

Groups Involved in the faculty evaluation Process for Pre-tenure contract Renewal, Tenure and Promotion and their Responsibilities

1. The primary responsibility of the groups and individuals listed below in evaluation and communication of evaluations to the next level.

Groups or individuals involved in the faculty evaluation process are as follows:

- a. Tenured members of the department and the department chair (Departmental Evaluation Committee).
- b. The College Evaluation Committee.
- c. The provost.
- d. The president.
- e. The Academic Affairs Committee of the Board of Trustees.
- f. The Board of Trustees.

In the event of appeals the following groups may be involved:

- g. Appeals Committee appointed by the provost and faculty member.
- h. Academic Affairs Committee of the Board of Trustees.
- i. faculty senate for appeals regarding violations of procedure.

2. Responsibilities and operating procedures of the evaluating groups are as follow:

- a. Department Faculty and department chair

It is the responsibility of the tenured members of the department faculty and of the department chair to participate in a thorough and balanced evaluation of their colleagues. All tenured members should acquire knowledge of the candidate's teaching, through discussions about teaching with the candidate, review and discussion of teaching materials, or classroom observations. The department chair will collaborate with the senior faculty and the candidate to arrange pedagogical discussions or review of course materials. The department chair may request, in the semester prior to a formal review (for pre-tenure, tenure or promotion), to schedule one to three (total) classroom visitations by the chair or other senior faculty. The department chair and the candidate will work together to find mutually acceptable times for the visits. Faculty should also acquaint themselves with the candidate's professional work and service to the College by reviewing the candidate's evaluation file.

- b. College Evaluation Committee

1.) Composition of the College Evaluation Committee

The College Evaluation Committee shall be comprised of seven tenured faculty members. No two faculty members serving on this committee may be members of the same department. All members of this committee will be elected by the faculty at a meeting in September and will serve three-year terms. A faculty member may serve on this committee for no more than two consecutive terms. An interval of at least one three year term must elapse prior to eligibility for re-election to serve on this committee. Should a committee member leave the committee, the faculty senate will appoint a replacement. Replacements to the committee shall serve for the duration of the unexpired term. No department chairs or members of the administration may serve on this committee. A member of the CEC may not participate in the evaluation of someone from his or her own department.

2.) Procedures for the College Evaluation Committee

- a.) The College Evaluation Committee will review pre-tenure evaluations in the fall semester and tenure and promotion evaluations in the spring semester.

b.) Voting on motions will be by secret ballot as specified in the by-laws. Voting will be written, with three possible votes, also as specified by Robert's Rules of Order. Abstentions will count as absent votes, also as specified by Robert's Rules. Thus, a motion will pass if and only if a candidate receives a positive majority of the yea-nay votes.

c.) Any member of the College Evaluation Committee can call for a re-vote prior to the end of the deliberations and the communication of the decision to the provost.

d.) Persons under evaluation must resign from the College Evaluation Committees before participating in any reviews that year.

e.) The College Evaluation Committee shall limit its discussions regarding a faculty member standing for promotion or tenure to materials included in the evaluation file. Unsubstantiated comments are not acceptable items for discussion. If a committee member communicates any information not present in the evaluation file, he must submit this information in writing to the College Evaluation Committee and a copy to the faculty member. The faculty member may respond to this in writing to the College Evaluation Committee within five working days.

f.) The College Evaluation Committee will keep a confidential record of its meetings. The record will include dates and times of its meetings, names of persons present, item discussed, action taken and the record of such decisions on tenure and promotion of faculty members. The chair will appoint a secretary at each meeting, and the minutes of the meeting will be available only to the members of the College Evaluation Committee. A copy of such minutes will be submitted to the Office of the Provost.

g.) The College Evaluation Committee will elect its own chair, establish its own procedures governing its own internal functioning but not establish any evaluative guidelines. These procedures must be approved by the faculty senate.

h.) The College Evaluation Committee will review evaluation files and communicate the recommendation in writing to the provost and to the faculty member.

c. The provost

1.) Each year, the provost will establish deadlines for the various steps in the evaluation process.

2.) The provost is responsible for placing all letters from evaluative groups in the faculty member's evaluation file and is responsible for establishing procedures to ensure the security of the evaluation file.

3.) The provost will review the evaluation file and communicate the recommendation in writing to the president and to the faculty member.

d. The president

The president will review the evaluation file and communicate the recommendation in writing to the Academic Affairs Committee of the Board of Trustees and to the faculty member.

e. The Academic Affairs Committee of the Board of Trustees

f. The Board of Trustees

The Board of Trustees issues the final decision relating to appointments, reappointments, salaries, promotions, tenure, and dismissals.

g. Appeals Committee appointed by the provost and faculty member

1.) The procedures governing the Appeals Committee will be approved by the faculty senate.

2.) In order to resolve disputes regarding the quality of the professional work of a faculty member, the committee will be allowed to gather information outside of the College community.

h. Academic Affairs Committee of the Board of Trustees

The Academic Affairs Committee of the Board of Trustees will accept appeals to the recommendations of the president in accordance with procedures it shall establish in the interests of due process. Faculty members who appeal will be allowed to present their case along with supporting documents to the Academic Affairs Committee in person or through a representative.