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MEMORANDUM

TO: College of Arts and Letters Faculty
FROM: Heather Coltman, Dean *Heather Coltman*
RE: Evaluation of College-Wide Program and Certificate Directors and College Faculty holding University-wide appointments
DATE: February 15, 2017

The purpose of this policy is to ensure that faculty assigned to administrative and/or service work outside of their home unit will be appropriately evaluated, and that the evaluative information will be appropriately incorporated into the Annual Faculty Evaluation by their unit administrator.

This process establishes the policies and guidelines for faculty holding the following positions, all of whom are appointed and supervised by the Dean or her/his designee:

- Director, PhD in Comparative Studies
- Director, Center for Women, Gender and Sexuality Studies
- Director, School of the Arts
- Director, Caribbean and Latin-American Studies Certificate
- Director, English as a Second Language Certificate
- Director, Jewish Studies Certificate
- Director, Asian Studies Certificate
- Director, Classics Studies Certificate
- Director, Religious Studies Certificate
- Director, Professional and Technical Writing Certificate
- Director, Film and Video Certificate
- Associate Director, Center for Body, Mind and Culture

In all cases, the Dean or her/his designee will consult with the Chair of the Department in which the Director is housed in order to review the relevant portion/s of the Annual Faculty Evaluation, and will provide a written narrative evaluation and overall evaluation rating (exceptional, outstanding, satisfactory, needs improvement, unsatisfactory) of the Director's work. The Chair of the Department will incorporate this evaluative narrative and rating into the Director's overall evaluation, assigning the appropriate weight according to the percentage effort designated for service as Director.

College Faculty may be appointed to University-wide positions, including, but not limited to, the following:

- Director, University Honors Program (housed in Undergraduate Studies)

Director, Center for Excellence in Writing Across the Curriculum (housed in Undergraduate Studies)

Director, Pathways to Academic Readiness (housed in Undergraduate Studies)

Liaison, Student Media (housed in Student Affairs)

Liaison, Office of Undergraduate Research and Inquiry (Strategic Plan Platform)

Liaison, Community Engagement (Strategic Plan Platform)

Associate Director, Peace, Justice and Human Rights Certificate and Initiative

In these cases, the coordinator/supervisor of the unit in which these programs are housed will review the relevant portion/s of the Annual Faculty Evaluation, and will provide a written narrative evaluation and overall evaluation rating (exceptional, outstanding, satisfactory, needs improvement, unsatisfactory) of the Director/Liaison's work. The Chair of the Department will incorporate this evaluative narrative and rating into the Director/Liaison's overall evaluation, assigning the appropriate weight according to the percentage effort designated for service as Director/Liaison.