

**TENURED FACULTY REVIEW**  
**Department Chairperson's Report**

The standard cycle for review of tenured faculty at the rank of Associate Professor is three years. The standard cycle for tenured faculty at the rank of Professor is five years. If for any reason the Chairperson or the Dean of the school deems it necessary to review the faculty member more frequently, the Dean of the school may decide to do so. The Chairperson or faculty member to be reviewed may request that the review be completed by another faculty member or a specially appointed committee of the faculty selected by the Dean of the school.

This evaluation is based on criteria found in the Stonehill Faculty Handbook for:

- Teaching effectiveness
- Advising and mentoring
- Professional and scholarly contributions
- Service and leadership
- Meeting other faculty responsibilities

and to support the College's mission for:

- Diversity and inclusion contributions

**An updated CV as well as representative course syllabi, tests, and assignments should be submitted to the reviewer.**

Name of Faculty Member \_\_\_\_\_ Current Rank \_\_\_\_\_

Department \_\_\_\_\_ Reviewer(s) \_\_\_\_\_

Year of Tenure/Promotion to Associate or Promotion to Professor \_\_\_\_\_

Year of Previous Review \_\_\_\_\_

**I. Review (See Faculty Handbook for faculty responsibilities).**

**Goals established at previous review**

Faculty member: Please copy your goals from previous review here and address in the following sections how these goals were met.

A. **Teaching**

Faculty member: Please reflect on how your teaching (course development, design and rigor; summary of student course evaluations; peer review of teaching and course materials; supervision of directed studies) were effective. Please provide examples. What areas would you like to improve and what strategies would be useful to you in order to improve your effectiveness in this area during the next cycle?

Reviewer(s): Please evaluate the faculty member's response informed by your observation of the faculty member's teaching, and your review of instructional materials and of course evaluations.

B. **Advising and mentoring**

Faculty member: Please reflect on how your advising and mentoring activities were effective. Please provide examples of how you have advised and mentored students. What areas would you like to improve and what strategies would be useful to you in order to improve your effectiveness in this area during the next cycle?

Reviewer(s): Please respond to the faculty member's reflection on advising and mentoring.

**C. Professional and Scholarly Contributions**

Faculty member: Please reflect on your professional and scholarly engagement (evidence of ongoing research, scholarly and/or creative work or other professional activities including scholarship of teaching and learning and civic engagement; publications; involvement in professional organizations; collaborative research and other professional work; presentations at meetings, editorial work; workshop organization; etc.) In which areas would you like to improve and what strategies would be useful to you in order to address these areas during the next cycle?

Reviewer(s): Please evaluate the faculty member's response based on your review of their professional and scholarly contributions.

**D. Service and leadership**

Faculty member: Please reflect on your level of departmental service; extent of college committee work, especially leadership positions; participation and leadership in other college activities; relevant community work, etc. Do you anticipate increasing or decreasing your leadership role and/or service in a particular area during the next cycle? If so, in what specific ways? Explain.

Reviewer(s): Please evaluate the faculty member's response.

**E. Diversity and inclusion contributions in light of Stonehill's mission**

Faculty member: Please reflect on how you have contributed to diversity and inclusion on campus (for example: in your courses, mentoring, scholarship, co-curricular activities, and service). What areas would you like to improve and what strategies would be useful to you in order to improve your effectiveness in this area during the next cycle?

Reviewer(s): Please evaluate the faculty member's response.

**F. Other Faculty Responsibilities**

Faculty member: After reviewing faculty responsibilities in the Faculty Handbook, are there areas that you would like to comment on related to your performance? (For example: attendance at faculty assemblies and other gatherings and college events, maintaining office hours, dealing with other members of the college community with respect and consideration). What areas would you like to improve and what strategies would be useful to you in order to improve your effectiveness in this area during the next cycle?

Reviewer(s): Please evaluate the faculty member's response

**II. Reviewer's overall evaluation and recommendations including whether the next review of the faculty member should occur sooner than the standard cycle.**

**III. Establishment of Goals (towards the next review cycle)**

The goals should be developed in collaboration with the Department Chair (even if the Department Chair was not the reviewer.) Goals should include strategies to address areas that the faculty member would like to improve and/or areas that the reviewer indicates need improvement. For example, plans for new/revised course development, grant applications, scholarship and professional activities, sabbatical application if eligible, use of professional development funds, service and leadership opportunities, diversity and inclusion engagement, etc.

**IV. Faculty Member's Response to Review:**

As part of your response please indicate whether you believe this review is a fair representation of your work and if you are in agreement with the recommendations of the reviewer(s).

**Signatures:**

\_\_\_\_\_  
**Faculty Member**                      **Date**                      **Reviewer(s)**                      **Date**

Dean's Response:

\_\_\_\_\_  
**Dean**                                      **Date**