

## 2024 Faculty Handbook excerpt

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### 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. These evaluations 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.

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, or their delegate 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.

## 2. Lecturers in SSRA

### . 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. A copy of these materials will be shared with the Director of Athletics. Along with the submission of these materials, the Director of Athletics will also have an annual meeting with each faculty member.

### a. Formative Review

In the fall of their third year (fifth semester) at Whitman, the Lecturer in SSRA will participate in an initial 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 as a tool to help them but plays no role in more formal evaluations or promotion processes.

During the 4th semester after an initial appointment, the Associate Dean of Faculty Development (ADFD) and Athletic Director (AD) will provide information to the faculty member regarding the purpose of the formative review and the process to be followed. In consultation with the ADFD and AD, the faculty member will identify at least one or two head coaches/mentors who will visit any of the following to help support the Lecturer: practices, classes, and games. In addition, the ADFD and the faculty member will discuss what other sources of information will offer the opportunity for meaningful feedback.

Toward the end of the 4th semester, after reviewing feedback from the SSRA faculty who participate in the review, the ADFD will hold a meeting with the Lecturer in SSRA to synthesize and discuss the feedback. The Lecturer in SSRA may invite their coaching mentor to this conversation if they choose. Following that meeting, the ADFD will contact the candidate and the two reviewers informing them that the process has been completed.

### c. Promotion to Senior Lecturer

Lecturers in SSRA are normally eligible to be considered for promotion to the rank of Senior Lecturer in SSRA in their sixth year at the rank of Lecturer in SSRA. During the sixth year as a Lecturer in SSRA, an individual holding that position will undergo a Summative Review with materials being

submitted to the Provost and Dean of the Faculty, or the Associate Deans of the Faculty. The Director of Athletics will receive a copy of the materials and complete an evaluation of the candidate for Senior Lecturer in SSRA based on accumulated accomplishments in several areas, including but not limited to program management, student experience, and support to the department.

Following the Summative Review process, 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. The Provost or their designee will review all the materials and the recommendation from the Director of Athletics, and make a decision on promotion. If a 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 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, with copies sent to 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; and plans for the future.
- v. A statement addressing the management of the candidate's athletic program, including budget management and accounting procedures; alumni relations and fundraising; 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, and formal academic advising (pre-major or informal team advising).

vii. Annual SSRA Faculty Activity Report for the current year (the Provost Office will provide activity reports from previous years).

### 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. This Activity Report 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, with copies sent to the Director of Athletics on an annual basis. Along with the submission of these materials, the Director of Athletics will also have an annual meeting with each faculty member.

Senior Lecturers in SSRA will undergo a more substantive (periodic) review every five years, and must submit to the Office of the Provost and Dean of the Faculty the following materials, which are 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; and plans for the future.
- e. A statement addressing the management of the Senior Lecturer athletic program, including budget management and accounting procedures; alumni relations and fundraising; 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 organizations, formal academic advising (pre-major or informal team advising).

g. Annual SSRA Faculty Activity Report for the current year (the Provost's Office will provide activity reports received for the preceding years).