

REVIEW AND REAPPOINTMENT OF FIRST-YEAR FACULTY

This agreement specifies the evaluation process for newly hired tenure track faculty during their first year of employment.

1. First Year Evaluation:

Student and Peer Evaluation: During the first year of employment the faculty member shall be required to undergo both student evaluations and faculty (peer) observations in at least two different courses (or two different sections if only one course is taught) in the fall semesters. These evaluations shall not occur before the ninth (9th) week of the semester.

Portfolio Preparation: In addition to student evaluations and peer observations, the faculty member shall prepare a statement of teaching interest, current research and scholarly activity as well as a research plan for the next academic year.

School/Departmental Consultation: Before the end of the fall semester the portfolio shall be reviewed and discussed by the school/departmental ARTP committee which will prepare a written statement regarding the faculty member's teaching performance and research agenda. This statement shall be forwarded to the Department Chair or Chair of the ARTP committee to be used during the consultation with the faculty member and will be included in the faculty member's portfolio. During this consultation the Department Chair or Chair of the ARTP committee and the candidate shall review the peer observations and summaries of student evaluations as well as the faculty member's plans for research. The Department Chair or Chair of the ARTP committee and the faculty member shall also review the summary statement from the departmental ARTP committee. During the consultation the Department Chair or Chair of the ARTP committee may make recommendations for improvement if necessary and may direct the faculty member to various services for teaching improvement or arrange for a departmental mentor. The Department Chair or Chair of the ARTP committee will prepare a short written summary of the consultation which will be included in the faculty member's portfolio. After the inclusion of the summary statement in the portfolio the faculty member will review the portfolio and initial and date all items indicating that he/she has seen and read them. The faculty member may, if he/she chooses, provide a written response to the Department Chair or Chair of the ARTP committee statements for inclusion in the portfolio.

In the spring semester after the student evaluations and faculty (peer) observations are completed the Department Chair or Chair of the ARTP committee and the faculty member shall review the observations and summaries of student evaluations as well as the faculty member's progress in his/her research plan.

Notification of Dean and VPAA: After the fall semester consultation with the faculty member the Department Chair or Chair of the ARTP committee will forward copies of the completed portfolio to the Dean who will, in turn, forward it to the VPAA.

2. Notice of Reappointment:

The VPAA will make a recommendation regarding reappointment of the faculty member to the President. The first-year faculty member shall be informed of reappointment by the date specified in the current contract.

3. Reappointment Application:

After the initial reappointment the faculty member shall apply for reappointment at the beginning of his/her second year of employment and subsequently each year until the tenure year as per established procedures for reappointment and tenure.