

## 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/Program Chair and the department/program. 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/Program Chair should feel free to discuss with the candidate whether or not his/her performance, in the Department Head's/Program Chair'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, an additional description (no more than two pages) of the candidate's plans and goals for a research leave should accompany 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

Candidates may elect to have their teaching evaluated under the academic year 2020-21 or 2021-22 distinctive teaching criteria.

### III. Documentation provided by the Candidate (see 4.3.5.2.1 - 4.3.5.2.2) Due by the end of January 2023

In the midterm review process, the Department Head/Program Chair and the faculty member under review provide the Departmental Review Committee (DRC)/Program Review Committee (PRC) with materials relevant to the faculty member's teaching performance, scholarly contributions (including plans for continued professional growth), and service. The self-evaluation should be accompanied by an additional description (no more than two pages) of the candidate's plans and goals for a research leave. The Department Head/Program Chair may request a letter or letters of evaluation from a member or members of the Lafayette Faculty, outside the candidate's department/program, who are well suited to review the candidate's interdisciplinary teaching. These letters should be sent to the Provost no later than **January 6, 2023**.

The candidate will prepare the following materials and upload them to a Spaces site created by the Provost's Office:

- Self-evaluation: The self-evaluation should be **no more than 10 pages**, single-spaced, with an additional description (no more than two pages) of plans and goals for the research leave (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/program standards. The candidate may include explanatory or amplificatory material that the candidate considers

relevant. In discussing scholarship, the candidate should note what part of their 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/program, the College, and the profession.
- Portfolios of teaching and scholarship and annotated service list (see Sections 4.3.4.3 - 4.3.4.5)

The **teaching portfolio** is designed to help provide a clear and accurate 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 representative sampling of course materials that exemplifies the faculty member's teaching, particularly in relation to the College's teaching standards, rather than a comprehensive collection
- 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 the candidate believes will enable the department/program and the Promotion Tenure and Review (PTR) Case Committee to get a fuller picture of the candidate's scholarly/artistic achievements. Such information may include, for example, reviews of books or articles, listing of citations of the candidate's work, and references to awards.

The **annotated service list** should contain a record of the candidate's service activities accompanied by dates and a brief description of the nature of the candidate's particular contributions.

#### **IV. Materials provided by Provost's Office (see 4.3.5.2.3 - 4.3.5.2.4) Due by the end of January 2023**

In order to facilitate the review of materials by the DRC/PRC, and in order to ensure that the DRC/PRC and the PTR Case Committees 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
- Pre-midterm conference report
- Response (if any) to pre-midterm conference report
- Classroom observation summaries
- A summary of the numerical medians and the aggregated numerical responses for each course's student evaluations.

- The comments on the course evaluation form submitted by students as part of the College-wide evaluation of teaching will be included in the file only upon written request of the faculty member being evaluated.

Student evaluations (see section 4.2.1.1.2): Student evaluations of teaching are to be considered by the PTR Committee as one of the important measures of a teacher's abilities in the classroom.

The candidate inspects their midterm file and 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 DRC/PRC. Once the candidate has had an opportunity to respond and has given permission to release the file, the Provost provides the file to the candidate's DRC/PRC.

**V. Departmental Review Committee/Program Review Committee Evaluation and Recommendation (4.3.5.2.5)**

Each member who is eligible to participate on the DRC/PRC is normally expected to participate fully.

The Department Head/Program Chair holds a meeting or meetings of the Departmental/Program Review Committee. At the beginning of the discussion, the Department Head/Program Chair confirms that each participant has read the entire file and Appendix V, "Recommended practices for departmental/program and institutional interpretation of student evaluations."

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

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

Following the DRC's/PRC's deliberations, the Department Head/Program Chair prepares a letter detailing the DRC's/PRC's evaluation of the candidate, the proposed research leave, and the programmatic needs of the department/program. 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 13, 2023**, the Department Head/Program Chair submits the letter to the Provost, with copies to the candidate and to the members of the DRC/PRC.

**VI. Materials to the Promotion, Tenure, and Review Case Committee (4.3.5.2.6 - 4.3.5.2.7)**

The DRC's/PRC's letter is added to the faculty member's review file. The faculty member under review has the opportunity to respond to the DRC's/PRC's letter. Their response, if any, is submitted to the Provost and is available to the candidate's PTR Case Committee when it conducts its midterm review of the faculty member. The response of the faculty member under review is made available to the members of the DRC/PRC at the candidate's discretion.

The candidate inspects their midterm file and 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/Program Review Committee. Once the candidate has had an opportunity to respond and has given permission to release the file, the Provost provides the file to the candidate's PTR Case Committee.