



## **Special Appointment Sixth-Year Reviews: Dossier Contents and Review Process**

### **Faculty Manual provisions for special appointment sixth-year reviews**

Special Appointments will be eligible for reappointment at the discretion of the Dean of the College, upon the recommendation of the department, up to the equivalent of six years of full-time service: 30 courses or course equivalents, taught either part-time or full-time, consecutively or non-consecutively. At the time of reappointment, the terms of the faculty member's appointment will be reviewed, and may be revised. Should the Dean of the College or the Department wish to revise substantively the terms of appointment, the Dean of the College shall first ask the Tenure and Promotion Committee to review and comment on the proposed new terms.

**Section 4.III.H.6.** During the academic year when the faculty member completes the equivalent of six years of full-time service, the performance of the faculty member shall be reviewed by the Tenure and Promotion Committee. The Tenure and Promotion Committee will use as its criteria of review the terms and expectations detailed in the letter or letters of appointment. The Tenure and Promotion Committee will then recommend to the Dean of the College if the appointment should be continued beyond the equivalent of six years of full-time service. The Dean of the College will then recommend to the President whether to continue the appointment and the President shall make the final determination. This review process shall be repeated after each six-year (or equivalent) period of full-time service.

### **Summary of criteria and materials for review**

**Criteria for review:** The sixth-year review of a special appointment faculty member will be based on the Faculty Manual categories for faculty evaluation as appropriate to the terms and expectations described in the faculty member's letter(s) of appointment.

**Portfolio of teaching materials and samples of scholarly/artistic work:** The faculty member will assemble a portfolio of teaching and scholarly/artistic materials as these relate to the letter of appointment, for review by the department chair, the tenured members of the faculty member's department, the non-tenured members of the faculty member's department who have who have completed at least two years of full-time service at the college prior to the year of the review, the Tenure and Promotion Committee, the faculty member's associate dean, and the dean of the college. The portfolio of teaching materials will also be available to the peer reviewers of teaching.

### **Dossier Contents**

The contents of the dossier are based on the candidate's letter of appointment. Since these appointments are unique to each Special Appointment, the Initiator and Candidate should consult with the Provost regarding the composition of the dossier other than the following items, which are common to all such appointments.

*Supplied by the candidate*

- An updated *curriculum vitae*. The *curriculum vitae* shall be prepared in accordance with the instructions provided by the Dean of the College and is not confidential.
- A professional statement, as described in the *Faculty Manual 4.VII.E.4*.
- A sample of teaching materials.
- A sample of recent professional work.

*Other elements of the dossier*

- Previous letters of appointment for the period covered by the review.
- Student and alumni reviews of the candidate's teaching. De-identified student/alumni feedback will be made available to the candidate at least one week in advance of a meeting with the Associate Dean and the Tenure and Promotion Committee.
- Peer reviews of teaching. *Faculty Manual 4.III.K.c-h*
- A draft letter of re-appointment outlining the distinctive elements of the appointment *Faculty Manual 4.III.H*.
- Letter of recommendation and rationale from the Associate Dean, addressed to the Provost.

*Dossier of review materials:*

1. The faculty member's previous letter(s) of appointment (and draft letter of reappointment?)
2. The faculty member's *curriculum vitae*
3. A professional statement prepared by the faculty member
4. Two peer reviews of teaching & interdisciplinary
5. Teaching Materials (new to list)
6. Scholarly/Artistic Work (new to list)
7. Student-Alumni Reviews of Teaching (24-40)
8. Non-Dept. Colleague Statements & Review of Administrative work (2)
9. Statements from tenured faculty members of the department
10. Statement of recommendation & rationale from the initiator/dept. chair
11. Statement of recommendation & rationale from the associate dean

**Details on dossier contents**

1. **The faculty member's previous letter(s) of appointment and draft letter of reappointment.** The dossier shall include a copy of the initial letter of appointment specifying the terms and expectations for the appointment, and of any subsequent letters of re-appointment. The dossier shall also include a draft letter of re-appointment that specifies the terms and expectations for the appointment if the faculty member is renewed for another term.
2. **The faculty member's curriculum vitae.** The curriculum vitae shall be prepared in accordance with instructions provided by the Dean of the College and is not confidential.
3. **A professional statement prepared by the faculty member.** The professional statement shall convey the faculty member's analysis and appraisal of their professional development, distinctive accomplishments, and priorities for the future in relation to the categories for faculty evaluation (Section 4.VI.B.) as appropriate to the terms and expectations described in their letter(s) of appointment. The principal purpose of the faculty member's statement is to provide

an interpretive framework for the evaluation of the scope and significance their work and their maturation as an instructor, scholar or artist, and colleague. The statement should demonstrate the faculty member's capacity for self-aware reflective practice, ongoing growth and improvement, and promise of sustained contributions. The statement shall be no longer than 3000 words.

4. **Peer reviews of the faculty member's teaching.** Peer reviews of teaching shall be independently prepared by two tenured members of the faculty member's department, selected by the department chair in consultation with the faculty member. If there are not two tenured members of the department available to serve as peer reviewers, peer reviews may be prepared by tenured members of the faculty member's Faculty. The reviews shall address the faculty member's contributions to student learning and development (Section 4.VI.B.1.). Each review shall include evidence from a variety of sources, including a discussion with the faculty member about their teaching perspectives, practices and professional development; a sample of teaching materials prepared by the faculty member; and at least two observations of the faculty member's classroom and/or studio instruction.
5. **Student and alumni reviews of the faculty member's teaching and advising.** The Dean of the College shall designate an administrative office to solicit a representative sample of student and alumni reviews of the faculty member's teaching and advising. The reviews shall address the faculty member's contributions to student learning and development (Section 4.VI.B.1.). The procedures for soliciting and summarizing student and alumni reviews shall be designed to achieve validity, reliability, impartiality, and confidentiality in the results. The completed dossier shall include both the original individually-prepared reviews with identifying information removed, and summary information provided by the designated office.
6. **Statements prepared by two colleagues outside the department and/or the college,** as appropriate to the faculty member's terms of appointment and professional accomplishments. The two colleagues from outside the faculty member's department and/or St. Olaf College shall be selected and solicited by the department chair in consultation with the faculty member and the dean of the college. The statements shall address any of the categories for faculty evaluation (Section 4.VI.B.) as appropriate to the terms and expectations described in the faculty member's letter(s) of appointment; the faculty member's accomplishments as a scholar, an artist, and a member of the St. Olaf community; and the colleagues' expertise and distinctive knowledge about the faculty member's accomplishments.
7. **Reviews of the faculty member's administrative work, if applicable.** If a faculty member is being evaluated under Section 4.VI.B.3.c reviews of the faculty member's administrative work in relation to the criteria listed therein shall be prepared by: (1) the faculty member's supervisor, (2) no more than three constituents of the faculty member's administrative unit selected by the faculty member and supervisor in consultation with one another, and (3) one other faculty colleague with comparable administrative experience, selected by the faculty member. These reviews of administrative work shall be solicited by the department chair.
8. **Statements of recommendation and rationale prepared by the tenured members of the faculty member's department(s).** Each tenured member of the faculty member's department(s) shall prepare a confidential statement that makes a specific recommendation as to whether the faculty member's appointment should be continued, and that provides a rationale in support of the recommendation. The rationale shall address the categories for faculty evaluation (Section 4.VI.B.) as appropriate to the terms and expectations described in the faculty member's letter(s)

of appointment. In preparing their statements, the tenured members shall have access to the faculty member's curriculum vitae and professional statement, to a sample of teaching materials and scholarly or artistic work compiled by the faculty member, to the individually-completed student and alumni reviews of the faculty member's teaching, and to quantitative summaries of these reviews. All tenured members of the faculty member's department(s), including those on sabbatical or other leave, shall prepare a statement except in the case of a conflict of interest. In such a case, the department chair shall enter a statement in the dossier explaining the nature of the conflict of interest in lieu of the statement from the tenured member.

9. **Statement of recommendation and rationale prepared by the department chair.** The department chair's statement shall make a specific recommendation as to whether the faculty member's appointment should be continued, and support the recommendation with a rationale that synthesizes the evidence in the dossier in relation to the categories for faculty evaluation (Section 4.VI.B.) as appropriate to the terms and expectations described in the faculty member's letter(s) of appointment. The rationale shall specify the number of tenured members of the department whose statements recommend continuation, and the number whose statements recommend against such action. Prior to the preparation of the department chair's statement, all non-tenured members of the faculty member's department who are full-time during the year of the review, and who have completed at least two years of full-time service at the college prior to the year of the review, shall be invited to share their evaluation of the faculty member's accomplishments with the chair. These colleagues' years of service need not have been consecutive, but they must have occurred during the faculty member's years of service. The department chair's statement of recommendation and rationale shall also reference the opinions of any non-tenured members who have shared their views with the chair

**10. Statement of recommendation and rationale prepared by the associate dean.**

The completed dossier shall be forwarded to the appropriate associate dean(s) on or before November 22. At the discretion of the Dean of the College, the deadline may be extended. The associate dean(s) shall prepare a statement of recommendation and rationale to accompany the dossier. The statement(s) must make a specific recommendation as to whether the faculty member's appointment should be continued, and support the recommendation with a rationale that explains the significance of the faculty member's professional development, distinctive accomplishments and priorities for the future in relation to the needs and goals of the faculty member's Faculty. The rationale shall address the categories for faculty evaluation (Section 4.VI.B.) as appropriate to the terms and expectations described in the faculty member's letter(s) of appointment, but need not constitute an independent summary of the contents of the dossier.

**Review process**

1. The committee shall receive from the Dean of the College the full dossiers of all faculty members with special appointments under review, and the statement of recommendation and rationale prepared by the associate dean. The committee shall also have access to each faculty member's portfolio of scholarly or artistic work prepared in accordance with instructions provided by the dean of the college.
2. The committee shall discuss each faculty member with the faculty member's associate dean.
3. The committee shall discuss each faculty member with the faculty member's department chair.
4. The committee shall interview each faculty member.
5. The committee shall discuss each faculty member with the Dean of the College
6. For each faculty member, the committee shall prepare a written recommendation to the Dean of

the College as to whether the appointment should be continued. The committee's recommendation shall include a summary of the committee's deliberations, and a numerical summary of the committee