

CHECKLIST FOR REAPPOINTMENT REVIEWS

(These are instructions for the reappointment review committee; a copy is also to be provided to the faculty member undergoing a review)

The reappointment review should be a serious and carefully considered review of the candidate's performance to date and a judgement of the potential for successful tenure review. To this end, the evaluation should be carried out as thoroughly and uniformly as possible.

Listed below in approximate chronological order are the various steps that should be taken in preparing a reappointment review for the FRB. The reappointment review committee may add additional materials in consultation with the Chair of the FRB. Four important points to note are:

- The reappointment review committee will normally be appointed by the department Chair and should be made up of at least three tenured members of that department; if that number is less than three, the difference should be made up with tenured members of other departments chosen by the department Chair in consultation with the Dean of the Faculty. The candidate must be informed about the inclusion and identity of non-department members.
- A file shall be kept of all material received, generated or utilized by the reappointment review committee in its deliberations. Prior to the submission of the committee's report to the FRB, a list of all the materials in this file must be submitted to the Chair of the FRB, who shall review this list to ascertain whether the file is complete.
- **The final version of the written report should summarize all important perceived deficiencies in the candidate's record. This enables the candidate, who will read the report, to respond.**
- Upon submission of the report to the FRB, all materials in the file will also be sent to the FRB. At this time, a list of these materials will be given to the candidate together with a description of the procedures used by the reappointment review committee in obtaining information submitted to the FRB. Confidential documents in the file shall be identified only as to their nature (e.g., "cover letter providing vote of department").

PERFORMING THE REVIEW: At the beginning of the winter term (or the term just prior to the term of the review)

Request that the candidate furnish by the start of the term of review:

- _____ A statement of teaching goals.
- _____ A statement of research goals.
- _____ A full and up-to-date vita.
- _____ A copy of the dissertation.
- _____ Copies of syllabi, exams, homework, course portfolios, etc., from courses taught by the candidate.
- _____ All published scholarly and/or creative materials (articles, papers, books, manuscripts, scores, etc.). Whatever unpublished work the candidate wishes may also be included.

- _____ An explanation of what actual work was done by the candidate in articles published by more than one author.
- _____ A list of consulting work to be considered as scholarly activity.
- _____ Any other material the candidate wishes to make available.

PERFORMING THE REVIEW: At the beginning of the spring term (or the term of review)

- _____ During the first week of the term of the review, the Office of the Dean of Academic Departments will send notices to **Concordiensis** and the **Chronicle** that a Reappointment Review is taking place and that students, faculty, and alumni are invited to respond.
- _____ Have a meeting with the candidate to give her/him an opportunity to discuss her/his work and express any concerns.

Request from the Department Chair (who may be a member of the committee):

- _____ Candidate's student evaluations since the start of his/her tenure-track appointment up to and including the term prior to the review.
- _____ Any available peer evaluations of the candidate's teaching, except for the first-year letter of evaluation
- _____ A statement of the role of the candidate in meeting department needs.
- _____ A brief discussion of grading in the department (for example, in the context of class size, major or non-major courses, Gen Ed courses, upper-level or introductory courses, or level of difficulty).

Request from the Office of Institutional Studies:

- _____ Course lists with grades from all classes (including labs).
- _____ Summary statistics from the grade sheets (including average grades, gender distributions, class years, majors).

Request from the Office of the Dean of Studies:

- _____ Candidate's student evaluations from the First-Year Preceptorial, if applicable.

Request from the Office of the Dean of Interdisciplinary Studies:

- _____ Comments on the candidate's contributions to the General Education program.

To carry out the evaluation of teaching:

- _____ Create a randomly selected list of students from course lists (note any deviation from the recommended procedure in the Faculty Manual).
- _____ Note any changes to the student interview form (which must be approved by the Chair of the FRB).
- _____ Edit and send letters requesting interviews and written responses to students (and alumni, if appropriate). In each letter to alumni include a self-addressed, stamped envelope. For alumni letters, the Records Office will get addresses and mail the letters for the committee.
- _____ Contact students to schedule interviews. It is sometimes more effective for faculty to contact students directly. Every effort to interview the students selected should be made. Students should not be able to “self-select.”
- _____ Interview students. Please make all reasonable attempts to interview at least twenty. Those interviewed should represent the variety of courses the candidate has taught, as well as the gender and curricular balance of the pool. At least two faculty members from the reappointment committee should be present at each interview. Compile a summary of student interviews and letters. Include the completed interview forms with the other supporting materials that will be left in the Dean of Academic Department’s office when your work is finished.
- _____ Prepare statistics (graduation class, major, grades(s) received in the courses(s), gender and class size) to describe the student interview sample.
- _____ Create a summary of course evaluation scores and representative comments. Compute and report averages of grades given by the candidate in all courses.
- _____ Review all materials on teaching collected from the candidate, the Chair, the Dean of Studies and the Dean of Interdisciplinary Studies.

To carry out the evaluation of scholarship:

- _____ Read the scholarly materials, consider the quality of the journals or presses in which the candidate has published, as well as the nature of the conferences at which the candidate has presented and evaluate the scholarly program presented in the statement on research. Even if the scholarship is outside of an individual committee member's discipline, each member should be aware of its nature.
- In unusual circumstances, the committee may decide that it cannot evaluate the scholarly activity of the candidate. With the approval of the FRB, the committee should consult with the candidate concerning the choice of outside reviewers. Normally, at least two reviewers should be chosen, neither of whom has a close personal relationship with the candidate.

To carry out the evaluation of college/departmental service:

- _____ Contact the Chairs or the appropriate people from committees on which the candidate has served and request a written evaluation or an interview about the candidate from them.

To carry out the faculty interviews:

- _____ Review the teaching and scholarly material of the candidate before interviewing the members of her/his department.
- _____ Make materials submitted by the candidate available to all full-time members of the department prior to their interviews.
- _____ Make every effort to interview individually every full-time faculty member in the candidate's department including FRB representatives and Deans, if any. Faculty on leave should be invited to submit letters, e-mail or to be interviewed by phone. Comments from colleagues are to be summarized for the report, with names removed.
- _____ Interview students and faculty who request an opportunity to speak to the Committee.

WRITING THE REAPPOINTMENT REVIEW REPORT

General comments:

- **Make sure all pages are typed in at least 12-point font and numbered. Appendices should also be separately numbered (such as A1, A2, A3,...B1, B2, B3...; by hand is acceptable).**
- **All important perceived deficiencies in the candidate's record (if any) that are mentioned in the confidential portions of the materials submitted to the FRB must be summarized in that part of the report given to the candidate.**

Procedural section

This section should clearly describe the procedures without compromising confidentiality.

To be included:

- _____ Description of sample of student and alumni selected for interviews.
- _____ List of faculty members interviewed (numbers and departments).
- _____ Description of letters solicited and received (number, category of writers: students, alumni, colleagues, etc.).
- _____ Date of the meeting with the candidate.

Teaching section

To be included:

- _____ Discussion of courses: types, student population, and how the candidate's specialization and ability to teach particular courses meets the department's curricular needs.
- _____ Summary of the student interviews and the student and alumni letters.
- _____ Summary of colleagues' views: team teaching and peer observation.

- _____ Review of course syllabi, exams, portfolios, and homework (placed in the context of class size, major or non-major course, upper-level or introductory course, and the level of difficulty).
- _____ Report on in-class student evaluations.
- _____ Discussion of First-Year Preceptorial, Sophomore Research Seminar and Scholars Research Seminar evaluations (separate from discussion of departmental courses).
- _____ Summary of the candidate's grades and how they compare with those of the department as a whole. Discussion of variations from the norm, if necessary.

Scholarship section

To be included:

- _____ One- or two-paragraph discussion and summary of the candidate's field of study.
- _____ Summary of material submitted for consideration (dissertation, published and unpublished work, funded and unfunded grant proposals, discussion of exhibits, etc.) with verification of the status of scholarly items listed on the candidate's CV (e.g., offprints, letters from editors, etc.). Indicate when and where the work was done.
- _____ Discussion of the quality of the journals/presses in which the candidate has published. Was the work peer-reviewed? Determine the acceptance rates, if applicable, and any other measures of the quality of the venues.
- _____ Discussion of colleagues' reports on scholarship.
- _____ Discussion of committee members' evaluation of scholarship and of the scholarly program presented in the candidate's statement.
- _____ Description of the candidate's contribution to jointly written articles.
- _____ Discussion of how the candidate's area of scholarship fits the needs of the department.

College service section

To be included:

- _____ Summary of service activities in the department, College, and relevant community service.
- _____ Other types of contributions to the College.
- _____ Summary of statements and letters by committee chairs concerning the candidate's contribution.
- _____ Summary of colleagues' statements.

FINAL STEPS IN PREPARING THE REPORT

- _____ Attach the following materials as separate appendices to the narrative section of the report:
1. the candidate's CV
 2. the candidate's statement of teaching and research objectives
 3. a copy of the quantitative summary from the end-of-course evaluation of each course taught
 4. letters solicited from students. **NOTE: On the original copy of the report, which goes to the Dean of Faculty, the student name should appear on each student letter along with the course number, term and year for all courses taken by that student with the candidate. In all other copies of the report, the student names on the student letters should be deleted.**
 5. other letters submitted to the committee including statements of dissent from the recommendation by department members
 6. copies of notices in campus publications
 7. miscellaneous items
- _____ Make a copy of the committee's report (with the appendices) available to all the tenured members of the candidate's department. This copy should not show the student names on the student letters, as noted above.
- _____ Prepare a cover sheet (signed by all tenured department members except in cases where membership on the FRB precludes participation in the departmental process). Each member should indicate concurrence or non-concurrence with the recommendation of the report; letters of dissent from the recommendation may be attached to the final report.
- _____ **At least one week before submitting the report to the FRB**, give a copy of the final report of the reappointment review committee to the candidate. The copy given to the candidate should not include any confidential material (the cover letter, any statements of dissent from the recommendation, and any attachments or appendices containing confidential material).
- _____ Invite the candidate to respond to the report in writing.
- _____ Attach the candidate's written comments (if any) to the final report.
- _____ Make 9 copies of the report including the appendices (for the five senior FRB members, one junior member, the President, the Affirmative Action Director, and the Dean of Academic Departments). The original report goes to the Dean of the Faculty.
- The copies should include the discussion of teaching, service and scholarship, the recommendation for reappointment or for a terminal contract, and the appendices.
- _____ Deliver all the copies of the report (but not the original) to the Assistant to the Dean of Academic Departments. Each report should be delivered in a separate **sealed** envelope with the name of the recipient printed on the outside.
- _____ Take supporting material not included in the report (books, articles, course evaluation forms, etc.) to the Deans' Office in Science and Engineering, S-100, where it is available to appropriate members of the FRB for review.

N.B. The FRB should be informed of any *final* acceptances of manuscripts (i.e., not merely "revise and resubmit") up to the due date of the report, which is May 1st for spring-term reviews.