

STATEMENT OF EVALUATION CRITERIA AND STANDARDS DEPARTMENT OF HISPANIC STUDIES

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

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

The department desires a faculty composed of diverse colleagues with varying interests and different areas of expertise within the discipline. Because of this heterogeneity, it is expected that the set of activities which constitutes excellence in teaching, high level of professional growth, service to the department, university and community, may vary among colleagues within the department and throughout each faculty member's career at the institution. We recognize there are many ways colleagues 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.

The following sections of this document detail how we evaluate these diverse contributions. They do so in accordance with the criteria and processes for promotion and tenure as explained in the Faculty Code and the Faculty Evaluation Procedures and Criteria (henceforth, the "User Guide").

1. TEACHING

The department believes that our educational goals can be met only if 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 a colleague, we will take the following into consideration:

- expertise in Hispanic Studies as an academic area to support the aims of a liberal arts institution within a multicultural context;
- command of Spanish at or near the level of that of an educated native speaker;
- setting and meeting appropriate course objectives and student learning outcomes;

- organization and clarity of presentation;
- selection and development of pertinent materials and assignments.

2. PROFESSIONAL GROWTH

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 recognize that print or digital scholarly publications subjected to peer-review constitute the most recognized achievement within the various specialties of our field. Thus, while we do not require a specific quantity of such publications, normally we expect some form of peer-reviewed scholarship from our tenure-line faculty members. We stress that we value a more holistic conception of professional growth beyond publishing articles and monographs. Additional forms of meaningful scholarship may include digital initiatives, scholarly presentations, active participation at professional meetings and associations, and demonstrated contribution of scholarly and/or creative work. This list is neither exhaustive nor indicative of any particular ranking among those activities. Candidates must be actively involved in such endeavors that, consistent with the professional dialogue of their field, demonstrate sustained professional growth. It is the candidate's responsibility to articulate the role that scholarship has in their professional growth and the contribution that this research makes to their pedagogy as well as their own area(s) of expertise.

3. ADVISING

The department understands that advising is not limited to the formal confines of the advisor-advisee relationship. Advising is a multifaceted involvement with students, which encompasses a broad range of curricular and co-curricular activities designed to foster interest in and engagement with Hispanic Studies. The effectiveness of one's advising can be assessed in several ways:

- ability to guide students in developing cultural awareness;
- dispensing reliable advice concerning the requirements and expectations of the department and University;
- general accessibility to students and responsiveness to their academic needs, including independent research projects;
- mentoring students in their individual and intellectual growth beyond strictly curricular concerns.

4. SERVICE TO THE DEPARTMENT AND TO THE UNIVERSITY

Service to the Department and University may take many forms in addition to governance and committee assignments.

When evaluating departmental service, we will take into consideration the following criteria:

- degree and quality of participation in activities and initiatives, academic and/or co-curricular, to both department and the university at large;
- willingness to accept and to share responsibility in the administration and governance of the department;
- imaginative ideas: creation as well as execution of proposals.

When evaluating university service, we may take into consideration the following criteria:

- degree and quality of participation on standing and ad hoc committees
- degree and quality of involvement in interdisciplinary programs
- a demonstrated willingness to support and participate in co-curricular activities that enrich our broader academic community

5. SERVICE TO THE COMMUNITY

The department values participation in service to the community, particularly as it relates to professional interest and expertise. In a colleague's evaluation, we consider:

- range and degree of off-campus participation;
- sharing expertise with the community;
- co-organizing events with community organizations
- participating in service that enhances a person's value to the University, or enriches teaching.

PROCEDURES FOR FACULTY REVIEWS DEPARTMENT OF HISPANIC STUDIES

The following procedures are adopted by the department for the evaluation of colleagues as called for by the Faculty Code. 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 Provost. These procedures should lead the colleagues in the Department of Hispanic Studies to a rigorous, informed, and judicious assessment of those who are under review.

Evaluees and departmental colleagues must abide by the User Guide and the provisions of the Faculty Code and User Guide 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. As per the Faculty Code, the Head Officer of a given evaluation process will gather requisite information and ensure that the process is carried out in accordance to the abovementioned provisions.

All tenure-line faculty members not on leave must participate in the department review process as outlined in the Faculty Code and department procedures.

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

Tenure and promotion reviews: The head officer, in consultation with the evaluee, will set a date for a scholarly presentation and issue invitations to colleagues in the department. Such a date will precede the deadline for submission of evaluative letters to the head officer. The session will consist of a seminar-style presentation on a topic of the candidate's choice, followed by an open discussion.

Review process (excluding streamlined reviews): Upon notification of the university deadlines, evaluees shall prepare their file in all the areas outlined in the Faculty Code and stated above. The file should be presented to the head officer in accordance with the specified deadlines imposed by the university review process.

The review file must contain an updated C.V.; copies of course syllabi; publications; professional papers; a list of active involvement in local, regional, national or international organizations in the evaluee's field; evidence of attendance to any

professional conferences or workshops; a list of active membership in university governance and/or academic programs; and any other material evaluatees deem appropriate for their review.

The head officer 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 tenure-line faculty members 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 established procedures, but may not participate in the review.

Individual letters of evaluation on the candidate must be handed in to the head officer at least twenty-four hours prior to the beginning of the department deliberation meeting. The head officer 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 head officer and a second reviewer chosen before the deliberation and in mutual agreement with the evaluatee. The summary shall include the result of the department's recommendation, and will be provided to the evaluatee along with all other documents according to the provisions outlined in the Faculty Code and Professional Standards Committee guidelines.

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 head officer within one week of the department deliberation, but at least two days before the file is due to the office of the Provost. The head officer 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.

Visiting Faculty: Visiting professors and instructors are evaluated according to the provisions of the Faculty Code, Professional Standards Committee guidelines, and any directives from the Office of the Provost.

Class Visits: The department considers that class visits by colleagues are an important aspect of the evaluation process; therefore, faculty colleagues must 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. Each member of the review committee will make class visits more than once during the review period, in accordance with the expectations established in the current PSC interpretation of the User Guide. The process below provides further details.

For all reviews of tenure-line faculty, all tenure-line faculty members not on leave will conduct class visits. Each of the observers will visit a minimum of two classes and report their findings to the department in the deliberation meeting.

1. All other reviews are to be conducted according to the Faculty Code, Professional Standards Committee guidelines, and any directives from the Office of the Provost.
2. All department members who wish to observe class sessions may do so, and may write letters on behalf of the evaluatee to be handled according to the University's established procedures.
3. For information regarding the subsequent phases of a colleague's review, please refer to the Faculty Code and User Guide.

Approved by the Department of Hispanic Studies on February 15, 2019

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