

English Department Evaluation Process and Criteria
Approved 10/12/05

1. English Department Evaluation Committees

Evaluation of Contract Faculty will be conducted by the English Department Evaluation Committee. This committee is appointed by the department chairperson, who also selects the committee chairperson. It will consist of three departmental faculty plus an outside member; of the departmental faculty, at least one and no more than two will be contract faculty.

Evaluation of tenure track and tenured faculty will be conducted by the English Department Tenure and Promotion Committee. This committee is appointed by the department chairperson, who also selects the committee chairperson. It will consist of three tenured departmental faculty plus an outside member who must also be tenured.

Tenure and promotion committee membership must be approved by the Dean of CLA.

2. Responses to Faculty Evaluation

Each faculty member will have at least 5 working days to respond to a draft of an evaluation letter before the final letter proceeds to the next level (evaluation committee to chairperson, chairperson to dean). The response may be in the form of a conference but should also be documented in writing, with one copy going to the evaluating body (committee or chairperson) and another copy going to the next level. The evaluating body may also send forth a written response; in this case a copy must be provided to the faculty member, who may also send forth an additional letter.

For all faculty, at least one letter will be written--from the department chairperson. Some faculty will also be evaluated by an evaluation committee. The faculty member may respond to all letters. If the response is in the form of a conference, the documentation referred to above should be provided by the appropriate chairperson (department or committee).

3. Full-Time Contract Faculty: Expectations, Schedule, and Materials

3.1 Expectations

Teaching: Contract faculty teach a 4/4 load. Contract faculty are not expected to participate in academic advising but may choose to do so, in which case this work may be regarded as a significant contribution to the individual's teaching activity. As part of the 4/4 load, a contract faculty member may receive assigned time for administrative duties. Such duties will be evaluated according to criteria agreed upon by the faculty member and the department chairperson, dean, or other administrator who supervises the duties.

Professional Activity: Contract faculty should participate in the professional discourse of their disciplines. They may do so by attending a conference or workshop annually off campus or by participating or presenting in several conferences or workshops on campus. They may perform other professional activity as agreed on by the individual faculty member and the department chairperson. Contract faculty who pursue publication of scholarly or creative work, or present at a regional or national conference, that is relevant to their assignments at USI or to their own research or creative agenda are exceeding expectations and are eligible for reward in the merit process.

Service: Contract faculty should attend and participate in departmental meetings; they should serve actively on one departmental committee or, with the agreement of the department chairperson, on a CLA or university-wide committee. They are also expected to participate in departmental and university assessment activities as assigned by the department chairperson. Contract faculty who go beyond these expectations are eligible for reward in the merit process.

3.2 Schedule

Contract faculty will undergo major evaluations in years 1, 2, 3, 6, 9, 12, 15, 18, etc. In years of minor evaluation, contract faculty will undergo less comprehensive evaluation. In these minor years, any contract faculty member may request, by 1 October of that academic year, an additional major evaluation. Major evaluations will be conducted by the departmental evaluation committee and by the department chairperson. Minor evaluations will be conducted by the department chairperson only.

3.3 Materials

During major-evaluation years, contract faculty will submit the following material.

- The complete annual report as required by the dean
- A current CV
- A 2- to 3-page description of (a) achievement, innovation, or improvement in teaching, service, scholarship, and administration (e.g., what new class or scholarship or committee the instructor has added in the past year and would like to highlight or have acknowledged) and (b) evidence of consistent performance in the same areas as previous year(s)
- Syllabi, sample assignments or exams, and reports on visits by colleagues to two classes, at least one of them an English course
- Appropriate letter(s) of evaluation involving courses taught outside their principal department (e.g., classics, humanities, gender studies)

- Evidence of accomplishment for any administrative assigned time
- Additional material as deemed necessary for a complete evaluation of teaching, scholarship/creative activity, and service. This additional material may be requested by the department chairperson or the Director of Composition; the request must be approved by the English Department Evaluation Committee prior to October 1 and, once approved, will become part of the package that must be submitted by all contract faculty for each major evaluation.
- In cases of conditional reappointment, the faculty member may be asked to provide supplemental information as directed by the appropriate administrator(s) or the English Department Evaluation Committee.
- This list of material can be amended by the English Department Evaluation Committee.

During minor-evaluation years, contract faculty will submit a complete annual report as required by the dean.

4. Evaluation of Tenured and Tenure Track Faculty

4.1 Materials

4.1.1 Tenured Faculty

For tenured faculty not seeking promotion, only the Faculty Annual Report as required by the dean must be provided. In the interest of formative evaluation, the department chairperson or the Director of Composition may request additional material.

4.1.2 Materials from Tenure-Track Faculty and Tenured Faculty Seeking Promotion

Material for the evaluation of tenure track faculty will be specified by the dean and will be presented in the form of a portfolio. Additional material as deemed necessary for a complete evaluation of teaching may be requested by the department chairperson, the Director of Composition, or the English Department Tenure and Promotion Committee. The request must be approved by the Tenure and Promotion Committee prior to October 1 and, once approved, will become part of the package that must be submitted by all tenure track faculty.

Material for the evaluation of promotion-seeking faculty will be specified by the dean. These faculty should expect to provide the same types of material as provided by contract faculty in a major evaluation year. Additional material may be requested by the department chairperson, the Director of Composition, or the English Department Tenure and Promotion Committee. The request must be approved by the Tenured/Tenure Track Evaluation Committee prior to October 1 and, once approved, will become part of the package that must be submitted by all faculty seeking promotion.

Tenure track and tenured faculty seeking promotion should expect to be evaluated on the basis of courses taught outside the English Department as well as courses taught within.

4.2 Expectations for Tenure and Promotion

(The following statements refer to and elaborate on the USI Handbook.)

4.2.1 Teaching

In order for candidates to be considered for tenure or promotion, their teaching performance must be viewed as satisfactory by students, colleagues, and administrators with respect to preparation, relevance to subject matter, and organization of material. An applicant for tenure or promotion must provide evidence that efforts beyond caretaker administration occur in those courses for which she or he has primary responsibility. Moreover, effective teaching assumes intellectual competence and integrity, creative pedagogical techniques that stimulate and direct student learning, cooperation with students and colleagues, and scholarly inquiry which results in revision of courses and curricula consistent with new knowledge. (Handbook statement, with slight modification)

Evidence of satisfactory teaching will include the following:

1. Reports of classroom teaching—before tenure and before promotion to associate professor, one report of a classroom visit from the chairperson each year and a second report from a tenured faculty member in even years (e.g., 2nd, 4th, 6th years); before promotion to professor, one report of classroom visit by chair for the two years immediately before application, and reports by two other full professors during the immediately preceding year.
2. Teaching materials and activities such as
 - Syllabi stating course goals and requirements
 - Assignments and exams addressing course goals
 - Marked student essays to indicate appropriate, fair, timely grading
 - Course freshness—new or renewed materials or approaches
 - Documents from Blackboard or other course sites
 - Videotapes to document teaching
 - Knowledge of what, how, and why colleagues teach
 - Knowledge of new developments in the field
3. Evidence of successful student advising
4. Cogent statement of teaching philosophy
5. Student evaluations and responses to them

4.2.2 Scholarship, Creative Work, and Professional Activity

Completing graduate programs, conducting independent research, and producing creative works not only contribute to faculty members' knowledge within their teaching fields, but also permit them to become productive scholars among their peers in learned and professional societies. Therefore, the pursuit of a definite, continuous program of studies, investigations, or creative works is essential. (Handbook statement, with minor modification) For tenure or promotion, a candidate must demonstrate a record of success in peer-reviewed contexts during the period being reviewed. (For tenure-eligible faculty this is the probationary period; for tenured faculty seeking promotion, it is the period since receiving tenure or the most recent promotion.)

Active participation in organizations that stimulate and propagate knowledge in professional disciplines is an essential ingredient to professional growth and development. Therefore, evidence of membership; committee service; offices held in professional organizations; and experience in organizing and assisting in conferences, workshops, and seminars are principal criteria to be considered for faculty promotion. (Handbook statement.) However, because travel funding is so limited and because the expense of attending professional meetings has been rising so rapidly, the expectation here is relatively modest: faculty seeking promotion and tenure should demonstrate a sustained record of attendance and presentation at the national organization most pertinent to their scholarly and creative work or to their teaching; presentation at this meeting every other year is satisfactory.

The following items constitute evidence of scholarship, creative work, and professional development activity:

1. Publication of book(s) by respected academic or literary publishers
2. Publication of article(s) or creative work(s) in respected academic or literary journals
3. Publication of peer-reviewed websites and software
4. Presentation at academically recognized conferences and events (international, national, regional, local)
5. Participation in academically recognized conferences
6. Leadership positions in field-related professional organizations
7. Membership in field-related professional organizations

4.2.3 Administrative Service

Administrative service should be evaluated in the context of the assignment. A candidate seeking tenure or promotion who holds an assignment whose duties are described in the Handbook (e.g. department chairperson) should fulfill the duties in a satisfactory way. If the administrative assignment is not described in the Handbook, satisfactory performance will be assessed in light of any other available description (e.g. letter of appointment from a dean or VPAA, CLA policy statement).

Evidence of satisfactory performance may include any of the following, depending on the administrative assignment:

1. Records of major assignments such as scheduling and hiring
2. Materials prepared specifically for the assigned-time task (e.g., handbooks, bibliographies, Power-Point presentations, programs from readings)
3. Agendas and materials prepared for a meeting, workshop, or retreat
4. Records of conferences with individual faculty and students
5. Documentation about initiatives, new events, etc.

4.2.4 Service (University and Community)

Faculty members are expected to be available for service to University faculty, students, and administration. They must show willingness to serve and to demonstrate efficient performance in such capacities as faculty governance, department/college and University-level committees, administrative assignments, sponsorship of student organizations, and other University-related activities. For tenure, University service should be in evidence at the department and college level; for promotion to associate and full professor, University service at various levels should be in evidence. (Handbook statement, slightly modified)

Service to groups, agencies, and institutions external to the University is a legitimate responsibility of faculty and is consistent with the mission statement of the University. In general, community service should result from carefully developed plans of activity. Persons who desire recognition for their service must document their work's effectiveness. (Handbook statement.)

The following are examples of service activities.

1. Leadership positions on University committees (university-wide, college-wide, departmental)
2. Active membership on University committees
3. Other service within the University (excluding paid, assigned time)
4. Leadership positions in field-related community organizations
5. Active membership in field-related community organizations
6. Other service in the community.

Naturally, faculty may argue for inclusion of any additional materials appropriate to their individual tenure and promotions applications.