

**Keene State College Department of English
Discipline Peer Evaluation Committee (DPEC)
Regarding Standards for Evaluations of Professional Performance**

1. The English Department DPEC will conform to Article VIII, "Evaluation Procedures," of the 2009-2011 KSCEA Collective Bargaining Agreement.
2. The DPEC shall annually be chosen in September by the chair to conduct annual, biennial, and/or tenure evaluations of the professional performance of faculty members independently of the school dean's evaluation. The DPEC may choose to have any tenured department member participate as a member of the Committee. A faculty member may designate a tenured bargaining unit member from another discipline to serve as a member of his/her DPEC for the purpose of conducting a more comprehensive evaluation.
3. The chair (or designee) is responsible for overseeing the DPEC process. To expedite the process the DPEC may divide itself into subcommittees. The faculty member being evaluated shall not be a member of the subcommittee of the DPEC assigned to evaluate him/her, but may participate in other DPEC procedures.
4. In cases of promotion/tenure, all materials necessary for evaluation must be submitted in accordance with timelines established by the Office of the Provost.
5. Untenured members of the department shall be evaluated in the spring. Tenured members of the department will be evaluated in the fall. Annual and biennial evaluations and recommendations will be completed by the DEPC no later than two weeks after the end of final's week.
6. Once the composition of the DPEC has been determined, class visits for purposes of observation and evaluation may begin. In addition, the evaluatee will be invited to visit a class session of the DPEC member to facilitate a collegial conversation about teaching.
7. For purposes of class visits the English DPEC will follow these guidelines:
 - a. Untenured faculty in their first year will be visited twice in the fall semester, twice in the spring semester and twice each year thereafter until the tenure decision. Tenured associate professors will be visited once every year until they become eligible for promotion to full professor. Tenured professors will be visited every five years. A faculty member has the option of requesting more frequent visits.
 - b. DPEC members shall conform to basic principles of common courtesy and collegiality by providing reasonable advance notice of their intent to visit a particular class. Every effort should be made not to disrupt the class.
 - c. Once notified of the intent to visit a specific class, the evaluatee should provide the DPEC member with a copy of the syllabus for the course.
 - d. In preparing written classroom observations the observer should consider the following guidelines:

1. Include some discussion of the syllabus and overall course structure, including the course objectives (apparent and stated) as well as learning outcomes. Detailed analysis is not necessary.
 2. Substance of the class may be discussed in a broad way, relating it to the overall objectives of the course. The observer should avoid unnecessarily specific details.
 3. The observer should avoid being prescriptive and should address the apparent effectiveness of the teaching method being used.
- e. The evaluatee will be offered the opportunity for discussing the class observation prior to submission of the written evaluation to the DPEC. In such a discussion the DPEC member should offer a thorough assessment of the strengths and weaknesses of the evaluatee's teaching with the objective of improving his or her teaching.
- f. After class visits have been completed, each DPEC member should within one week give a copy of his/her written observation to the evaluatee.
8. For all evaluations, the evaluatee will submit a file to the DPEC that will contain:
- The annual Self-Evaluation Report;
 - All DPEC class observation reports since the last personnel action;
 - All DPEC letters of evaluation since the last personnel action;
 - All dean's letters of evaluation since the last personnel action;
 - Syllabi for all courses taught in the fall and the spring of the year of review;
 - All student evaluations since the last personnel action;
 - A brief (1-2 page) narrative summary of student evaluations;
 - A current cv;
 - Any additional materials the candidate feels would be useful for the DPEC.
9. This file will be submitted to the DEPC no later than the Friday following commencement.
10. In all evaluations of faculty, student evaluations should be carefully considered. In the instance of annual and biennial evaluations held in the spring, the DPEC shall not review the most recent evaluations unless the instructor concerned has first seen them.
11. The DPEC chair (or designee agreed upon by a majority of the DPEC members) shall draft a written assessment that fully and clearly spells out the judgment of the Committee (this applies both to tenure and/or promotion cases and annual or biennial evaluations). The letter must be signed by all members, or, in case of disagreement, the letter may be revised until all members can sign in good conscience. The DPEC letter will record the DPEC vote.
- a. Once the official DPEC letter is signed, the faculty member being evaluated shall immediately be provided with a copy.
 - b. The DPEC Chair will extend an invitation for the evaluatee to meet with any member of the committee to discuss the DPEC evaluation and to ask questions about the letter. The evaluatee has the right to respond in writing to the evaluation of his/her peers.

- c. The chair will then forward the DPEC letter to the office of the Dean (in cases of annual or biennial evaluation), or to the office of the Provost (in the instance of cases of promotion and/or tenure).

12. In the first year of a tenure-track appointment, in accordance with the KSCEA Collective Bargaining Agreement, the English Department does not expect the faculty member to undertake significant service to the college in a non-disciplinary committee, or significant service to the community in a professional capacity. In the second year, the faculty member is encouraged to focus college service on one non-disciplinary committee and should request a supporting letter from the committee chair.

13. In evaluating materials submitted by candidates for promotion or tenure the DPEC committee, using reasonable discretion, shall follow these guidelines:

A. Tenure

Teaching: untenured faculty members are expected to develop sound and effective teaching practices and establish good advising procedures. They will be evaluated by peer classroom visits and by examination of student evaluations. Their syllabi should follow general college requirements, and normally would include a statement of course objectives and learning outcomes, schedules of assignments and readings, and examinations (if applicable). DPEC will respect the academic freedom of every faculty member to determine a personally effective pedagogy. We value and seek the serious intellectual work that can be accomplished in teaching. We also consider that effective teaching might include such activities as attending teaching workshops and conferences, collaborative teaching, and engaging in campus pedagogical activities.

Service: untenured faculty members should consider opportunities to serve on campus-wide, divisional, and departmental committees, as well as participate in workshops and other college functions. The DPEC would expect faculty applying for tenure to have adequately demonstrated their interest and willingness to assist in the programmatic, academic, cultural, and social operations of the college. It is important that faculty members become acquainted with faculty members and administrators in other areas and divisions of the college and learn how the college functions. We value and seek the serious intellectual work that can express itself in service both to the college and to the larger community.

Scholarship: untenured faculty members should continue to work on scholarship in progress at the time of hire (or begin new projects) and be able to demonstrate ongoing involvement in the scholarly community. New faculty members will carefully examine the English Department's definition of scholarship. If there is any doubt about the appropriateness of a project the faculty member should consult with the department chair, a member of the DPEC, or a senior member of the department.

B. Promotion to Associate

Teaching: candidates for promotion to associate professor must demonstrate, through peer classroom visits and student evaluations, consistently sound and effective teaching. Candidates should show interest in developing new courses and / or new ways of teaching established courses. DPEC recognizes that innovative teaching sometimes entails strategies and course planning that do not work as well as the instructor had hoped. The willingness to learn from mistakes, however, indicates a professional approach to effective teaching. Candidates should be

responsive to program objectives and outcomes and needs; student evaluations; and personal scholarly interests in designing and implementing courses. We value and seek the serious intellectual work that can be accomplished in teaching. We also consider that effective teaching might include such activities as attending teaching workshops and conferences, participating in collaborative teaching, and engaging in campus pedagogical activities.

Service: candidates for promotion to associate professor should have records of service that may include departmental, divisional, and college-wide committee work, with a strong participatory component. Participation in workshops, giving lectures or performances on campus, leading group discussions, advising student organizations, and other forms of college service are also acceptable. We value and seek the serious intellectual work that can express itself in service both to the college and to the larger community.

Scholarship: candidates for promotion to Associate professor must have established a record of scholarly activity and achievement. This may include publications, presentations at national and regional conferences, off-campus performances, or other activities as defined in the English Department definition of scholarship.

C. Promotion to Professor

Teaching: candidates for promotion to professor must demonstrate a strong and consistent record of effective and innovative teaching as evinced by peer and student evaluation and by peer examination of syllabi. We value and seek the serious intellectual work that can be accomplished in teaching. We also consider that effective teaching might include such activities as attending teaching workshops and conferences, participating in collaborative teaching, and engaging in campus pedagogical activities.

College Service: candidates for promotion to professor will present an extensive and ongoing record of substantial and meaningful service to the college. We value and seek the serious intellectual work that can express itself in service both to the college and to the larger community.

Scholarship: candidates for promotion to professor must offer an extensive record of scholarship, including publications, presentations, and other activities as defined in the English department definitions of scholarship. The scholarly work should be ongoing and substantive, and should include publications either in book form or in national or international scholarly or creative journals. Performances, films, or videos must have reached a public or professional audience.

D. A Definition of Scholarship in English

Scholarship for the purposes of the English DPEC is here defined as research, critical writing, oral presentation, or creative work that is intended to reach a professional or peer audience. Research and critical writing may be published as essays, reviews, or monographs, or may be presented orally at conferences or symposiums. Creative work may include poetry, fiction, drama, creative nonfiction, and the screenplay, and may be published in print or electronic journals or books, or may be performed. It may also include the production of films or videos. Related activities (also to be considered scholarship) may include refereeing articles for scholarly journals, editing scholarly or creative journals, consulting or advising in film or video production, responding on panels, or organizing and chairing sessions at professional conferences.

While unpublished work may be considered by DPEC, applicants for promotion or tenure should be able to present some published work (for example, refereed essays, reviews in scholarly

journals, books) and / or a record of oral presentations at professional conferences, preferably including national or regional conferences such as MLA, NCTE, CCCC, AWP, NEMLA, or ASA. Work acceptable for consideration must be broadly related to the applicant's professional field. Though work completed over the entire course of the applicant's career will be considered, evidence of recent (since previous promotion) and ongoing scholarship is required.

This is not intended to be an exclusive definition of scholarship and obviously does not include everything that might be defined as "related professional activities." Candidates may propose whatever they feel is appropriate, but they should explain how their activities fit into either the department's definition of scholarship or the college's definition of "scholarship and related professional activities."

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