

IX. Continuing Review of Tenured Faculty *[Adopted by the Faculty in March 1996]*

All tenured faculty at Davidson College are reviewed annually for merit salary increases and, more extensively, five years after tenure and, thereafter, every seven years. All reviews occur in January. The purpose of the more extensive review is twofold: first, to help each faculty member evaluate progress and identify future areas and emphases of performance significant to the faculty member, the department, and the College; second, to assess how the College and department might better serve the faculty member's needs. The performance review occurs in three stages:

A. Each faculty member submits to the department chair and the VPAA the following:

1. A brief statement of faculty activities for the preceding five years (for the initial review) or seven years (for subsequent reviews), involving teaching, professional activity, and service. [Also, an updated curriculum vita should be provided.]
2. *Reports on classroom visits by two faculty colleagues chosen by the faculty member. These reports will be available to the faculty member, the chair, and the dean for purposes of review and discussion.*
3. *A one-page summary of the faculty member's views of his/her past and projected performance, including the faculty member's assessment of how well the department and the College have served and stand to serve his/her goals and needs.*
4. *Course evaluations from the past year (please provide to the VPAA office).*
5. *A concise performance plan, developed jointly with the chair, for projected activities over the next seven years, emphasizing teaching and professional activity and including preferred courses and sabbatical plans.*

B. Additional steps and documentation:

1. The departmental chair discusses the above documents with the faculty member and then submits a one-page evaluation of the faculty member's performance over the past five or seven years to the faculty member and the VPAA.
2. For regular members of the Humanities Program, the chair of Humanities will consult with the appropriate semester director(s) and other Humanities staff who have worked with the faculty member subsequent to the last review. After a discussion with the faculty member, the Humanities chair will submit a one-page evaluation to the department chair and the VPAA.
3. Reviews of department chairs and the chair of the Humanities Program are coordinated by a full professor, agreed upon by the chair and the VPAA and if possible within the chair's department.

C. The above documents, in addition to the faculty member's course evaluations for the past year, provide the basis for a conversation between the faculty member and the VPAA, which the chair, at the faculty member's option, may also attend. The VPAA follows up the conversation with a one-page evaluation of the faculty member's performance, which the faculty member is then asked to sign. The documents from all three phases are placed in the faculty member's personnel file for reference at the next point of review. All documents pertaining to the review are to be kept confidential by the VPAA and department chair.

D. As part of the continuing review process, the VPAA reads each tenured faculty member's course evaluations in the fourth year after a seventh-year review.