WLC Annual Evaluation Guidelines

Assistant Professors in the 4th and 5th years of the seven-year cycle

Faculty undergoing Post Tenure Review

Revised December 2017

Probationary faculty, whose contracts have been renewed, are normally evaluated in the fourth year of the seven-year cycle by the Department Chair, and in the fifth year by the Faculty Evaluation Committee and the Department Chair. Tenured faculty have a Post Tenure Review every seven years conducted by the FEC and the Department Chair.

During the spring semester, the Department Chair meets individually with faculty members to discuss their written evaluations. These evaluations serve as the basis for promotion (as applicable) and salary increments.

As part of your evaluation, you will complete the current LAS P&T Dossier Template (Tab 1 and Tab 2) and submit as a Word document:

1. **Assistant professors** in their 4th and 5th years of review: in Tab 2 and your separate CV, highlight in yellow scholarly production and activities that occurred during the calendar year of review so that they are differentiated from past and forthcoming work.

2. **Tenured faculty** undergoing PTR should also submit the completed LAS Tabs 1 and 2 as a Word document and a separate CV as a PDF (no highlighter).

Your Template/Tabs and all other evaluation/supporting materials will be submitted via CyBox using a folder created by Amanda Runyan (e.g. Smith Joan Evaluation 2017). For full directions, please see the Statement on Electronic Submission of Materials, available on the Annual Evaluations page of the WLC website. Supporting documents may be submitted in the format of your choosing.

All evaluation materials should be submitted by the second Tuesday after the beginning of spring semester classes, 5:00 p.m. Faculty will lose access to this CyBox folder by noon of the day after the submission deadline. If for some reason you will not complete uploading your review materials by this time, you must write to Amanda Runyan (cc Chad Gasta) and ask that you retain access to the CyBox folder until a specified date.

Submit the following materials:

1. **Current LAS P&T Dossier Template, Tab 1 and Tab 2** (including Position Responsibility Statement(s) and curriculum vitae in Tab 1).

2. A separate copy of your CV as a PDF.

3. Last 4-5 years (depending on position start-date) of statistical and narrative student evaluations.

4. Assistant Professors submit third-year FEC classroom evaluations and other peer classroom evaluations as you see fit.

5. For PTR, and if applicable, submit any FEC classroom visit evaluations that may have been done since your last FEC review; none are mandated.

6. All syllabi and a selection of different types of teaching materials (one folder with PDFs in sub-folders organized by course) that you may have created. Please, do not submit everything, a couple of examples is sufficient (not more than one PowerPoint per class); if more is needed it will be requested.

7. Your scholarship (articles, conference papers, reviews, commentaries, grant applications, other scholarly products, including work in progress).