

MIDTERM REVIEW GUIDELINES

NOTE: The following guidelines are meant to provide helpful information but do not, in any way, supersede the policies and procedures in the *Faculty Handbook*. All queries, and materials for the Office of the Provost, should go to Marlene Vant Hoogt, Academic Affairs Manager at vanthoom@lafayette.edu. Please see the timeline at the end of the document for all pertinent deadlines.

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 (DH/PC) 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 DH/PC should feel free to discuss with the candidate areas in which their work is/is not developing toward that end.

The midterm review will also serve as the occasion for the candidate to address their 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

III. Documentation provided by the Candidate (Sections 4.3.5.2.1 - 4.3.5.2.2)

In the midterm review process, the DH/PC 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 DH/PC may request a letter or letters of evaluation from members of the Lafayette Faculty, outside the candidate's department/program, who are well suited to review the candidate's interdisciplinary teaching.

The candidate will prepare the following materials and upload them to an online portal created by the Office of the Provost:

- **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 (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.

For the self-evaluation, faculty are also welcome to share information about extraneous circumstances that have impacted their midterm review case, including but not limited to COVID-19, federal grant funding, and travel impacts. As is stated in the beginning of Section 4.2 of the *Faculty Handbook*: “As the COVID-19 pandemic has impacted every faculty member’s professional and personal life, candidates for tenure and promotion are invited and encouraged, though by no means obliged, to describe and clarify in their self-evaluation the circumstances under which they endeavored to make progress.”

- Updated curriculum vitae (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 (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 record of sections of courses taught, with enrollments
- representative syllabi for all courses taught
- 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
- a statement, including numbers, of academic advising responsibilities
- 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 (Sections 4.3.5.2.3 - 4.3.5.2.4)

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 Office of the Provost will upload the following materials onto the candidate’s online portal:

- 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 (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 Office of the Provost provides the file to the candidate's DRC/PRC.

V. DRC/PRC Evaluation and Recommendation (Section 4.3.5.2.5)

Each member who is eligible to participate on the DRC/PRC is normally expected to participate fully. The DH/PC holds a meeting or meetings of the DRC/PRC. At the beginning of the discussion, the DH/PC 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 DH/PC 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 and endorsement of research leave plans need to be included. This letter should include the signatures of those who participated in the meeting(s).

By February 12, 2027, the DH/PC submits the letter to the Office of 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 Office of 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 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 PTR Case Committee.

VII. Timeline

	<u>Midterm Review</u>
<u>Due to the Office of the Provost:</u> Letters evaluating candidate's interdisciplinary teaching (if applicable)	January 5, 2027
Candidate Formally Releases File to DRC/PRC	January 15, 2027
<u>Due to the Office of the Provost:</u> DRC/PRC Evaluation and Recommendation Letter	February 12, 2027