

Guidance for the format of staffing reports

From the CAP

9/20/2013

Below please find guidance from the CAP about the expected format of staffing reports (part II). Because the CAP has been working with evaluating units on format over the last few years, there will be few surprises. The committee hopes that this will be useful to you, and will diminish the amount of editing needed in later stages of the process.

Please note also the following, from the faculty handbook section on Department governance. The CAP wishes to emphasize especially the “all” in the first sentence: the CAP expects that all members of the evaluation committee(s) and/or all tenured members of the department(s) will have a chance to see and comment upon a draft of the report.

“The memorandum that the chair finally writes should reflect fully and fairly the opinions of all the tenured members of the department. To this end the chair should circulate a draft among the tenured members of the department and incorporate appropriate revisions in the text. The final version submitted to the CAP should be initialed by all the tenured members of the department who participated fully in the discussions leading to that final version.”

Please format staffing reports as follows:

date

To: CAP

From: list participating faculty of department or evaluation committee, indicating chair (all full participants of discussion should initial completed report)

RE: Staffing Report, Part II

Introductory paragraph of individual(s) to be discussed in memo with summary statement of key points (note: methods of evaluation should be attached to the staffing report).

Teaching

Briefly state how teaching is being assessed (if necessary, explain any exceptions to the attached methods of evaluation; e.g., if fewer student interviews are collected). Describe and assess the faculty member’s contributions to the curriculum of the evaluating unit(s) and the college.

Offer detailed interpretation of SCS scores and a synthetic analysis of teaching performance including other information such as student interviews, questionnaires, and faculty classroom observations. Where relevant, in decision years, incorporate the faculty member’s self-evaluation into the analysis.

Offer a summary assessment that includes judgment about demonstrated areas of strength as well as areas in which the department or evaluation committee would like to see the faculty member improve.

Research

Briefly state how research progress and outcomes are being assessed, and situate the faculty member's research in relationship to the general practice in the evaluating unit(s).

Discuss progress and results, and offer a clear sense of how the evaluating unit(s) view these in relationship to the faculty member's overall trajectory. Where relevant, in decision years, incorporate the faculty member's self-evaluation into the analysis.

Offer a summary assessment that includes judgment about demonstrated areas of strength as well as areas in which the department or evaluation committee would like to see the faculty member improve.

Service

The (brief) definition of expectations in this category in the faculty handbook is as follows: "significant usefulness and contribution to the College community - student advising, committee service, and so forth."

Generally speaking, the category of "service" includes the ways in which the faculty member is contributing to, supporting and advancing the larger goals of the department/program and the College more generally speaking. To fill out the "and so forth" in the definition above, these contributions often go beyond formal service as advisors and membership on committees. It is helpful to the CAP to have a relatively full description of these contributions, as well as a description of how the faculty member's contributions relate to the general practices and expectations of the evaluating unit(s).

Conclusion/recommendation

For reports on faculty in decision years, the discussion of that faculty member should conclude with a recommendation concerning the decision and any explanation of that decision that the unit wishes to add for the CAP's consideration. Otherwise, reports should contain a brief summative paragraph highlighting the accomplishments and expectations for improvement mentioned in the report.