

(date)

To: Professor _____

From: Larry E. Vote, provost

Subj: Tenure Review Narrative Course Evaluations

You are scheduled to stand for reappointment with tenure in the spring term of 2009. The *Faculty Handbook* requires narrative evaluations in the two of the three terms preceding the tenure review. Enclosed are copies of the evaluation instrument approved by the Senate after faculty consultation. There should be enough copies for each of the courses you are teaching this term, along with an envelope for each course.

The narrative evaluations should be completed by students in your classes any time from now until the end of classes, and returned by the monitor you select to your academic program office immediately following their administration. After receipt in your academic program office, these narrative evaluations will be available for your review after grades are posted and will be required material in your evaluation file.

Please pick a day for administering the questionnaires in each class and, with the approval of your department chair, select a colleague to take responsibility for monitoring administration, collection and return of the evaluation forms. Please note that you are also required to use the college approved course evaluations also in the four terms preceding your tenure decision and will administer narratives in some of those semesters as well.

I would advise you to allow at least 20 minutes for the narrative evaluation. If you are concerned about the total amount of class time devoted to the evaluation process, you might consider having your students fill out fewer of the optional on-line course evaluation questions during the two terms you administer the narratives.

Enclosures

(date)

To: Professor _____

From: Larry E. Vote, provost

Subj: Promotion to Full Professor Narrative Course Evaluations

You are elected to stand for promotion to full professor in the spring term of 2009. The *Faculty Handbook* requires narrative evaluations in the two of the three terms preceding the tenure review. Enclosed are copies of the evaluation instrument approved by the Senate after faculty consultation. There should be enough copies for each of the courses you are teaching this term, along with an envelope for each course.

The narrative evaluations should be completed by students in your classes any time from now until the end of classes, and returned by the monitor you select to your academic program office immediately following their administration. After receipt in your academic program office, these narrative evaluations will be available for your review after grades are posted and will be required material in your evaluation file.

Please pick a day for administering the questionnaires in each class and, with the approval of your department chair, select a colleague to take responsibility for monitoring administration, collection and return of the evaluation forms. Please note that you are also required to use the college approved course evaluations also in the four terms preceding your tenure decision and will administer narratives in some of those semesters as well.

I would advise you to allow at least 20 minutes for the narrative evaluation. If you are concerned about the total amount of class time devoted to the evaluation process, you might consider having your students fill out fewer of the optional on-line course evaluation questions during the two terms you administer the narratives.

Enclosures