

Keene State College Department of Film Studies  
Discipline Peer Evaluation Committee  
Standards for Evaluations of Professional Performance

(\*This document is written with that of the Department of English as a model. The Film Studies faculty thanks the faculty in the English Department for creating such an exemplary document and for willingly sharing the document with us.)

1. The Film Studies Department DPEC will conform to Article VIII, "Evaluation Procedures," of the Collective Bargaining Agreement.
2. The DPEC shall annually be chosen in September by self-nomination and by the chair to conduct annual, biennial, and/or tenure evaluations of the professional performance of faculty members independently of the Divisional Dean's or Director's evaluation. 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.
3. The size and composition of the Committee shall be determined by the tenured faculty members of the Film Studies Department. The department chair is responsible for overseeing the DPEC. Except for a faculty member being evaluated, who may not serve on the subcommittee assigned to evaluate her/him (see section 2 above), the DPEC may choose to have any tenured faculty member. A faculty member may designate a tenured faculty member from another discipline to serve as a member of his/her DPEC for the purpose of conducting a more comprehensive evaluation.
4. In cases of promotion/ tenure, all materials necessary for evaluation must be submitted in accordance with timelines established by the Vice President Academic Affairs. Annual and biennial evaluations and recommendations should be completed preferably before the end of spring semester but no later than commencement. In every instance ample time should be allowed to ensure fair and complete evaluations.
5. Although important, teaching effectiveness is but one measure of faculty performance. Along with student evaluation (see point 6 below), peer evaluations of teaching effectiveness will include class visits of the faculty member being evaluated. For purposes of class visits the Film Studies DPEC will follow these guidelines:
  - a. Once the composition of the DPEC has been determined, class visits for purposes of observation and evaluation may begin. Untenured faculty will be visited each year. Tenured assistant and associate professors will be visited every two years. Tenured professors will be visited every five years. A faculty member has the option of requesting more frequent visits.
  - b. In visits to classrooms, 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 in any way.
  - c. DPEC members should avoid all visiting the same classroom sessions.
  - d. Once notified of the intent to visit a specific class, the evaluatee should provide the DPEC member with a copy of the current syllabus for the courses.
  - e. In preparing written classroom observations the observer should consider the following guidelines:

1. Include some discussion of the syllabus and overall course structure, including outcomes (apparent and stated). Detailed analysis is not necessary.
2. Substance of the class may be discussed in a broad way, relating it to the overall outcomes of the course. The observer should avoid unnecessarily specific details.
3. The observer should avoid being prescriptive but should address the apparent effectiveness of the teaching method being used.

f. An opportunity for discussing class observations should be provided the evaluatee by each DPEC member prior to submission of any 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.

g. After class visits have been completed, each DPEC member should within two weeks give his/her written evaluation to the DPEC and a copy to the evaluatee.

6. In all evaluations of faculty, student evaluations should be carefully considered. In the instance of annual and biennial evaluations held in the spring, DPEC shall not review the most recent evaluations unless the instructor concerned has first seen them before meeting with the Committee. When the Committee meeting is held prior to submission of final grades, the Committee may use student evaluation from the previous spring semester, summer terms, if applicable, and fall semester of the year in which the faculty member is being evaluated.

7. For all evaluations the DPEC chair shall ask the instructor concerned for his/her self-evaluation materials for the period under consideration and shall accept any relevant materials the person has prepared prior to the scheduled personal meeting of the faculty member with the DPEC. If no materials are presented, then DPEC may proceed to the evaluation of the instructor without them.

8. The DPEC chair (or any other persons agreed upon by a majority of the DPEC members) shall draft the written assessment of the committee. The letter should fully and clearly spell out the judgment of the Committee (this applies both to tenure and/or promotion cases and annual or biennial evaluations). The subject of the evaluation will be given the opportunity to meet with the DPEC before the final version of the letter is produced. Once written, the letter must be signed by all members, or, in case of disagreement, the letter may be modified by the writer until all members can sign in good conscience. However, if any member cannot sign in good conscience, then she/he may submit a minority report. The DPEC letter should contain a record of the DPEC vote.

9. Once the official DPEC letter is signed, the faculty member being evaluated shall immediately be provided with a copy (as well as a copy of any additional letter from a dissenting DPEC member). The faculty member will sign the final evaluation document indicating that he/she is aware of the content. The chair will then forward the DPEC letter to the office of the Vice President Academic Affairs (in the instance of cases of promotion and/or tenure) or to the office of the Divisional Dean (in cases of annual or biennial evaluation). The evaluatee has the right to respond in writing to the evaluation of his/her peers.

10. In the first year of a tenure-track appointment, the Film Studies 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.

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

#### A. Tenure

##### Teaching:

Junior 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 schedules of assignments, 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, participating in collaborative teaching, and engaging in campus pedagogical activities.

##### Service:

While there are no predetermined requirements in terms of frequency and type of college service, junior faculty members should consider opportunities to serve on campus-wide, divisional, and departmental committees, as well as participate in workshops and other college functions. 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 all 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:

New 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 must carefully examine the Film Studies Department's definition of scholarship. If there is any doubt about the appropriateness of a project, the faculty member may consult with DPEC or with 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 pedagogy. Candidates should be responsive to student evaluations, program needs, 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 Film Studies 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 Film Studies 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. Definition of Scholarship in Film Studies** (last updated on 11/18/2010)

Scholarship for the purposes of the Film Studies DPEC is here defined as research, critical writing, creative work, or a combination of the above that is intended to reach a professional audience. Since there are two major tracks of professional practice in our field, specific expectation for scholarly activities in each track is as follows:

**Critical Studies:**

- Research and critical writing may be published as essays, reviews, books, or monographs, or may be presented orally at conferences.
  
- Related activities (also to be considered scholarship) may include refereeing articles for scholarly journals, editing scholarly or creative journals, acting as respondents on panels, or organizing and chairing sessions at professional conferences.

**Production:**

- Creative work may include the production of films, videos, installation, and may be exhibited in festivals, galleries, museums, or movie theaters.
- Creative work may also include the writing of screen plays, consulting or taking a crew position in film or video production, or the curation of media works in public venues.

Combined fields:

- Faculty members whose positions lie in the combined practices of Critical Studies and Production will be evaluated based on their scholarship and related professional activities, which may include any of the examples listed above.

While unpublished critical writings and creative works-in-progress will be considered by DPEC, applicants for promotion or tenure should be able to present some published work (for example, critical essays, reviews in scholarly journals, books) or publicly exhibited work and/or a record of oral presentations at professional conferences, preferably including national or regional conferences such as SCMS or UFVA. 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 will be expected to explain how their activities fit into either the department's definition of scholarship or the college's definition of "scholarship and related professional activities."