

MIDTERM REVIEW GUIDELINES

I. Purpose

The midterm review is an opportunity to evaluate the performance of untenured Assistant/Associate Professors, indicating strengths and weaknesses compared to College standards for teaching, scholarship (including department/program guidelines), and service, and areas in need of improvement. The programmatic aspects of the review must be addressed, with full attention by the Department Head and the department*. The midterm report includes a recommendation concerning reappointment.

The midterm review is not a tenure review, and it is to be understood that a favorable evaluation at the time of the midterm review does not offer any guarantee of subsequent tenure and promotion. However, the Department Head should feel free to discuss with the candidate whether or not his/her performance, in the Department Head's opinion, is developing properly toward that end.

The midterm review will also serve as the occasion for the candidate to address his/her plans and goals for a research leave and for colleagues to comment on those plans and goals. Therefore, a comprehensive research leave proposal should be part of the self-evaluation.

II. Pertinent Sections of the *Faculty Handbook*

The following sections of the *Faculty Handbook* address the policies and procedures governing the midterm review:

- 4.1 - Faculty Members and Other Officers of Instruction
- 4.2 - Faculty Standards
- 4.3 - The Review Processes (particularly 4.3.5.2)
- 6.1.15.2 - Research Leave Program

III. Documentation provided by the Candidate (see 4.3.5.2.1 - 2) **Due by the end of January 2018**

In the midterm review process, the Department Head and the faculty member under review provide the Departmental Review Committee with materials relevant to the faculty member's teaching performance, scholarly contributions (including plans for continued professional growth), and service. In the self-evaluation, the candidate should address plans and goals for a research leave. The Department Head may request a letter or letters of evaluation from a member or members of the Lafayette Faculty, outside the candidate's department, who are well suited to review the candidate's interdisciplinary teaching. Hard copies of such evaluations letters should be received by the Provost no later than **January 8, 2018**.

The candidate will prepare the following materials and upload them to his/her Spaces site:

- Self-evaluation: The target length for the self-evaluation should be **approximately 10 pages**, single-spaced (see Section 4.3.4.1 for a description of the self-evaluation) - the self-evaluation should describe and explain the candidate's teaching, scholarship, and service, noting their significance to the College and the profession and to the candidate's developing career. The self-evaluation should address how the teaching, scholarship, and service meet the College and department standards. The candidate may include explanatory or amplificatory material that he/she considers relevant. In discussing scholarship, the candidate should note what part of his/her scholarly work was done while at Lafayette.
- Updated curriculum vitae (see Section 4.3.4.2) - this document should include (among other things) the dissertation title, date, and adviser; a list of courses taught, honors projects, independent study projects, internships, and other teaching activities; a list of all publications and

artistic works, conference presentations, and other scholarly activities; and a chronological list of service to the department, the College, and the profession.

- Portfolios of teaching, scholarship and service (see Sections 4.3.4.3 - 5)

The **teaching portfolio** is designed to help provide as full a picture as possible of the individual faculty member's teaching responsibilities, goals, strategies, achievements, and plans. The faculty member should include in the teaching portfolio:

- a. a record of sections of courses taught, with enrollments
- b. representative syllabi for all courses taught
- c. a sampling of course materials (e.g., assignments, exams, student work)
- d. a statement, including numbers, of academic advising responsibilities
- e. a list of consulting projects, when it can be demonstrated that such consulting enhanced teaching effectiveness.

The **scholarship portfolio** should contain copies of published work and other scholarly materials. The candidate may also provide supplementary information that he/she believes will enable the department and the Promotion Tenure and Review Committee to get a fuller picture of her/his scholarly/artistic achievements. Such information may include, for example, reviews of books or articles, listing of citations of her/his work, and references to awards.

The **service portfolio** may contain any materials that illustrate or amplify the listing of the service activities in the curriculum vitae.

- Student evaluations (see section 4.2.1.1.2) - Student evaluations of teaching are to be considered by the Promotion, Tenure, and Review Committee as one of the important measures of a teacher's abilities in the classroom. Written comments submitted by students as part of the College-wide evaluation of teaching will be examined or released only upon written request of the faculty member being evaluated.

IV. Materials provided to Department Head (see 4.3.5.2.3)

Due by the end of January 2018

In order to facilitate the review of materials by the Departmental Review Committee, and in order to ensure that the Departmental Review Committee and the Promotion, Tenure, and Review Committee have access to similar files assembled for review purposes, the Provost will upload the following materials onto the candidate's Spaces site:

- Letters of evaluation (if any) from other members of the Lafayette Faculty assessing the candidate's interdisciplinary teaching
- Reappointment letters
- Professional Activities Forms
- Classroom observation summaries
- Pre-midterm self-evaluation[†]
- Pre-midterm conference report[†]
- Response (if any) to pre-midterm conference report [†]

[†] And/or annual reviews and self-evaluations if hired before 2012

The candidate has the right to respond to any or all of the materials by memorandum to the file, and at the discretion of the candidate, some or all of such response(s) will be made available to members of the Departmental Review Committee. Once the candidate has had an opportunity to respond, the Provost provides all these materials to the Department Head and the members of the Departmental Review Committee.

V. Departmental Review Committee Evaluation and Recommendation (4.3.5.2.4 - 5)

Each member who is eligible to participate in the Departmental Review Committee is normally expected to participate fully.

The Departmental Review Committee evaluates the record of the faculty member under review, using the College standards for teaching, scholarship, and service. The DRC contextualizes the candidate's scholarly record in relation to the department's scholarship guidelines. The DRC also discusses the programmatic needs (present and future) of the department and the College and offers comments on the proposed leave's potential for advancing the candidate's scholarly development.

If the Departmental Review Committee requests additional information, the request should be in writing. The candidate will be allowed to respond to any such additional information before the DRC concludes its deliberations. All additional information and responses (if any) from the candidate will be made part of the file.

Following the Departmental Review Committee's deliberations, the Department Head prepares a letter detailing the DRC's evaluation of the candidate, the proposed research leave, and the programmatic needs of the department. The evaluation should provide a clear and unambiguous global contextual summary of the record. A recommendation regarding reappointment should also be included. This letter should include the signatures of those who participated in the meeting(s). By **February 16, 2018**, the Department Head submits the letter to the Provost, with copies to the candidate and to the members of the Departmental Review Committee.

VI. Promotion, Tenure, and Review Committee Evaluation (4.3.5.2.6 -7 and 4.3.7)

The Provost adds to the file the letter from the Departmental Review Committee and any letters of evaluation submitted pursuant to Section 4.3.1.3.1. The candidate shall again inspect the file and, by memorandum to the file, has the right to respond to any or all of the materials in the file. At the candidate's discretion, such response(s), or a subset of them, will be made available to the Departmental Review Committee. After the candidate has had an opportunity to comment on the file, the file is released to the Promotion, Tenure, and Review Committee.

*Department Head and/or department should read Program Chair and/or program where appropriate throughout these guidelines.