

## Chair Duties in Year 2, Year 4 and Senior Reviews

This is a brief overview of the procedures described in Chapter 4 of the Academic Handbook, section III-C. Please read that section carefully in conjunction with this overview.

1. Review the Professional Activities Statement and a current curriculum vitae that summarizes the faculty member's teaching accomplishments, service, research, scholarship, and creative activity.
2. Ask the faculty member to provide any other materials that would be important in the review process and make these a part of the file you will use for evaluation.
3. Seek comments from your student majors' committee on the faculty member's teaching, including academic advising.
4. Be sure you have current first-hand knowledge of the faculty member's classroom teaching, in accord with the "Guidelines for Peer Evaluations" available on the FPC web page. Make sure that other senior faculty who are conducting peer evaluations are also aware of these guidelines. You and the other observer should report your teaching observations in separate letters that should then be referenced in the departmental review letter.
5. Participate in a discussion with the faculty member, a member of the personnel committee, and the Provost based on the Professional Activities Statement. Please consult with the Provost if there are matters arising from the Professional Activities Statement or its discussion that you think need to be explored before the department makes its recommendation.
6. Examine materials in the faculty member's evaluation file, and in other ways familiarize yourself with the faculty member's work as teacher, scholar, and member of the College community.
7. Seek the counsel of departmental colleagues and others on the faculty with relevant insights, and invite feedback from junior colleagues.
8. Submit the signed departmental recommendation letter to the evaluation file by November 1 (Year 2 and 4 reviews) or February 1 (Senior reviews). If your views differ from those of the rest of the department, please note this in the signed departmental recommendation letter. Please have all senior members of the department sign the recommendation letter indicating that they agree the letter is accurate in describing the department's review. (Their signatures do not require agreement with the recommendation.) Please conclude with recommendations regarding standard increases or step changes for salary purposes during the years until the next review.
9. Provide a copy to the candidate **after** the letter has been submitted to the evaluation file, and then also provide the candidate an opportunity for discussion with you or the whole department.