

Faculty Evaluation – introducing a new process of electronic file sharing:

Beginning with those faculty under evaluation during the 2019-2020 academic year, the Office of the Dean of the College (DoC) has set up a Google Drive dedicated to electronic sharing of *open file materials**. The DoC will facilitate this process, but it is the evaluatee's choice to upload materials for sharing or not. If they choose to do so - they will upload their own submission. The DoC will share their materials with faculty in their division; the DoC will only share with other divisions upon the evaluatee's request.

This is a completely optional process. Historically this has been something that each individual division has done on its own, but going forward DoC will work with each individual evaluatee to make *open file materials* available.

What is included in the *open file materials*?

- Material submitted by the evaluatee:
 - o Curriculum vitae
 - o Samples of research or artistic achievements
 - o The assessment of work in the three categories of evaluation since the last evaluation (or since initial hiring for the first evaluation)
 - o Long-term plans for future work in the three categories of evaluation

Other materials that are included in the open file that will not be shared electronically on the divisional level are:

- o Student evaluation forms (Café's)
- o Class visit reports
- o Sabbatical reports

The process of electronic sharing is not meant to replace the hardcopy files in the Office of the Dean of the College; it is only meant to make the bulk of the open file more accessible. Faculty/Staff will still have access to view the evaluatee's open file materials in hardcopy in Ludlow 210 (hardcopy file includes ALL of the above: the evaluatee's *open file submission* as well as the other materials listed as being included in the open file). The evaluatee will be expected to work with DoC to ensure their electronic *open file submission* matches that of the materials in the hardcopy files in DoC.

**the same (internal) electronic file that was submitted to the Office of the Dean of the College at the time of the original deadline.*