

Motion 3: The Faculty approve the following Handbook revisions to establish evaluation materials and a submission calendar for Instructional Staff:

Chapter IV

Faculty and Instructional Staff Personnel Policies...

C. Tenure, ~~and~~ Advancement, and Renewal...

3. Evaluation Materials...

f. Review and Promotion of Library Faculty...

g. Review of Instructional Staff...(page #)...

g. Review of Instructional Staff

Review Materials are the same for the Initial, Third-Year, Fifth-Year, and Quadrennial Reviews

Curriculum Vitae or Résumé

A Curriculum Vitae or résumé (depending on the conventions of the staff member's professional community) with a complete listing of professional achievements.

Teaching

- Thoughtful self-assessment of one's development as a teacher and, if applicable, academic advisor.
- Supervisor's assessment of teaching, supported by reports of the supervisor's classroom visits.
- Staff member's and supervisor's summaries of student evaluations. To facilitate PAT's interpretation of student evaluation summaries in Third and Fifth-Year Reviews, department chairs, school directors and interdisciplinary program directors should keep on file the three most recent years of student evaluations for each instructional staff member. The evaluations themselves would be made available to PAT with advance notice to the instructional staff, if, in PAT'S opinion, raw data were necessary to render an appropriate judgment.
- Representative course syllabi and assignments, along with evaluative/interpretive comments from both the staff member and the supervisor.

Non-Teaching Responsibilities and Service

- Thoughtful self-assessment of one's performance as a staff member.
- Department/school service—such contributions should be listed and explained in the self-evaluation, and the staff member should make sure such service is also addressed in the supervisor's evaluation.

- If applicable, university service outside the department/school—the nature and extent of this should also be carefully explained in the self-evaluation.

Length of Candidate and Supervisor Evaluations

The candidate's entire self-evaluation narrative should not exceed 12 pages, 12-point, double-spaced. Supervisors' evaluations should not exceed 4 pages, 12-point, double-spaced.

4. The Evaluation Calendar for Tenure and Advancement

The following revised evaluation calendar was adopted by the faculty at the April 5, 1999, Faculty Meeting and revised by faculty vote at the November 3, 2003, and April 2, 2007, faculty meetings. Language regarding the deadlines for Major Pre-tenure Review was adopted by the faculty at the April 3, 2006, faculty meeting.

- **1 March or the Monday following if 1 March falls on a weekend:** Provost/Dean sends letters to faculty notifying them that they are scheduled to come up for tenure or major pre-tenure review in the next academic year.
- **1 April of the Monday following if 1 April falls on a weekend:** Deadline for department chairs to notify Provost/Dean of faculty they wish to support for promotion in the next academic year.
- **May or early June:** Faculty members send the names and contact information of external referees to the Office of the Provost.
- **Mid-August:** Registrar provides randomly selected list of names of 15 IWU Faculty Handbook Chapter IV - 43 Revised January 2019 alumni/ae for each candidate. (These names are forwarded to the faculty member to review).
- **1 September or the Monday following if 1 September falls on a weekend:** Random list of alumni/ae signed by faculty member and returned to Provost/Dean, with up to five names deleted; also at this time the faculty member provides the Provost/Dean with the names of five alumni/ae to whom we will also send standardized letters and questionnaires.
- **8 September or the Monday following if 8 September falls on a weekend:** Self-evaluations for faculty being considered for tenure and/or promotion are due to the supervisor.
- **8 October or the Monday following if 8 October falls on a weekend:** Supervisor's letter is due to the candidate being considered for tenure and/or promotion.
- **15 October:** All recommendations, evaluations, responses, and supplemental material for promotion and tenure candidates are due in the Office of the Provost. Candidates for tenure and promotion are responsible for checking to see that their files are complete. Faculty are directed to submit electronic copies of their CV and self-evaluation to the Provost's Office, and supervisors are directed to submit electronic copies of their letter electronically as well.
- **1 November:** Scheduled yearly self-evaluations from probationary faculty are due to supervisors.

- **1 December:** Scheduled yearly self-evaluations and supervisor's evaluations of probationary faculty are due to the Office of the Provost. Faculty members are responsible for seeing that their files are complete. Faculty are directed to submit electronic copies of their CV and self-evaluation to the Provost's Office, and supervisors are directed to submit electronic copies of their letter electronically as well.
- **First day of classes in the spring semester:** Self-evaluations for faculty members submitting files for Major Pre-Tenure Review are due to the supervisor.
- **31 January or the Monday following if 31 January falls on a weekend:** All recommendations, evaluations, responses and supplemental materials for faculty members undergoing Major Pre-Tenure Review are due in the Office of the Provost. Faculty members are responsible for checking to see that their files are complete. Faculty are directed to submit electronic copies of their CV and self-evaluation to the Provost's Office, and supervisors are directed to submit electronic copies of their letter electronically as well.

Definition of Evaluation Periods:

This Evaluation Schedule for probationary faculty assumes a typical six-year probationary period leading to tenure consideration. Probationary faculty with shorter probationary periods will arrange evaluation schedules individually with the Provost in consultation with PAT.

5. Evaluation Calendar for Instructional Staff

- **End of the preceding spring semester:** Provost/Dean sends letters to Instructional Staff notifying them that they are scheduled to come up for the Initial Review in the next academic year.
- **Beginning of the preceding fall semester:** Provost/Dean sends letters to Instructional Staff notifying them that they are scheduled to come up for Third-Year and Fifth-Year in the spring.
- **1 October:** All Initial Review materials for Instructional Staff are due to supervisor.
- **1 February:** All Third-Year and Fifth-Year materials for Instructional Staff are due to supervisor.
- **1 March:** All Third-Year and Fifth-Year materials for Instructional Staff are due in the Provost's Office. All Quadrennial Review materials are due to supervisor.

Rationale: In Spring 2019, the Faculty passed a motion from CUPP forming a new category of non-tenure track appointment, Instructional Staff. This motion suggested an evaluation calendar, but the dates included were dates *by which reviews would be conducted*, not dates by which evaluation materials are due. This (PAT's) motion seeks to provide guidance to Instructional Staff regarding when review materials are due *from them* and to whom. Additionally, CUPP's motion did not contain language regarding evaluation materials. This (PAT's) motion seeks to establish the evaluation materials expected for each review. We relied on two sources when developing the material, the current Handbook language regarding the materials required for various faculty reviews and the second CUPP motion regarding

Instructional Staff (i.e., the one-time conversion of some Instructional Staff to tenured faculty). This motion is somewhat urgent, as our first Instructional Staff reviews will be conducted this Spring.