

DEPARTMENT OF PHYSICS

Mentoring and Evaluations Procedure for Untenured Faculty

1. An evaluation committee will be appointed by the department chair for each untenured faculty member.
2. Each evaluation committee will consist of three tenured faculty members. The chair of the committee will serve as a mentor for the untenured faculty member, and will be appointed by the department chair.
3. The mentor will coordinate all activities of the evaluation committee.
4. Each member of the evaluation committee will visit a class of the untenured faculty member twice during the academic year, normally once during each semester (conflicting schedules may preclude this and require two visits during a single semester.)
5. All visit dates should be mutually agreed upon prior to the visit.
6. The visitor will prepare a written report, with copies given to the mentor and to the untenured faculty member. Visitors will be guided by a checklist, prepared by the department.
7. The untenured faculty member should provide the mentor with copies of prepared course materials – syllabi, exams, experiments developed, etc. (Such documentation should also be kept in a dossier for promotion and tenure considerations.)
8. The untenured faculty member should use student evaluations in all courses taught. (These should be summarized and saved for annual reports and promotion and tenure committee considerations.) Summary results should be provided to the mentor.
9. Untenured faculty members should feel free to visit each other's classes and classes of tenured faculty members. Such visits might well be followed up with meetings to evaluate teaching goals, strategies, observations made by the visitor, etc. Visit dates should be mutually agreed upon.
10. Near the end of the academic year, each evaluation committee should meet with the untenured faculty member to discuss results of the visits and progress made. While the focus will be teaching, the committee will also monitor progress made in terms of research and service and offer suggestions.
11. The evaluation committee will submit its findings, in writing, to the department chair, with a copy provided to the untenured faculty member.