b) At the time of each review for promotion and tenure, the Personnel Committee will assign one of its members (“reviewer”) to each faculty member undergoing review (“reviewee”). The reviewer must be at least of the same rank as that for which the faculty member is a candidate, and must be tenured in the case of a final tenure review. The Personnel Committee shall endeavor to avoid conflict of interest when assigning members to review cases. Faculty not on the Personnel Committee who believe an assignment may result in a conflict of interest may state their objections to the Personnel Committee through the Provost. Both in gathering data and in writing reports and summaries, reviewers shall endeavor to ensure confidentiality and, except in the case of student course evaluations, shall disregard comments or evaluations for which authorship is not claimed. Responsibilities of reviewers are as follows:

1) review the faculty member’s personnel file, including departmental assessment summaries and any prior reviews;

2) meet with the reviewee at least once toward the beginning of the review process in order to provide an orientation to the process and both ask and answer questions, and again toward the end of the process to address issues or concerns that may have been raised during the review process, and to ask any follow-up questions (see number 9, below);

3) solicit written feedback from and interview each member of a reviewee’s department (alternate means of soliciting input may be required if a departmental colleague is out of the area; in such instances telephone interviews or extensive written feedback should suffice; a formal departmental recommendation is not required);

4) solicit evaluations from faculty colleagues and administrators who have relevant information;

5) examine student course evaluations provided by the reviewee;

6) attend two class sessions taught by the reviewee, preferably of two different courses;

7) interview at least eight students from classes taught the previous two years, one-half of the number of students interviewed selected from a list provided by the reviewee and the other half chosen by the reviewer from class rosters;

8) solicit external reviews and evaluations of professional competence in teaching and scholarship (required for candidates for promotion to full professor; optional in other reviews);

9) prepare a written report as a basis for deliberation and recommendation of the Personnel Committee; this report shall be given to the faculty member undergoing review no later
than one week prior to the personnel committee’s initial meeting in which the report will be discussed;

10) allow reviewee the opportunity to respond in writing to any concerns that he or she might have regarding the report. The written response should be submitted to the chair of the personnel committee 48 hours prior to the scheduled personnel committee’s initial meeting in which the report shall be discussed. The reviewee’s response shall be considered, together with the actual report, by the entire committee during the scheduled review meeting.

9) prepare and submit a written report as a basis for deliberation and recommendation of the Personnel Committee, including the reviewee’s self-assessments in an attached appendix.

Current Handbook in Effect

Responsibilities of reviewers are as follows:

1) review the faculty member’s personnel file;
2) solicit evaluations from faculty colleagues possessing relevant information, especially from those within the department of the person under review;
3) receive from the departmental chair a written evaluation, including recommended action;
4) request evaluations from administrators who possess relevant information;
5) examine student course evaluations provided by reviewee;
6) attend two class sessions taught by the reviewee, preferably of two different courses;
7) interview eight or more students from classes taught the previous two years; one-half of the number of students interviewed will be selected from a list provided by the faculty member and the other half chosen by the reviewer from class rosters;
8) ensure confidentiality of communications and, in all instances, disregard comments or evaluations for which authorship will not be claimed;
9) solicit external reviews and evaluations of professional competence in teaching and scholarship; required for candidates for promotion to full professor, optional in other reviews;
10) prepare and submit report as a basis for deliberation and recommendation of the Personnel Committee.

We will also move the following:
That at least once per academic year ongoing (with at least one semester of experience) and/or outgoing members of the personnel committee sponsor a forum open to all faculty, but targeted toward those faculty who have not yet been reviewed, to explain the duties and responsibilities of candidates under review, and to outline and answer questions about process and criteria. In addition, we charge the personnel committee to submit to faculty council a “training document” that includes accepted procedures and advice on gathering qualitative research data, conducting meetings with reviewees, conducting interviews, and writing reports. The training document will then become part of the newly created “Faculty Advices and Queries” and will be used by subsequent personnel committees.