

# Campus Correspondence

WASHINGTON AND LEE UNIVERSITY

DATE: October 16, 2001  
TO: Undergraduate Faculty  
FROM: Larry Peppers, Acting VPAA and Dean of the Williams School *L.P.P.*  
Lad Sessions, Acting Dean of the College *L.S.*

Enclosure

Enclosed please find a copy of the new Washington and Lee policies on senior faculty evaluation and promotion to professor. These were developed by the ad hoc faculty committee chaired by Ed Craun in its study of all faculty evaluation guidelines; they were then recommended by the Advisory Committee to President Elrod, who accepted them last year.

Both policies ~~will go into effect next year~~. The following are some comments on the implementation of these policies.

*Evaluation of Tenured Faculty:* This policy will be phased in over five years (2002-2007). Each person on leave during that period must complete an initial five-year plan in the summer (no later than September 1) following the leave. For example, faculty on leave during 2002-03 will prepare a five-year plan in the summer of 2003. Those who do not take a leave during this period may complete an initial five-year plan any summer at their discretion, but must do so by summer 2007. Anyone who retires (including going into phased retirement) during this initial period need not complete a five-year plan. We plan to conduct orientations each year during this five-year period for those who need to write their initial five-year plans over the following summer.

*Promotion to Professor:* This policy applies to everyone who is promoted to associate professor after January 1, 2002. ✓

Please append your copy of these guidelines to the Faculty Handbook by attaching the enclosed copy to Section IX-F on page 47. If you need a new copy of the handbook, please contact Mrs. Fallon at x8746 or <[pfallon@wlu.edu](mailto:pfallon@wlu.edu)> or consult the Registrar's Web page <<http://www2.wlu.edu/registrar>>. If you have any questions about the procedures, please do not hesitate to contact either one of us.

## V. EVALUATION OF TENURED FACULTY

The development of tenured faculty members entails:

- a. At least maintaining the high quality of teaching required for tenure;
- b. growing intellectual activity and achievement in the field;
- c. as time goes on, increasing academic citizenship.

Near the end of the first post-tenure year, each faculty member will devise a four-year plan of development; four years later and, thereafter, near the end of every fifth academic year (for most faculty, in rough alignment with the leave cycle), he or she will prepare a five-year plan of development.\* (In special circumstances, the dean may grant an extension of a year or so.) The plan should have as a preamble and generating point a personal narrative which traces professional growth in teaching, intellectual activity and achievement, and academic citizenship during the previous five years--or seven years in the case of the newly tenured person devising the first plan during the first post-tenure year. It should propose concrete ways of meeting the expectations for development listed above, focusing on the areas listed in "The Faculty Handbook" IXF. Just after the plan is devised, it should be examined and commented on by the department head; its final form should be acceptable to both the head and the faculty member. This plan will be forwarded to the appropriate academic dean, who may exercise whatever oversight he or she deems appropriate. The department head will consult with the dean on how best to prepare the head's own plan; ordinarily the head will also consult with someone in his or her discipline in the course of devising it.

\*While tenured members of the Physical Education/Athletics Department fall under these guidelines, non-tenured members with faculty status are evaluated annually by the department head under guidelines developed by the head and approved by the Dean of the College.

Every year the department head will discuss with each tenured person how he or she is developing professionally, in light of the plan and new opportunities. The conference will be based on the annual "Faculty Activities Report," to which the plan will be appended. It will occur a few weeks after submission of the FAR. While the conversation will take up the specific activities of the past year, it will also evaluate, using the plan, the faculty member's overall development in teaching, intellectual activity, and academic citizenship.

At the end of five years (four years, in the case of the first plan), a review of what has been achieved under the plan will be carried out by, successively, the faculty member, the department head, and the appropriate academic dean. First,

the faculty member will write a review of his or her work during the five years, making specific reference to the plan and activities. This review will also serve as the personal narrative which prefaces the new plan, which will be constructed at the same time as the review of the old plan. Then the department head will study and critically evaluate the review, writing a letter of evaluation to the faculty member. At this point the department head will also examine and comment on the newly proposed plan, working with the faculty member until it is acceptable to both. Finally, the dean will receive a copy of the review and the new plan, plus the department head's letter, and will exercise whatever oversight he or she deems appropriate.

## VI. PROMOTION TO PROFESSOR

It is expected that all faculty members who are promoted to associate professor will continue to develop in the ways stated in section V to the point that they will be qualified for promotion to professor. The evaluation of faculty for purposes of this promotion will be carried out according to the guidelines for evaluation for tenure decisions with the following adjustments:

1. Except in unusual circumstances, the process will be initiated at any point after the fifth year as associate professor.
2. It may be initiated by the head of the faculty member's department or by a request to the department head from the faculty member, the faculty member's dean, the Advisory Committee, or the President. In all cases where the faculty member does not initiate the process, he or she must be consulted and must consent before the process goes forward.
3. The department head and the candidate will assemble a file of materials documenting levels of achievement in teaching, intellectual activity, and service appropriate to the rank. This file will contain:
  - a. a current curriculum vitae;
  - b. the annual Faculty Activities Report for the years as associate professor;
  - c. student evaluation of teaching during those years;\*
  - d. any published or accepted work in the field

(including evidence of artistic work) together with any papers or talks in the field during those years;

e. confidential letters from scholars in the candidate's field;

f. the four-year development plan and any subsequent five-year plans, together with materials from the review(s) described in section V.

For additional types of appropriate material, which may be included in the file, see section IV, 1.

4. The committee to review the file will consist of those members of the department who hold the rank of professor. If a department has fewer than three members from that rank, then the committee will be augmented by the means used to augment tenure committees until it reaches the minimum number of three. If the department head is not a member of the committee, the appropriate dean will name the committee's chair. In composing the committee, particular attention should be paid to securing at least one member from the discipline who does scholarly work in the same field as the candidate.

\*A librarian's promotion file may not contain student evaluation of teaching if he or she does not teach.

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