

Re: Upcoming Salary Review Process – A Guide for Chairs

Here are details for chairs regarding the upcoming salary review (Spring 2019). It includes:

- a.) SCHEDULE (i.e. important dates)
- b.) FAQ
 1. So as chair (or surrogate) what exactly do I have to do?
 2. What form can this 'chair letter' take?
 3. The handbook asks the chair to "assess" the faculty member's performance. What does this mean in practice?
 4. What exactly do I need to send to the Associate Dean on or before April 19?
 5. What if the faculty member gets me their file late?

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:

25 March (Monday): Reviewee emails completed file to both Chair of Department and to Associate Dean Naomi Cameron.

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

26 April (Friday): If so desired, the faculty member under review may add a response to the chair letter (not required).

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

FAQ:

1.) So as chair (or surrogate) what exactly do I have to do? The faculty handbook stipulates that after reviewing the salary file, "the department chair or surrogate shall write a letter to the dean assessing the faculty member's performance in the areas of teaching, scholarship or creative activity, and institutional service. A copy of the chair's letter shall also be given to the faculty member under review" (3.9.2, p 55 in online handbook).

2.) What form can this chair letter take? In years past, chairs have written a formal letter to the dean describing the salary review file and assessing its contents. You are welcome to follow that practice this year as well. But in an effort

to make the process easier for chairs, we are introducing a form that you may use instead of the letter. As you can see, the form is similar in structure to the Professional Activities Questionnaire that faculty members under review use. I attach that form here.

3.) The handbook asks the chair to “assess” the faculty member’s performance. What does this mean in practice? For the most part, we leave it to department chairs to interpret this as they see fit. In many cases, it will mean summarizing the review file contents and briefly framing it within your discipline and department. For strong files, that is easy and a pleasure. For weak files, it is often difficult and awkward. Remember that this is not a developmental review file and you do not need to provide feedback or create improvement-goals. You may, after the Dean sends his letter, wish to begin such a conversation with the faculty member. But your assessment in the review process may hew as close to ‘just-the-facts’ as you think useful.

4.) What exactly do I need to send to the Associate Dean on or before April 19? You simply need to send me a copy of your assessment (either a formal letter on LC letterhead or the completed chair salary review assessment form, which I attach below). When you do, send a copy of your assessment to the faculty member under review as well. No need to send me the entire salary review file. I will already have a copy (sent to both of us on or before 25 March).

5.) What if the faculty member gets me their file late? I hope that even if you receive the salary review file a few days past the 25 March deadline, you can still complete your chair assessment before 19 April. In the very unlikely case that the salary review file gets to you well after 25 March, I will know it (since files come to the chair and the A.D. at the same time) and we can discuss how much time you’ll need.