

Policy on Annual Reviews and Promotion of Teaching Faculty

Annual Reviews of Teaching Faculty

Teaching faculty are reviewed annually by the Associate Dean, tenured faculty, and senior teaching faculty of the school.

At the end of the spring semester, the Associate Dean for academic affairs will review the untenured teaching faculty member's file:

- ❖ the faculty member's curriculum vitae,
- ❖ self-evaluation of performance, including, when relevant, an evaluation of how current and/or projected work contributes to the understanding of leadership for students, scholars, and—in some cases—practitioners or educators
- ❖ teaching evaluations, grade distributions, and additional relevant materials such as syllabi, graded assignments, collaborative projects, and teaching statement.

The Associate Dean will write an evaluation of the teaching faculty member's teaching and will share it with the faculty member and the dean.

The Dean will conduct an independent review of the candidate's materials.

Promotion from Teaching Faculty to Senior Teaching Faculty

After successfully teaching for eight years at the school, teaching faculty are eligible for promotion to senior teaching faculty.

The tenured faculty and senior teaching faculty comprise the promotion committee, review the teaching faculty member's portfolio, and make their recommendation to the dean. The dean conducts an independent review of the candidate's materials.

The promotion committee will review the untenured teaching faculty member's file:

- ❖ the faculty member's curriculum vitae,
- ❖ self-evaluation of performance, including, when relevant, an evaluation of how current and/or projected work contributes to the understanding of leadership for students, scholars, and—in some cases—practitioners or educators

- ❖ teaching evaluations, grade distributions, and additional relevant materials such as syllabi, graded assignments, collaborative projects, and teaching statement.

The Associate Dean will write an evaluation of the teaching faculty member's teaching, that reflects the views of all members of the committee and will share the evaluation with the faculty member and the dean.

The Dean will conduct an independent review of the candidate's materials.

Annual Reviews of Senior Teaching Faculty

Senior teaching faculty are reviewed annually by the Associate Dean and the Dean, taking into consideration any feedback brought to them by the students and/or faculty.

At the end of the spring semester, the senior teaching faculty member will submit materials to the Associate Dean and the Dean:

- ❖ the faculty member's curriculum vitae,
- ❖ self-evaluation of performance, including, when relevant, an evaluation of how current and/or projected work contributes to the understanding of leadership for students, scholars, and—in some cases—practitioners or educators
- ❖ teaching evaluations, grade distributions, and additional relevant materials such as syllabi, graded assignments, collaborative projects, and teaching statement
- ❖ evidence of service to the school.

The Associate Dean and the Dean will write an evaluation of the senior teaching faculty member's teaching and will share the evaluation with the faculty member.

Approved by the Jepson Faculty, April 10, 2026