

Re: Upcoming Salary Review – A Guide for Preparing your File

Here are details regarding the upcoming salary review (Spring 2018). It includes:

- a.) SCHEDULE (i.e. important dates)
- b.) FAQ
 1. What must be included in my salary review file?
 2. May I add more than this to my file?
 3. What semesters are considered the “review period”?
 4. Does *everything* need to be in electronic form?
 5. What format should I use? How should I organize it?
 6. What is the May 1 optional response to Chair’s letter?
 7. May I ask for an extension?

For the Faculty Handbook Salary Policy (which includes the 2014 revisions and guidelines for review), go to the Faculty Reviews page on Dean of the College website: <http://college.lclark.edu/administration/facultyreviews.php>

SCHEDULE:

The important dates for the salary review are:

- 26 March** (Monday): Reviewee emails completed file to both Chair of Department and to Associate Dean Naomi Cameron. The file should consist of either:
- a. a single file folder, attached to an email, containing all review materials*.
 - b. a link to (and full permission access to) a single google folder with all materials*.
- * All materials should be in electronic form (“yes, even ____”
fill_in_the_blank with whatever you like).

20 April (Friday): Chair of department sends letter to Associate Dean Naomi Cameron. Chair also sends copy of letter to faculty member under review.

27 April (Friday): If so desired, the faculty member under review may add a response to Chair letter, sent to Associate Dean Cameron (not required).

Early Summer: Dean Suttmeier sends letter to faculty member under review.

FAQ:

1. What must be included be in my salary review file?

The following material *must* be included in your salary review file.

- a) current curriculum vitae,
- b) Professional Activities Questionnaire (available on Faculty Reviews page on Dean of the College website):
<http://college.lclark.edu/administration/facultyreviews.php>
- c.) pdf copies of all course evaluations from classes taught during the review period
- d.) electronic copies of all publications, papers, etc. that comprise scholarly/creative referred to in the Professional Activities Questionnaire.

e.) other materials you refer to in the Professional Activities Questionnaire

2.) May I add more than this to my file?

You are free to add additional (supplementary) material to your salary file. But given the large number of faculty usually being reviewed (and the limited time to conduct the reviews), please be aware that additional material may not be fully reviewed and assessed. Please use your best judgment about how much supplementary material is needed to best represent your recent work.

3.) What semesters are considered the “review period”?

For many faculty members, especially those whose previous review followed ‘conventional’ scheduling, the review period will cover all semesters between (and including) Spring 2015-Fall 2017. As a universal rule, however, your review period begins in the semester following your last-reviewed semester. It ends in Fall 2017 (you should not include classes from Spring 2018, since course evaluations are not available from those classes). If unsure, please consult your most recent review documents (or as a *last* resort...given that she is so busy... contact Terri Banasek).

4.) Does *everything* need to be in electronic form?

A: Yes!

Q: But what about...?

A: Yes.

Q: But I just want to....

A: Understand that when you hand in paper materials, it means that we must then digitize and upload all the materials (since before your file is read by the Dean, it must be uploaded to the secure J-Drive, where it can be securely accessed and archived). Given the vast numbers of materials that must be organized for everyone’s review, we ask for your understanding in following this guideline. Even books/monographs, we ask for them in pdf form if at all possible. Thank you!

5.) What format should I use? How should I organize it?

There are two options for formats we ask you to use:

- a. a single file folder, attached to an email, with all review materials, or
- b. a link to (and full permission access to) a single google folder with all materials.

We request that your submission to be in the form of a single folder containing all your review materials. We also suggest that you name the folder in the following way: Last Name.Salary Review.18 (ex. Cameron.Salary Review.18).

We ask, again, for your understanding in not attaching 15 separate pdfs for your evals in one email, your PAQ form in another, etc.

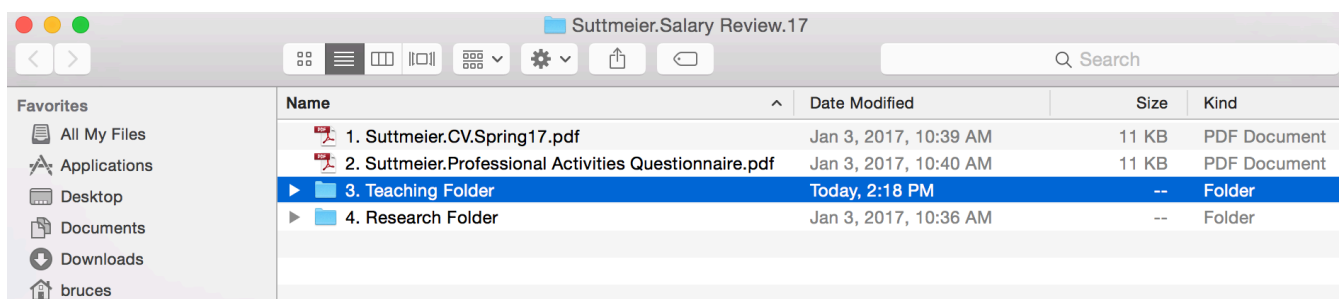
A single folder, dragged onto and attached to an email, will be much appreciated. Alternatively, you may send a google drive folder link (with full permissions) from which the Dean’s Office can then copy all the materials onto their own, secure drive.

You are free to organize/nest the single folder containing your review materials any way you would like. I have included the below screen shot, however, to give you an idea of a very common way of organizing a salary review file. It is only a suggested guide, not a mandated form.

It contains 2 documents and 2 sub-folders:

- * Updated CV (pdf)
- * Professional Activities Questionnaire (pdf, doc also ok)
- * Teaching Folder – must contain all your course evaluations. It may also contain supplementary materials. The vast majority of reviewees create sub-sub folders, one for each semester, that contains evaluations, plus a syllabus, etc. Note that only the evaluations are required.
- * Research/Creative Folder – should contain copies of all scholarly/creative work completed during the review period. Many reviewees include a folder for articles, a folder for conference papers/abstracts, a folder for grant proposals, etc.

Again, I emphasize that this structure is meant as a guide. All we really ask is that all your materials be submitted via a single file folder. How you organize the inside of that file is up to you.



6.) What is the April 27 optional response to Chair's letter?

As outlined in the Faculty Salary Policy (in Faculty Handbook 3.9.2, adopted in April 2014), after receiving the Chair's letter on or before April 20, the faculty member under review "shall have a week to add a response to the file." That means the faculty member has until April 27 to submit a response, if so desired. That response should be sent to Associate Dean Cameron. In the vast majority of cases in the past, faculty members have not deemed this necessary (and have not submitted a response to the Chair's letter).

7.) May I ask for an extension?

Please imagine your students asking you the same question about their final project for the semester. Imagine the scene one more time and then contemplate your feelings about this request. How would you respond?

I know it's a very busy time of year, but please, please, please try to abide by the deadlines.