



## MEMORANDUM

TO: CLA Department Heads  
Tracy Sharpley-Whiting, Director, African-American Studies and Research Center  
Berenice Carroll, Director, Women's Studies

FROM: Margaret Moan Rowe, Dean, College of Liberal Arts

DATE: June 7, 2000

RE: Evaluation Procedures for Joint Appointments in CLA

Attached are the procedures that we will use for our colleagues who hold joint appointments in the college. I propose that we re-examine the procedures after a two-year period. That way we can decide what does and does not work.

Thank you for your help in clarifying our practices.

MMR/saa

Attachment

cc: Joan Marshall, Associate Dean, CLA Dean's Office  
Howard Zelaznik, Associate Dean, CLA Dean's Office

Evaluation, Contract Renewal and Promotion and Tenure Review Procedures for Faculty  
with Joint Appointments between Interdisciplinary Programs and Departments  
in the College of Liberal Arts.

Interdisciplinary programs in the College of Liberal Arts have faculty jointly appointed with departments in the college. Based upon positive cooperation between the department heads and the directors of programs, procedures for evaluation of joint-appointed faculty have developed over a period of years. These procedures, outlined below, are designed to assure full and fair assessments of faculty with dual appointments for the purposes of merit evaluations and contract, promotion and tenure reviews.

*Procedures:*

A. Annual progress and merit reviews:

1. The program director will give the department head a written evaluation of the progress and performance of the joint-appointed faculty member, by stipulated dates, as needed for consideration by any pertinent committee(s) and the department head in formulating evaluative reports or determining merit raises.
2. Department head and program director will give each other any written evaluation procedures and guidelines used in their respective units.
3. The program director will provide the joint-appointed faculty member with a copy of the written evaluation given to a department head.
4. The department head will give the program director a copy of the annual review of a joint-appointed faculty member. Only the department head will discuss the annual review with the faculty member.
5. The department head will consult with the program director about the proposed merit raise for a joint-appointed faculty member to provide the director an opportunity to comment before a raise figure is submitted to the dean. The program director will be informed by the department head of the amount of the proposed raise approved by the dean. Only the department head will report the raise to the faculty member.

B. Contract renewal:

1. The program director will be asked by the department head of any joint-appointed faculty member coming up for contract renewal to provide a written evaluation of

progress and performance, by a stipulated date, as needed for consideration by the primary committee or any other pertinent committees(s) and the department head in determining whether to grant contract renewal. The program director will give a copy of the evaluation to the faculty member. In the event that contract renewal for a joint-appointed faculty member is to be considered in the primary committee of the tenure department, the program director will be invited to join in that discussion, without vote, unless the director is a member of that primary committee.

2. The head of the tenure department for a joint-appointed faculty member will inform the program director of the primary committee vote and consult with the director of the program before submitting to the dean the department's decision regarding contract renewal.

#### C. Promotion and Tenure Review:

1. The head of the tenure department will inform the program director of the procedures and time line for document preparation for the tenure and/or promotion review of any joint-appointed faculty member.
2. The head will invite recommendations for external reviewers from the faculty member being reviewed and from the director of the program. Those recommendations will be considered when reviewers are selected. The head will inform the director of the program of the names of external reviewers who have been asked to write reviews.
3. The program director will provide the head of the tenure department with a full evaluation of the research, teaching, and service contributions of the faculty member from the standpoint of the program. This evaluation will be provided to the department's primary committee members and will be included in the candidate's promotion document.
4. The program director will join in the primary committee discussion of the joint-appointed candidate for promotion and/or tenure, without vote, unless the director is a member of that primary committee.
5. As the promotion/tenure document is being prepared, the department head will consult with the program director. The program director will have access to the promotion document and all attachments.

The program director will present a statement and join in the area committee discussion of any candidate for promotion/tenure holding a joint appointment in the program.