

The evaluation process for pre-tenure contract renewal, tenure and promotion of faculty

The faculty evaluation process is established for the evaluation of all full-time faculty members for the purposes of pre-tenure contract renewal, the awarding of tenure, and promotion to higher rank. The chain of evaluation is as follows: the department chair makes a recommendation to the College Evaluation Committee. This committee makes a recommendation to the provost who, in turn makes a recommendation to the president. The president recommends an action to the Academic Affairs Committee of the Board of Trustees and the Board of Trustees makes the final decision.

1. Confidentiality of the Process and Conduct of Participants in the Process

- a. Committees and individuals involved in the evaluation process have the right and the responsibility to conduct their deliberations without outside interference.
- b. Participants in the evaluation process must observe strict confidentiality at each step. Discussions about a candidate may only involve those with direct knowledge of the content of the faculty member's file.
- c. Faculty members shall be notified of all decisions that concern them and will be informed of the reasons for each decision.
- d. Upon written request by a faculty member or an officer or committee involved in the evaluation process, the faculty senate shall investigate any allegations of violations of procedures.

2. Timetable of the evaluation process

- a. **Pre-tenure contract renewal evaluation** (The following timetable applies to persons who are appointed to tenure track positions at the entry level. For faculty members who are credited with previous teaching experience appropriate adjustments will be made as described in the appointment letter.)

- 1) The pre-tenure evaluation will be conducted during the fifth semester of the faculty member's employment at the College.
- 2) The faculty member must have his/her evaluation file submitted to the department chair by August 15th prior to the start of his/her fifth semester.
- 3). Following the formal pre-tenure review in the third year, the department chair will discuss with the faculty member the expectations for tenure as outlined in the departmental letter (see section G3b below).

b. Tenure evaluation

- 1) The evaluation for granting of tenure will occur in the faculty member's 12th semester at the College, unless an earlier time is agreed to by the provost. Pre-tenure sabbatical time is included in this count. Leave of absence may also be included in this count.
- 2) The faculty member must have his/her evaluation file submitted to the department chair by a time determined by the Provost prior to the start of his/her 12th semester.

c. Evaluation of tenured faculty

- 1) Any time following receipt of tenure without simultaneous promotion to associate professor, a faculty member may stand for promotion to associate professor.
- 2) As early as the eleventh semester following promotion to associate professor, a faculty member may make application to the department chair to be promoted to professor. This time includes any time on sabbatical from the College. This time may include leaves of absence.

3. The evaluation process

Department

a. In the case of pre-tenure contract renewals, awarding of tenure and of promotion, the department chair shall convene a meeting of the Departmental Evaluation Committee, which is comprised of tenured faculty in the department. The specific purpose of the Departmental Evaluation Committee is to evaluate the performance of any faculty member under review and make recommendations on contract renewal, tenure, or promotion.

1.) A Departmental Evaluation Committee will contain no fewer than three members. If a department contains no more than two tenured faculty members, the person under review shall submit the names of faculty members from other departments to serve on the departmental evaluation committee and the provost shall appoint from this list.

2.) If the department chair is standing for tenure or promotion, the responsibility for convening the departmental meeting and preparing the recommendation for the College Evaluation Committee will fall to a tenured department member appointed by the provost.

3.) If any of the tenured faculty are serving on the College Evaluation Committee they may not participate in the evaluation of the faculty member from their department in the College Evaluation Committee.

b. Following this evaluative meeting, the department chair will write a letter summarizing the results of the meeting. The letter must reflect both the majority and minority opinions of the tenured faculty. The letter will be circulated to all tenured members of the Departmental Evaluation Committee not on sabbatical for review and approval. The vote will be recorded in this letter. In the case of the letter for the pre-tenure evaluation, the letter should contain expectations to be met at the tenure evaluation.

c. If the department chair is not a tenured associate professor or tenured professor, the responsibility for preparing the recommendation to the College Evaluation Committee falls to a tenured department member appointed by the provost.

d. The letter will be delivered to the faculty member and a copy to the Office of the Provost.

e. The faculty member under review will have one week after receiving the department chair's letter to submit a written response (if desired) to that letter prior to advancement of the faculty member's file to the College Evaluation Committee. This response will be attached to the recommendation of the department chair and will become part of the evaluation file.

f. The evaluation file will be delivered to the Office of the Provost and the chair's letter and any response to that letter will be placed in the faculty member's evaluation file.

College Evaluation Committee

a. The College Evaluation Committee (CEC) will then review the evaluation file. If there are any questions regarding the file the CEC may request, in writing, further clarification from the department evaluation committee (DEC). The clarifications from the DEC must be returned to the CEC in writing. The CEC will ensure that these written communications are placed in the evaluation file. The final recommendation of the CEC together with reasons and vote will be communicated in writing to the provost and the faculty member under review. The Office of the Provost will ensure that this letter is placed in the evaluation file of the faculty member.

b. The faculty member under review will have one week after receiving the College Evaluation Committee's letter to submit a written response (if desired) to that letter prior to advancement of the faculty member's file to the provost. This response will be attached to the recommendation of the College Evaluation Committee and will become part of the faculty member's file.

Provost

a. The provost will then review the file, all prior recommendations, and all written responses by the faculty member. The provost's recommendation, together with reasons, will be communicated in writing to the president of the College and the faculty member under consideration. The letter will become part of the evaluation file.

b. The faculty member under review will have one week after receiving the provost's letter to submit a written response (if desired) to that letter prior to the advancement of the file to the president. This response will be attached to the recommendation of the provost and will become part of the faculty member's file. At this point, the faculty member may also request a review of the case through the appeals process. If so, the faculty member must request in writing the appeal within one week from receipt of the provost's recommendation. The faculty member and the provost will then have two weeks to form a special Appeals Committee. The Appeals Committee shall consist of three tenured faculty members, with one member chosen by the faculty member filing the appeal, the second one chosen by the provost, and a third person acceptable to both parties.

c. The Appeals Committee shall review the case and make a written recommendation on the merits of the appeal to the president and to the faculty member. The letter will become part of the evaluation file.

President

a. The president shall review the file, all previous recommendations, and written responses by the faculty member. The president's recommendation, together with reasons, will then be communicated in writing to the Academic Affairs Committee of the Board of Trustees and to the faculty member. All other recommendations from the department, College Evaluation Committee, and provost, as well as all written responses will also be forwarded to the Academic Affairs Committee of the Board of Trustees.

b. The faculty member under review will have one week after receiving the president's letter to submit a written response (if desired) to that letter prior to consideration of the case by the Academic Affairs Committee of the Board of Trustees. The faculty member may also present the case to that committee if so desired.

Board of Trustees

a. The Academic Affairs Committee of the Board of Trustees will review the recommendations of the president, along with the recommendations of the other evaluators and committees involved in the faculty evaluation process.

b. The Academic Affairs Committee will present its recommendations to the full Board of Trustees for action. All recommendations and responses will be available to the board.

c. When the Board of Trustees has made its decision, the president will be responsible for notifying the individual faculty member in writing of the decision of the board.