

College of Arts and Sciences
DEPARTMENT OF MODERN AND CLASSICAL LANGUAGES
Annual Review of Faculty Procedures and Criteria

These procedures presuppose the policies set forth in *The Faculty Manual of Saint Louis University* and the *College Policy Binder*.

All faculty members are to submit Annual Activity Reports to the Chair following the outline in the document “Annual Review of Faculty, Chairs, and Program Directors” in the *College Policy Binder*. The departmental deadline may occasionally be earlier, but never later than the college deadline of December 31. In addition, all the classes of all faculty members are to be evaluated by the students enrolled according to the procedure described below. The Annual Activity Reports and the results of the student evaluations form the minimum basis of the annual evaluation of faculty. In some cases further evidence of professional performance will also be taken into account, as described below. The Chair completes the final evaluation. In some cases other faculty members assist the Chair, as described below.

Evaluation of Non-Tenured Faculty

The mentoring committee makes an overall assessment of the candidate’s performance and achievement for the annual review. The Chair takes this into account in making the final assessment. For the various responsibilities of the mentoring committee, see the document “Department of Modern and Classical Languages, Rank and Tenure Procedures and Criteria.”

Evaluation of Tenured Faculty

Those who wish could request a classroom visit or visits by a faculty member appointed by the Chair and acceptable to the person visited. This visitor would submit an evaluation to the Chair. It would serve as an added source of information in addition to the student evaluations of teaching.

Tenured faculty could also develop teaching portfolios which would constitute a further source of information about teaching. Those who did so would be free also to request an evaluation of the portfolios by a faculty member acceptable to the person submitting the portfolios and appointed by the Chair. This faculty member would submit an evaluation to the Chair.

In addition, those who wish could request a faculty evaluator of research and publication under the same formality.

Furthermore, those who wish could request a faculty evaluator of service to the Department, College, University, profession, and community, under the same formality.

Finally, those who wish could request a faculty evaluator of the total work of the year under the same formality.

Administration of Student Course Evaluations

- A. The departmental secretary will distribute course evaluation forms to all faculty members before the last week of classes.
- B. The individual instructors are responsible for initiating the student-evaluation process in each of their classes.
- C. The instructor asks for a volunteer to distribute the evaluation forms, to collect them when the students have finished their evaluations, and to bring them to the departmental secretary.
- D. The departmental secretary compiles the results of the student evaluations of each class and gives a copy to the faculty member and to the Chair.
- E. The evaluation results of part-time faculty are also given to division coordinators.
- F. The evaluation results of teaching assistants are also given to the language instruction coordinators.
- G. Faculty members are not given the results of the student evaluations until after the deadline for submitting grades for the semester.
- H. With the permission of the junior faculty members whom they are mentoring, the members of the mentoring committees may have access to the student evaluations of the mentored faculty.
- I. In the case of undergraduate courses, after the deadline for submitting grades has passed, individual members of the regular faculty who do not wish to wait until the secretary has time to transcribe the written remarks that the students have made may request a copy of the original evaluation sheets. In that event the secretary will immediately tally the numerical results of the standardized questions and forward a copy of everything to the faculty member and the Chair.

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