

POLICY: FULL-TIME NON-TENURE-LINE FACULTY DEAN'S OFFICE REVIEWS

July, 2009

In addition to the regular annual evaluation, full-time non-tenure-line faculty will have a more in depth review on a periodic basis (every four years). Evaluation criteria for persons with clinical or lectureship appointments are focused on evidence of excellent teaching, curriculum innovation, advising of students, administrative contributions to the School and University, and successful interaction with the regular faculty on research and instructional issues. In addition, evidence of distinguished speaking, publishing, and leadership activity with respect to current management and public policy issues is also considered. , and. ***This process does not supersede the review process that takes place on the occasion of renewal of a non-tenure track faculty's contract.***

The review process for full-time non-tenure-line faculty is:

- a. Full-time non-tenure-line faculty are reviewed by the dean and senior associate deans. The reviews will typically be done once every four years but the reviews may occur more frequently.
- b. The faculty member submits to the Dean's office and department chair a vita, a personal statement that describes his or her activities at and contribution to Kellogg, syllabi of courses taught, special teaching materials, and any other information he or she believes relevant. Activities at Kellogg include administrative responsibilities such as program directorship or associate directorship. The Senior Associate Dean for Faculty and Research provides a summary of the faculty member's teaching ratings for recent years.
- c. The Senior Associate Dean for Faculty and Research meets with the chair of the faculty member's department and the director of his or her program, if applicable, and discusses what additional information should be collected for the review. They may, for example, decide that the traditional department meeting is appropriate for formulating a departmental recommendation. In some cases, however, they may decide that a departmental meeting would not be productive and that a discussion with a few targeted individuals, who might be asked to review the faculty member's syllabi and course materials, would be sufficient and appropriate. In any case, the department chair must (i) inform all department members that the review is going on and that they may individually submit letters of evaluation. The department chair and program director (if applicable) each write a report to the Senior Associate Dean for Faculty and Research summarizing the information that they have collected and making a candid recommendation.

- d. The senior associate deans will make a recommendation to the Dean. Feedback from the review will be shared with the faculty member at a meeting with the Dean and the senior associate deans.