



Compiling and Presenting Your Evaluation Materials

For

Alternative One Post-Tenure Review

2005-2006

Co-sponsors

Office of Academic Affairs
Salem Chapter/MSCA

Wednesday, December 14, 2005, 1:00 PM
The Underground, Ellison Campus Center

Tentative Deadline for Submission to the Academic Vice President:

Wednesday, February 1, 2006

Period of Review

Required:

Your portfolio must contain materials covering the past four years:
2001-2002, 2002-2003, 2003-2004, 2004-2005

Optional:

You may choose to have a longer review period. Please indicate clearly in your materials the review period you are requesting.

You need to include materials for the required four years (above) and all additional years for which you wish to be considered.

A representative sampling of course materials for the review period is fine.

Current Classroom Observations (Faculty only)

Required:

The record of at least one current classroom observation in accordance with the following options.

(1) An observation conducted by the Department Chair of one of your classes during any of the preceding four academic years (2001-2002, 2002-2003, 2003-2004 or 2004-2005).

or

(2) You must have the chair of your department conduct a classroom observation before February 1, 2006.

Optional:

You may include more than one classroom observation.

Current Direct Observation of Performance (Librarians only)

Required:

The record of at least one current direct observation of your performance in accordance with the following options.

(1) A record of any direct observation of your performance from any of the four preceding work years (September 1, 2001 to August 31, 2005).

or

(2) You must have the Library Program Area Chair conduct a direct observation of your performance in advance by February 1, 2006.

Optional:

You may include more than one direct observation of performance.

Post-Tenure Review – Materials and Criteria

Faculty

Materials

Appendix A-1

Professional Activities and Responsibilities:
Faculty

Appendix B-1

Comprehensive Resume Form

Appendix D-1(a)

Department Chair's Classroom Observation
Evaluation

Student Evaluation printouts

Written statement in which the faculty member
member addresses his/her academic and
professional activities as referenced in Article
VIII.A.1 (see below).

Course Documents

Additional Evaluation Reports

Any Other Relevant Materials

Article VIII.A.1. Criteria
Teaching Effectiveness

Academic Advising

Continuing Scholarship

Professional Activities

Other Responsibilities

Librarians

Materials

Appendix A-2

Professional Activities and Responsibilities:
Librarian

Appendix B-1

Comprehensive Resume Form

Library Program Area Chair's Written
Observation of Librarian Performance

Written statement in which the librarian
addresses his/her academic and professional
activities as referenced in Article VIII.A.3 (see
below).

Additional Evaluation Reports

Any Other Relevant Materials

Article VIII.A.3. Criteria
Effectiveness in performing Assigned
Responsibilities

Effectiveness in Rendering Assistance

Continuing Scholarship

Professional Activities

Other Responsibilities

Suggested Format for Faculty

- | | |
|--------------------------|---|
| Introductory Information | A. PTR Transmittal Form
B. Written Permission for File Review
C. Appendix A-1: Professional Activities and Responsibilities: Faculty
D. Appendix B-1: Comprehensive Resume Form
E. Updated Curriculum Vitae/Resume
F. Current Appendix D-1(a): Classroom Visitation (at least one must be current or within the last four years) |
|--------------------------|---|

Written Statement	Written statement in which the faculty member member addresses his/her academic and professional activities: a. Teaching Effectiveness b. Academic Advising c. Continuing Scholarship d. Professional Activities Other Responsibilities
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- | | |
|--|--|
| Documentation For Entire Review Period | <u>A. Teaching Effectiveness</u>
1. Appendix D-1 (a) Classroom Observation
2. Appendix D-2(a) Chair & Peer Eval Committee Evaluation
3. Student Evaluation Printouts
4. Course Documents
5. Other Materials Supporting Teaching Effectiveness |
|--|--|

- B. Academic Advising
1. Documentation is the prerogative of the faculty member.

C. Professional Activities and Responsibilities: Faculty
(Criteria Selection per Appendix A-1)

1. Continuing Scholarship
a. Contribution to the content of the discipline
b. Participation in or contribution to professional organizations and societies
c. Research as demonstrated by published or unpublished work
d. Artistic or other creative activities (where applicable)
e. Work toward the terminal degree or relevant postgraduate study.

2. Professional Activities
a. Public service
b. Contributions to the professional growth and development of the College community
c. Other

3. Alternative Professional Responsibilities
a. Chair
b. Alternative Professional Responsibility
c. Other
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Suggested Format for Librarians

Introductory Information	<ul style="list-style-type: none">A. PTR Transmittal FormB. Written Permission for File ReviewC. Appendix A-2: Professional Activities and Responsibilities: LibrarianD. Appendix B-1: Comprehensive Resume FormE. Updated Curriculum Vitae/ResumeF. Library Program Area Chair's Written Observation of Librarian Performance (current or within the last four years)
Written Statement	<p>Written statement in which the librarian addresses his/her academic and professional activities:</p> <ul style="list-style-type: none">a. Effectiveness in performing assigned responsibilitiesb. Effectiveness in rendering assistancec. Continuing Scholarshipd. Professional Activitiese. Other Responsibilities
Documentation For Entire Review Period	<hr/> <p><u>A. Effectiveness in Performing Assigned Responsibilities</u></p> <p><u>B. Effectiveness in Rendering Assistance</u></p> <p><u>C. Professional Activities and Responsibilities: Librarian</u> (Criteria Selection per Appendix A-2)</p> <p><u>1. Continuing Scholarship</u></p> <ul style="list-style-type: none">a. Contribution to the content and pedagogy of the discipline through the development of library programs or library servicesb. Participation in or contribution to professional organizations and societiesc. Research as demonstrated by published or unpublished work.d. Artistic or other creative activities (where applicable)e. Work toward the terminal degree or relevant post graduate studyf. Other <p><u>2. Professional Activities</u></p> <ul style="list-style-type: none">a. Public Serviceb. Contributions to the professional growth and development of the College communityc. Other <p><u>3. Alternative Professional Responsibilities</u></p> <ul style="list-style-type: none">a. Department Chair Evaluated as Chairb. Alternative Professional Responsibilityc. Other

Suggestions for Presenting Your Post-Tenure Review Materials

Your Goal

Make it easy for the Academic Vice President to find, read, understand and relate your materials to the contractual evaluation criteria

First Priority: Organization

Use a table of contents based on the suggested format you received today.

Number and label your sections in a manner consistent with the table of contents.

Always explain how your materials are directly related to the evaluation criteria in Article VIII.

Presentation Options (not an exhaustive list)

Please refrain from using plastic page protectors.

File Folders

- Make sure they are in storage tools (e.g., a file case).
- Color coding to correspond to table of contents organization is helpful
- Type folder labels if at all possible
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Binders

- Label with your name and guide to contents,
- Number sequentially ("#1 of 3: #2 of 3," etc.)

Portable File Case

- Label with your name and guide to contents
- If more than one is required, number sequentially ("#1 of 3: #2 of 3," etc.)
- Print or type file folder labels clearly
- Excellent for holding multiple binders.
- Wise choice if you are including books, cd's, videos. etc

**IMPORTANT HINT #1:
LOOSE MATERIALS CAN BECOME LOST MATERIALS!**

If your materials are loose (e.g., student evaluation printouts), place them in the pocket of a binder, or in a file folder.

Have a place for everything, and everything will remain (or at least be put back) in its place.

IMPORTANT HINT #2: MORE IS NOT NECESSARILY BETTER

Present your case clearly but above all else, be CONCISE.