

ADVICE AND INFORMATION FOR FACULTY UNDERGOING EVALUATION

This document, prepared by the CLA's Faculty Personnel Committee (FPC), is intended as general advice and information for faculty undergoing evaluation for third year, tenure, promotion, or triennial reviews. If you are a teaching faculty member on a renewable, non-tenure track line, you may also find this information helpful.

These tips are not a substitute for the Hamline University Faculty Handbook or the CLA Policies and Procedures Manual. If faculty members have any questions, they should feel free to contact their FPC divisional representative, the FPC chair, their department chair, their administrative head, or the CLA Dean's Office.

Academic Personnel Decision Timeline and Notifications of Review

- Check the Academic Personnel Decision Timeline available on the Provost's Office website for general deadlines. This document provides an overview of dates when materials from faculty undergoing review are due, and due dates for letters (from department colleagues, chairs, and administrative heads), and final reports from FPC. The Timeline is updated each summer as determined by the Dean's Council and the Provost.
- In the CLA, initial notification of a review year is sent by the Dean's Office by early August. This notification comes via your Hamline email. Watch for these notifications as they provide important information about deadlines and processes. You will not receive individual reminders. In the case of review for full professor, you will only be notified when you first become eligible to apply for promotion.

File Maintenance and Responsibility

- The CLA has transitioned from a paper Promotion-Tenure Review File (P-TRF) system to an electronic file system on Google Drive. New materials that you submit to your file are to be sent via e-mail (**as PDF files**) to the CLA Dean's Office (cladean@hamline.edu). These materials will be added to your P-TRF file by the CLA Dean's Administrative Assistant. NOTE: The P-TRF file is different from the records that Human Resources keeps regarding your appointment, benefits, etc.

As per the Hamline University Faculty Handbook, each faculty member is responsible for reviewing her or his file for completeness and making sure documents are present, especially in preparation for evaluation processes.

- Some contents in your file are considered part of the permanent and official record and therefore are not to be removed. As per Section 9.2.1 of the Hamline University Faculty Handbook, these items include chair's letters, letters from colleagues, outside evaluator's reports, reports from FPC, and other documents. If you have any concerns about information or comments in your P-TRF, you can comment and contextualize them in a

prospectus, FIF, or supplemental letter.

Evaluation Preparation and Documentation

- For any evaluation process, you should provide evidence for your activities and accomplishments as they pertain to expectations for teaching, artistic or scholarship accomplishments, and service. Especially with respect to tenure and promotion reviews, you should build and present a persuasive case for why you should be positively evaluated and granted promotion to the next faculty rank. In all of your documents, you should be transparent and direct. Clarity and brevity are a plus.
- Point evaluators to key pieces of evidence in Faculty Information Forms (FIFs), teaching evaluations, letters of support, etc. Provide any important context or discussion of your academic work that may help evaluators understand your situation. Indicate how you share your scholarship or artistic accomplishments regionally, nationally, or internationally. Provide descriptions to help your evaluators understand the relative standing of journals, conferences, performances, or exhibitions in which you participate.
- If you are a collaborator or co-author on a project, describe your specific role such as editor, lead writer, or secondary contributor. Be sure to include formal citations or references for your work in all your materials.
- For help with writing a prospectus, see the Prospectus Template on the CLA Dean's Office website.

Letters of Support

Department colleagues "at rank sought" are expected to contribute letters for your third year, tenure, and promotion reviews to be included in your P-TRF file. You may also solicit additional letters from colleagues outside of your department to be included in your file if you choose to do so. The Academic Personnel Decision Timeline (available on the Provost's Office website) specifies when letters from departmental colleagues are due. Letters normally should not be requested from a professor of a lower rank, visiting professors, adjuncts, or non-tenure track faculty. If you contact colleagues to write a letter, be sure to provide them with copies of your CV, prospectus, and possibly your recent FIFs, if useful.

- If you have served on key College or university-wide committees, you may wish to seek out a letter from the committee chair or a tenured member of the committee describing your work or contributions. Such letters can be helpful in clarifying for evaluators what type of service you have performed. Also, if you have partnered with a community organization or off-campus group in a special program, you may want to include a letter from a participant or member of the organization.

If you are currently the department chair during your evaluation (such as tenure,

promotion, or triennial review), the Dean's Office will request another tenured faculty member from your department or unit write a letter in lieu of a chair's letter.

- Remember that you have a right of response to letters and reports placed in your file such as reports from your chair, administrative head, FPC, or the Dean. You also have the right of appeal through a grievance process should tenure be denied. Discussion of these procedures is in the Hamline University Faculty Handbook.

External Evaluators

- For third year, tenure and promotion reviews, you will be requested to provide names of external evaluators who could assess your work and provide additional context about your scholarship or artistic accomplishments. Consult with your chair, administrative head, or other colleagues when generating the list of potential external reviewers who might be available, fair-minded, experienced in the field, and capable of writing a professional evaluation.
- When assembling the list of external reviewers, consider people who are tenured associate or full professors. For your third year review, you should limit your list to individuals in the Midwest. However, since tenure reviews do not involve a campus visit, you are not constrained by geography. An external evaluator should not be a former dissertation advisor, co-author, or colleague with whom you have a close relationship. You can prioritize the list, but the Dean will choose who the external evaluator will be.

Classroom Visits

- In the fall, third year and tenure review candidates will be contacted by two FPC members to arrange class observations. Each of these two FPC members will visit different classes between late-September and mid-October. (FPC visits do not occur in January or in the spring.) Choose days that best demonstrate the range of your teaching approaches and abilities.
- On your classroom observation days, be sure to check that your classroom technology is operating properly, have a back-up plan in case technological failures occur, and start on time.
- FPC will produce a Teaching Observation Report that will be included in your tenure and promotion (P-TRF) file. Classroom observations are not formally done by FPC for promotion and triennial reviews. However, faculty members can request a classroom observation by another department or unit colleague at any time.

Resources

- Remember that the Hamline University Faculty Handbook and the CLA Policies and Procedures Manual are excellent resources for information about processes and requirements. Read them!

- The Hamline University Faculty Handbook and the Academic Personnel Decision Timeline can be found here: <http://www.hamline.edu/offices/provost/>
- The CLA Policies and Procedures Manual and the Prospectus Template can be found here: <http://www.hamline.edu/cla/deans-office.html>
- Remember that in addition to chairs, administrative heads, FPC members, and colleagues in other departments, members of Hamline University's AAUP Executive Committee may also be good contacts for advice and support generally about processes and procedures, especially regarding grievances or what to do if you have an unresolved problem.