

PROMOTION GUIDELINES

A. Evaluation Criteria

1. The principal criteria to be applied in the evaluation of a candidate for promotion are as follows:
 - a. The criteria for each rank as given in the *Faculty Handbook*, Section B2
 - b. Teaching competence, as witnessed by student evaluations (see B3.b2), colleague evaluations, and letters of evaluation from students, colleagues, or other persons who are sufficiently knowledgeable to make a professional judgment
 - c. The effectiveness of the candidate as a scholar, researcher, artist, or performer in her or his discipline and the promise of continued professional vitality
 - d. Effectiveness in serving students outside the classroom
 - e. Demonstrated leadership abilities in the department and on the campus
 - f. Contribution and commitment to the mission, goals and objectives of the College

B. Responsibilities of the Candidate:

1. Provide the chairperson with:
 - a. A list of up to twelve (12) students qualified to assess your performance as teacher
 - b. Syllabi of new courses created by you and representative samples of other syllabi
 - c. Copies of books, articles and reviews, or exhibition catalogues, or programs of concerts and other performances to illustrate creative activity
 - d. The names of three or four outside references who can judge your professional competence. These persons should be in the same or a related field of scholarship as the candidate. The candidate should indicate the nature of her/his personal and/or professional relationship with the outside reference. They will be contacted by the chairperson
 - e. The names of campus colleagues who have an adequate basis for evaluating your performance and your qualifications for promotion (e.g., the person might have team-taught a course with you or may have chaired or served on a committee with you)
 - f. A five-year Plan for teaching, research, publication, creative performance or other professional development
 - g. A statement describing your contribution and commitment to each element of the college's mission statement
 - h. A current *curriculum vitae*

(Please note: Do not discuss your candidacy for promotion with any students so as not to diminish the integrity of the process.)

C. Responsibilities of the Chairperson:

1. Solicit letters from tenured members of the department, other members of the College faculty, and external referees; solicit letters from 24 students randomly selected from class lists of the last five years, and solicit letters from students selected by the candidate. (Please note that these letters must be non-directive; sample letters have been provided to all dept. secretaries and div. assistants). **Please give special attention to the note appended to the sample letter to external references (#IV).** Send one follow-up letter to anyone who has not replied to your first request. **Do not telephone or follow-up in any other way:** if they do not respond to the first or second letter, we should allow them the right to remain silent on the subject.
2. Provide SIRs for **all courses** taught by the candidate in the **last two semesters**;
3. Organize all materials according to the sequence outlined below (E);
4. Write a **thorough** statement of evaluation on the candidate's performance addressing each of the following categories:
 - a. Teaching effectiveness and creativity - include an evaluation of such factors as planning course objectives and goals; effectiveness in communication, counseling, and motivation of students; effectiveness in evaluating student progress; and ability to relate course work to overall curricular goals of the department and College. Provide supporting evidence as available
 - b. Scholarly or artistic achievement and professional activities
 - c. Service to the department, College and community
 - d. Contributions and commitment to each element of the college's mission statement

Note: you may certainly quote from student/faculty/colleague letters, but do NOT include names when referencing these quotes – this violates confidentiality policies.

Deadline for submission to the Dean's Office: October 28, 2011

D. Responsibilities of the Dean:

1. Write recommendation after review of the file provided by the chairperson. **Note you may certainly quote from student/faculty/colleague letters, but do NOT include names when referencing these quotes – this violates confidentiality policies.**
2. Submit completed notebook to the Provost's Office, after it has been thoroughly checked by you and your administrative assistant. **Deadline for submission to the Provost's Office: November 14, 2011**
3. After the promotion decision, send a brief announcement to all writers of letters of reference (C.1.), informing them of the decision and thanking them for their assistance in the process.

E. Organization of the Promotion Notebook:

1. Dean's recommendation letter;
2. Statement of the chair;
3. Letters of support (please provide a list of names of the individuals to whom letters were sent and place samples of the form letters in front of each category):
 - a. Randomly selected students from class lists;
 - b. Students (including alumni) selected by the candidate;
 - c. Tenured members of the department;
 - d. Members of the College faculty;
 - e. Outside referees;
 - f. Unsolicited letters.
4. Supporting data on the effectiveness of the candidate as a teacher, including SIRs, syllabi;
5. Supporting data on scholarly or artistic and professional activities of the candidate;
6. Candidate's five-year plan;
7. Candidate's statement of contributions and commitment to each element of the college's mission statement
8. The candidate's current *curriculum vitae*.

Note: The dean's recommendation, the chair's statement and the candidate's response to the mission statement, c.v. and five-year plan will be submitted to the Board of Trustees after the Status Committee makes its decision.

F. Confidentiality Policies:

1. The candidate shall receive a copy of the recommendation by the departmental chairperson and dean, and the SIR report forms when they are forwarded to the Status Committee.
2. Letters from students, tenured members of the candidate's department, and other professional colleagues either from within or from outside the College will be kept confidential.
3. Tenured members of the department will be entitled to see the candidate's c.v., course syllabi, and all publications or similar evidence of professional accomplishments.
4. It is assumed that all other supporting materials placed in the candidate's tenure notebook are available for inspection by the candidate.

G. To secretaries of the candidates' departments:

1. Please label the spine of the notebook with the candidate's name, current title, and "Presented to the Status Committee, Fall 2011."
2. All sections of the tenure notebook should be separated by dividers with identifying tabs (e.g. "Dean's Recommendation").
3. For ease in photocopying, all pages should be single-sided, **no staples please!! Please do not enclose documents in plastic sleeves.**
4. Please use a binder with **large enough rings** to accommodate its contents.

If you have any questions about any of these guidelines, please contact your Dean's Office.

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Promotion Guidelines