

III. Appointments

Appointments to the St. Olaf faculty may be made to individual departments, to special academic units, or to more than one academic unit.

A. Reappointments

1. The initial letter appointing faculty to a full-time or part-time tenure-track position shall be for the years up to and one year beyond the first comprehensive review. Tenure-track faculty members successfully completing the first comprehensive review shall be reappointed through the year following the second comprehensive review. Tenure-track faculty members successfully completing the second comprehensive review shall be reappointed through the remainder of the probationary period. The written notice of reappointment shall be sent at least one year in advance of its effective date, normally September 1.
2. For tenure-track faculty members a comprehensive review will be conducted near the end of their second and fourth probationary years. The comprehensive review shall be conducted by the department chair. In the case of a joint appointment the relevant department chairs shall conduct the review in consultation with one another to minimize the duplication of effort while ensuring that both departments contribute equitably to the review process. The chair(s) shall undertake the following before submitting a recommendation concerning appointment to the Dean of the College:
 - a. The chair(s) shall notify the faculty member that a more comprehensive review is being undertaken.
 - b. The faculty member shall provide updated curriculum vitae, a professional statement as described in 4.VII.E.4, and samples of recent scholarly or artistic work to the chair.
 - c. A written peer review of the faculty member's teaching shall be prepared by the chair of the faculty member's department and a tenured member of the faculty member's department or Faculty. In the case of a joint appointment, the peer reviews shall be prepared by the chairs of the faculty member's departments. In the case of an interdisciplinary teaching assignment (identified in Section 4.III.K.3 below), a designated reviewer of that assignment may be included among the peer reviewers, subject to conditions described in Section 4.VIII.K.3 below. These peer reviews shall address the faculty member's contributions to student learning and development (Section 4.VI.B.1). The reviews shall include evidence from a variety of sources, including a discussion with the faculty member about his or her 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. In the case of a joint appointment, the peer reviews of teaching may be prepared by the relevant chairs alone.
 - d. The chair(s) shall solicit a representative sample of student reviews of the faculty member's teaching and advising, in consultation with an administrative office

designated by the Dean of the College. The student reviews shall address the faculty member's contributions to student learning and development (Section 4.VI.B.1.) In the case of a joint appointment, the chairs will consult with the administrative office to ensure that the sample of student reviews is sufficiently representative of the faculty member's teaching in both departments.

- e. In the case of an interdisciplinary teaching assignment (identified in Section 4.III.K.3 below), the chair(s) may confer with a designated reviewer of that assignment concerning the quality of the faculty member's contributions in relation to Category 1 for faculty evaluation (Section 4.VI.B.1), subject to conditions described in Section 4.III.K.3 below. That designated reviewer shall have access to the student reviews of the faculty member's teaching and advising to inform that reviewer's appraisal.
- f. The chair(s) shall confer with the tenured members of the department(s) concerning the quality of the faculty member's contributions in relation to each of the categories and criteria for faculty evaluation (Section 4.VI.B), the department Statement(s) of Significant Scholarly/Artistic Work and, in the case of a joint appointment, the individual's joint statement of expectations. In the case of an interdisciplinary teaching assignment (identified in Section 4.III.K.3 below), a tenured department member may also serve as a designated reviewer of that assignment in relation to Category 1 for faculty evaluation (Section 4.VI.B.1), subject to conditions described in Section 4.III.K.3 below. The tenured members of the department(s) shall have access to the faculty member's curriculum vitae; professional statement; samples of the faculty member's scholarly or artistic work; the department Statement(s) of Significant Scholarly/Artistic Work, and, in the case of a joint appointment, the faculty member's joint statement of expectations; a sample of teaching materials compiled by the candidate; the student reviews of the faculty member's teaching and advising; and any previous letters of guidance provided to the faculty member to inform their appraisals.
- g. The chair(s) shall invite all non-tenured members of the faculty member's department(s) 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, to offer an appraisal of the faculty member's contributions in relation to the categories for faculty evaluation (Section 4.VI.B). A non-tenured member's years of service need not have been consecutive, but they must have occurred during the years of service of the faculty member under review. In the case of an interdisciplinary teaching assignment (identified in Section 4.III.K.3 below), a non-tenured department member may also serve as a designated reviewer of that assignment in relation to Category 1 for faculty evaluation (Section 4.VI.B.1), subject to conditions described in Section 4.III.K.3 below. The non-tenured members shall have access to the faculty member's curriculum vitae and the samples of the faculty member's scholarly or artistic work to inform their appraisals.

- h. The chair(s) shall write a statement of recommendation and rationale to the Provost by a date determined by the Provost. This statement of recommendation shall address the faculty member's contributions in relation to each of the categories and criteria for faculty evaluation (Section 4.VI.B) and the department's (s') Statement of Significant Scholarly/Artistic Work. The statement shall make reference to any previous letters of guidance provided to the faculty member. The statement shall summarize the appraisals by other department members. In the case of an interdisciplinary teaching assignment (identified in Section 4.III.K.3 below), the chair's (s') statement(s) shall summarize appraisals of that faculty member's teaching in that assignment, if warranted under conditions described in Section 4.III.K.3 below. The statement shall also summarize information from the peer and student reviews of teaching as well as other evidence of the quality and development of the faculty member's work as an instructor, scholar or artist, and colleague.
 - i. The associate dean(s), shall write a statement of recommendation and rationale to the Provost by a date determined by the Provost.
 - j. In the event of reappointment by the President, the chair(s) in consultation with the associate dean(s) and the Provost, shall deliver a letter of guidance to the faculty member by June 15. If the comprehensive review is performed in the fall semester, then the chair(s) shall deliver the letter of guidance to the faculty member by March 1. The letter of guidance shall indicate the principal strengths of the faculty member's contributions and shall offer suggestions for continued growth and development as an instructor, scholar or artist, and colleague. This letter of guidance shall be included in the dossier of a faculty member who becomes a candidate for tenure. In the case of a joint appointment, the chairs shall write one joint letter of guidance to the faculty member. Along with the letter of guidance, the chair will share de-identified student and alumni feedback on teaching and advising collected during the review.
3. If a faculty member's work includes an interdisciplinary teaching assignment, that faculty member and that faculty member's chair(s) and associate dean(s) shall jointly negotiate the inclusion of that assignment in a comprehensive review as described in Section 4.III.K.2 above. Any of those persons may initiate such a negotiation before the review process. An interdisciplinary teaching assignment *may* have a role in a comprehensive review if that assignment constitutes one fifth of a faculty member's total teaching load during the period under review and *must* have a role if that assignment constitutes at least one half of that teaching load over the period covered by the review. A faculty member and that faculty member's chair(s) and associate dean(s) shall negotiate details such as which assignments shall be considered interdisciplinary teaching assignments, the extent of those assignments as a proportion of total teaching load, and which role(s) those assignments may take in that comprehensive review among those identified in Section 4.III.K.2 above, and shall determine any designated reviewer(s) for those role(s) in

consultation with the leadership of that interdisciplinary teaching assignment, according to the particular circumstances of the case. If those negotiations cannot reach an agreement, the Provost or a designee of the Provost shall serve as arbiter.