

Guidelines for Authors of Letters in Evaluation of Faculty up for Periodic Review

Senior Adjunct Assistant Professor \ Senior Adjunct Instructor

In considering the materials of faculty undergoing a periodic review, all departmental colleagues are invited to submit letters regarding their performance in teaching.

Colleague letters of evaluation give as complete a portrait as possible of the faculty member's work. Authors of letters of evaluation may limit their comments to matters they feel competent to address.

To ensure consideration of the letter, the author must submit it by **Monday, January 15, 2024**. This can be by hard copy or e-mail attachment, addressed to Alzada Tipton, c/o Laurie Doohan (doohank@whitman.edu).

Teaching

Evaluations of teaching depend upon actual observation. Authors of letters should try to observe the candidate's teaching on at least two occasions (Faculty Handbook, IV. I).

A discussion between the author and the faculty member before the actual observation can help clarify their pedagogic goals. Letter writers are encouraged to ask to see syllabi, exams, presentations and/or handouts, discussion questions, and course materials to better understand what the students are being asked to do and to learn in the course. The author is also encouraged to ask the candidate for copies of prior semesters' student evaluations, which may assist the author in knowing about past trends in classes.

In composing the letter, please indicate the sources of information available to you. Explain which courses you observed on which days, whether you saw student evaluations or course materials, and whether you discussed your observations with the candidate. Try to be specific without confining yourself to a mere blow-by-blow description of the classes. Concentrate upon your evaluation of the merits and demerits of the pedagogy. Please indicate:

- If your class observation casts light upon information from the student evaluations
- If your conversations with the candidate helped clarify any issues for you or the candidate-
- How your assessment of the class merits or demerits the candidate's

pedagogy.

Service to the College

While the service expectations of faculty in appointments are less substantial than for faculty in tenured appointments, there is an expectation of service for faculty at the Senior rank.

Authors of letters of evaluation are encouraged to address those aspects of a candidate's service to the College with which they are personally familiar. Authors of letters can put services into context and clarify and assess the quantity and the quality of a candidate's service outside of regular committee work.

Professional Activity

While not expected of this position, any research or other professional activity may be included as part of the review materials. It will be considered as part of the candidate's contribution to the broader academic program of the College. If you are in a position to speak to the quality or significance of the faculty member's scholarly work or their participation in conferences, workshops, or other professional activities, please do so.

Summary Evaluation

The CDC encourages authors of letters in evaluation of a candidate's work to offer a summary evaluation of the candidate's contribution to the work of the College and any specific recommendations for their periodic review.