



Brief Guidelines for Candidate Evaluation Committee Chairs

In the spirit of collegiality, the Faculty Evaluation Committee (FEC) has put together this brief set of guidelines to help CECs effectively conduct and document faculty evaluations. Please contact your FEC liaison or the Chair of FEC if you have any questions or need further clarification.

Planning the CEC Meeting & Duties of the CEC Chair

- Schedule the CEC meeting after coordinating with the FEC liaison, the candidate, and CEC members. (Note that each FEC liaison has 3-5 CEC meetings to attend each semester and are in FEC meetings every common hour. Scheduling requires early planning and late afternoon flexibility.)
- Ensure that all CEC members have access to the candidate's materials on Blackboard, have adequate time to review documents, and attend a class prior to the CEC meeting.
- Ask the candidate to suggest times for all CEC members and the FEC liaison to attend classes.
- Encourage CEC members to spread classroom observations across a variety of courses (e.g. general education courses and lower and upper level major courses).
- Invite faculty members from other departments to serve on the CEC only under two circumstances: 1) there are insufficient tenured members in the candidate's department to constitute a full CEC; or 2) the candidate teaches in an interdisciplinary program with which department members are unfamiliar and the outside member regularly teaches in that program. (For example, an art historian whose specialization is Africa might ask that an anthropologist whose specialization is Africa be included on the CEC.)

Conducting the CEC Meeting & the Role of the CEC Chair

- Meet before the candidate arrives to identify key issues and questions to address.
- Note the FEC liaison's role is to observe and not participate unless a procedural issue arises.
- Explain that non-CEC faculty members may attend the candidate's presentation, but deliberations about the candidate's performance involve only the CEC and FEC liaison.
- Explain the structure of the CEC meeting to the candidate and CEC members. This meeting involves a five-minute presentation by the candidate followed by a question and answer session addressing teaching, scholarship, and service.
- Give candidates a chance to make their case highlighting teaching, research, and service accomplishments and associated reflections.
- Formally vote (after the candidate and non-members depart) on the candidate's performance on each of the departmental criteria as well as the committee's overall recommendation. Each vote should be documented in the CEC letter (include numbers but not names). The FEC liaison must be present during this entire process.
- Do not continue deliberations outside the meeting; the FEC liaison and full CEC must be present for all subsequent discussions and voting.

Writing the CEC Letter after the Meeting

- Accurately reflect in the letter what occurred in the meeting.
- Clearly state how departmental criteria were defined, measured, and evaluated.
- Systematically address with supporting evidence the candidate's strengths and weaknesses, substantiating all recommendations and conclusions.
- Provide all CEC members an opportunity to review and endorse the letter to ensure it accurately reflects the committee's views and recommendations.
- Submit the letter, adhering to the CEC letter deadlines specified in the *Bylaws of the Faculty of the College of Liberal Arts*.