

MANHATTAN COLLEGE
Riverdale, N.Y. 10471

FORM C

Departmental Form for Pre-Tenure Review

This form contains the evaluative judgments and supporting evidence supplied by the chairperson of the department, in consultation with the department faculty, on the accomplishments of the faculty member who is completing the pre-tenure review. It is presumed that these judgments are based on the data supplied by the faculty member in Form A and the “Criteria for Granting Tenure” as presented in the Manhattan College Faculty Handbook. In all instances, the chairperson should clearly state the basis for his/her evaluation. *Please use a 12 point font size.*

FACULTY MEMBER’S NAME: _____

APPOINTMENTS AT MANHATTAN COLLEGE:

<u>RANK</u>	<u>DATE OF APPOINTMENT</u>
Instructor	_____
Assistant Professor	_____
Associate Professor	_____
Professor	_____

The faculty member holds an appropriate terminal degree from an accredited higher education institution, please check one.

- Yes
- No

SUBMITTED BY: _____

CHAIRPERSON OF DEPARTMENT: _____

DATE: _____

TEACHING:

The evaluation of a faculty member's performance as a teacher should be based on student reviews as well as on the observations of the chairperson of the department and of tenured faculty members. Since the chairperson of the department is obliged to gather the data needed for this evaluation, he/she initiates the process. Procedures shall include class visitations, personal conferences with a faculty member, review of student evaluation forms, and analysis of other factual information gathered in a consistent matter. Please report on the faculty member's:

1. levels (upper and lower division undergraduate and/or graduate) of courses taught,
2. knowledge of subject matter,
3. effectiveness as a teacher,
4. creativity or experimentation in teaching,
5. growth as a teacher,
6. cooperation in necessary procedures related to the teaching process, and
7. overall performance and potential in teaching.

Please summarize the comments from the departmental faculty members regarding teaching.

SCHOLARLY ACTIVITIES

The evaluation of a faculty member's scholarship should be based on quantitative and qualitative indicators consistent with the area of scholarship. These indicators normally include authoring books for recognized publishers, publication in recognized peer-reviewed journals, receipt of externally funded competitive contracts and grants, and regional or national recognition for scholarly work, to name a few. Specifically, please report on the quantity and quality of the faculty member's:

1. publications;
2. research projects, either funded or unfunded;
3. ability to develop and conduct scholarly activities;
4. involvement of student in scholarly activities;
5. overall performance in and potential for scholarly activities.
6. evidence of improvements

Please summarize the comments from the departmental faculty members regarding scholarly activities.

RESPONSIBLE PERFORMANCE IN COLLEGE AND/OR PROFESSIONAL ACTIVITIES

The contributions of a faculty member in (1) department, (2) school and college committees; (3) in the guidance of students; (4) in the advising of student activities; and (5) in the profession are important to the conduct of the college and to the faculty member's growth. The chairpersons of departments shall consult the chairpersons of faculty committees, the Dean of Students, and other appropriate administrative officers to ascertain the manner in which a faculty member has performed these assignments.

The chairperson of a department should take care to note whether a faculty member has organized and participated in the intellectual and cultural activities of the College such as forums, special discussion groups, and lecture series. Chairpersons should also report on and evaluate a faculty member's participation in those activities of the community or professional circles that enhance the stature of the faculty member.

Please report on the quantity and quality of the faculty member's:

1. department, school, and college committee assignments,
2. any administrative responsibilities (such as a laboratory director),
3. student advising and guidance,
4. advisor to student organizations,
5. service to the profession and/or membership in profession organizations,
6. overall performance in and potential to provide service to the college and the profession.

Please summarize the comments from the departmental faculty members regarding service activities.

COOPERATION:

Has the faculty member given careful cooperation to the regulations of the College and to the ordinary procedures determined for effective and orderly conduct of the College? Please check one. Please cite some specific examples to the questions below.

- Always
- Not always (please explain with examples)
- Never (please explain with examples)

1. Has the candidate given evidence of common cooperation by submitting marks, reports, etc. within limits set?

2. Has the candidate any record of frequent and/or unnecessary absences from class? Has he/she made arrangements through the chairperson to have his/her classes covered?

COMMITMENT TO MANHATTAN COLLEGE

Has the faculty member demonstrated commitment to the College? Please check one.

- Always
- Not always (please explain with examples)
- Never (please explain with examples)

RECOMMENDATIONS

The chairperson of the department is to consult with the tenured members of the department for the pre-tenure review. Please explain the manner in which consultations were conducted. Did all tenured members of the department participate in the evaluation of this faculty member? If not, then please give the number who failed to participate and, if possible, explain why?

Explain the manner in which consultations with tenured faculty were conducted:

Number of full-time, tenured faculty members in the department: _____

Number of full-time, tenured faculty members who participated in this review process: _____

Summary of Recommendations for Pre-Tenure Record

Number of tenured faculty in support of candidate's progress towards tenure: _____

Number of tenured faculty opposed to candidate's progress towards tenure: _____

Number of non-voting tenured faculty: _____

DEPARTMENT RECOMMENDATIONS

Summary of all reasons of tenured members of the department (including chairperson's) in favor and opposing the candidate's progress:

Reasons in favor:

Reasons not in favor:

Signature

Chairperson of Department

Date

I have read and I have discussed this form with my chairperson.

Candidate's signature _____

DEAN'S RECOMMENDATIONS

The dean's comments should be recorded below. **Faculty comments should not be shared with the Dean as the Dean's evaluation of the candidate should be derived independently.**

Signature

Dean of the School

Date

I have read the comments of the dean.

Candidate's signature: _____

STATEMENT OF CHAIRPERSON TO DEAN

Department _____

I affirm that my department has completed Form C and that it is to be kept on file in department files. Copies of Form C are to stay within the department and they are not be transmitted to persons outside the department.

Chairperson's name _____
(print)

Chairperson's signature _____

Date _____

I have read this document.

Candidate's signature: _____

Date _____