

Draft Proposal for Colleague Mentoring (or Evaluation) Committee 10/13/14

Version 1. CMC as an optional mentoring program

1. As a faculty member begins his or her career in the department, he or she will be offered the opportunity to work with a Colleague Mentoring Committee (CMC). If this opportunity is taken, the department chair in consultation with the dean will appoint a CMC of approximately three members. The CMC will be charged with providing constructive feedback to the faculty member, particularly early in his or her career, but extending through the sixth year for tenure-eligible notice (TEN) faculty and the second multi-year contract renewal review for non-tenure eligible notice (NTEN) faculty. CMC members will be tenured faculty in the department or, if there are not enough tenured members in the department, tenured faculty members from similar disciplines at the College. One CMC member will rotate off the faculty member's CMC each year, and a new CMC member will be appointed. An effort will be made to rotate CMC membership among all tenured faculty in the department, and when tenured membership is low, rotation off and back on the same candidate's CMC is likely.

2. The CMC will review teaching materials, student statements, and prior CMC summaries, observe classes, and evaluate teaching performance as well as review a candidate's progress toward tenure and promotion (TEN faculty) or contract renewal and promotion (NTEN faculty) in the areas of scholarly/creative work and service. Each CMC member will observe a minimum of one class session per year. Timing of observations will be negotiated by the faculty member and each CMC member. A standard evaluation form will be used.

3. An annual CMC review will be conducted at the outset of the spring term so that it may, at the faculty member's discretion, (a) become part of his or her annual review for merit, and (b) blend into more extensive reviews, for example, the second-year and fourth-year reviews for TEN faculty and contract renewal and/or promotion reviews for NTEN faculty. The CMC will meet privately to review the faculty member's performance and compose a written summary, which will be given to the candidate. Subsequently, the CMC will consult with the faculty member to provide constructive feedback, highlight what is going well, clarify what needs attention, and make suggestions for improvement. For TEN faculty, CMC review in year six will be moved up to fall so that it precedes the tenure and promotion review. The faculty member may opt to include or not include CMC summaries in his or her file for second-year, fourth-year, tenure and promotion (TEN) and contract renewal and promotion (NTEN) reviews.

Version 2. CEC complementing and perhaps replacing Personnel Committee reviews

1. As a faculty member begins his or her career in the department, the department chair in consultation with the dean will appoint a Colleague Evaluation Committee (CEC) of approximately three members. The CEC will be charged with providing substantive assessments and constructive feedback to the faculty member, particularly early in his or

her career, but extending through the sixth year for tenure-eligible notice (TEN) faculty and the second multi-year contract renewal review for non-tenure eligible notice (NTEN) faculty. CEC members will be tenured faculty in the department or, if there are not enough tenured members in the department, tenured faculty members from similar disciplines at the College. One CEC member will rotate off the faculty member's CEC each year, and a new CEC member will be appointed. An effort will be made to rotate CEC membership among all tenured faculty in the department, and when tenured membership is low, rotation off and back on the same candidate's CEC is likely.

2. The CEC will review teaching materials, student statements, and prior CEC summaries, observe classes, and evaluate teaching performance as well as review a candidate's progress toward tenure and promotion (TEN faculty) or contract renewal and promotion (NTEN faculty) in the areas of scholarly/creative work and service. Each CEC member will observe a minimum of one class session per year. Timing of observations will be negotiated by the faculty member and each CEC member. A standard evaluation form will be used.

3. An annual CEC review will be conducted at the outset of the spring term so that it (a) becomes part of the faculty member's annual review for merit, and (b) blends into more extensive reviews, for example, the second-year and fourth-year reviews for TEN faculty and contract renewal and/or promotion reviews for NTEN faculty. The CEC will meet privately to review the faculty member's performance and compose a written summary, which will be given to the candidate and dean. Subsequently, the CEC will consult with the faculty member to provide constructive feedback, highlight what is going well, clarify what needs attention, and make suggestions for improvement. For TEN faculty, CEC review in year six will be moved up to fall so that it precedes the tenure and promotion review.

4. Second-year, fourth-year, and tenure and promotion reviews for TEN faculty, and the first two contract renewal reviews for NTEN faculty members should include, at minimum, all of the candidate's current and past CEC members who remain at the College. These reviews will contextualize the candidate's file in the discipline, reflect on strengths and limitations, and include a vote and recommendation.