

## THE EVALUATION OF SIGNIFICANT PROFESSIONAL ACTIVITY

Draft by: LaVern J. Rippley

Oct. 18, 04

In accordance with the faculty manual, the German Department encourages committed teaching and scholarly/professional activity. Addressing the latter, the Department acknowledges that scholarly pursuit can take a variety of forms but must measure up to standards of rigor. In general, the Department expects its members to demonstrate an ability to relate scholarship, research and creative activity to effective teaching both in the campus classroom and within the campus faculty, as well as in professional and community organizations.

The following is a list of scholarly and professional categories beginning with the most significant.

### Level 1

1. Refereed publications: books, including literary, critical, and pedagogical (textbooks) materials in print; articles, or parts of books, including literary, critical and pedagogical materials in print;
2. Leadership in structured, professionally-recognized activities or programs, including summer, semester or year-long programs, workshops, institutes, and seminars;
3. Refereed presentations at professional meetings;
4. Reviewing, editing and refereeing. These activities may coincide with those described in category 1, depending on extensiveness and significance of the work and if it resulted in publication;
5. Leadership in professional organizations, including:
  - a) Organizing international, national, regional or state professional meetings;
  - b) Serving as an officer for international, national, regional or state professional organizations;
  - c) Exercising leadership in regional and state humanities and foreign language programs.

### Level II

1. Significant honors, grants and awards from sources external to St. Olaf;
2. Non-refereed publications;
3. Non-refereed presentations at national or regional professional meetings;
4. Awards, honors, grants from internal sources refereed by St. Olaf peers;

5. Attendance at national or regional professional meetings;
6. In-progress, unpublished work;
7. Campus and community presentations.

### Level III

1. Membership in national, regional, or state professional organizations.
2. Evidence of mentoring alumni-status students in career development.

The German Department proposes the following procedures concerning the periodic review of its members:

1. Department members on tenure track will be reviewed according to the procedures specified in the Faculty Manual.
2. Tenured department members will be reviewed, normally in the third year following a sabbatical leave, according to the following procedures:

Early in the fall of the year, the faculty member under review will choose two colleagues in the department (one of whom may be the chair) to organize the review and collect data. Procedures will include:

- a) classroom visits (of at least two different classes) by the review team;
- b) solicitation of student opinions (using gold forms or some other instrument agreed upon by the reviewee and the review team);
- c) solicitation of the opinions of all other departmental colleagues concerning the reviewee's teaching, professional work, and service to the department and the college as a whole.
- d) a statement by the reviewee concerning the areas in c);
- e) an outside evaluation of a recent piece of the reviewee's scholarly work.

The review team will keep the reviewee informed as to the progress of the review.

By April 1 the chair of the department will submit a written report to be filed in the department office and to the reviewee summarizing the information gathered and commenting on the strengths and weaknesses of the reviewee.