

TO: Department Chairs
FROM: Faculty Personnel Committee
RE: Mini-reviews for first, second, fourth, and fifth-year faculty

To provide ongoing feedback to the college for probationary faculty other than those undergoing third-year and tenure review, department chairs will evaluate the performance of probationary faculty in accordance with the *Faculty Handbook* (Section 12, Mini-review Procedures). The chair should submit a frank evaluation of the probationary faculty member by completing the questionnaire below and submitting a letter as outlined below and the most recent CV of the probationary faculty member to the Faculty Personnel Committee. As the Faculty Personnel Committee seeks to be developmental and supportive in their approach to faculty review, candid comments which provide clear information about areas where growth is needed (and when relevant, suggestions for how the institution can support that growth) and where the faculty member is excelling will enable the committee to best do its charge.

Name of Person being Reviewed _____

Date of Review _____

For each item below, please use the following scale:

- BE = Below Expectations for a faculty member at this stage of career
- SD = Still Developing for a faculty member at this stage of career
- ME = Meets Expectations for a faculty member at this stage of career
- EE = Exceeds Expectations for a faculty member at this stage of career
- n/a = not applicable for this faculty member at this stage of career/their current appointment

	Teaching: Knowledge of subject
	Teaching: Preparedness
	Teaching: Organization
	Teaching: Interaction with students
	Advising effectiveness
	Scholarly activities
	Service to the department
	Service to the institution
	Service to the discipline and/or community

Your letter should include:

- Distinct sections including frank descriptions of the faculty member's teaching, scholarship, and service
- Justifications, explanations, and/or details for the ratings above including what the ranking category terms mean for this department, discipline, and/or colleague
- A statement explaining whether the faculty member's overall performance is "satisfactory" or "unsatisfactory"
- Observations of teaching should reflect more than one (ideally unannounced) classroom observation each year, particularly for faculty before the third-year review and those who have had prior concerns about teaching
- The review may be addressed to either the Provost's Office or chair of the Faculty Personnel Committee
- After submission, Department Chairs should *review the ratings of this review with the faculty member* and provide suggestions and support for growth areas, and continued encouragement for excellence

Due by February 1 (or next workday if on a weekend):

- **Completed questionnaire**
- **A letter from the Chair as outlined above**
- **The most recent CV for the reviewee**
- In the body of the email in which you submit these materials, please share your feedback about this new form. It will undergo further modification following the work of the Equity Grant Group.