

## Hanover College Pre-Tenure Faculty Evaluation Process Discussion

The Hanover College Faculty Manual outlines specific [criteria for faculty evaluation](#), conferral of [academic rank](#), and offers guidance and support for tenure-track faculty. If you have questions about your eligibility, expectations, or timing for tenure or promotion review, contact the Provost and Vice President of Academic Affairs.

At the start of the 2<sup>nd</sup> and 4<sup>th</sup> years, faculty will undergo reviews for retention; at the start of the 6<sup>th</sup> year (for most), a review is conducted for tenure and/or promotion (if eligible). Faculty submit their electronic dossier to the Provost's office or upload to a OneDrive folder link shared by the Provost's office. That file includes the [following materials](#):

1. Self-evaluation\*\* and current vita
2. Colleague evaluations from at least 3 faculty who have observed teaching (dept; 1 outside dept), and
3. colleague evaluations from all members of the same department
4. Other colleague evaluations if so desired
5. All course evaluations for the most recent two years
6. Copies of syllabi for courses taught since previous evaluation
7. Copies of representative examinations given in courses
8. Copies of major course handouts, if any, e.g. handouts that describe expectations of student work
9. Copies of scholarly works since most recent evaluation
10. Copies of proposals to Faculty Development Committee for sabbatical leave and major and minor grants
11. Copies of reports to the Faculty Development Committee on sabbatical leave and major and minor grants;
12. Evaluations of committee service
13. Any other materials the faculty member may choose to include
14. Reports provided for the file directly to the Academic Affairs Office by the Registrar on courses taught, enrollment, distribution of grades, and advisees.

\*\* follow the prompts described in the Faculty manual when writing your self-evaluation. The questions change for the second and fourth year evaluation. **Pro-Tip:** Be thorough. Organize with headings that correspond to the questions in the faculty manual. Consult with a trusted colleague or mentor to get advice and read drafts. An average length self-reflection is about 15+ single-spaced pages.

[The online version](#) of our Faculty Manual includes a brief history and information about the evaluation process.

The Provost's office shares materials contained in the file with members of the Faculty Evaluation Committee (FEC), the elected committee tasked to evaluate the file based on excellence in teaching, scholarly and professional activities, and service to the College community. Using only the evidence in the faculty member's file, the FEC writes a letter to the Provost, copying the faculty member who submitted the dossier. Evaluatees have an option to respond to the letter (responses become part of that person's file). The Provost simultaneously reviews the faculty member's file, writing an additional letter that responds to both the file and the FEC letter (Provost may or may not concur with FEC's recommendations), with a recommendation sent to the President. Evaluatees have an opportunity to respond to the Provost's letter. For promotion and tenure, the President will then make a recommendation to the Board of Trustees and the faculty member will be notified of the outcome.