

Department of Spanish, Italian, and Portuguese  
Peer Evaluation Committee Guidelines: Tenured and Tenure-Track Faculty  
Adopted 2019

### **Principles**

- The Department of Spanish, Italian, and Portuguese hereby establishes an annual evaluation process that has been designed by the tenured and tenure-track faculty and reflects qualities distinctive to our field. This review system is subject to revision as the Department sees fit.
- The goals of the review process are twofold: to inform the Chair about the full range of professional activities undertaken each year by faculty; and to promote mutual appreciation of Department members' contributions in teaching, research, and service. The Department welcomes an opportunity to recognize exceptional accomplishments in teaching, research and service, and this review process will encourage such recognition.
- The Chair will report to the Dean the collective scores in research, teaching, and service exactly as they are provided by the PEC. The Chair will make every effort to ensure consistency with PEC evaluations of performance when recommending the higher or lower salary raise for each faculty member. For example, if a faculty member receives high scores across all categories from the PEC, the Chair should not choose the low salary raise. The Chair is expected to act objectively and fairly when recommending raises, which should be aligned to performance and based on the PEC evaluation of the performance of each faculty member.
- Feedback from peer review is important. The Chair will provide written feedback to each faculty member, which must include the collective scores in research, teaching, and service provided by the PEC to the Chair and reported by the Chair to the Dean.
- This document and the evaluation rubric were developed in accordance with the guidelines of the Task Force on Best Practices for Annual Peer Reviews in the College of Arts & Sciences (Spring 2019)
- This is a living document that can and should change over time in response to faculty input.

### **Process**

1. The Department will elect four tenured and tenure-track (T/TT) faculty to serve two-year rotating terms on the Peer Evaluation Committee (PEC). The Chair serves as ex-officio. If an elected member is on leave, she or he can choose to delay the appointment. This protects faculty research time and ensures a measure of continuity on the committee.
2. By a date to be determined by the Chair, in late February (or asap during the early Spring semester), every T/TT faculty member will submit an annual report using the College's online reporting instrument. The report will cover professional activities in the previous calendar year, not the academic calendar. Tenured faculty members will have the option to submit a cover letter placing information in their reports within the broader context of their research agendas, teaching, and service. Tenure-track faculty must submit this letter as part of their preparation to write statements for third-year renewal and for tenure.

3. The Department administrator will maintain a general file of all this material and make the file available to the PEC for review.
4. The PEC will score faculty on Research, Teaching, and Service, on a 10-point scale (see below) and write a brief narrative report of each T/TT faculty member.
5. The PEC and the Chair will discuss each of these faculty reports. Committee members will recuse themselves in cases of conflict of interest and will not evaluate themselves. The PEC members will convey their collective evaluation of faculty productivity to the Chair, following the department rubric for T/TT faculty, making every effort to note exceptional work in teaching, research or service.

Each faculty member will receive a written performance report that includes the Peer Evaluation Committee's scores and written summary with the Chair's evaluation as will be presented to the Dean's Office. Following receipt of their annual feedback, faculty members may respond to their evaluation and suggest corrections to the Chair. If necessary, the faculty member may file an appeal, which will be considered by the Peer Evaluation Committee, and one additional T/TT faculty member selected by the Chair. Appeals must be filed with the Chair within a maximum of two weeks after receipt of the performance report (appeals are not retroactive).

**Evaluation criteria**

After considering a range of models across the College, the PEC determined the following criteria for evaluating T/TT faculty members in research, teaching, and service. The three categories are weighted in the following manner, with distinctions for tenured and tenure-track faculty:

Tenured faculty:  
 50% research  
 30% teaching  
 20% service

Tenure-track faculty:  
 60% research  
 30% teaching  
 10% service

These breakdowns represent our mission as a research university and our department's commitment to creating the conditions in which junior faculty members will be tenured and promoted.

Every T/TT faculty member will be assessed on a scale of excellent to poor, with the following point values:

- 9-10: excellent
- 7-8: very good
- 5-6: good
- 3-4: fair
- 1-2: poor

The rubric specifies activities in research, teaching, and service that correspond to each of the categories above. Excellent and very good appear as a single category to allow for consideration of individual cases in recognition of the diversity of research, translation, and creative work that takes place in our department.