Guidelines for the Review of Fixed-Term Instructional Faculty  
Department of Foreign Languages & Literatures  
Adopted: 4 December 2002

I. Introduction:
The work of fixed-term instructional and research faculty improves the quality of our department's efforts and is a key factor in our ongoing success. The review process detailed here is meant to recognize the good work of our fixed-term colleagues and to help them develop and improve their abilities.

II. Selection of the Departmental Review Committee:
The committee will consist of three faculty members, appointed by the department chair, at least one of whom will be a fixed-term faculty member. Normally, the fixed-term member of the committee will be chosen from within the department. The department chair may not serve as a member of the committee. The committee will elect its own chair.

The department chair will ensure that no fixed-term faculty member on the committee is charged with reviewing her/himself. In the event that the committee's fixed-term faculty member is also to be reviewed, the department chair will appoint another committee member solely for purposes of reviewing the other committee member's dossier; that member will also be a fixed-term faculty member, from within or from outside of the department.

III. Eligibility/Requirement for Review:
During the first six annual appointments, a faculty member must be reviewed each year, either through these guidelines or via departmental and university guidelines for promotion. (A faculty member may choose to be considered for promotion under Article 14 of the Collective Bargaining Agreement with the AAUP, and in that case s/he need not be reviewed under these guidelines in that year.)

During the sixth year of continuous service, fixed-term faculty shall be reviewed for eligibility for multi-year appointments. The faculty member may choose to defer the review for eligibility for multi-year appointments. The review for eligibility for multi-year appointments is a cumulative review, but is otherwise identical to the regular, periodic review. Regardless of the decision regarding eligibility for multi-year appointments, the review should remain developmental in nature.

Faculty members with more than six years of continuous service who have been declared eligible for multi-year appointments shall be reviewed every third year (although the faculty member may request more frequent reviews). Faculty members currently on multi-year appointments must be
reviewed in the final year of their current appointment.

Note that any fixed-term faculty member promoted under the departmental and university promotion and tenure guidelines is automatically eligible for multi-year appointments; in that case, s/he need not be reviewed under these guidelines to establish eligibility for multi-year appointments.

IV. Materials to be used in the Review:
The department secretary will provide the review committee with a copy of the faculty member's position description, which defines the faculty member's duties within the department.

A fixed-term faculty member being reviewed will submit the following material as a minimum:
- A current curriculum vitae in the format specified in the PSU Promotion and Tenure Guidelines.
- A report summarizing key activities in the previous year or since the last review.
- A personal narrative and self-evaluation of progress made in the previous year or since the last review.

In addition to the materials listed above, fixed-term faculty with instructional duties specified in their position description must submit:
- Student teaching evaluations.
- Course syllabi and relevant course materials.
- Narrative reviews of teaching and course materials made by supervising faculty members (e.g., the chair or the head of the appropriate language section).
- A statement of support for the faculty member from a supervising member of the department. In the case of faculty members whose work does not fall under the purview of a language section, this statement will come from the department chair; otherwise it will be made by the head of the appropriate language section.
- Copies of publications and other creative activities for the period since the last review, if publications or other creative activities are among the faculty member's relevant scholarly activities or are included among the duties in the her/his position description.

In addition to the material required of all faculty members above, fixed-term faculty with university and/or professional service duties specified in their position description may submit letters of reference from university and/or professional colleagues that evaluate the quality and extent of the faculty member's work.

The faculty member may also provide additional information viewed as
useful for the review. The review committee may request from the faculty member additional information related to the faculty member's duties as specified in his/her position description needed to complete their report.

V. Review Schedule and Procedure:
All fixed-term faculty members eligible or required to be reviewed in a particular academic year will be so notified in writing by the department chair by December 1 of the academic year of the review.

Note that a faculty member may have already chosen to be considered for promotion under Article 14 of the Collective Bargaining Agreement with the AAUP and thus need not be reviewed under these guidelines in that year.

In cases where the review for eligibility for multi-year appointments is possible, notified faculty members must respond to the department chair by January 8 indicating whether or not they wish to defer the review for eligibility for multi-year appointments. (Lists of eligible faculty will be available from Human Resources.)

A faculty member being reviewed under these guidelines will submit all applicable materials (see section IV, above) to the review committee not later than January 15 of the academic year of the review.

The review committee will review the material submitted by the faculty member being reviewed and provide a report to the department chair, with a copy to the faculty member, by February 15 of the academic year of the review. The report should identify specific areas of strength and areas needing improvement, suggest possible steps to aid the faculty member in making improvement, and should recommend, where appropriate, whether or not the faculty member should be eligible for multi-year appointments. In all cases, the report will be tied to the duties specified in the faculty member's position description. These duties may include instruction, research/scholarship, university service, and professional service.

Within one week of the committee's report, the faculty member being reviewed may submit to the department chair a written response to the committee's report.

By March 1 of the academic year of the review, the department chair will provide the faculty member being reviewed with a draft written review based on the faculty member's materials, the review committee's report, and any response submitted by the faculty member. The department chair's report should identify specific areas of strength and areas needing improvement, should spell out any steps to be taken to aid the faculty member in making improvement, and should indicate, where appropriate,
whether or not the faculty member is eligible to be considered for multi-year appointments. In all cases, the report will be tied to the duties specified in the faculty member's position description. These duties may include instruction, research/scholarship, university service, and professional service.

By March 8 of the academic year of the review, the department chair will meet with the faculty member to discuss the draft review. The department chair will then provide a final, written copy of the department chair's review and the committee's report to the faculty member, to the responsible dean, and to the faculty member's file by March 15 of the academic year of the review. The faculty member may add his/her own written response to the department chair's submission within one week of receiving the report.

V. Approvals:

Approved by Department of Foreign Languages & Literatures:
Signed: ____________________________ Date: ________________
Chair
Approved by College of Liberal Arts & Sciences:
Signed: ____________________________ Date: ________________
Dean
Approved by Office of Academic Affairs on:
Signed: ____________________________ Date: ________________
Provost