

MEMORANDUM OF INSTRUCTION TO FACULTY MEMBERS AT MID-COURSE REVIEW

(Version: 1/10/12, KRS/MH; approved by Tenure & Promotion Committee, 1/13/12)

Mid-course review of probationary faculty will take place during the spring semester. As provided in the Faculty Handbook (http://facultyhandbook.richmond.edu/Ch_VI/as.html#criteria), the mid-course review is developmental, and is designed to clarify goals, make recommendations and identify any problems in the faculty member's performance in teaching, scholarship, and service at the University of Richmond. To facilitate the process, the faculty member will assemble a portfolio, which is reviewed by the department and dean. The purpose of this Memorandum of Instruction, as provided in the Faculty Handbook, is to offer guidance and a timetable to faculty members undergoing review. Adherence to these guidelines will facilitate the department and dean's ability to provide valuable evaluations of the portfolio.

DEPARTMENTAL LETTER AND TIMETABLE

The faculty member will submit a portfolio to the department chair on the first Monday after spring break in March. The portfolio will consist of an updated CV; a 7-page document that contains the faculty member's reflections on his or her teaching, scholarship and service; copies of annual reviews; teaching assessment data; and publications or other documentation of creative work presented in public. The tenured members of the department will review the portfolio, and provide a "thorough critical evaluation" of the candidate's progress towards tenure and promotion. The report should also include clear goals and recommendations for progressing towards the standards for tenure and promotion. The mid-course review letter should not attempt to anticipate decisions regarding tenure and promotion, yet should orient the faculty member to those standards, as set out in the Faculty Handbook.

The chair is responsible for producing the mid-course report, which analyzes the faculty member's strengths and weaknesses, establishes goals, makes recommendations or identifies any problems in the areas of teaching, scholarship and service. The department report should reflect the tenured faculty's deliberations concerning the faculty member's performance; if there is a range of opinion, this should be indicated.

The final version of the departmental letter must be signed by all tenured members of the department to indicate that the letter fairly represents the departmental discussion. The dean will vet the letter for any legal and procedural issues, and will then advise that the report can be shared with the faculty member. After the faculty member has considered the report, the chair and the faculty member will meet to discuss it. Then the report should be submitted to the dean if possible, on the first Monday in April, but, in any case, no later than the third Friday in April.

After reviewing the portfolio and departmental report, the dean will schedule a meeting with the faculty member to discuss the results of the mid-course review. Then the dean will provide a letter that sets out a recommendation concerning the mid-course evaluation to the faculty member and the department chair.

PREPARATION OF PORTFOLIO

The mid-course portfolio should include:

1. A current curriculum vita annotated to clearly indicate work completed before coming to

the University of Richmond, work completed at the University of Richmond but begun elsewhere, and work that was initiated at University of Richmond.

2. A 7-page document in which the faculty member reflects on teaching, scholarly activity and service, composed in three parts:

Part 1. Teaching Statement (3 pages). The teaching statement should include a reflection by the faculty member on his or her progress in developing as a teacher. The faculty member should reflect on challenges and improvements in areas of classroom teaching, course design, assignments, pedagogical innovation, use of technology, advising, research mentorship, and interactions with students beyond the classroom. The faculty member should set out goals for improvement before the tenure review.

Part 2. Scholarship Statement (3 pages). The scholarship statement should provide context for the faculty member's research or creative program. Faculty should reflect on the progress of their scholarship at the University of Richmond. A description of completed work (i.e., published or in press) should be included. Faculty should also discuss on-going work, and describe their plans for making this work available to peer and public scrutiny, and bringing it to completion (in the peer reviewed form typical of the discipline). Plans for future work may also be presented in this section.

Part 3. Service Statement (1 page). The service statement should describe work that has been done on behalf of the department, school or profession.

3. Copies of the chair's annual reports and annual reviews of the faculty member.
4. Copies of publications and other appropriate scholarly/creative work should be appended as appropriate.
5. Data from the courses taught (e.g., SEIs) should be presented, as should representative examples of syllabi/course material.

If you have further questions concerning this process, please contact the Dean's office.