

47
 48 Evaluation by one's colleagues, following a reasonable number and pattern of class visitations
 49 and a thorough examination of the evaluatee's file, must form the basis for the department's
 50 judgment. The Classics and Ancient Mediterranean Studies Department recognizes that peer-
 51 reviewed literature has demonstrated that student evaluations of teaching administered at the end
 52 of a term are an inherently flawed means of assessment, and each member of the department
 53 should approach these forms with an awareness of the limitations of these documents when
 54 reviewing and analyzing them.

55 56 **PROFESSIONAL GROWTH**

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 58 The Classics and Ancient Mediterranean Studies Department believes that to be a successful
 59 teacher and to contribute to the intellectual vitality of the University, members of the department
 60 should remain active in their scholarly discipline. We recognize that evidence for professional
 61 growth can take many forms:

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- 63 (1) The strongest evidence usually takes the form of publication, as exhibited in books,
 64 monographs, edited volumes, scholarly articles, or essays; the peer review process for
 65 such publications typically attests to the quality of the evaluatee's work. For promotion to
 66 Associate Professor either with or without tenure, a candidate must have at least one
 67 peer-reviewed manuscript (article or book) accepted for publication, whether while at
 68 Puget Sound or at a previous time. For promotion to Full Professor, a candidate must
 69 have a second peer-reviewed manuscript accepted for publication.
 70
 - 71 (2) Active engagement with the discipline may also be demonstrated by writing conference
 72 papers, reviews, and review-articles; preparing or reviewing textbooks and other teaching
 73 aids; serving as a professional consultant or referee; presenting public lectures; creative
 74 activity related to the ancient world (such as composition or performance); writing essays
 75 or blog posts on the ancient world intended for a lay audience; participating in seminars
 76 or workshops on other campuses. The quality of engagement demonstrated by the
 77 evaluatee through these avenues will be determined by colleagues' professional evaluation
 78 of the written evidence presented. Candidates for tenure who have already been promoted
 79 to Associate Professor must demonstrate continued active engagement with the discipline
 80 as defined in this paragraph.
 81
 - 82 (3) We also value as a form of professional growth participation in professional
 83 organizations, whether by serving as an officer or committee member, planning and
 84 organizing conferences or meetings, or editing publications in the field. This form of
 85 activity may be more suitable for members of the department as their careers progress.
 86

87 The department recognizes that professional growth involves numerous peaks and valleys, and
 88 no departmental member can be expected to achieve at a high level in all areas at all times. What
 89 matters is the department's evaluation of a colleague's overall performance, considered in light of
 90 the categories outlined above.

91 92 **ADVISING**

93
94 Undergraduates are often uncertain about both academic and career goals and frequently look to
95 their academic advisors for guidance. It is the Classics and Ancient Mediterranean Studies
96 Department's expectation that advisors should assist students in making the important choices of
97 their academic career. Such assistance does not mean making the choice for the student, but
98 rather providing the student with information necessary for the student to make an informed
99 decision, helping the student identify viable alternatives, and asking questions that help the
100 student to consider the full range of consequences of the possible choices. Advisors should be
101 knowledgeable about University regulations and academic requirements as well as be accessible
102 to their advisees for a reasonable number of hours.

103 104 **UNIVERSITY SERVICE**

105
106 The Classics and Ancient Mediterranean Studies Department recognizes that the quality of
107 academic life at the University of Puget Sound is established not only in the classroom or in the
108 scholarship of faculty members, but also, for example, in the committee and departmental
109 meeting, in the presentation of research to interested students outside the classroom, or in
110 informal gatherings with students. Classics and Ancient Mediterranean Studies faculty are
111 expected to contribute to the life and atmosphere of the University. In no particular order, such
112 contribution might involve participation in:

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114 1) University and Department governance;
115 2) co-curricular activities;
116 3) fostering and promoting intellectual life on campus (e.g. organization of and
117 attendance at campus lectures and/or performances; participation in discussion
118 groups, including the departmental proseminar; giving talks to student groups)
119 4) conveying the nature and mission of the institution to the outside world (e.g.
120 giving talks or leading discussions for community groups, schools, etc.; phoning or
121 making recruiting visits for Admissions; acting as a resource for journalists, members of
122 the community, etc.)

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