

Suggestions for the Preparation of Post-Tenure Review

At four year intervals prior to a promotion to Professor rank, and at five year intervals thereafter, tenured faculty members are required to participate in a post-tenure review. The review is designed to be a collegial and systematic attempt by senior colleagues and administrators to help chart a course through the various career stages of a professional educator.

The following portfolio should be submitted:

1. An updated curriculum vitae
2. A personal statement of teaching and advising philosophy and professional growth and development that will serve:
 - To guide any materials – syllabi, assignments, samples of completed and graded student work, publications, presentations – that you plan to include;
 - To highlight those aspects of teaching and advising, professional development and service that you deem most important;
 - To emphasize particular areas of personal growth and professional involvement since the last review;
 - To reference the documentary evidence as desired and appropriate with materials and artifacts such as CDs, DVDs, photographs, articles, books.
3. [required for Associates, highly recommended for Professors] IDEA summary reports from the most recent five years.
4. Post-tenure review Weighting of Evaluation Components

The faculty member may also present a file of supporting materials. The individual may choose what to include, but we typically see, for example:

- Individual IDEA forms (required for Associates, highly recommended for Professors)
- Evidence of student learning (e.g., samples of student papers, exams, projects; pre- and post-test data; other assessment forms)
- Syllabi
- Books, articles, papers that have been published or presented.
- Evidence of creative projects or performances, reviews, etc.
- Evidence of campus, professional, and/or public service

Associate Professors should provide **seven (7) copies** of the primary review materials (items 1-4 above). Professors should provide **three (3) copies** of materials (items 1-4 above). In addition, please provide an *electronic version* of the primary review materials. Each of items 1-4 listed above should be in 4 separate files titled: 1. CM Statement, 2. CV, 3. IDEA Folder (this folder will have multiple files), 4. Merit weightings. Please provide Erin Digney (erindigney@augustana.edu) with these electronic documents either via email or on a flash drive.

A written statement by your department chair should be shared with you before the submission date. This document is usually 1-3 pages long and comments on your work, including reports on classroom observations and teaching evaluations as well as feedback from tenured departmental colleagues. Copies of this statement will be submitted to Faculty Welfare Committee by the department chair: **seven (7) copies** for Associate Professors, **three (3) copies** for Professors.

The organization of the portfolio is designed to accommodate the unique aspects of each faculty member's teaching/advising responsibilities and broader involvement in the life of the college as well as to allow for individual creativity in presentation. It is suggested, however, that organization follow the evaluation components – teaching and advising, professional activity, and campus service – and, if designated by the faculty member, public service.

It is hoped that assembling the portfolio will become an important process of self-examination, discovery, and reconsideration quite apart from the Welfare Committee's formal review.

Following the review, the Faculty Welfare Committee will provide a written response to the senior colleague. In addition, a numeric rating will be compiled using weights that the faculty member has assigned to the evaluative components prior to the review.

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