

Residential College in the Arts and Humanities
Criteria and Procedures
For annual evaluation of fixed-term faculty and academic staff

The contract between MSU and the Union of Non-Tenure Track Faculty (UNTF) and MSU policy state that fixed-term faculty and academic staff will be evaluated annually. The following criteria and procedures will apply for review of fixed term faculty and academic staff appointed in the Residential College in the Arts and Humanities (RCAH).

Evaluation Criteria

- 1) Fixed-term faculty will be evaluated in relation to the responsibilities specified by the terms of their appointment, which can include one or more of the following areas: teaching, scholarly and creative activities, and service. To the extent applicable, the RCAH will use the same criteria for evaluating these areas that are used for tenure-stream faculty, as stated in the RCAH Policy for Reappointment, Tenure, Promotion, and Annual Merit Review, approved 2/26/2010.
- 2) Fixed term faculty and academic staff with designated responsibilities in other areas (eg, administrative, outreach, curriculum development) will be evaluated on the basis of their performance in those areas as specified in the offer letter and/or position description.

Annual Review Procedures

- 1) As with tenure stream faculty and continuing system academic staff, the review period will be based on the previous calendar year (Jan 1 – Dec 31).
- 2) Fixed term faculty and academic staff will submit a review dossier to the dean of the RCAH and the RCAH Review, Tenure, and Promotion (RTP) Committee by the last working day of February. The dossier should consist of the following:
 - Current curriculum vitae
 - Supporting materials according to the responsibilities specified in the individual's appointment. For most fixed term appointments this will include evidence of excellence in teaching, eg, teaching evaluations, syllabi, publications and presentations related to pedagogy, teaching awards, and any other materials that would help the review committee evaluate the quality of the candidate's teaching.
 - Any materials that would help the review committee evaluate the quality of the candidate's performance in other areas of responsibility as specified in the appointment.
- 3) The dossier will be reviewed by the RTP Committee, which will make a recommendation to the dean. All areas of responsibility, as specified in the appointment, will be considered in the evaluation.
- 4) The dean, after reviewing the dossier and consideration of the recommendation of the RTP Committee, will be responsible for the final evaluation of the performance of each fixed term faculty and academic staff member consistent with the expectations for the position and policies of the unit.

- 5) The dean will provide each fixed term faculty and academic staff member with a written draft evaluation. Individuals will then have the opportunity to discuss the evaluation with the dean, if they desire.

- 6) A final written evaluation will be distributed to the individual within three months of the dean's meeting with the individual, or within three months of the draft evaluation if no meeting is requested. Individuals will have the opportunity to discuss the final evaluation with the dean, if they desire, and/or to respond to the evaluation in writing. A written response received by the dean's office within one month of receipt of the final evaluation will be placed in the individual's unit personnel file with the evaluation.