

## **An example of how to organize your package**

### **I. INTRODUCTORY SECTION**

- Table of Contents
- Waiver, if necessary
- Written permission to review personal files
- Executive Summary - Remember, Salem State is primarily a teaching institution; your package should support this mission.
- Resume with Appx. B

### **II. CRITERIAL FOR EVALUATIONS – FACULTY (article VIII, p.93)**

#### **A. Teaching effectiveness**

Exhibited in lectures, seminars, internships, independent studies and other instructional settings.

- Classroom Visitation forms D-1, chair and Peer Evaluation Committee
- Faculty evaluation D-2 (a), Chair and Peer Evaluation Committee
- Interim Assessment by the Department Chair
- Student Evaluations. Members held harmless for missing evaluations for the fall and spring A/Y 1999-2000, fall 2000, A/Y 2003-2004, A/Y 2004-2005.
- Course documents
- Other material

For librarians: Direct observation of librarian's performance – in writing by the Director, Library, or the Library Program Area Chair.

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Promotion and Tenure Workshop – April 20, 2005. Presented by Paul McGee, Chapter President and Amie Goodwin, Academic Affairs Office.

## **B. Academic Advising**

- The yearly report
- Syllabi showing advising hours
- Thank you notes

## **C. Continuing Scholarship**

- Reference Appendix A-1, A-2 for librarians
- Listing of professional development/continuing scholarship activities
- Service to the college
- Check official personal file for current transcripts of your coursework.

## **D. Other Professional Activities**

- Outside activities including public service, speeches, etc.

## **E. Alternative Professional responsibilities**

- Chair evaluation
- Release time evaluation

The basis for every evaluation shall be professional quality, demonstrated with reference to each of the applicable criteria.

## **III – Other Stuff**

Anything you feel will help tell your story.

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## **Evaluation for Promotion**

Applicable criteria (Article VIII) plus requirements applicable for promotion (Article XX).

Evaluated in the year proceeding the effective date of such promotion.

### **Review Period –**

- The entire period of full-time service since the end of the review period for last promotion, or if none, since employment in present rank.

### **Evaluation Period –**

- Period during which an evaluation is conducted.

### **Procedures –**

- Submit materials to chair by September 17<sup>th</sup>. Appex. A-1 or A-2 is included
- Evaluation by the Departmental Peer Evaluation Committee, November 5, 2004. (10 days for candidate to respond)
- Evaluation by Chair, December 3<sup>rd</sup>. (10 days to respond)
- Chair transmits to Committee on Promotions, through VP, December 13<sup>th</sup>.
- Committee on Promotions recommends to VP, February 11, 2005.
- Evaluation/recommendation of VP, February 25<sup>th</sup>. (7 days to respond)
- VP transmits to President, March 4<sup>th</sup>.
- President recommends to Trustees, March 18.

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## **Evaluation for Tenure**

Applicable criteria (Article VIII) plus applicable provisions of Article IX.

### **Composition of Committee on Tenure (5 unit members)**

- a. Department Chair (if tenured), or Library Program Chair
- b. 2 tenured members of the department of the candidate or 2 tenured librarians (selected by the tenured members of the department).
- c. 2 tenured members of the bargaining unit at the College – one is Chair of committee (selected by lot)

Can object to or otherwise challenge the membership of the Committee in writing to the President.

### **Review period –**

- The entire period of full-time service is included in computing the member's eligibility to be considered for tenure. First four years for an assistant, first two years for an Associate or above.

### **Evaluation period –**

- Period during which the evaluation is conducted. 5<sup>th</sup> year for assistant, 3<sup>rd</sup> year for associate and above.

### **Procedures –**

- Submit materials to Chair, September 17<sup>th</sup>
- Evaluation by Chair, October 8<sup>th</sup> (10 days to respond)
- Chair transmits to next step, October 18<sup>th</sup>.

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- When requested (candidate must request, in writing to the VP, within 10 days, evaluation by Departmental Peer Evaluation Committee, November 12<sup>th</sup>. (7 days for candidate to respond).
- Peer Evaluation Committee transmits to Committee on Tenure through VP, November 19<sup>th</sup>.
- Evaluation/recommendation by Committee on Tenure, February 4th (share with candidate who has 7 days to respond).
- Committee on Tenure transmits to VP, February 11<sup>th</sup>.
- Evaluation/recommendation of VP, February 25<sup>th</sup>. (share with candidate who has 7 days to respond).
- VP transmits recommendation to President, March 4th
- President recommends to Trustees, March 18<sup>th</sup>.

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