

STATEMENT OF EVALUATION CRITERIA AND STANDARDS
DEPARTMENT OF FRENCH STUDIES

The department shall evaluate the faculty members in the following areas:

- 1) Teaching
- 2) Professional growth
- 3) Advising
- 4) Service to the Department and to the University
- 5) Service to the Community

All department members must be familiar with the educational goals of the university and show that they contribute to their attainment by addressing them regularly through course content and requirements. Moreover, all department members and non-departmental approved reviewers must adhere to all the provisions guiding faculty evaluations contained in the Faculty Code and the Professional Standards Committee guidelines.

The department desires a faculty composed of diverse individuals with varying interests and different areas of expertise within the discipline. Because of this heterogeneity, it is expected that the set of activities that constitutes excellence in teaching, high level of professional growth, service to the department, university and community, may vary from individual to individual within the department and throughout each faculty member's career at the institution. We recognize there are many ways individuals can grow professionally in such a way as to contribute to the efforts of the department and the university. Our goal is to encourage individual efforts in maintaining professional vitality as teachers and scholars by insisting on the qualitative instead of the quantitative nature of each faculty member's contribution.

1. TEACHING

The department believes that our educational goals can be met best when teaching is a matter of central concern to its faculty. The quality of teaching is the single most important criterion in the evaluation of our faculty, and we expect that all professional activities of a faculty member will contribute, directly or indirectly, to the achievement and maintenance of the highest teaching standards.

In evaluating an individual, we will take the following general expectations into consideration:

- Expertise in French as an academic area (language, culture, and literature) to support the aims of a liberal arts institution within a multi-cultural context.
- Command of French language on or near the level of that of an educated native speaker.
- Continued contact with French and/or Francophone cultures.

- Demonstration of excellence in teaching by setting and meeting appropriate course objectives, presenting well-organized course material, setting clear expectations for students, choosing pertinent material and assignments, providing appropriate and prompt feedback on students' work, and adopting appropriate pedagogic practices recognized to be of the highest standards in the field.

Department members must demonstrate that they are able to instill interest and enthusiasm for the subject matter while maintaining appropriate and reasonable academic standards.

2. **PROFESSIONAL GROWTH**

It is incumbent upon tenure-line members to articulate the role that scholarship has in their professional growth and the contributions that their specific research makes to their own area(s) of expertise. The department realizes that professional growth is essential to the intellectual vitality of the university and that members of the department should remain active in their scholarly discipline.

While professional growth can be illustrated in many ways, we consider publication of scholarly works in the individual's professional field to be the most valued achievement. We view publications in peer-reviewed journals or recognized scholarly or trade presses as the most recognized achievement, and thus we expect them from tenure-line members. The following offers examples of professional growth other than the publication of scholarly works that could be undertaken individually or in partnership with colleagues in the same fields:

- Scholarly presentations on campus and at professional conferences.
- Active participation at professional meetings in one's field of expertise.
- Sabbaticals and their professional use.
- Demonstrated contribution of scholarly, creative work, or technology-based projects.

Valuable aspects of professional growth may include the sustained effort that contributes to the maintenance of currency in the discipline, the development of new areas of expertise, and the development of the department's curriculum.

The list above is not intended to be exhaustive but only to serve as examples of activities that indicate an individual's efforts to maintain continuous professional growth as a faculty member. Candidates must be actively involved in such endeavors that, in the judgment of departmental colleagues, demonstrate sustained professional growth in the discipline.

3. ADVISING

The department understands that "advising" is a multifaceted commitment to students. It encompasses a broad range of curricular and co-curricular activities designed to foster a spirit of enthusiasm for language studies. It is not limited to the formal confines of the advisor-advisee relationship. While a faculty member's willingness to advise students may be measured, the ultimate quality of that advising is often difficult to ascertain with any measure of certainty. Its long-term effects may not be felt until years after the student's matriculation. A faculty member's responsiveness can be gauged by several factors, among which are the following:

- Commitment to the university's goals and mission.
- General accessibility to students and responsiveness to their academic needs.
- Dispensing reliable advice concerning the requirements and expectations of the department and the university.
- Ability to elicit enthusiasm for language learning and cultural awareness by participating in curricular and co-curricular activities of the department that foster the students' interest in French studies and enhance their academic experience.

4. SERVICE TO THE DEPARTMENT AND THE UNIVERSITY

We feel that service to the university benefits the campus community. We also feel that university service should not be defined narrowly as participation in university governance. The department encourages service to the university in many aspects that suit the individual faculty member's strengths and interests. Such service should not interfere with quality teaching or with other departmental responsibilities.

In evaluating a colleague's service, we take the following into consideration:

- Knowledge of the department's and the university's goals and mission.
- Degree and quality of participation in activities.
- Willingness to accept and to share responsibility.
- Imaginative ideas: creation as well as execution of proposals and initiatives.

5. SERVICE TO THE COMMUNITY

The department values participation in service to the community, particularly those related to professional interest and expertise. In the individual's evaluation, we consider:

- Range and degree of off-campus participation.
- Sharing expertise with the community.
- Participating in service that enhances a person's value to the university, or enriches teaching.

PROCEDURES FOR FACULTY REVIEWS

The following procedures are adopted by the department for the evaluation of colleagues as called for by the Faculty Code, particularly, Chapter III, Section 4. Other faculty reviews (such as streamlined reviews) will adhere to the Faculty Code, Professional Standards Committee guidelines, and any directives from the Office of the Academic Vice President. These procedures should lead the colleagues in the Department of French Studies to a rigorous, informed, and judicious assessment of those who are under review.

Evaluees and departmental colleagues must abide by the provisions of the Faculty Code that outline the evaluation process. While evaluees are responsible for providing the material upon which an appropriate evaluation is made, department members are responsible to be familiar with the evaluee's file, make class visits as appropriate, and participate in the evaluation process outlined herein.

Review of Permanent Faculty Members

Permanent faculty members are defined as those who are on a tenure-line contract or who have on-going status as defined by their contracts. All permanent faculty members not on leave must participate in the department review process as outlined in the Faculty Code and department procedures.

Non-tenure-line permanent faculty members will be evaluated primarily on the basis of excellence in teaching, responsiveness to students, and service to the department. They are expected to remain current in developments in the discipline that bear upon their teaching duties. While they are not required to engage in scholarly research, they are encouraged to remain active in relevant professional pursuits.

Approved reviewers: Due to the size of the department, outside expertise is essential to provide professional expertise in the review process. Therefore, for all tenure-line faculty during their third-year pre-tenure review, tenure review, and promotion reviews, one or more tenure-line colleagues from the faculty of a related department or school must participate in the review, including class observations and the department deliberations. Evaluees may recommend these colleagues from the University of Puget Sound. Final selection will be made in consultation with the department chair and with final approval of the Academic Vice President. The same process for approved reviewers may be adopted if not enough permanent faculty members from the department are available to participate in a particular review.

Evaluees may also seek off-campus colleagues, or colleagues from outside the department, who can comment authoritatively on their field(s) of study and scholarly activities, and may include such material in the review file according to the Faculty Code provisions.

In the case of the review of the chair or if the chair is on leave, the department's permanent colleagues will designate a head officer to assume the chair's role in the review process.

Review process:

The review file must include all the material called for in the Faculty Code, Chapter III, section 4, "Evaluation Procedure". Professional papers of significant length or written in French may be abstracted.

The chair will gather all the material called for in the Faculty Code for each type of review and according to the notification of the university deadlines.

The department shall hold a meeting to discuss all relevant data, deliberate, and arrive at a recommendation. Such deliberations will be held in the absence of the evaluatee, and appropriate summaries of the department's decision shall be shared with evaluatees according to the Faculty Code's provisions. Only permanent faculty members and approved reviewers will conduct the deliberations, in the absence of the evaluatee, to arrive at the department's recommendation. Visiting faculty in the department may choose to write a letter on behalf of the evaluatee to be handled according to established procedures, but may not participate in the review.

Individual letters of evaluation on the candidate must be handed in to the chair at least three (3) hours prior to the beginning of the department deliberation meeting. The chair at the beginning of the meeting must summarize letters received on behalf of the evaluatee whose authors are not present at the deliberations.

The deliberation session will be kept confidential but will be summarized and co-signed by the chair and a second reviewer chosen before the deliberation and in mutual agreement with the evaluatee. The summary, which will be provided to the evaluatee, shall include the result of the department's recommendation.

If a discrepancy exists between the vote of faculty members during the deliberations and their recommendation in the individual letter, those colleagues must submit an addendum clarifying their vote to the chair within one week of the department deliberation, but at least two days before the file is due to the office of the Academic Vice President. The chair will then transmit the departmental vote, recommendation, and all the required documentation to the appropriate sources as outlined in the Faculty Code and Professional Standards Committee guidelines.

Class Visits:

Department members must be familiar with the provisions of class visits in the Faculty Evaluation Procedures & Criteria document issued yearly by the Professional Standards Committee, and the Faculty Code, particularly Chapter III, Section 4 "Evaluation Procedure".

The department considers that class visits by colleagues are an important aspect of the evaluation process; therefore, we expect that as a group we would make enough class visits to give adequate consideration to the evaluatee's teaching. We encourage department members to view class visits as an ongoing process intended to provide colleagues with evaluation and feedback, and to be able to give adequate consideration to the evaluatee as a teacher.

Review of Non-Permanent Faculty Members

Non-permanent faculty are full-time visiting faculty members, qualified to teach mostly lower-division French courses. They typically hold a Ph.D. in French studies, command near-native fluency in English and in French, and are committed to undergraduate teaching and liberal arts education. Their research specialties are determined by the needs of the French program. A non-permanent faculty member is usually contracted for one year of service with an option of renewal. The duration of the contract and options to renew are determined by university standards, program needs, and approval of the Academic Vice President.

Non-permanent faculty members are expected to demonstrate excellence in teaching, as defined by the department criteria, maintain appropriate fluency and cultural currency in French, and contribute significantly to the development of the French program. Their specific teaching and co-curricular assignments may vary or change according to the needs of the program. Because non-permanent faculty posts are considered springboards for the faculty member to make a successful search for a tenure-line position beyond Puget Sound, non-permanent faculty members are strongly encouraged to maintain their professional growth, as defined by department criteria. Non-permanent faculty members are exempt from university or community service assignments as described in the Faculty Code.

Non-permanent faculty members are to be evaluated annually according to department criteria for teaching and service. Non-permanent faculty members applying for renewal of their contract will submit a self-evaluation statement and evaluation file as described below by January 31 of the spring semester. The chair will designate an evaluation team consisting of the chair and at least one permanent colleague in the French Studies department. The evaluation should include class visits as defined in the review procedures above.

The non-permanent faculty member's evaluation file will include: The non-permanent faculty member's self-evaluation statement and any documentation deemed pertinent, a letter of evaluation by at least one permanent colleague in the French Studies department, and the student course evaluations for the previous two semesters or, in the case of a first-year non-permanent faculty member being reviewed in January, the previous semester. The chair will maintain a file of all evaluation materials for the duration of the non-permanent faculty member's employment at Puget Sound. In consultation with the colleagues in the French Studies Department, the chair will recommend renewal, non-renewal, and/or give suggestions for improving performance as needed. In cases where the chair and department colleagues are in disagreement about contract renewal, a vote will be taken; in the case of a tie, the department colleagues' recommendation will normally take precedence.

Part-time adjuncts: Adjuncts are evaluated on a course-by-course basis according to the provisions of the Faculty Code, Professional Standards Committee guidelines, and any directives from the Office of the Academic Vice-President.

Approved by the Department of French Studies on October 24, 2014 and re-submitted with suggested changes (February 25, 2015)

Michel Rocchi, Chair

Diane Kelley, Professor

Steve Rodgers, On-Going Instructor