

**STATEMENT OF EVALUATION CRITERIA AND STANDARDS  
DEPARTMENT OF GERMAN STUDIES  
UNIVERSITY OF PUGET SOUND**

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. Therefore, the set of activities that 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. 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 faculty to maintain professional vitality as teachers and scholars by emphasizing the qualitative instead of the quantitative nature of each faculty member's contribution. We also acknowledge that any one faculty member may not concentrate their efforts in all of the areas outlined below, but rather should be encouraged to contribute based upon their skills and interests. 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 may take the following into consideration:

- expertise in German Studies as an academic area to support the aims of a liberal arts institution;
- command of German at or near the level of that of an educated native speaker;
- setting and meeting appropriate course objectives and student learning outcomes;
- selection and development of pertinent materials and assignments.

When assessing these areas of teaching excellence, the department would accept any materials a candidate might consider as supporting and/or informal evidence for achieving the criteria, including but not limited to colleague interactions, student correspondence, course syllabi, etc.

## **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 scholarly publications subjected to peer-review constitute the most recognized achievement within the various specialties of our field. And, 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. While recognizing this scholarly work, we would also like to emphasize 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. We value 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. 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, broadly defined, is the sustained and purposeful involvement with students, encompassing a broad range of curricular and co-curricular activities designed to foster interest in and engagement with German Studies. The effectiveness of advising may 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, such as helping with recommendations for internships, jobs, scholarships, etc.

#### **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 may take into consideration the following criteria:

- participation in and development of activities and initiatives to benefit the life of the department, academic and/or co-curricular;
- willingness to accept and to share responsibility in the administration and governance of the department;
- imaginative ideas: e.g., creation as well as execution of proposals.

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

- participation in faculty governance and on standing, ad hoc, and special committees;
- 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 activities and expertise in fostering a greater degree of visibility for German in the campus and Tacoma communities. While not required formally in a colleague's evaluation, we would 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**

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 German 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 for: familiarity with the evaluee's file, making an adequate number of class visits (minimum of two separate occasions) in order to appropriately evaluate the candidate's teaching,

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 above-mentioned provisions.

REVIEW PROCESS (excluding streamlined reviews): Upon notification of the university deadlines, evaluatees 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 unless otherwise noted here.

Due to the size of the department, reviewers outside of German Studies will be essential to the review process. Therefore, for all tenure-line faculty in the department during third-year pre-tenure, tenure, and promotion reviews, at least one tenure-line colleague from outside German Studies will participate in the review. Evaluatees may suggest colleagues for the outside reviewer(s), with final approval of the department chair, head officer, and/or Provost. The review committee shall consist of a head officer plus three other members; two members must be from other language departments on campus. The constitution of the review committee is generally specified in the faculty member's contract. The committee will be formed no later than the beginning of the semester prior to the submission of the file.

Non tenure-line 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 by colleagues are an important aspect of the evaluation process; therefore, faculty colleagues must conduct 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 conduct a minimum of two class visits during the review period, in accordance with the expectations established in the current PSC interpretation of the User Guide. If a situation arises where in-person class visits are not an option or are impossible (e.g. remote teaching), then recorded class sessions are an acceptable alternative; this decision should be made in consultation with the head officer and the evaluatee.

All tenure-line faculty members in the department 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.

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. 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. 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 German Studies on June 19, 2020.

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