

## **J. Evaluation and Promotion of Non-Tenure-Track Faculty in SSRA**

### **1. Adjunct Instructors and Senior Adjunct Instructors in SSRA**

Adjunct Instructors and Senior Adjunct Instructors in SSRA are part-time and teach activity courses in the SSRA department. They are expected to collect student evaluations of all of their courses and complete an Annual SSRA Faculty Activity Report each year. These evaluations and the Annual SSRA Faculty Activity Reports will be submitted to the Office of the Provost and Dean of the Faculty and will be reviewed by the Provost and Dean of the Faculty (who retains the right to review all such materials), or the Associate Deans of the Faculty, and the Director of Athletics, who will make recommendations to the Provost and Dean of the Faculty regarding courses and appointment renewals for the following year. The Provost and Dean of the Faculty will be the final arbiter of course offerings and appointments for any given year.

Adjunct Instructors are normally eligible for promotion to the rank of Senior Adjunct Instructor after teaching thirty course credits. Adjunct Instructors considering applying for promotion should notify the Office of the Provost and Dean of the Faculty by August 31 of the academic year in which the promotion review will occur.

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Adjunct Instructors in SSRA who are candidates for promotion to the rank of Senior Adjunct Instructor in SSRA must submit to the Director of Athletics and the Office of the Provost and Dean of the Faculty the following materials, to be reviewed by the Provost and Dean of the Faculty and the Director of Athletics:

- a. An updated curriculum vita.
- b. The names of three colleagues at Whitman from whom the individual has requested letters of reference. These letters need to address the quality of the individual's teaching, though they may address other issues as well. The individual writing the letter should have observed at least two classes taught by the individual under evaluation.
- c. Student evaluations for all courses taught at the College. The faculty member being evaluated is responsible for submitting their most recent evaluations. Past student evaluations will be supplied by the Office of the Provost and Dean of the Faculty.
- d. A statement about teaching, including course learning goals and student learning outcomes, and plans for the future.
- e. Annual SSRA Faculty Activity Reports from the years preceding the review. The faculty member being evaluated is responsible for submitting a current activity report. Past activity reports will be supplied by the Office of the Provost and Dean of the Faculty.

## 2. Lecturers in SSRA

### a. Annual Review

Lecturers in SSRA are expected to evaluate all of their courses and athletic programs each year and complete an Annual SSRA Faculty Activity Report. These evaluations and the Activity Reports will be submitted to the Office of the Provost and Dean of the Faculty and will be reviewed by the Provost and Dean of the Faculty (who retains the right to review all such materials), or the Associate Deans of the Faculty, and the Director of Athletics.

### b. Formative Review

During their fourth semester at Whitman, the Lecturer in SSA will participate in a formative review designed to provide faculty

members with timely feedback on their teaching and coaching. This feedback can be used to confirm the success of current practices, identify areas and strategies for improvement, and provide guidance in the preparation of the dossier for promotion to senior status. The formative review is intended for individual use and plays no role in more formal evaluations.

At the beginning of the second year after an initial appointment, the Associate Dean for Faculty Development (ADFD) and the Director of Athletics will provide information to the Lecturer in SSRA regarding the purpose of the formative review and the process to be followed. In consultation with the ADFD and Director of Athletics, the Lecturer in SSRA will identify at least two Senior Lecturers in SSRA who will act as mentors over the next two years to work towards promotion. These mentors should engage with the Lecturer in SSRA through observation of practices or games, as well as discussions regarding coaching.

Toward the end of the spring semester of the second year, after reviewing feedback from the two Senior Lecturers in SSRA and the Director of Athletics, the ADFD will hold a meeting with the Lecturer to synthesize and discuss the feedback. The Lecturer in SSRA may invite any other party to this discussion if they choose. Following that meeting, the ADFD will contact the Lecturer, the two mentors, and the Director of Athletics, informing them that the process has been completed. Lecturers planning for promotion to Senior Lecturer in SSRA should be cognizant of the need to gradually increase their level of participation and leadership in the areas of departmental and/or College and/or professional service and/or administration over time.

c. Promotion to Senior Lecturer

Lecturers in SSRA are normally eligible for promotion to the rank of Senior Lecturer in SSRA after four years at the rank of Lecturer in SSRA. During the fourth year of coaching as a Lecturer in SSRA, an individual holding that position will undergo an initial review by the Director of Athletics. The Director of Athletics will complete an evaluation of the candidate for Senior Lecturer in SSRA based on accumulated accomplishments in several areas, [criteria for evaluation under revision.]

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Following that review, the Director of Athletics will make a recommendation to the Provost and Dean of the Faculty as to whether the individual should be promoted to the rank of Senior Lecturer. If promotion is denied, it is strongly recommended that the Lecturer wait for two years to undergo another review for promotion.

Lecturers in SSRA who are being considered for promotion must submit to the Office of the Provost and Dean of the Faculty and the Director of Athletics the materials in the list that follows, to be reviewed by the Provost and Dean of the Faculty, or the Associate Deans of the Faculty, and the Director of Athletics:

- i. An updated curriculum vita.
- ii. The names of three colleagues at Whitman from whom the individual has requested letters of reference. These letters need to address the quality of the individual's coaching, recruiting, teaching, and service, though they may address other aspects of the individual's performance as well. The individual writing the letter should have observed at least two classes and/or practices taught/conducted by the individual under evaluation.
- iii. Student evaluations for all courses taught during the preceding eight semesters or since the last review. The faculty member being evaluated is responsible for submitting their most recent evaluations. Past student evaluations will be supplied by the Office of the Provost and Dean of the Faculty.
- iv. A statement about coaching and teaching, including learning outcomes and their impact on student athletes, both in the context of the relevant sport and outside of it; strategies for achieving stated learning goals and their effectiveness; recruiting; plans for the future.
- v. A statement addressing the management of the candidate's athletic program, including budget management and accounting procedures, adherence to generally accepted safety and training standards, and adherence to NCAA and Northwest Conference compliance standards.
- vi. A statement describing the candidate's other contributions in the areas of professional activity and service to the department

- and College, for example: committees, working groups, departmental search committees, etc.; the administration of local, regional or national sports events; or participation in local, regional, or national professional organizations.
- vii. Annual SSRA Faculty Activity Report for the current year (the Provost Office will provide activity reports from previous years).

[This list may be revised.]

### 3. Senior Lecturers in SSRA

Senior Lecturers in SSRA should complete an Annual SSRA Faculty Activity Report each year, and submit it to the Office of the Provost and Dean of the Faculty. The Activity report will be reviewed by the Provost and Dean of the Faculty (who retains the right to review such materials), or the Associate Deans of the Faculty, and the Director of Athletics on an annual basis.

Senior Lecturers in SSRA will undergo a more substantive (periodic) review every five years, and must submit to the Director of Athletics and the Office of the Provost and Dean of the Faculty the following materials, to be reviewed by the Provost and Dean of the Faculty, or their designee, and the Director of Athletics:

- a. An updated curriculum vita.
- b. The names of three colleagues at Whitman from whom the individual has requested letters of reference. These letters need to address the quality of the individual's coaching, recruiting, teaching, and service, though they may address other issues as well. The individual writing the letter should have observed at least two classes and/or practices taught/conducted by the individual under evaluation.
- c. Student evaluations for all courses taught during the preceding four years, or since the last review.
- d. A statement about coaching and teaching, including learning goals and outcomes and their impact on student athletes, both in the context of the relevant sport and outside of it; strategies for achieving stated learning goals and their effectiveness; recruiting; plans for the future.

- e. A statement addressing the management of the candidate's athletic program, including budget management and accounting procedures, adherence to generally accepted safety and training standards, and adherence to NCAA and Northwest Conference compliance standards.
- f. A statement describing the candidate's other contributions in the areas of professional activity and service to the department and College, for example: committees, working groups, oversight of facilities, managerial or advisory roles, etc.; the administration of local, regional or national sports events; or participation in local, regional, or national professional organization.
- g. Annual SSA Faculty Activity Report for the current year (the Provost Office will provide activity reports received for the preceding years).

[This list may be revised.]