

## Personnel Review Summary Statements Motion

### Rationale

This motion is the result of a series of discussions this year at faculty meetings, Personnel Committee Meetings, and Faculty Council meetings. The goal of these conversations has been to bring greater clarity to the review process, so that what we communicate to candidates, especially at the intermediate tenure review, reduces unnecessary anxiety among pre-tenured faculty.

The current motion, if passed, would replace our current numbering system with a requirement that pre-tenured candidates receive a more robust summary statement that explicitly states what faculty need to do to be on course for tenure.

### Motion

To amend sections 2.2.1.1 and 2.2.1.4 of the Faculty Handbook in order to replace the numbering system for Personnel reviews with a requirement for more precise summary statements.

**PROPOSED HANDBOOK LANGUAGE** (additions in bold, deletions struck through)

#### **2.2.1.1 Criteria and Quantification of Criteria**

a) ~~Criteria:~~

- 1) fundamental criterion
- 2) additional criteria
  - i) teaching
  - ii) professional development
  - iii) institutional service

b) ~~Quantification:~~

~~Whereas the fundamental criterion is either met or not, ratings for each of the three additional criteria range from one (failing) to seven (distinguished).~~

- 1) ~~failing~~ falls short of acceptable expectations in most applicable aspects of performance
- 2) ~~needs substantial improvement~~ falls short of acceptable expectations in several aspects of performance
- 3) ~~needs some improvement~~ falls short of acceptable expectations in one or two applicable aspects of performance
- 4) ~~acceptable~~ performs at an acceptable level in all applicable aspects
- 5) ~~very good~~ exceeds the acceptable level of performance in most applicable aspects
- 6) ~~masterful~~ performs exceptionally well in all applicable aspects
- 7) ~~distinguished~~ exceptional performance in all applicable aspects, not only as determined by the college community, but also recognized by the community, state and/or national level of professional peers

#### **2.2.1.4 Procedure**

Personnel Committee Reviews & Recommendations. Typically, the intermediate tenure review will occur in the spring semester of the third year, and the final tenure review in the spring of the sixth year. Promotion reviews not connected with the tenure process typically will occur in the fall semester.

a) For each promotion and tenure review, each faculty member being reviewed is responsible to demonstrate sufficient progress toward tenure and promotion in the form of a portfolio presented to the Personnel Committee. Required items include....

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”).... Responsibilities of reviewers are as follows....

**c) After the completion of each promotion and final tenure review, the Personnel Committee will vote whether or not to recommend promotion or tenure. In cases of intermediate tenure reviews, the Personnel Committee will vote whether or not a candidate has passed the review. Each of these decisions will be communicated to the Provost and to the candidate. Prior to communicating this decision, the Personnel Committee will finalize a comprehensive summary statement (approximately 2-3 pages) for the review. Summary statements will include two sections:**

- 1) Formal Recommendation. An opening paragraph indicating the Personnel Committee’s recommendation.**
- 2) Summary. Several paragraphs summarizing the overall findings of the review, organized according to each of the four criteria for review. This section should include affirmations as well as suggestions for improvement or further development.**

**In the case of an intermediate tenure review, the statement will include a third section:**

- 3) Expectations. In this section the Personnel Committee will explicitly state the matters that must be satisfactorily addressed before the candidate’s tenure review.**

⇒ **d)** The chair of the Personnel Committee (or vice chair, as appropriate) will notify the reviewee of the Committee’s recommendation on the day the review is concluded . . .

## **CURRENT LANGUAGE**

### **2.2.1.2 Criteria and Quantification of Criteria**

a) Criteria:

- 1) fundamental criterion
- 2) additional criteria
  - i) teaching
  - ii) professional development
  - iii) institutional service

b) Quantification:

Whereas the fundamental criterion is either met or not, ratings for each of the three additional criteria range from one (failing) to seven (distinguished).

- 1) failing—falls short of acceptable expectations in most applicable aspects of performance

- 2) needs substantial improvement—falls short of acceptable expectations in several aspects of performance
- 3) needs some improvement—falls short of acceptable expectations in one or two applicable aspects of performance
- 4) acceptable—performs at an acceptable level in all applicable aspects
- 5) very good—exceeds the acceptable level of performance in most applicable aspects
- 6) masterful—performs exceptionally well in all applicable aspects
- 7) distinguished—exceptional performance in all applicable aspects, not only as determined by the college community, but also recognized by the community, state and/or national level of professional peers

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- a) For each promotion and tenure review, each faculty member being reviewed is responsible to demonstrate sufficient progress toward tenure and promotion in the form of a portfolio presented to the Personnel Committee. Required items include....
- 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”).... Responsibilities of reviewers are as follows....
- c) The chair of the Personnel Committee (or vice chair, as appropriate) will notify the reviewee of the Committee’s recommendation on the day the review is concluded . . .