their effectiveness in a definable area (teaching ability, scholarship and research, or general value to the institution). Letters recommending such special attention should be submitted electronically, preferably in pdf, to Dottie Sines at dsines@wooster.edu no later than **April 22, 2013**.

The Teaching Staff and Tenure Committee strongly encourages department chairs to submit evaluative information for all department faculty being reviewed this year. Please indicate whether each faculty member has met expectations, has failed to meet expectations, or has exceeded expectations on each of the standard criteria: teaching ability, scholarship, research, and general value to the College. **If no recommendation is submitted, this will indicate to the Committee that you believe that the faculty member has performed in a manner that is satisfactory, though not exceptional.** Please submit a separate evaluation for each individual faculty member.

ds

Attachment