

FRPC GENERAL STATEMENT TO CANDIDATES AND ACADEMIC UNITS

September 2011

Candidates should note that the 2011 General Statement includes a new required element for dossiers. Dossiers must include a completed copy of the FRPC Dossier Checklist signed and dated by the candidate. A copy of the checklist appears as page 5 of this statement.

Introduction

The FRPC evaluates evidence of the candidate's performance on the basis of criteria that units, departments, and schools have developed and FRPC has approved prior to the candidate's review. The General Statement summarizes aspects of the review process that, for the sake of equity and quality of documentation, should be common to all unit criteria. Unit criteria and procedures need not be limited, however, to the materials discussed here. At the same time, all candidates will be evaluated according to unit review criteria **and** the FRPC General Statement. It is not adequate for the candidate to depend on one or the other as a complete set of instructions.

Procedures

The FRPC regards procedures as important to ensure due process to the candidate, ensure the integrity of the data, and achieve a reasonable level of procedural uniformity within a diverse university. Areas of special concern are procedures pertaining to the evaluation of teaching, scholarship, and service, and procedures used to communicate changes made to a candidate's dossier after it has been submitted to the FRPC. In all cases, the candidate must have the opportunity to rebut any material added to the dossier. All materials to be considered must be identified as or part of the candidate's dossier.

All deliberations of the FRPC will be made in accordance with the relevant department's criteria and information submitted in the candidate's dossier and material in the back up files.

A. Evaluation of Teaching

1. The FRPC recognizes that good teaching has many dimensions; it looks for a variety of measures that reflect these different instructional components and is concerned about a tendency to overemphasize student evaluations. Many units recognize this same point in their own criteria statements but fail to provide documentation of other indicators of teaching effectiveness. The FRPC strongly urges units to give serious thought to developing a variety of indicators of effectiveness; such measures should reflect performance over the entire period under review rather than merely the most recent semester of teaching activity. Some possibilities might include:

- Analysis of course syllabi and examinations;
- Description and analysis of new courses developed;
- Description of the range/diversity of courses offered;
- Description of directed studies, theses, and/or special projects;
- Description of participation in teaching related seminars, workshops, grants, conferences, etc;
- Peer evaluation of the candidate's teaching.

It is essential that colleagues conduct the evaluations and analyses suggested above and not the candidate. The FRPC encourages units to include in their procedures a specified process for evaluation of teaching by colleagues.

2. The FRPC recommends that the following procedures be part of the process for presenting documentation of student evaluations:

- Procedures for soliciting student evaluations should be clearly described in the dossier.
- Distribution and collection of evaluation forms must not be done by the candidate.
- Where feasible, data for a period of at least three years should be presented.
- Results should be evaluated by someone other than the candidate.
- A perspective derived from comparison with other colleagues' student evaluation data should be presented. The data for comparisons should be from the teaching of classes as similar in size and level as possible.

The procedures should be applied uniformly to all reviews.

B. Evaluation of Scholarship

1. The FRPC requires outside written evaluations of candidates' scholarship for tenure reviews and reviews for promotion to the rank of Professor. Units should inform outside reviewers in the letter of solicitation that they are being asked to evaluate the candidate's scholarship and not to provide an overall recommendation concerning the candidates' promotion and/or tenure. Enough information should be provided to the reviewer to judge the quality of the candidate's work. Procedures for scholarly evaluation must include:

Evaluations from at least three outside experts in the candidate's field of scholarship with whom the candidate did or does not have a direct working or personal relationship, i.e., **who are not Oakland or former colleagues, research collaborators, co-authors, mentors, etc. If there is any question as to whether a reviewer falls into one of these excluded classes, the reviewer may not be used to meet this requirement for impartial external reviewers.**

The procedure for selection of all outside reviewers should be fully described. All persons solicited as reviewers should be identified and all responses should be included in the dossier. Letters of evaluation should be solicited in a formal, documented manner. One sample letter of solicitation should be included in the dossier.

Solicitation letters should request a Curriculum Vitae (CV) from each reviewer. A statement of any affiliations of the reviewers with the candidate should be included in the dossier. All other procedures employed in scholarly evaluation should be fully described in the dossier.

2. In cases of joint authorship of scholarly work, the candidate's contribution must be made clear and documented either in the CV or in a document immediately following the CV.

3. Candidates should recognize that members of the FRPC might not be highly knowledgeable about a given candidate's discipline. Therefore, general summary descriptions or annotated bibliographies by the candidate of his/her work would be very helpful.

C. Evaluation of Service

The candidate's contributions to departmental, school or university committees as well as other forms of service should be evaluated. The means used to evaluate the quality of this service should be fully described in the dossier.

D. Communication of changes to the dossier

When changes or additions are made to a dossier after it has been submitted to the FRPC, the candidate's unit is responsible for communicating those changes to the Provost's office, and ensuring that the copy in the Provost's office reflects the latest additions or changes.

E. Priorities and Criteria

A statement of academic unit priorities among the three areas of teaching, scholarship and service is necessary to dispel ambiguities. No statement of criteria is complete without a careful description of the different levels of expectation for the successive pre-tenure reviews and promotion to the rank of Professor. This description is necessary for each of the three areas of evaluation. The FRPC cautions that terms such as "competent," "mature," "outstanding," "excellent," "superb," etc., are inherently vague unless they are indexed by specific or meaningful categories of evidence. Academic units should make clear in their criteria what accomplishments, if missing from the candidate's record, might constitute grounds for a negative recommendation.

F. Format and Contents of Dossier

To make the review process more efficient, the FRPC strongly encourages academic units to organize dossiers and back-up files carefully. The following organization and suggestions for dossier content would be most helpful:

- The CAP letter of recommendation should be the first item in the dossier.
- The FRPC Dossier Checklist (see page 5) should be the second item in the dossier.
- Table of Contents
- Candidate's CV. **The CV should be one document and not fragmented throughout the candidate's personal statement.** The CV should follow the format of the academic unit.
- Candidate's Personal Statement. The Personal Statement should **explain the candidate's motivation for and approach to** scholarship, teaching, and service, the significance of the candidate's work and its contribution to the field. The **maximum** length of a personal statement is 15 pages, using 12-point type, double-spaced with one-inch margins. The FRPC strongly encourages candidates to submit concise personal statements and not feel compelled to use the maximum number of pages allowed. **The Candidate's CV and**

Personal Statement are two separate documents.

- Copy of the unit criteria and procedures.
- Department's recommendation, committee reports, letter of dissent from the chair (if necessary), 41.c(2) letter for 41.c(4) cases. These recommendations and reports should be thorough yet concise.
- A copy of the CV submitted at the time of employment at OU in the case of 41.c(4) or the CV submitted at the time of employment for 41.d review must be included in the dossier.
- Unit's evaluation of candidate's teaching, scholarship, and service. Letters evaluating scholarship by the required three impartial external reviewers should be included at the front of the total set of letters evaluating scholarship. A one-page biographical sketch of each reviewer is adequate. **A full CV for each external reviewer must be included in the back-up file or in the core dossier. If the full CV is not in the core dossier, the dossier must include a brief biographical sketch for each external reviewer.**
- A reference system, from the candidate's "core material" to the supporting evidence in the backup files, and vice versa is helpful. For example, the teaching record section of the core material cites "X," which contains syllabi, student evaluations, etc.; and the label of Appendix "X" cites the teaching record page of the core material. Some system of coherent pagination must be used throughout the core dossier. Because late arriving documents may sometimes create considerable havoc with attempts at simple, continuous pagination, units might wish to employ a more flexible system, such as letter sections with internal continuous pagination or decimal numbering, which permits last minute additions or deletions. Tab dividers should be used to separate major sections of dossiers.
- The back-up file must contain documentation of any scholarly work listed in the candidate's Vita (e.g., articles, proceedings, grant applications, papers under review, works in progress, musical compositions, programs from performances, announcements or oral presentations). Publications noted in the candidate's CV must contain the exact same title as those included in the back-up file.

FRPC Dossier Checklist

A completed copy of this checklist, signed and dated by the candidate must appear in the dossier before the Table of Contents.

- _____ The CAP letter of recommendation is the first item in the dossier.
- _____ The CV is a single document that is separate from the Personal Statement.
- _____ The maximum length of the Personal Statement is 15 double-spaced pages in 12-point font with one inch margins.
- _____ The dossier includes a copy of the full unit criteria and procedures.
- _____ The dossier includes all required materials specified by unit criteria.
- _____ In cases of tenure review, the dossier includes a copy of the CV submitted at the time of initial tenure-track appointment.
- _____ The dossier employs a reference system linking materials cited in the dossier to the backup file.
- _____ The dossier employs a coherent system of pagination throughout the dossier, with tab dividers separating major sections.
- _____ Scholarly work listed in the CV is available in the backup file, including papers under review and work in-progress.
- _____ In cases of joint scholarly authorship, the candidate's contribution is made clear and documented either in the CV or in a document immediately following the CV.
- _____ The dossier includes reviews from at least three external reviewers who are not Oakland or former colleagues, research collaborators, co-authors, mentors, or individuals who could be perceived to have a conflict of interest in providing an impartial scholarly evaluation of the candidate's work.

Candidate Signature

Date