

CAH Faculty Workshop Tips for the Evaluation Process

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GENERAL TIPS

Go to trainings for Faculty 180

Update Faculty 180 ***quarterly!!!!***

Read: Article 22 of the CBA, CAH Performance Criteria, Your
Department Criteria

Write statements and letters ***in the context of standards***

Do not assume evaluators know faculty up for review or their
work

Do not assume evaluators know your discipline - provide
context when necessary, and use acronyms only after
writing out things in full

CHAIRS AND DPCs

Mentor faculty long before you see their materials in Faculty 180

Review Faculty 180 files **when you get them** to be sure they are complete

For tt faculty and those going up for tenure, start with the third page (last page) of their hiring contract

Evaluate Faculty **in relation to standards**

Use the EXACT official recommendation language of the CBA for the particular personnel action you are evaluating. See CBA 22.7.

CHAIRS AND DPCs – Cont.

Be sure to make clear in the opening of your letters the basic facts of a case

Make clear in letters the faculty member's assignment

Know the rules in the CBA contract about merit

If you continue someone with reservations, make clear the area(s) of concern

CHAIRS AND DPCs – Cont.

Regarding service, don't just list service in a letter – talk of difference faculty member makes with service (p. 7 CAH Standards)

Lack of committee consensus - write one letter signed by all committee members, and make all views known.

FACULTY TIPS

Be sure you understand your department and college standards

Be sure to know what your department *and* the college require for documentation

Upload all required materials to Faculty 180 by the deadline date

Upload your entire contract(s) – not only the first page

Document everything - all your listed items in Faculty 180 should be hot linked

FACULTY TIPS – Cont.

Name files in a logical, consistent way so reviewers know at a glance what they contain

Highlight your name and work in things like conference programs

Website links may disappear, so take a screenshot of anything relevant to you after an event

Use PDF as opposed to Word for your files, as PDF cannot be changed.

Include title page, table of contents and ISBN (for book) when scanning publications

Faculty Tips – Cont.

Be sure evidence for Category A work indicates method of peer review

End date must be ongoing for anything being carried over from a previous review

Your statement should be in narrative form - discuss goals, accomplishments and areas for improvement

Statement must be consistent with what you have in Faculty 180

Your role in any collaborative scholarship must be documented, ideally by someone other than you.

FACULTY TIPS – Cont.

A book contract is not a guarantee of publication, and so it alone cannot count as a completed Category A item.

We can never count an item of scholarship twice, so be careful what you count when

Missing whole quarters or years of SEOIs is not acceptable

