1. The faculty member being evaluated:
   
a. Reviews his or her evaluation file to be sure it is complete, provides an updated curriculum vitae, and prepares a Professional Activities Statement. (See III-A-1,2 above)

   **Promotion**: requests that the department nominate him or her for promotion to a higher rank. Proceed with the remaining steps only if the department agrees and its nomination is accepted by the Faculty Personnel Committee.

   b. Provides a representative sample of course syllabi and other evidences of his or her classroom approach.

   c. Provides a representative sample of his or her scholarly work.

   d. Provides names of colleagues at Dickinson or elsewhere who might be requested to write a letter of assessment concerning that person's teaching, scholarship, and/or service.

       **Year Two**: omit, unless requested by faculty member.

   e. Provides, with the concurrence of the department chair, an annotated list of at least six possible outside evaluators regarding his or her scholarship.

       **Year Two and Four**: omit, unless agreed to by FPC, chair, and faculty member.

       **Promotion**: may be omitted if FPC and the Dean think there is already ample evaluation available of the faculty member's scholarship.

   f. Provides any other materials the person thinks relevant.

   g. **Year Six or Tenure**: meets with the department chair, FPC, and the Dean to go over procedures and criteria of evaluation.

   h. Participates in a discussion of his or her Professional Activities Statement with the chair, one or two members of the Faculty Personnel Committee, and the Dean of the College.

       **Year Six or Tenure**: participates in a discussion of his or her teaching, scholarship, and service with all members of the Faculty Personnel Committee and the Dean of the College. In a separate meeting discusses his or her teaching, scholarship, and service with senior members of the department.
Elements of Employment for Faculty: Faculty Evaluation Procedures: 
Evaluation for Promotion, Reappointment or Tenure

i. Receives a written copy of the chair's final recommendation and is afforded an 
opportunity to discuss this with the chair. May, if dissatisfied with the chair's 
evaluation, explain his or her viewpoint in a letter to the Dean of the College with a 
copy to the chair.

j. After the department chair has made a formal recommendation, meets with the 
Faculty Personnel Committee and the Dean of the College, if they so request, to 
discuss the chair's recommendation in detail.

k. Year Six or Tenure: Is, along with the chair, informed orally and in writing, with 
reasons, if the Faculty Personnel Committee is leaning toward a negative 
recommendation, and an opportunity is afforded for written responses. At the request 
of the Faculty Personnel Committee, oral responses might be invited as well. (See III-
D-2-a)

l. Is informed in writing by the President of the College concerning the Faculty 
Personnel Committee's final recommendation, the Dean's subsequent 
recommendation to the President, and the President's recommendation to the Board of 
Trustees.

Year Two: This is normally communicated to the candidate and the chair by no later 
than December 15, as required by Section I of this chapter.

Year Four: every effort shall be made to communicate this to the candidate and the 
chair at the time of the March salary letters, but as required by Section I of this 
chapter at a time no later than 30 June of that academic year.

1. Year Six: every effort shall be made to communicate this to the candidate and the 
chair prior to the beginning of the spring semester, but as required by Section I of this 
chapter at a time no later than 30 June of that academic year.

Promotion: this is communicated to the candidate and the chair prior to the May 
Board of Trustees meeting.

m. May appeal a negative recommendation by the department or the Faculty Personnel 
Committee, or a negative decision by the College, as outlined in III-D below.

2. The department chair:

a. Informs the faculty member that he or she is to be considered for an evaluation:

Year Two, Four, Six: these are the mandatory review years for contract renewal. The 
faculty member and the chair will be reminded by the Dean of the College of this and 
of the procedures to be followed.

Promotion to Full Professor: The normal condition for consideration is having 
reached the upper ranks of the Associate Professor salary scale. However, a request 
from the faculty member to be considered for promotion to the rank of full Professor
may be made to the chair at any time or any member the department may initiate the request. The department's decision, by majority vote of the senior members, to support or to reject this request must be communicated to the Faculty Personnel Committee which comments on whether or not it is appropriate for the faculty member to be considered for promotion in the current year. The Faculty Personnel Committee's comments are only advisory, however.

Promotion to Associate Professor without Tenure: As indicated in I-B-3-c, an Assistant Professor under certain conditions may be eligible for promotion in Year Two or Four. The faculty member must request of the department consideration for promotion by October 1. The department must approve of this, by majority vote of the senior members, and so must the Faculty Personnel Committee.

Tenure Consideration Prior to Year Six: As indicated in I-B-4-c, an Assistant Professor or Associate Professor under certain conditions may be eligible for tenure consideration at Year Two or Four. The faculty member must request of the department consideration by June 1. The department must approve of this, by majority vote of the senior members, and so must the Faculty Personnel Committee.

b. Year Six, or Tenure: meets with the faculty member, the Faculty Personnel Committee, and the Dean of the College to go over procedures and criteria of evaluation.

c. Participates in a discussion of the Professional Activities Statement for the person being evaluated.

Year Six: Does not participate in the discussion.

d. Consults with students on the departmental majors committee regarding the views of majors about the faculty member as a teacher.

2. Year Six or Tenure: Interviews a representative sample of current students who have taken at least one course from the faculty member. Names are provided by the Faculty Personnel Committee.

e. Secures first-hand information, as far as possible over an extended period of time, of the candidate's teaching abilities.

f. Solicits other judgments as deemed appropriate. These are in the form of written statements or summaries in writing of oral discussion.

g. Receives from the Faculty Personnel Committee any pertinent information it may have gathered at its own initiative.

Year Six, or Tenure, or Promotion to Full Professor: this includes recommendations of selected alumni who once studied with the faculty member, and the reports of the outside evaluators on scholarship.
h. Shares all of this information with senior colleagues in the faculty member's department including where possible faculty on sabbatical or leave of absence. Secures the views of junior colleagues.

**Year Six or Tenure:** In addition, convenes the senior members of the department for a meeting with the candidate to discuss his or her teaching, scholarship, and service.

i. Subsequently convenes a special meeting of the senior members of the department to discuss the candidate's qualifications for tenure. Requests at the conclusion of this meeting a formal vote of the senior members of the department, yea or nay, regarding the request for reappointment, tenure, or promotion. The criteria of individual and institutional quality outlined in Section II above should be utilized by each person voting. Confidentiality is expected. Keeps confidential information as to how each senior member voted, unless such information is requested by FPC and the Dean.

j. Sends to the Dean of the College a formal chair's written evaluation that thoroughly discusses the candidate's strengths and limitations, and recommends in favor or against the candidate's request. Although the evaluation should report the opinions of other faculty, and as appropriate student and student majors, the memorandum should be a personal statement of evaluation and judgment by the chair.

k. Provides a written copy of the chair's memorandum of evaluation to the faculty member, and provides an opportunity for the faculty member to discuss its contents with the chair or with all the senior members of the department.

l. The remainder of the process is exactly as outlined in steps 'j' through 'm' in III-C-1 above.

3. The Faculty Personnel Committee:

   a. Makes sure that all the evaluative materials described under III-A-1 above have been gathered into an evaluation file for the candidate. This is then made available to the department chair for use in the department's evaluation.

   b. One or two of its members participates in a discussion of the candidate's Professional Activities Statement.

   **Year Six or Tenure:** all five members of FPC take part.

   c. **Year Six, or Tenure, or Promotion to Full Professor:** Writes a representative sample of alumni who have had at least one course with the candidate, requesting comments on the candidate's teaching abilities. These responses are shared with the department chair and, in brief summary form, with the candidate.

   d. **Year Six, or Tenure, or Promotion to Full Professor:** Asks one or more outside evaluators, chosen from the list submitted by the candidate, to examine a representative sample of the candidate's scholarly work and to assess its quality in comparison to that of other current scholars in the field and to the standards of the
Elements of Employment for Faculty: Faculty Evaluation Procedures:
Evaluation for Promotion, Reappointment or Tenure

discipline generally. These responses are shared with the department chair and, after
the evaluator's name and institutional designation have been masked, with the
candidate. The Faculty Personnel Committee may choose to waive outside evaluation
of scholarship of candidates for Full Professor who have established a record of
substantial publication. These candidates will provide the Faculty Personnel
Committee with relevant published reviews and/or readers/referees' reports on their
scholarly work.

e. May interview, at its discretion, a sample of students presently on campus who have
studied with the faculty member.

f. Provides the Dean of the College with a recommendation favoring or opposing the
faculty member's candidacy. This recommendation is informed by the materials in the
person's evaluation file and by the formal recommendation, with reasons, made by the
department chair. Also makes a recommendation regarding what should be said in a
summary statement of strengths and weaknesses to be included in the faculty
member's reappointment letter (or in the case of a termination letter, the statement of
reasons to be sent to the candidate if requested). If this recommendation is not
accepted by the Dean of the College, opportunity must be provided to argue for
reconsideration prior to the Dean submitting his or her recommendation to the
President.

g. Is informed by the Dean of the College of the Dean's recommendation to the
President. The Committee has the right to meet directly with the President to discuss
its recommendation, whether or not the Committee is in agreement with the Dean. Is
informed of the President's recommendation to the Board of § Trustees.

Year Six, or Tenure, or Promotion to Full Professor: The Committee may, if it
chooses, communicate its tenure recommendation, with reasons, in writing to the
Board of Trustees, transmitting this through the President of the College.

4. The Dean of the College

   a. Having received recommendations from the department chair and from the Faculty
Personnel Committee, makes a written recommendation, with reasons, to the
President. Shares this information with FPC in case it wishes to discuss the matter
directly with the President.

   b. Makes sure that the faculty member, the department chair, and the Faculty Personnel
Committee are informed of the President's decision.

| Related Information |


History/Revision Information

Responsible Office/Division:

Effective Date:

Last Amended Date:

Next Review Date:

Also Found In:  Academic Handbook