

## **RE: Upcoming Fourth Year Developmental Review**

Here are details regarding the upcoming fourth-year review (Spring 2018). It includes:

- a.) schedule
- b.) FAQ
  - a. What should be in a 4<sup>th</sup> year review file?
  - b. What format should I use? How should I organize it?
  - c. What should my response to the DRC letter (due on 6 March) include?
  - d. What should I do when I receive the Dean's Letter?

### **SCHEDULE:**

The important dates for the 4<sup>th</sup> year review are:

**26 January** (Friday): Candidate sends completed file to both Chair of Developmental Review Committee and to Associate Dean Naomi Cameron. This should consist of a link to (and full permission access to) google folder.

**26 February** (Monday): Chair of DRC sends committee letter to Associate Dean Naomi Cameron. Chair also sends copy of letter to Candidate.

**5 March** (Monday): Candidate sends response to DRC letter to Associate Dean. This is most often an email acknowledging receipt of letter.

Late Spring: Dean Suttmeier sends letter to Candidate.

### **FAQ:**

1. What should be in a 4<sup>th</sup> year review file?  
The following material must be included in your 4<sup>th</sup> year review file.
  - a) current curriculum vitae,
  - b) narrative letter comprising sections on teaching, research and service.
    - b1) statement of teaching philosophy, which includes responses to any issues revealed in teaching evaluations, new strategies implemented as a result of attendance at teaching workshops and/or mini-courses, and future plans,
    - b2) narrative overview of the reviewee's scholarly and/or creative work and of their future plans, explaining the place of the work in the reviewee's discipline. The statement should be accessible to nonspecialists such as faculty members in other disciplines. The statement should also explain how the reviewee's ongoing work differs from that pursued for their dissertation.
    - b3) statement of service contributions to the College and to the reviewee's profession,
  - c) complete set of teaching evaluations (for all courses taught since appointment at College),

- d) materials that allow an evaluation of the reviewee's pedagogical approach, such as course syllabi, assignments, and exams,
- e) copies of all publications, papers, abstracts, and performance and exhibit programs,
- f) any other material that the reviewee deems relevant, such as (i) evaluations of teaching by peers, former students, or alumni; (ii) peer reviews of the reviewee's work; (iii) research grants and research proposals; (iv) work in progress; (v) letters from chairs of interdisciplinary programs in which the reviewee has participated.

## 2.) What format should I use? How should I organize it?

You should use google drive to store and send your review file to your DRC chair and to the Associate Dean. We ask that all materials be submitted electronically (please scan and make pdfs of all non-electronic materials).

You are free to organize the drive folder any way you like. I have included the following screen shot, however, to give you an idea of a very common way of organizing a review file. It is only a suggested guide, not a mandated form.

It contains 3 pdfs:

“Table of Contents”, which is a kind of overview / guide to the file,  
Updated CV, and  
Narrative (including sections on teaching, research and service).

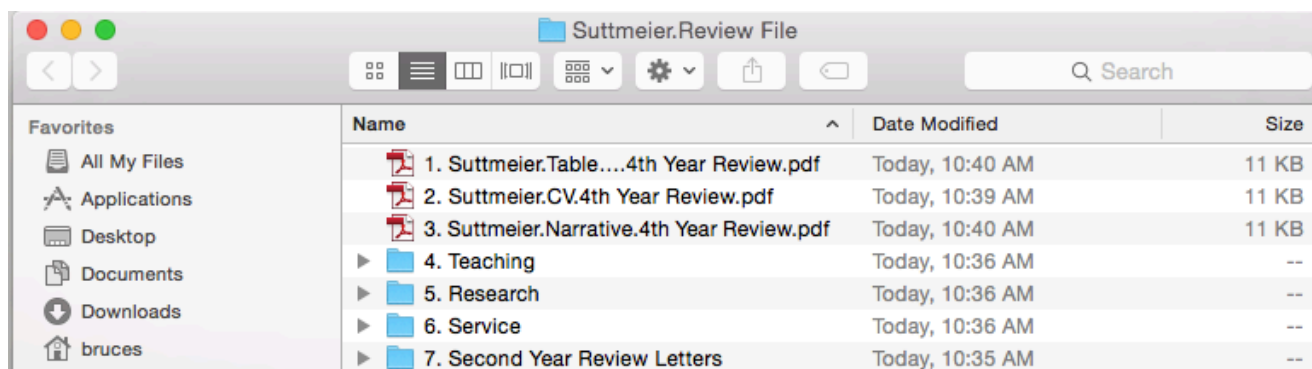
It also has several folders.

Teaching Folder – must contain all your course evaluations. It can/should also contain supplementary materials (see point d above). Many reviewees create a folder for each semester, then within that, a folder for each course taught. The course folder often contains a 1 page summary, a syllabus, sample exams, assignments, etc. It also must contain the full set of course evaluations.

Research/Creative Folder – should contain copies of all scholarly/creative work completed during time at the College. Many reviewees include a folder for articles, a folder for conference papers/abstracts, a folder for grant proposals, etc.

Service Folder – no set guidelines, but many include materials describing (giving fuller picture of) service work to College and to profession.

Second Year Review Letters – this should include all materials from your second year review, including your narrative, your DRC letter, and your letter from the Dean. If you searched and searched and could not find one (or more) of these materials, please contact Marjorie Reedy in the Dean's Office.



3.) What should my response to the DRC letter (due on 5 March) include?

This is not optional. You **MUST** send an email to Associate Dean Naiomi Cameron no later than one week after receiving your letter from the DRC. As the handbook puts it, the reviewee “has a week to acknowledge in writing that they have read the report and to correct any factual errors it may contain” (3.6.3.III.4, p 21). For many, this email merely states something like “I have received and read the letter from my Fourth-year Developmental Review Committee... I would like to thank the committee ...” etc.

4.) What should I do when I receive the Dean’s Letter?

There are no further steps after receiving the Dean’s Letter. Officially, the Dean’s letter is to decide on reappointment to another three year term at the College. It also contains an assessment of the reviewee’s progress toward tenure. (That said, the DRC letter will usually contain a much more expansive assessment of the reviewee’s work during the review period. Both documents should be consulted as the reviewee plans the final period before submitting their tenure file). I encourage you, if you have any questions, to schedule a meeting with Associate Dean Cameron if you have any questions about your DRC or Dean’s Letter. She is more than happy to discuss the process, the assessments articulated in the letters, etc.