



STOCKTON UNIVERSITY | CENTER FOR TEACHING & LEARNING DESIGN

Summary Guide for FIRST-YEAR Faculty

A first-year evaluation file is a Feedback Review only. You will have a Decision “Action” Review in year two.

[PERSONNEL CALENDAR:](#)

To access deadlines for file evaluations, click on the Personnel Calendar link above. Underneath the colored checklist on the right side of the screen, click “none”. This will remove all the check marks. Find the year related to your file and click the check box. This will pull up your specific dates.

[Click here for PRECEPTORIAL ADVISING Resources](#)

Fall Term

- 1) Thoroughly read the locally-negotiated agreements: [Faculty Evaluation Policy \(2016\)](#) which outlines standards of excellence for faculty performance, and the [Faculty Evaluation Procedures \(MOA 2015\)](#) which outlines procedures for evaluating faculty performance and promotion.
- 2) Select a Review Advisor (a tenured faculty member selected by you in consultation with your Dean) no later than the end of your first semester at Stockton. **(Optional)**
- 3) With your Review Advisor (or mentor), arrange for [peer evaluation of teaching](#). You must be observed in at least two (2) classes annually by a tenured faculty member chosen by you in consultation with the Dean and the Review Advisor. *If you opt out of peer evaluation in the Fall, you will need to have two (2) classroom observations in the Spring semester. **(Required)**
- 4) Attend weekly New Faculty Workshops presented by [The Center for Teaching and Learning Design](#) if you have been offered a course release. **(Required)**
- 5) Attend file construction workshops led by the CTLD in consultation with Faculty Review Committee members. **(Optional)**
- 6) Prepare to propose/be approved to teach a General Studies course for the following academic year (if applicable). Submit proposals based on the instructions on the [General Studies](#) website. Typically, the approval process for GENS courses make it requisite that you propose a course a full year before it is taught. **(Required or Optional depending on your Program)**
- 7) Provide [precepting](#) to students based on the Preceptorial Advising Calendar. You will find video tutorials and sample advising syllabi by following the link.

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- 8) Prior to the end of the first preceptorial advising day, login to the Student Ratings of Teaching System (SRT) using your go portal credentials. Confirm your census-day class size (16 or more students will administer IDEA, 15 or less will administer Small Class Instrument). Choose asynchronous or synchronous administration. For Small Class Instruments, you will need to choose your objectives. An official email from an IDEA Liaison is typically sent in early October. **(Required)**
- 9) On or around the second preceptorial advising day, you will receive a notification email from an IDEA Liaison to enter the Campus Labs system and select your learning objectives for IDEA surveys. **(Required)**
- 10) Begin drafting your **Faculty Plan** for tenure and promotion in consultation with the PRC and Dean, approximately three (3) pages in length (a template is located on page 61, MOA Procedures). Your program should provide mentoring to help you achieve your plan. Thoroughly review your [University](#), [School](#), and [Program](#) standards for excellence in Teaching, Scholarship or Creative activity, and Service. **(Required)**

Between Fall and Spring Terms

Before your file closing deadline, you should prepare a **First Year Feedback Review File** for electronic upload. (You will receive an Online Faculty Evaluation Notification email that tells you when your file is open and provides further instructions.) For the Review File, you should do the following:

- 1) Update your Curriculum Vitae. **(Required)**
- 2) Write a one (1) page reflection (page length is a suggestion) on teaching, scholarship, and service in your first semester (refer to the [Faculty Evaluation Policy 2016](#) for standards of excellence). **(Required)**
- 3) Provide copies of syllabi for your first semester courses. **(Required)**
- 4) Provide copies of one (1) or more peer-evaluator observations of teaching. **(Optional)**

Your school will have prepared the other required parts of your file (cover form, description of position, letters from reviewers, student evaluations, i.e. IDEA and Small Class Instrument forms, including written student comments for first semester courses). If you need help, please meet with the staff member in your School who is the administrator of evaluation files.

Spring Term

- 1) Arrange for [peer evaluation of teaching](#). Two (2) observations total are needed annually. **(Required)**

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- 2) By the appropriate deadline, meet with your Program Review Committee (PRC) about the draft of your Faculty Plan. **(Required)**
- 3) Continue to provide [precepting](#) to students based on the Preceptorial Advising Calendar. In the spring, students who meet with their preceptors are given the opportunity to evaluate their preceptors through an online survey. Assistant Deans in each school are responsible for distributing them to preceptors on request. Encourage students to evaluate you. **(Required)**
- 4) Continue to participate in student evaluations (IDEA, Small Class Instrument form) of teaching. **(Required)**
- 5) Prepare to propose or be approved to teach a [General Studies](#) course for the following academic year, if applicable. **(Required or Optional depending on your Program)**

DEFINITIONS (with corresponding acronyms):

- **School (S):** A unit of the University headed by an Academic Dean or other academic officer with line responsibility over faculty.
- **Program (P):** An academic unit of the University with its own academic degree (major) at the graduate or undergraduate level, and includes the program currently known as FRST Studies.
- **Faculty Member (F):** Tenured and tenure-track teaching faculty, including part-time faculty and XIII-D, XIII-O, and XIII-M faculty. Part-Time refers to at least 50%, but less than 100% of full-time faculty.
- **Review Advisor:** Tenured faculty member that may be selected by a candidate in consultation with his or her Dean to assist in compiling a file for retention, tenure, or promotion.
- **In-Program Mentor:** A tenured faculty member selected by a candidate in consultation with his or her Dean to provide program-specific guidance about the teaching, scholarly activity, and service expectations of the candidate. May be a member of the candidate's Program Review Committee **(PRC)**.
- **Out-of-Program Mentor:** A tenured faculty member selected by a candidate in consultation with his or her Dean to provide University wide guidance about the teaching, scholarly activity, and service expectations of the candidates. May be a member of the candidate's Faculty Review Committee **(FRC)**.

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- **Program Review Committee (PRC):** Consists of all tenured members of the faculty member's program.
- **Faculty Review Committee (FRC):** Tenured faculty at the rank of Associate Professor or higher are eligible to serve on the University-wide Faculty Review Committee.

Do you need additional help? You may find additional assistance for file construction and tenure from assigned mentors, file reviewers, your program, school, the CTLD, and the SFT. Please do not hesitate to utilize the many resources at your disposal!

- [Center for Teaching and Learning Design \(CTLD\)](#)
- [Stockton Federation of Teachers \(SFT\)](#)

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