

I. Evaluation of Performance

Responsibility for evaluating faculty performance rests with the provost, department chairs, and the Faculty Status and Performance Committee. From the outset of a faculty member's career at Beloit College, he or she should have a clear understanding of the criteria upon which performance is to be evaluated as well as the procedures by which evidence is gathered. Every effort should be made to ensure that the person evaluated has a realistic estimate of his or her success. The provost should maintain close communication with departments, and each department chair should maintain close communications with his or her staff members, especially with untenured faculty.

1. Categories of Evaluation

- a. Teaching
- b. professional development (scholarship/research/publication/presentation)
- c. advising
- d. other contributions to the college.

2. Evaluation Process

a. Annual Reports

The provost shall annually request of each faculty member a written report of his or her work during the previous year, taking into account the four evaluation criteria and adding such other information as the faculty member wishes to include. This may, for example, include an analysis of his or her teaching and general contribution to the college community, or a description of the ways by which he or she plans to increase overall professional competence. This report shall be supplied by the faculty member to his or her department chair and to the provost.

b. Formal Evaluation

Full or formal evaluations of a faculty member's performance ordinarily take place as part of a process involving decisions about contract renewal, promotion, and tenure. Relevant written reports, appraisals, and evaluations shall become part of the faculty member's review file, for use in promotion and tenure decisions, salary determination, and any other personnel matters pertaining to that individual.

i. Evaluation of Untenured Tenure-Track Faculty

(a) General Considerations

(1) Class Visitation

All departments shall institute a regular procedure of class visitation of tenure-track candidates by all tenured departmental members. Written summaries of class visits shall be shared with the candidate and the chair.

(2) Letters of Evaluation

Prior to preparation of the departmental letter, tenured members shall review the relevant materials and discuss the individual's candidacy. The chair then writes a letter that reflects this discussion and makes the department's recommendation for reappointment and/or tenure. All tenured members shall attest to their participation in this departmental review process, typically by signing the letter. The departmental letter to the Faculty Status and Performance Committee and the provost shall be shared with candidates applying for reappointment and/or tenure, and candidates shall be given a copy of the final letter sent to FS&P. Typically, chairs will also talk with the candidate face-to-face before writing the letter. Tenured departmental colleagues may write separate letters; those letters shall also be shared with the candidate. Unsolicited letters will not typically be made part of the candidate's permanent file. If a significant criticism or question arises in a tenure or reappointment case as a result of unsolicited information, the candidate shall be given the opportunity to respond to that criticism in writing and/or in person; when warranted, the Faculty Status and Performance Committee will make every attempt to protect the confidentiality of the people involved.

(3) Materials to be Reviewed

By the last Tuesday of August, candidates shall submit materials that are to be reviewed by department colleagues and, in the case of tenure candidates, by external evaluators. Materials shall include the following: the candidate's self-evaluation, teaching portfolio (course evaluations and corresponding statistical summaries provided to the candidate by the Office of Institutional Research, Assessment and Planning; selected assignments; exams; and syllabi), c.v., and annual reports. By the third Tuesday of September, the department shall submit its letter for review by the Faculty Status and Performance Committee and provost.

(b) Pre-Tenure Evaluation

Untenured faculty shall normally be evaluated in the second and fourth years of service, as part of renewal of contract. Upon completion of the review process, the provost and the chair of the Faculty Status and Performance Committee shall meet individually with all successful candidates to discuss their progress toward tenure.

(c) Tenure Consideration

In addition to the materials stipulated above, the review shall include letters of evaluation from colleagues both inside and outside the college. By May 1, tenure candidates shall forward to the provost the names of three campus colleagues who are in a position to comment on the candidate as a member of the college community, and six colleagues outside the college who are in a position to comment on the quality of the candidate's

professional life in his or her field. The provost shall obtain letters of evaluation from four of the six persons identified as potential external reviewers and shall also be responsible for facilitating their access to the materials the candidate has provided. Solicited letters of reference written by campus colleagues and external reviewers shall remain confidential. In addition, in the spring semester prior to the tenure review, the Faculty Status and Performance Committee, in collaboration with the Office of Institutional Research, Assessment and Planning, shall conduct a survey of all students who have completed or are currently enrolled in at least one course with the candidate. Full survey results shall be made available to the Faculty Status and Performance Committee, the provost, and the candidate's chair. It shall be the responsibility of the chair to share a written summary of student comments with the candidate and with other tenured members of the department; such a summary shall become part of the candidate's file. Comments about the candidate's teaching and advising, without identifying information, shall be made available to the candidate. The survey shall also give respondents the option to provide confidential information, which shall be made available to the candidate in the chair's summary only. The candidate will then have the opportunity to address and respond to the survey results in his or her self-evaluation.

ii. Evaluation of Tenured Faculty

(a) Evaluation of Faculty for Promotion to Professor

Materials to be reviewed shall be due to the candidate's chair on the third Tuesday of January. These materials and the departmental letter shall be due to the Faculty Status and Performance Committee and the provost on the first Tuesday of February. In addition the review shall include letters of evaluation from colleagues both inside and outside the college. By October 1 candidates for promotion to the rank of professor shall forward to the provost the names of three campus colleagues who are in a position to comment on the candidate as a member of the college community and six colleagues outside the college who are in a position to comment on the quality of the candidate's professional life in his or her field. It shall also be the responsibility of the candidate to supply the provost's office with whatever material he or she regards as necessary for soliciting informed evaluations. The provost shall obtain letters of evaluation from four of the six persons identified as potential external reviewers, and shall also be responsible for facilitating their access to the materials the candidate has provided. Solicited letters of reference written by campus colleagues and external reviewers shall remain confidential.

ii. Evaluation of Non-Tenure-Track Faculty

The teaching of continuing full and part-time faculty shall be evaluated at least every three years in writing by the chair of the appropriate department or program. Along with long-term priorities of the college, this evaluation will inform the provost's decision about reappointment.