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**Materials to be Completed/Submitted by the**

**Department Chair or Designee**

**A. ASSIGNED DUTIES OF CANDIDATE**

Please reference the candidate’s annual faculty evaluation reports which are available in a BOX subfolder. For tenure applicants, reports should reflect all candidates’ tenure-earning years at ISU. For promotion candidates, reports should reflect years since candidate’s original ISU appointment, or since his/her last promotion at ISU, whichever is the more recent.

**B. STUDENT EVALUATION OF TEACHING**

Please provide a narrative describing the student evaluations of courses taught by the candidate, including both quantitative data where availableand a short summary that captures the essence of the student comments. This narrative should include contextualizing information in terms of departmental norms and a description of the evaluation instrument (e.g., items, response scales). The summary can include a statistical presentation, but should not be limited to statistics.

A **suggested template** for the reporting of statistical data is provided on the following page. If the candidate or the department wishes to attach the comments in their entirety, include them as supplemental materials.

For Tenure applications, the summary should address student evaluations for all of the tenure earning years. For Promotion applications, the summary should address student evaluations for the past five years or since the last promotion/tenure award, whichever is the more recent.

**Suggested Template for Reporting Quantitative Data from Student Evaluations**

This template is designed for reporting quantitative data from student evaluations of teaching effectiveness. The template provides space for identifying and describing each course taught, as well as for reporting relevant information about student responses to overall summary evaluation item(s) on a departmental instrument for student evaluations. (An overall summary evaluation item is one that asks the student to provide a global assessment of the instructor or the course.) If the applicant (or tenure and promotion committee) wishes to include additional items, use the same format and clearly identify the items.

|  |  |  |  |
| --- | --- | --- | --- |
| Course Number: | Course Name: | Course Type: | Semester/Year: |
| Summary of Quantitative Responses |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Number of****Responses** | **Course****Mean (SD)** | **Dept.****Mean (SD)****For Level** | **Course****Median** | **Dept.****Median****For Level** | **Course****Min - Max** |
| Briefly reproduce overall evaluation item | N | M.mm | *M.mm* | *Med* | *Med* | *X – Y* |
| *Briefly reproduce additional summary Items as needed* | N | M.mm | M.mm | *Med* | *Med* | *X – Y* |

Key:

*Course Type* refers to whether the course is designed for Gen Ed (**GE**), Majors/Minors (**M)**, Service (**S**), or Graduate Students (**Gr**)

*Number of responses* refers to the number of students providing data on the item.

*Course mean (SD)* refers to the arithmetic average (and standard deviation) for responses to the item in the course.

*Dept. Mean for Level (SD)* refers to the departmental mean (and standard deviation) for responses to the item for all courses at that numerical level (i.e., 100-level, 200-level, etc.).

*Course Median* refers to the score at the 50th percentile for responses to the item in the course.

*Dept. Median for Level* refers to the score at the 50th percentile for responses to the item for all courses at that numerical level (i.e., 100-level, 200-level, etc.).

*Course Min – Max* refers to the lowest (*Min*) and highest (*Max*) observed responses to the item in the course.

###### Reproduce the template as necessary to report available data for each relevant course.

###### C. EXTERNAL REVIEWS OF RESEARCH AND CREATIVE ACTIVITY

(Not applicable to the Five-Year Review [Periodic Performance Review])

**Follow the procedures outlined in the Idaho State University Promotion and Tenure Policy.**

SAMPLE LETTER

Invitation to External Reviewers

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(DEPARTMENTAL/SCHOOL LETTERHEAD)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (DATE)

Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(NAME) is being considered for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Department/School of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at Idaho State University. You have been recommended as a person highly qualified to review and evaluate \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (HIS/HER) research/scholarly/creative contributions. We believe external evaluations contribute substantially to the academic review process, and we would greatly appreciate your willingness to serve in this capacity. *If the faculty member is applying for early tenure or promotion, please insert the following sentence here:* Please be advised that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(NAME) is applying for “early” tenure or promotion and that Idaho State University has stringent performance expectations for awarding a favorable “early” decision; a candidate needs to have exhibited an extraordinary scholarly record to earn early tenure or promotion.

Your written comments will become part of \_\_\_\_'s file and be available for Professor \_\_\_\_\_\_\_\_’s review. If you are willing to accept our invitation, we solicit your comments regarding the depth, originality, importance, significance, visibility, productivity, and independent scholarship of (his/her) contributions. We do not, of course, expect you to make a (tenure/promotion) recommendation as such. Your evaluative comments, however, based upon your knowledge and appreciation of the field and its standards, will be a significant contribution to our review. Please keep in mind that your comments should reflect appropriate norms, as you see them, for a candidate for (tenure/Associate Professor/Full Professor). Also, if you have had any relationship with\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the past, please so indicate.

If you agree to conduct this review for us, we will provide you with Dr. \_\_\_\_\_\_\_\_’s *vita* and supporting materials, a copy of the Department/School, College, and University mission statements, and a written description of the candidate's assignment of efforts and activities for the entire time span being evaluated.

In order to complete our review I hope we might have your response by \_\_\_\_\_\_\_\_(DATE). Should you decide not to accept our invitation to serve as an external reviewer for \_\_\_\_\_\_\_\_\_\_\_ (NAME), we would appreciate learning of that decision at your earliest convenience. A telephone call to me at (208) 282-xxxx would facilitate our selection of another reviewer if you cannot accept our invitation. In either case, please be assured that we are very grateful for your consideration of our request.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(DEPARTMENT CHAIR/SCHOOL DIRECTOR)

**D. Chair’s recommendation: This narrative should include a careful analysis of the evaluation with rationale and reasons for positive and/or negative evaluation (a Departmental Committee report will accompany and inform the chair’s recommendation).**