

Standards for evaluating faculty for pre-tenure contract renewal, tenure, promotion and five year post tenure review

The three basic criteria applied to faculty evaluation are excellence in teaching; scholarly, professional and/or creative achievement; and service to the College and the wider community. Teaching of high quality and the maintenance of excellence and competence in the classroom are, however, of greatest importance and cannot be replaced by high achievement in the other areas.

The following definitions and guidelines are used in the evaluation of faculty.

1. Excellence in teaching

St. Mary's College of Maryland expects its faculty members to be excellent teachers. While many different teaching styles can lead to excellence in teaching, these are some common elements that characterize excellent teachers.

- a. Professional Competence. This includes a broad and deep knowledge of one's discipline as well as a detailed understanding of advanced work in a subfield. It also includes an appreciation and knowledge of connections with other fields.
- b. Ability to Communicate and Stimulate Interest. Good teachers are able to work well with students, to communicate with them effectively, and to stimulate them to learn about, and to gain an appreciation of, their subject. Ideally, they instill in students the curiosity that makes life-long learning desirable and enjoyable.
- c. Essential Fairness. All students have a right to be treated fairly. Fair treatment requires not only the equitable awarding of grades but also basic respect for each student as an individual regardless of ability, race, gender, or other personal qualities. Fairness requires that clear criteria for success be established and followed.
- d. Concern for Students. Good teachers show interest in, and concern for, their students' intellectual development. This includes an ability and a willingness to challenge students.

2. Professional, scholarly, and/or creative achievement

- a. For the evaluation for tenure, professional, scholarly, and creative work should receive recognition from professional peers beyond the campus. Such recognition may consist of the acceptance of articles by recognized professional, peer reviewed journals or by respected national journals, magazines, or newspapers, or in the publication of books of an intellectual nature by reputable publishers. It may also consist of the acceptance of artistic, literary, dramatic, or musical creations or performances in galleries and theaters and reviews of these artistic, literary, dramatic, or musical creations or performances by respected critics in leading publications. Other forms of recognition exist and may be used, as appropriate, to evaluate the individual faculty member's scholarship.
- b. Professional, scholarly, and/or creative activities beyond the classroom are expected of all faculty members. The purposes of this work include the following:

- 1.) Development. Professional achievements enhance the intellectual development of the person.
- 2.) Contributions to the world of scholarship and creativity. Scholarly and creative work is important to the enrichment of the discipline or other intellectual and artistic areas, or to make achievements of the discipline or other fields available or useful to a wider audience.

3. Service to the College and the community

- a. As part of their service to the College, faculty members are expected
 - 1.) to attend general faculty meetings as well as departmental meetings;
 - 2.) to serve on standing committees or ad hoc committees of the College and/or the faculty senate;
 - 3.) to advise students and maintain posted office hours;
 - 4.) to participate in institutional self-study and evaluation programs;
 - 5.) to attend faculty workshops and conferences, College convocations and commencement

exercises;

6.) to nominate candidates for degrees, honors and prizes; and

7.) to help formulate courses and programs.

b. Faculty members are expected to conduct themselves professionally and to accept their fair share of the department's and College's administrative workload. In addition, faculty members may contribute to the administration of cross-disciplinary study areas. Because such work functions to further the mission of the College as a whole, departments have the responsibility to consider it as equally important as departmental administration. Faculty members should contribute to the well being of the College and its students and personnel by participating in activities and programs that improve the functioning of the institution and enhance life at the College. Knowledgeable academic advising is particularly important.

c. Service activities may include the following:

1.) Academic advising.

2.) Planning and development of programs and curricula.

3.) Participation in cross-disciplinary programs.

4.) Participation in faculty and College governance.

5.) Participation in recruitment of faculty.

6.) Organizing, or active participation in, programs that enhance the cultural or intellectual life at the College or in the wider community.

7.) Organizing, or active participation in, social, charitable, or educational programs at the College or in the wider community.

8.) Work in alumni relations, student recruitment, and College advancement.

9.) Contributions to extracurricular programs or activities that enhance student development.

10.) Work involved in international programs and study abroad.