**3.6.1 Use of Course/Instructor Evaluations**

Faculty members teaching credit-bearing courses must allow students to fill out the course/instructor evaluations standard to each school as part of the College’s system for gathering information pertinent to faculty evaluation. These evaluations become part of all reviews for contract renewals, promotion and tenure, and salary decisions. The dean of each academic school should work with faculty and students to develop appropriate forms and procedures for evaluation. All forms must be kept for 10 years or until summarized in an official review process.

**3.6.2 Faculty Review File Retention and Access**

All who are performing faculty reviews have access to the relevant review files. When a review is concluded, the review file, after removal of confidential letters and material (to which the reviewee does not have access), shall be returned to the reviewee. The confidential material shall be maintained in a separate file in the office of the appropriate dean. Note that review files are not the same as personnel files (see Section 4.3.20).

**3.6.3 Promotion and Tenure Reviews and Developmental Reviews: College of Arts and Sciences**

**I. PREAMBLE**

The College of Arts and Sciences of Lewis & Clark is a college that deeply values teaching. Its faculty is a community of scholars and artists who care passionately about teaching and recognize teaching and scholarship or creative activity as mingled expressions of a single vocation. As representatives of the liberal arts and sciences, the faculty participate in and contribute to the broader academic discourse within and across disciplinary lines outside Lewis & Clark. That larger continuing conversation that the faculty engage in with their peers in turn informs teaching and learning at Lewis & Clark College.

**II. TYPES AND SCHEDULES OF REVIEW**

Apart from the review for all faculty that is undertaken biennially for the purpose of determining salary, there are two types of faculty review: promotion and tenure review and developmental review. In the event that the chair is the subject of review, the associate dean shall appoint a tenured faculty member to fulfill the chair’s role in the review process.

The promotion and tenure review for an assistant professor normally occurs in the sixth year from the time of initial appointment. Assistant professors shall normally be given three-year appointments and shall be reviewed in the second and fourth year after appointment in order to determine whether they are making satisfactory progress toward meeting the institution’s standards for promotion and tenure in the areas of teaching and scholarly or creative activity. Pretenure reviews will be conducted by a developmental review committee. Such reviews will also result in recommendations about whether the faculty member should be given a new three-year appointment that will replace the current appointment, thus extending the current appointment for three years beyond the year in which the review takes place. The only circumstances under which the probationary period can be extended shall be when the dean of the College, after consultation with the department chair (or surrogate) and with the associate dean, approves a request by a faculty member to extend the probationary period by a maximum of one year and specifies a new schedule for review. Such approval will be granted only when it is clearly in the interests both of the College and of the faculty member, for example, when a faculty member leads an overseas program or has taken a leave of absence for health or other personal reasons. The only circumstances under which the faculty member under review may request that the probationary period be shortened shall be when the department chair (or surrogate) recommends that an earlier promotion and tenure review than that specified in the letter of appointment is clearly in the best interest of both the College and the faculty member, and such recommendation is endorsed by the dean of the College.

An assistant professor granted tenure will also be promoted to the rank of associate professor.

Faculty may be appointed at the rank of associate professor or professor without tenure. In such instances, the schedule for review, including the promotion and tenure review and any developmental reviews, will be specified in the letter of appointment with the only exceptions being those noted above.

A promotion and tenure review is required for an associate professor to be promoted to the rank of professor. Associate professors are normally reviewed for promotion to the rank of professor in the sixth year of service as an associate professor. The chair (or surrogate if the chair is the subject of review) may recommend to the dean of the College that the review be advanced or delayed in accordance with the development of the reviewee.

One may apply for promotion to the rank of professor after a period of four years. Besides meeting the standards for promotion to the rank of professor, the applicant will then have to demonstrate a clear record of extraordinary performance as a teacher and national prominence in scholarly or creative activity.

Within two or three years of receiving tenure a faculty member shall request a discussion with the Dean of the College about professional development. This discussion does not replace the normal biennial salary review process, but may be conducted in connection with a normal salary review.

The goal of the discussion is articulation of a plan for continued development in teaching, scholarship or creative activity, and service. The plan should also help the faculty member to compile a robust portfolio that can form the basis for a case for promotion to Professor. The faculty member may also ask for additional discussion about the plan prior to submitting a file in support of a case for promotion to Professor.

To guide discussion, the faculty member should submit the following documents to the Dean of the College:

* A reflective statement containing a self-assessment of performance as a teacher, scholar, and College citizen and a plan for ongoing professional development.
* An optional assessment of the feasibility of the plan by a Department chair or colleague invited into the process by the faculty member.

In turn, the Dean of the College shall meet with the faculty member to discuss the plan, including implementation strategies, and write a letter to the faculty member summarizing the discussion. The Dean shall communicate with appropriate department chairs or program directors about issues in the plan that may affect the operation of a department or program.

If the faculty member opts not to be reviewed for promotion to Professor within six years of being tenured, the original plan should be updated periodically, preferably every five years after its first submission. The procedure for updating the plan shall follow that described above for generation and discussion of the original plan.

Professors seeking similar guidance in professional development are encouraged to follow the guidelines outlined above for associate professors.

In rare instances, the College may appoint new faculty at the rank of associate professor or professor with tenure. In such cases, the authorization for the position must stipulate that the appointment may be made with tenure. In addition, the dean of the College, in consultation with the department chair and the search committee, initiates the promotion and tenure review by the Committee on Promotion and Tenure (CPT). The CPT will review the faculty member’s dossier and recommend to the dean of the College whether the faculty member meets the College’s criteria for the granting of tenure and the appropriateness of the proposed rank. The dean of the College will participate in the meetings of the CPT but will not vote. The dean of the College shall recommend in writing to the president whether the faculty member should be granted tenure and at what rank.

Each faculty member will undergo a biennial salary review. In years when the faculty member has undergone either a promotion and tenure review or a developmental review, the materials prepared for that review will substitute for the materials called for in the section on procedures for salary review (see Faculty Salary Policy). No faculty member will be formally reviewed more than once each academic year.

**III. PROCEDURES FOR DEVELOPMENTAL REVIEWS**

The associate dean shall, after consultation with the dean of the College, the appropriate department chair (or surrogate–see procedure in preceding section), and the faculty member under review, select two tenured faculty, one from within the reviewee’s division and one from outside the reviewee’s division, to serve with the reviewee’s department chair (or surrogate) on a three-person developmental committee. The chair of the reviewee’s department (or surrogate) will chair the developmental review committee and, as a member of the committee, shall consult with the other tenured members of the department to bring the departmental perspective to the committee. If the faculty member under review holds the rank of professor, the two selected members of the developmental review committee shall normally also hold the rank of professor. Whenever possible and appropriate, the selected members of the developmental review committee will be drawn from previous developmental review committees for the faculty member under review.

In the case of an untenured or of a tenured associate professor, the developmental review committee shall be charged with judging whether the faculty member under review is making satisfactory progress toward promotion or tenure. In all cases of untenured faculty members under review, the developmental review committee shall also make a recommendation about reappointment based on its evaluation of the teaching and scholarship or creative activity of the faculty member under review. In all developmental reviews, the developmental review committee shall prepare a detailed written report assessing the quality of the faculty member’s teaching, scholarly or creative activity, and service, and outlining the rationale for its recommendation.

Prior to the developmental review committee’s formal submission of its report and the accompanying materials to the associate dean, the faculty member under review shall be given the opportunity to read the report, offer corrections of any factual errors that might be contained within it, and submit a written response to the associate dean, which will become part of the review materials. Such a response should be submitted within a week. The faculty member under review should also indicate in writing within the week to the associate dean that he or she has had an opportunity to read and respond to the report. The developmental review committee shall submit its report and recommendation to the dean of the College.

In the case of an untenured faculty member, if the developmental review committee does not recommend reappointment, the reviewee shall be given 10 days to respond in writing to the dean of the College.

In the case of an untenured faculty member, the dean of the College, in consultation with the associate dean, shall evaluate the review materials as well as the judgment of the developmental review committee. The dean of the College shall decide whether to reappoint the faculty member. The assessment and decision shall be communicated by the dean of the College in a letter to the reviewee.

In the case of a tenured associate professor, the dean of the College shall assess whether the reviewed faculty member is making satisfactory progress toward promotion. In the case of a tenured professor, the dean of the College shall assess whether the faculty member under review is maintaining the standards of excellence held by the institution.