

**REAPPOINTMENT/RENEWAL RECOMMENDATION
FOR THE 20___ - ___ ACADEMIC YEAR**

NAME _____ **DEPARTMENT** _____

- ___ **Tenure-track appointment, after first (fall) semester. Due February 1.**
- ___ **Tenure-track appointment, in the fall of the second year. Due November 1.**
- ___ **Tenure-track appointment, in the spring of the second and subsequent years. Due June 1.**
- ___ **Multi-year term appointment, each year after fall semester. Due February 1.**

This form should be submitted to the Dean's Office together with a narrative evaluation prepared by the department chair. The following criteria correspond to the standards for faculty evaluation listed in the Faculty Manual.

A. Effective Teaching: (Please take into account *all* the criteria for effective teaching, both classroom and non-classroom activities, including academic advising, independent study supervision, informal contacts, etc.):

Poor Fair Good Very Good Excellent

B. Significant Professional Activity: (Evaluate recent professional growth and activity in light of the relevant departmental statement(s) on significant professional activities.)

Poor Fair Good Very Good Excellent

C. Other Contributions to the Purposes of the College: (Evaluate contributions to department and college planning and administration, to achieving the goals of the college, etc.)

Poor Fair Good Very Good Excellent

DEPARTMENT CHAIR'S RECOMMENDATION

Reappointment/Renewal for the academic year indicated above. **Non-Reappointment/Non-Renewal**

Department Chair

Date

Department Chair

Date

ASSOCIATE DEAN'S RECOMMENDATION

Reappointment/Renewal for the academic year indicated above. **Non-Reappointment/Non-Renewal**

Associate Dean

Date

Associate Dean

Date

DEAN'S RECOMMENDATION

Reappointment/Renewal for the academic year indicated above. **Non-Reappointment/Non-Renewal**

Provost and Dean of the College

Date

Excerpt from Section 4.VII of the Faculty Manual

The following criteria for judgment are qualitative standards in terms of which candidates for jobs, tenure, and promotion will be evaluated. The goal in applying the criteria is distinction as well as competence. The three areas of criteria are listed in descending order of priority. The third area is subordinate to the first two, but it is a category in which faculty are expected to make a contribution. Within each category the specific criteria are to be understood as together being standards of measurement of the area of which each is a part, and the list in each category in descending order of priority. These criteria are neither inclusive nor exclusive, nor is there priority binding with equal force in all cases; exceptions may be justified by unusual circumstances, and the listing of these criteria shall in no way preclude a warranted exception.

A. Categories for Evaluation of Faculty with Normal Teaching Appointments

1. Effective Teaching

- a) Extent of mastery of subject matter.
- b) Ability to stimulate the intellectual development of students in the area of one's own discipline; effectiveness in communicating the skills, methods, and intellectual content appropriate to one's discipline.
- c) Effectiveness in classroom teaching, in informal academic contact with students, in supervision of tutorials and independent study, and in evaluation of student work.
- d) Effectiveness in advising students, including being available for advisee meetings and being well-informed about college and departmental requirements and programs.
- e) Demonstrated concern for the role of one's discipline in liberal education, for its relationship to other intellectual perspectives, and, where appropriate, for its bearing on questions with moral, social, and religious dimensions. This concern may be demonstrated by work in the general education programs and in interdisciplinary areas as well as in one's own discipline.
- f) Ability to relate professional goals to the needs and goals of one's students as whole persons.

2. Significant Professional Activity

- a) Excellence and extent of public professional activity and other evidence of research, scholarship, and creative activities. When approved by the Board of Regents or its designee, department statements on Significant Professional Activities are binding on the College.
- b) Ability to relate scholarship, research, and creative activity to effective teaching.
- c) Success in stimulating the intellectual development of one's colleagues through disciplinary or interdisciplinary work.

3. Other Contributions to the Purposes of the College

- a) Contributions to department and college planning and administration.
- b) Contributions to the life of the College as a community and leadership in achieving the goals of the College.
- c) Contributions to extending the resources of the College to the wider community.

