



## **Student Reviews of Teaching and Advising Tenure, Promotion and Special Appointment Reviews: Information for Initiators and Candidates**

*Below is a description of the responsibilities of initiators, candidates, and the Office of Institutional Effectiveness and Assessment in preparing for, administering, and summarizing the student reviews of teaching and advising in tenure, promotion, and special appointment reviews.*

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A candidate's dossier in a tenure, promotion, or special appointment review includes the following information from students concerning the quality of the candidate's contributions to student learning and development:

- Individually-completed Student Review of Teaching and Advising questionnaires from a representative sample of current students and recent alumni who have studied with the candidate. Dossiers typically include a minimum of 35 and a maximum of 60 completed reviews (minimum of 24 and maximum of 40 for special appointment reviews).
- A description of the sample and a quantitative summary of the students' responses to the closed-ended questions, prepared by the Office of Institutional Effectiveness and Assessment (IE&A).

Preparations for the student review process begin in the spring semester before the academic year of the faculty member's candidacy. The initiator(s), the candidate, and the tenured members of the department(s) collaborate to develop additional questions (if any) for the student review questionnaire tailored to the specific teaching responsibilities and practices of the candidate, and to prepare sampling instructions for IE&A. The general timeline for these tasks is as follows:

1. ***By mid-May – Draft one or two additional department questions (if any) for the Student Review of Teaching and Advising questionnaire.***

Departments may develop one or two additional questions for the [Student Review of Teaching and Advising questionnaire](#), to address specific aspects of the candidate's teaching practices or responsibilities that may not be elicited by the common questions on the form. Departments may choose not to develop an additional question if they believe the common questions are sufficiently comprehensive. In cases of joint appointment, each department may prepare an additional question. [Suggestions for preparing additional questions](#) are available on the Provost and Dean of the College website.

Departments vary in the way these questions are developed. In some departments, the additional question is developed by the candidate and initiator(s) alone, while in others, all the tenured members participate. In still other departments, the candidate, initiator(s), and tenured members collaborate on a first draft, but the candidate and initiator(s) alone work to adjust the question wording in response to feedback from IE&A (see below).

By mid-May, the initiator(s) should complete the Qualtrics form provided by IE&A, with a draft of the department's additional question(s), if the department has decided to prepare any. IE&A finalizes the wording of the additional questions (if any) proposed by the department(s), working with the initiator(s) until all are satisfied with the wording of all questions. The goal is to complete this part of the process before faculty leave campus for the summer.

**2. *By mid-May* – The initiator(s) submits a completed Sampling Request form to IE&A.**

Shortly after IE&A is notified of the names of candidates for tenure and promotion, IE&A sends a Qualtrics sampling request form to the initiators, with preliminary information drawn from college records concerning the candidate's teaching assignments during the three years prior to the year of the review. The initiator(s) and candidate need to confer to provide any corrections or supplements to that information, and then to establish parameters for IE&A to use in selecting a representative sample of 70 students (50 for special appointment reviews) to be invited to participate in the student review of teaching and advising process. Additional information and recommendations for [preparing a sampling request](#) are available on the Provost and Dean of the College website. IE&A asks for this information by mid-May to ensure that IE&A has the necessary information before faculty leave campus for the summer.

**3. *By late summer and into early fall* – IE&A sends initial requests and multiple reminders to the sample of selected students and alumni, asking them to complete the Student Review of Teaching and Advising questionnaire.**

IE&A begins sending the customized Student Review of Teaching and Advising questionnaire to the sampled alumni and current students in early- to mid-August. The office continues to solicit responses until 35 responses or more have been received (24 for special appointment reviews), or until approximately the end of September – whichever is earliest.

**4. *By Fall Break* – IE&A shares the individually-completed student review questionnaires, the description of the sample, and the IE&A quantitative summary.**

As soon as the requisite number of responses has been received, but generally before fall break, IE&A prepares a description of the demographics of the sample and a quantitative summary of the responses to the closed-ended items. IE&A then saves the completed questionnaires, IE&A's sample description and quantitative tabulations into the candidate's electronic dossier file for access by the initiator(s) and appropriate department members. IE&A also prepares copies of the completed reviews without the demographic identifiers to share with the candidate one week prior to their consultation by December 10 with their Associate Dean(s).