Rank & Tenure Dossier Guidelines
All materials are due by the first Monday in July

One-time Adjustment to Rank & Tenure Requirements for Dossiers
Due in the Summer 2020

Due to the unusual circumstances related to COVID-19, the Rank & Tenure Committee has voted the following changes to the requirements for dossiers that would normally be due the first Monday of July 2020:

1. **Dossier Due Date:** The due date for the dossier has been extended by two weeks, from the first Monday in July of 2020 to the third Monday in July (July 20, 2020). All dossier requirements remain in place per the Dossier Guidelines below, except for some modifications regarding peer reviews, as described next.

2. **Peer Reviews:** As part of the dossier, a certain number of peer reviews are normally required. Given the perceived difficulty of peer reviews during spring quarter of 2020, the following changes have been made for dossiers due in the summer of 2020:
   a. **For faculty members applying for rank advancement and/or permanent tenure,** the peer review requirements remain in place, but the due date for reviews has been extended to Friday of the third week of fall quarter, with the assumption that peer reviewers will get the forms in shortly thereafter. This creates opportunity during fall quarter for those who prefer peer reviews under regular circumstances. Nevertheless, peer reviews of online courses may be conducted in the spring of 2020 for those who don’t want to wait.
   b. **For all other faculty members,** peer reviews are encouraged but are voluntary (a minimum number of peer reviews will not be required). However, peer reviews provide helpful feedback for those who are trying to assess the effectiveness of their online instruction.

3. **Student Evaluations:** No changes to the student evaluation requirements have been made. However, the Rank & Tenure Committee understands the challenges faced by faculty members in switching to online instruction and will take these unusual circumstances into consideration when reviewing the results of student evaluations for spring quarter of 2020.
INTRODUCTION

Walla Walla University faculty members benefit by reflecting periodically on their performance, accomplishments, and goals. This review ensures continuing professional quality. To document this review, faculty members prepare a dossier, or collection of documents, by the first Monday in July. The Rank & Tenure Committee reviews each dossier in light of the three areas of faculty responsibility, as listed below. (See Governance Handbook, Section 3.1.5.4; https://www.wallawalla.edu/academics/academic-administration/governance/governance-handbook/)

1. Responsibilities to Students
   Faculty are responsible for setting and maintaining high standards in:
   a. Teaching, scholarship, and research
   b. Professional and personal ethics
   c. Assessment of student performance
   d. Interactions with, and advisement of, students

2. Responsibilities to the Academic Community
   Faculty are responsible for:
   a. Professional development and contribution to the academic discipline
   b. Collegiality within the academic department and University as a whole
   c. Participating actively in the life and governance system of the University

3. Community Contributions
   Faculty are responsible for:
   a. Demonstrating a commitment to, and participation in, the Seventh-day Adventist Church
   b. Representing the University in a positive light to the broader community
   c. Seeking ways to contribute in civic and volunteer service beyond the boundaries of the University.

DOSSIER REQUIREMENTS

Due Date: The first Monday in July (or the next day if Monday is July 4). Please send the dossier as PDF attachments in a single email to Academic.Administration@wallawalla.edu. Also provide a copy of your dossier (items 1-6) with your chair or dean.

Required Parts: See table below.

Late or Incomplete Dossiers: A faculty member who finds it impossible to complete a dossier by the due date must send a written explanation to Academic Administration by the due date (email preferred, Academic.Administration@wallawalla.edu). An incomplete dossier without an explanation may result in either no recommendation or a negative recommendation by the Rank & Tenure Committee. A faculty member who fails to submit a dossier for the required advancement to the three-year or permanent tenure appointments will not ordinarily receive a recommendation by the Rank & Tenure Committee to be rehired the following academic year. If the dossier of a faculty member undergoing a post-tenure review has not been submitted by the time the dossier comes before the committee, the faculty member’s performance may be classified as substandard. (See Governance Handbook section 3.1.5.8.2).
DOSSIER COMPONENTS

<table>
<thead>
<tr>
<th>1. Table of Contents</th>
<th>Email to <a href="mailto:Academic.Administration@wallawalla.edu">Academic.Administration@wallawalla.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Curriculum Vitae</td>
<td>by the first Monday in July; also provide your chair or dean with a copy of items 1-6.</td>
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<tr>
<td>3. Self-Assessment</td>
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<td>4. Advising Evaluations</td>
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<td>5. Student Evaluation Summary Sheet</td>
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<td>6. Student Evaluations</td>
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<tr>
<td>7. Chair/Dean Recommendation Letter &amp; Departmental Evaluation Form</td>
<td>Submitted separately by chair or dean</td>
</tr>
<tr>
<td>8. Peer Evaluation Forms</td>
<td>Submitted separately by peers; please list the peer reviewer names in the table of contents.</td>
</tr>
</tbody>
</table>

Note: Dossier forms are available at [https://www.wallawalla.edu/resources/forms/faculty-forms/](https://www.wallawalla.edu/resources/forms/faculty-forms/). Please do not provide supplemental materials such as thank-you notes or cards, emails, or other items that might appear in a portfolio.

1. **Table of Contents**: See the above list for the order of items to be included. Please include the names of the peer reviewers in section 8 of your table of contents.

2. **Curriculum Vitae (CV)**: This is a listing of academic data relevant to professional activities, emphasizing those since the last review. Some activities from the distant past, such as degrees, employment history, and peer-reviewed work should also be listed, but listing of other older activities is discretionary. The CV must include the following:
   a. Standard personal data (name, address, contact information)
   b. Education and training (including names of institutions, dates attended, degrees obtained, and areas of concentration of master’s or PhD)
   c. Academic and professional employment history, with administrative experience (if relevant)
   d. Research experience; publications or artistic productions, clearly identifying refereed publications and judged/invited artistic productions (this important information is missed in some dossiers)
   e. Professional meetings, workshops, and conferences attended. Please provide full conference name, date(s), and location. Note any presentations given. If possible, make a distinction between conferences and workshops.
   f. Academic/professional certifications, awards, and honors
   g. Academic/professional society or association memberships
   h. History of university involvement (committees served, academic programs initiated or served, administrative work, etc.)
   i. Extracurricular activities (church and community involvement)

For a sample CV, see Appendix A. For a Word file version, go to [https://www.wallawalla.edu/resources/forms/faculty-forms/](https://www.wallawalla.edu/resources/forms/faculty-forms/)

3. **Self-Assessment**: Because the rank and/or tenure review offers the opportunity for personal and professional growth, a candid self-assessment of both strengths and weaknesses can enhance the process and give context to the items on your CV. This assessment must be clearly written with careful attention to grammar, spelling, organization, and clean formatting. Sections should be clearly labeled with headings. The assessment should be
three to five pages long, single-spaced, and must discuss the following:
a. Recommendations from the previous rank and tenure review, as reflected in the letter received from the Vice President of Academic Administration. A difference exists between recommendations and coaching tips. While coaching tips are informal and do not require a response, recommendations do require a response.
b. Responsibilities to students:
   1. Teaching effectiveness. In this section, be sure to directly and substantively address any recurrent themes in student evaluations.
   2. Interactions with, and advisement of, students
c. Responsibilities to the academic community:
   1. Involvement in scholarship, research, publication, and presentations appropriate to one’s discipline, especially off-campus presentations. See Appendix G.3 in the Faculty Handbook for the four areas of scholarship recognized and the criteria for evaluating scholarship. Be sure to identify which of the four listed areas of scholarship you are involved in and note the peer-reviewed publications identified in the vitae.
   2. Participation in professional organizations and associations
   3. Contribution to departmental collegiality and activities
   4. Participation in the life and governance system of the University
d. Community contributions:
   1. Commitment to, and participation in, the Seventh-day Adventist Church
   2. Contributions to civic and volunteer service beyond the University
e. Goals, objectives, and strategies for continued professional development and improvement

4. Advising Evaluations: Include all advising evaluations provided by the Office of Academic Advisement since your last review.

5. Student Evaluation Summary Sheet: Use the Student Evaluation Summary Sheet to provide your “Ratings of Summative Questions” scores for at least three course evaluations per year (or the number of courses taught if less than three) for the past four years (or for each year of teaching if less than four years). If fewer than three course evaluations per year were done, please indicate the reason (e.g. an evaluation was not processed because only one or two students completed it, etc.). See Appendix B for Instructions on Accessing Online IDEA Student Evaluation Scores (also available in a separate document at https://www.wallawalla.edu/resources/forms/faculty-forms/).

6. Student Evaluations:
   a. Provide a minimum of six and a maximum of ten complete course evaluations that represent a broad variety of courses taught within the previous four years.
   b. To access the online evaluations, follow the instructions in Appendix B. Submit the original PDFs downloaded from the IDEA website (rather than scanned copies).
   c. When possible, include evaluations of larger, lower division, and general studies classes.
   d. The evaluations submitted must be complete, including all student comments.
   e. Faculty may attach written responses to any course evaluations submitted. Responses will remain with the course evaluations in the dossier and receive consideration in the evaluation of faculty performance.
7. Chair/Dean Recommendation Letter and Departmental Evaluation Form
   a. Faculty members are expected to:
      1. Discuss their application for advancement or review with their chair or dean, and request a Chair/Dean Letter of Recommendation.
      2. Supply their chair or dean with a signed Departmental Evaluation Form (see https://www.wallawalla.edu/resources/forms/faculty-forms/)
      3. Provide their chair or dean with a copy of dossier items 1 through 6.
   b. The chair or dean will conduct the departmental review and submit the Chair/Dean Letter of Recommendation along with a completed Departmental Evaluation Form directly to the Vice President for Academic Administration (AcademicAdministration@wallawalla.edu). The Chair/Dean Letter of Recommendation should address teaching, advising, professional development, scholarship, departmental collegiality, involvement with the campus and community, and any other matters pertinent to the faculty member’s performance.
   c. If the faculty member holds appointments in two or more departments, the chairs or deans in each of those departments should complete a Chair/Dean Letter of Recommendation and Departmental Evaluation Form.
   d. If the chair or dean is under review, the Vice President for Academic Administration will conduct the review and complete the Chair/Dean Letter and Departmental Evaluation Form after consultation with the department faculty. Therefore, an additional departmental peer evaluation is required.

8. Peer Evaluation Forms
   a. Peer evaluations are to be based on actual observations of classroom teaching during the period covered by the dossier. Peers are defined as tenure-track faculty members of WWU*. It is strongly recommended that the evaluation be based on more than one observation of a class.
      *Exception: Special arrangements for evaluation of faculty at extension campuses by non-tenure-track faculty may be arranged by the chair or dean in consultation with the Rank & Tenure Committee Chair (with consideration of evaluator’s pedagogical expertise and understanding of WWU academic culture).
   b. For a post-tenure review, a minimum of two peer evaluations must be included in the dossier, one from within the department* and one from outside the department. For three-year, permanent tenure, and rank advancement reviews, a minimum of four peer evaluations must be included, two from within the department* and two from outside the department. For one-year and non-tenure-track reviews, one peer evaluation from within the department* is required.
      *Exception: In consultation with the Chair of the Rank & Tenure Committee, substitutions may be made in small departments.
   c. Each evaluator completes a Peer Evaluation Form and sends it to Vice President of Academic Administration (email to AcademicAdministration@wallawalla.edu). These forms will be held in strictest confidence (see waiver box on form).
   d. List the names of the evaluators in the dossier table of contents. It is the responsibility of the faculty member to inform and, if necessary, remind evaluators of the deadlines.

Note: File data, materials from previous submissions for rank and tenure, and subsequent correspondence with faculty members may also be used as input by the Rank & Tenure Committee in its evaluations.
DOSSIER UPDATE REQUIREMENTS

If only one academic year or less has passed since a faculty member last submitted a dossier, only an updated dossier is required. An updated dossier consists of the following:

1. A minimum of two additional student evaluations.
2. An updated recommendation letter from the department chair.
3. An updated curriculum vitae.

Note: A full dossier is required if more than one year has elapsed since an individual last submitted a dossier.

SUMMARY OF REQUIRED DOSSIER DOCUMENTS

<table>
<thead>
<tr>
<th></th>
<th>Dept. Teaching Peer Evaluation</th>
<th>Non-Dept. Teaching Peer Evaluation</th>
<th>Student Evaluation Summary Score Sheet</th>
<th>Student Evaluations</th>
<th>Advising Evaluations</th>
<th>Chair/Dean Letter</th>
<th>Dept. Evaluation Form</th>
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<td>At least 3 per year*</td>
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<td>All since last review</td>
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<td>1</td>
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<td>0</td>
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<td>At least 3 per year*</td>
<td>All since last review</td>
<td>All since last review</td>
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<td>1</td>
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<tr>
<td>To Permanent Tenure</td>
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<td>At least 3 per year*</td>
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<td>All since last review</td>
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<td>At least 3 per year*</td>
<td>6-10</td>
<td>All since last review</td>
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<td>Updated Dossier**</td>
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<td>First three one-year appointments</td>
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<td>0</td>
<td>All since last review</td>
<td>All since last review</td>
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<td>0</td>
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<tr>
<td>Subsequent one-year appointments (review every 4 years)***</td>
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<td>0</td>
<td>All since last review</td>
<td>All since last review</td>
<td>1</td>
<td>0</td>
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* The minimum number of student evaluations required may be reduced in cases where fewer than the minimum classes are taught per year.

** Updated Dossier applies when a year or less has passed since faculty members submitted a dossier. See more details in the paragraph above the table.

*** Pending approval by the governance process
TIPS FROM THE RANK & TENURE COMMITTEE

Common problems with dossiers, as noted by the Rank & Tenure Committee, are listed below for your benefit:

1. In your previous review, the Rank & Tenure Committee may have had some recommendations and coaching tips that are listed in the Rank & Tenure Review Letter from the Vice President of Academic Administration. Any such recommendations should be directly addressed in the self-assessment. While no response to coaching tips is expected, a response regarding recommendations is required.

2. Faculty members often fail to document sufficiently their scholarly and professional development activities. These activities should be clearly described in the CV and documented in the self-assessment, with reference to the types of scholarship per the Boyer Model. Faculty members should provide enough evidence in the dossier that demonstrates ongoing and active scholarly activities and professional development.

3. When submitting student evaluations, the instructions in Appendix B below should be followed. The format of student evaluations differs depending on how the evaluations were accessed. By following the instructions in Appendix B, faculty members can ensure that the right format has been submitted.

4. As indicated in the self-assessment section, organize your self-assessment with the specified headings and sub-headings to assist the Rank & Tenure Committee in its review.

QUESTIONS?
Please feel free to contact the Rank & Tenure Committee chair or any of its members for advice in the preparation of a dossier, or for any clarifications. The dossier forms are available at https://wallawalla.edu/resources/forms/faculty-forms/

Document Revision Dates by the Rank & Tenure Committee:
04/2020; 02/2019; 05/2018; 04/2017; 02/2015; 05/2012; 06/2010; 02/2008; 05/2005
APPENDEX A
Sample Curriculum Vitae

YOUR NAME

Your Department
Walla Walla University
College Place, WA 99324
Work phone

Home: Your complete home address and phone

EDUCATION

Doctoral Degree, Area
Dissertation topic
School/Year

Master's Degree, Area(s)
Thesis/Recital/etc.
School/Year

Baccalaureate Degree
Major(s)/Minor(s)
School/Year

Other Educational Activities
Include post-doctoral work, seminars, workshops, music lessons, etc.

TEACHING/ADMINISTRATIVE EXPERIENCE

Professor, year granted
Institution, 19__ - 20__
Administrative titles (if any), specific areas of instruction and skills

Associate Professor, year granted
(Institution, years there, if different from above)

Assistant Professor, year granted

Instructor

Position
Secondary, elementary schools, or other related performance experience

CLASSES TAUGHT
List most recent classes first

EMPLOYMENT EXPERIENCE
List most recent positions first, with dates
RESEARCH/Writing/PERFORMANCE/PUBLICATIONS/PROFESSIONAL ACTIVITIES
(You can reduce this heading to match your experience and specific area)
Paragraph summaries of selected activities or a chronological listing, starting with most recent and listing in reverse chronological order. The main emphasis should be on the past five years and the list should be sharply truncated or omitted past ten years.

PROFESSIONAL CONVENTIONS ATTENDED
List conventions, workshops, professional meetings, and seminars attended during the past five years.

PROFESSIONAL RECOGNITION
List citations, awards, and funded grants beginning with the most recent.
Award, date
[Celebrated Scholar Citation, 1989]

CAMPUS INVOLVEMENT
Present Campus Committee Memberships
Committee A, (member/chair), dates
Committee B, (member/chair), dates
Past Committee Memberships
Last ten years (+), can be a selective listing, follow format above

CHURCH INVOLVEMENT
Involvement in your local church and service to other churches

COMMUNITY INVOLVEMENT
Service on boards, presentations, volunteering, and other community activities
APPENDIX B
Instructions on Accessing Online IDEA Student Evaluation Scores

Beginning in 2016–2017, WWU implemented an online student evaluation system. Three online forms are available: (A) a comprehensive diagnostic form with 40 questions; (B) a learning essentials form with 18 questions; and (C) a teaching essentials form with 12 questions. Directions for obtaining student evaluation summary scores differ depending on form used.

**Logging In**

Two log-in options exist:

(a) Use the following direct link [https://wallawalla.campuslabs.com/faculty/](https://wallawalla.campuslabs.com/faculty/) or

(b) Sign-in to myWWU and go to Campus Labs Faculty Center (not PeopleSoft) in the Faculty App Center. Select Faculty (not Student Evaluations) from the opening webpage.

**FORM A or B - Comprehensive Diagnostic Form or Learning Essentials Form (see below for Teaching Essentials Form)**

**Printing Your Student Evaluation Report**

(a) Select the term in the drop-down box (top left corner). Open the course evaluation by clicking on the View Results icon. Print the report using “Print Reports” (top right corner). Save as PDF by selecting “Save as PDF” in the print Destination box.

**Obtaining your Adjusted Average Rating* for a Particular Course**

(a) Select the term in the drop-down box (top left corner). Open the course evaluation by clicking on the View Results icon.

(b) Obtain the course adjusted average rating using one of two options:

   **Option 1:** Refer to your printed or saved evaluations. Look for “C. RATINGS OF SUMMATIVE QUESTIONS (Avg. of D & E)”. See green circle in the figure below

   ![Image of C. RATINGS OF SUMMATIVE QUESTIONS](image)

<table>
<thead>
<tr>
<th>Ratings of Summative Questions</th>
<th>Raw</th>
<th>Adj.</th>
</tr>
</thead>
<tbody>
<tr>
<td>D. Excellent Teacher</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>E. Excellent Course</td>
<td>4.6</td>
<td>4.6</td>
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</table>
Option 2: As illustrated in the figure below, make sure the default Summative tab is selected from your home page. Also ensure that the Adjusted Averages option (in the drop-down box) is selected. The score to report in your dossier is on the far right, labelled Ratings of Summative Questions (e.g., 4.8).

FORM C - Teaching Essentials Form (see above for other forms)

Printing Your Student Evaluation Report
(a) Select the term in the drop-down box (top left corner). Open the course evaluation by clicking on the View Results icon. Print the report using “Print Reports” (top right corner). Save as PDF by selecting “Save as PDF” in the print Destination box.

Obtaining your Adjusted Average Rating* for a Particular Course
(a) Select the term in the drop-down box (top left corner). Open the course evaluation by clicking on the View Results icon.
(b) Obtain the course adjusted average rating using one of two options:

Option 1: Refer to your printed or saved evaluations. Look for “A. OVERALL RATINGS (Avg. of B & C)”. See green circle in the figure below
Option 2: As illustrated in the figure below, select the Summative tab and make sure the Adjusted Averages option (in the drop-down box) is selected. The score to report in your dossier is on the far left, labelled Combined Averages of Summative Ratings (e.g., 4.9).

*Note: The adjusted average is the average score of two summative questions (overall rating of the teacher and the course), adjusted for influences beyond teacher control, such as class size and student motivation/interest. The purpose of the adjustment is to level the playing field between ratings for small classes of highly motivated students who chose to take the class versus large classes of marginal students who must enroll regardless of their interest level.