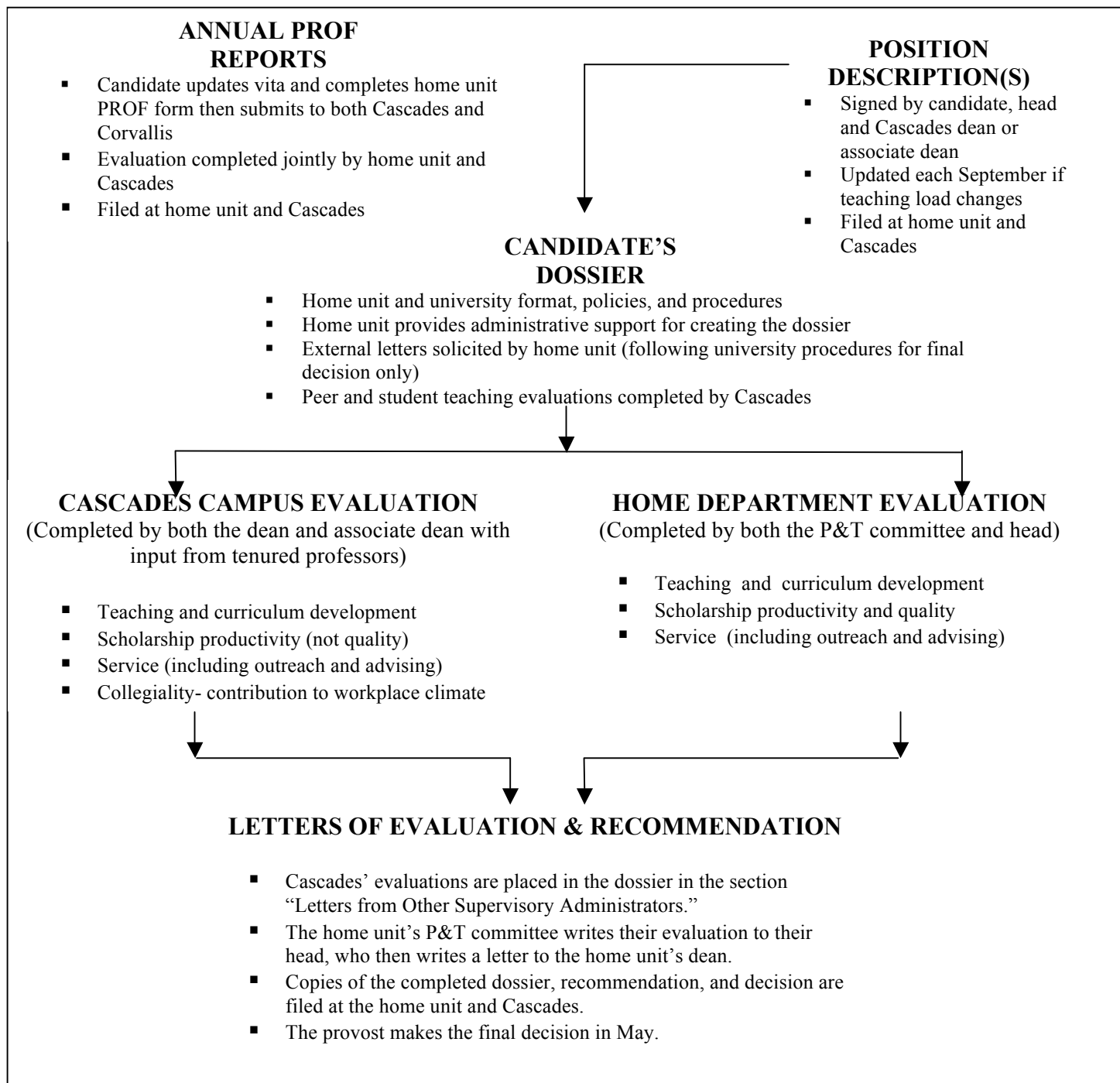


## FACULTY REVIEW PROCESS For Interim and Final P&T Evaluations



### IMPORTANT ROLES AND RESPONSIBILITIES FOR THE INTERIM AND FINAL EVALUATIONS

1. The Cascades dean or associate dean will initiate contact with the home unit head in the fall to clarify roles and timing for the upcoming spring interim review or the following year's final review.
2. The Cascades dean or associate dean coordinates the teaching evaluations required for evaluations. For the third year review, this process must be complete by the end of winter term, which is when the dossier is due for evaluation. For the final evaluation, the reviews must be complete by spring term prior to the final evaluation year.
3. For the final evaluation, the dossier is sent to external reviewers towards the end of the summer, so the dossier must be available by then.

## **RECOMMENDATIONS FOR PROMOTION OR TENURE FACULTY CANDIDATES**

1. Establish and maintain positive relationships in your home unit colleagues and administration.
  - a. Collaborate with home department faculty in scholarship.
  - b. Share your scholarship with home unit colleagues.
  - c. Seek scholarship mentoring from influential home department faculty.
  - d. Attend professional conferences with home unit colleagues. Attend unit meetings.
  - e. Invite home unit colleagues to conduct peer teaching reviews for you.
  - f. Participate in selected committees, working groups, and other collaborative enterprises.
  - g. Invite your home unit dean and head to Cascades for events.
  - h. Attempt to attend faculty meeting (and other meetings during that day) at least once per quarter during your first three years.
2. Understand scholarship expectations.
  - a. Get as specific as you can with your head about the journals to target for promotion/tenure.
  - b. If grants are a requirement for your promotion, get as specific as you can about the expectations.
  - c. Ask to see several dossiers of successful tenure candidates the last couple of years.
  - d. Meet regularly with your head and annually with your home unit dean.
  - e. Meet with colleagues that have recently been awarded promotion or tenure.
3. Keep your position description up-to-date. If your teaching load changes, you must change your position description too. Do this each September. See Susan Jett to update your FTE, sign, then send to your dean or associate dean to sign and get the Corvallis signature.