# Christ College Faculty Handbook

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Introduction to the Christ College Faculty Handbook

Christ College developed over several decades a variety of policies and practices concerning faculty evaluation and professional development. In its early decades these policies were recorded in faculty minutes or in documents and reports that could be consulted as the occasion required.

Given the changes in the College, and the Valparaiso University-wide emphasis on systematic and professional policies, the College decided in 2010 to collect in a single place the important policy documents relevant to these purposes.

This Christ College Faculty Handbook therefore includes the key documents pertaining to I. Annual Faculty Evaluation; II. Tenure and Promotion; III. Professional Development and Research; IV. Policy and Guidelines; V. Syllabus Guidelines.

These policies and procedures have been developed and approved by the Christ College faculty with the consultation and endorsement of the dean. The purpose of all policies is to encourage and support the attainment of the highest professional academic standards by all members of the Christ College faculty, in the spirit of collegiality and mutual encouragement that the College has long adhered to. The policies of the Handbook also aim to insure fair treatment of all faculty regarding matters of their performance and evaluation, in accord with mutually agreed-upon standards.

Peter Kanelos
Dean of Christ College
1. Christ College Annual Faculty Evaluation

The policies and procedures for annual faculty evaluation in Christ College are established in accord with the requirements of the Valparaiso University Faculty Handbook (Section 2.3.5), with specific criteria appropriate to Christ College.

By May 31 (May 1 for junior faculty) of each academic year, every regular Christ College faculty member (including Lecturers and Visiting Professors eligible for re-appointment) submits to the dean: A) the Annual Faculty Evaluation; B) the Faculty Work Plan/Statement of Goals; C) an updated curriculum vitae. These three items will then provide the basis for an annual evaluative conversation with the dean.

The following pages contain the standards and forms for this Annual CC Faculty Evaluation. The items included here are the Standards for Annual Evaluation of Faculty, the Annual Faculty Evaluation Form and the Faculty Work Plan/Statement of Goals Form. Checklists for the Annual Faculty Evaluation can be found in Appendix A.
Standards for Annual Evaluation of Faculty in Christ College

1. Teaching

A. Valparaiso University Standards include:
   a. Course development
   b. Course revision
   c. Development of new technologies to enhance the learning environment
   d. Attention to student and peer evaluation of teaching skills

B. Additional Activities Required in Christ College:
   a. Supervising honors theses
   b. Continued engagement in evaluating and revising the overall curriculum
      (at annual retreats or faculty meetings)
   c. Continued commitment to teaching in the Freshman Program (at least 7
      weeks every three years)

2. Scholarship

Valparaiso University Standards include:
   a. Manuscripts (books, articles, book reviews) submitted for publication
   b. Manuscripts accepted for publication
   c. Papers presented at professional meetings
   d. Artistic performances

3. Professional Development

Activities Recognized by Christ College:
   a. Serving on national or international boards, steering committees, or task
      forces (such as for journals, professional associations or meetings, special
      consultations and initiatives)
   b. Consulting
   c. Reviewing manuscripts for possible publication
   d. Serving on doctoral committees or reviewing dissertations for other
      academic institutions

4. Campus Citizenship

A. Valparaiso University Standards include:
   a. Committee memberships
   b. Offices held
   c. Participation in interdisciplinary and general education programs
   d. Advising and recruiting students
   e. Working with students outside the classroom
B. Additional Activities Recognized by Christ College:
   a. Coordinating specific co-curricular activities sponsored by Christ College, such as Christ College debates, student scholarship programs, trips to National Conference on Undergraduate Research, etc.
   b. Fostering student scholarship and research
   c. Helping students apply for competitive scholarships and grants
   d. Evaluating student applications for competitive prizes and awards
   e. Enlivening the intellectual discourse on campus by bringing speakers to campus, organizing faculty discussion groups, and the like
   f. Enlivening public intellectual discourse by giving public lectures or workshops or writing for a wide range of audiences
   g. Strengthening relationships between Valparaiso University and the church by serving on ecclesiastical committees, giving lectures or workshops, consulting, or offering similar forms of service
   h. Advancing the University’s goals and its role in church-related higher education
Christ College Annual Faculty Evaluation Form

This evaluation is to be submitted to the Dean of Christ College by May 31 of each academic year (May 1 for junior faculty).

1. Teaching [activities that sustained or improved teaching effectiveness]

2. Scholarship

3. Professional Development [research, publication, and significant professional activity]

4. Campus Citizenship [significant activities that serve Christ College, Valparaiso University, church, and community]
Christ College Faculty Work Plan/Statement of Goals

This Faculty Work Plan/Statement of Goals in the areas of teaching, scholarship, and service is to be submitted to the Dean of Christ College by May 31 of each academic year. (May 1 for junior faculty) New faculty must have a plan submitted by September 15. All Faculty Work Plan/Statement of Goals must also include a statement of 3-5 year goals.
Annual Evaluation of Christ College Junior Faculty Guidelines

1. A senior faculty member visits one class of each junior faculty member during the course of the academic year. The class to be visited is selected by the junior faculty member.

2. The junior faculty member submits a current curriculum vitae to the dean, the dean’s office and all senior faculty by May 1.

3. The junior faculty member submits an interim Christ College Faculty Annual Evaluation, based on the Standards for Annual Faculty Evaluation of Christ College, to the dean, the dean’s office and all senior faculty by May 1.

4. Dean solicits from all tenured faculty memos that evaluate junior faculty with respect to teaching, collegiality, scholarship, service to Christ College and Valparaiso University, and other professional activities. These memos are submitted by May 15. The memos from the faculty to the dean shall remain confidential.

5. Dean writes to each junior faculty member an assessment letter that a) summarizes the senior faculty appraisals and b) presents the dean’s own overall assessment of the junior faculty member’s work.

6. Dean schedules a conference with each untenured faculty member to discuss the dean's assessment letter by June 1.

7. Dean writes a summary of the conference conversation. When both the dean and the untenured faculty member agreed that this summary is accurate, both sign the summary for the file. The process shall be completed by June 15 of each academic year.

8. Untenured faculty members may, if they choose, write an individual response to the dean’s assessment letter for inclusion in his or her permanent file by June 21.
II. Tenure and Promotion in Christ College

Nontenured faculty members in Christ College undergo a more comprehensive Second Year Review, after two years of full time service, and Fourth Year Review, after four years of full time service. The procedures for the Second and Fourth Year Reviews are outlined in the following pages. The final documents indicate the requirements for Promotion and Tenure and the Guidelines for compiling the Promotion and Tenure Application (6th year) as well as the process for soliciting letters of support (see Appendix B).
Second Year Reviews of Christ College Junior Faculty

1. Near the close of each untenured faculty member’s second year, or of four semesters of full-time work, a Second Year Review will be undertaken. The purpose of this review is to offer an early and ongoing formal evaluation of the junior faculty member’s teaching, collegiality, research, service to Christ College and Valparaiso University, and other professional activities, and to advise on any modifications necessary before applying for tenure.

2. Each senior faculty member visits one class of the junior faculty member in the course of the academic year. The classes to be visited are selected by the junior faculty member. An evaluation memo of this class visit it due to the dean by April 15.

3. By March 15 of his or her second year, each junior faculty member submits a report of his or her teaching, scholarship, and service in Christ College, along with a current curriculum vita, to the dean’s office to be distributed to all CC tenured faculty, following the format of the Guidelines for Tenure Application in Christ College. (pgs. 15-16 guidelines 1-5)

4. The Tenure and Promotion Committee, constituted of all CC senior faculty members and led by a faculty chair, will meet on or before May 15. The committee will discuss the candidate’s contributions in the areas of collegiality, research, service to Christ College and Valparaiso University, and other professional activities. The chair of the committee will compose a summary letter of the committee’s discussion, which will be submitted to the dean no later than June 1.

5. Based on this letter, as well as the other evaluative materials, the dean writes to each junior faculty member an assessment letter that incorporates the senior faculty’s collective appraisal as well as the dean’s own overall assessment of the candidate’s progress toward tenure.

6. Dean schedules a conference with the faculty member under review to discuss the dean’s assessment letter no later than June 1.

7. Dean writes a summary of the conference conversation. When both the dean and the untenured faculty member agree that this summary is accurate, both sign the summary for the file. The process shall be completed by June 15 of the year in question.

8. Untenured faculty members may, if they choose, write an individual response to the dean’s assessment letter for inclusion in their file by June 21.
Fourth Year Reviews of Christ College Junior Faculty

1. Near the close of each untenured faculty member’s fourth year, or of eight semesters of full-time work, a Fourth Year Review will be undertaken. The purpose of this review is to offer an early and ongoing formal evaluation of the junior faculty member’s teaching, collegiality, research, service to Christ College and Valparaiso University, and other professional activities, and to advise on any modifications necessary before applying for tenure.

2. Each senior faculty member visits one class of the junior faculty member in the course of the academic year. The classes to be visited are selected by the junior faculty member. Each faculty member will submit a memo on the class visit to the dean by April 15.

3. By March 15 of his or her third year, each junior faculty member submits a report of his or her teaching, scholarship, and service in Christ College, along with a current curriculum vita, to the dean’s office to be distributed to all CC tenured faculty, following the format of the Guidelines for Tenure Application in Christ College. (see pgs. 15-16 guidelines 1-5)

4. The junior faculty member shall also solicit by March 15 two letters from scholars outside Valparaiso University reflecting on his/her scholarship. He or she shall also solicit one letter from a senior member of the Valparaiso University faculty outside Christ College. The junior faculty will notify the dean’s office of these names. The letters shall be sent directly to the dean by May 1.

5. The Tenure and Promotion Committee, constituted of all CC senior faculty members and led by a faculty chair, will meet on or before May 15. The committee will discuss the candidate’s contributions in the areas of collegiality, research, service to Christ College and Valparaiso University, and other professional activities. The chair of the committee will compose a summary letter of the committee’s discussion, which will be submitted to the dean no later than May 15. If necessary, the faculty and the dean meet to discuss the letter by May 20.

6. Based on this letter, as well as the other evaluative materials, the dean writes to each junior faculty member an assessment letter that incorporates the senior faculty’s collective appraisal as well as the dean’s own overall assessment of the candidate’s progress toward tenure.

7. Dean schedules a conference with the faculty member under review to discuss the dean’s assessment letter by June 1.

8. Dean writes a summary of the conference conversation. When both the dean and the untenured faculty member agree that this summary is accurate, both sign the summary for the file. The process shall be completed by June 15 of the year in question.

9. Untenured faculty members may, if they choose, write an individual response to the dean’s assessment letter for inclusion in their file by June 21.
Sixth Year Reviews of Christ College Junior Faculty

1. In the sixth year of an untenured faculty member’s service (or at a point negotiated with the Dean) a review of tenure and promotion will be undertaken. The purpose of this review is to evaluate the candidate’s teaching, collegiality, research, service to Christ College and Valparaiso University, and other professional activities, and to determine a recommendation for promotion and tenure.

2. The candidate shall nominate by March 1 of the previous year two scholars outside Valparaiso University to evaluate his/her scholarship. The candidate will inform the dean’s office the names of the scholars. Three additional letters will be solicited by the Tenure and Promotion Committee.

3. The candidate will provide to the Dean the scholarship component of their dossier and a current curriculum vita by June 1 to be sent to the external reviewers.

4. The Dean will contact external reviewers and request letters of evaluation due to the Dean by October 1.

5. Each senior faculty member visits one class of the candidate in the fall semester of the academic year. The classes to be visited are selected by the junior faculty member.

6. By October 1 of his or her sixth year, the candidate submits a dossier following the format of the Guidelines for Tenure Application in Christ College. (see pgs. 15-16)

7. The Tenure and Promotion Committee, constituted of all CC senior faculty members and led by a faculty chair, will meet on or before December 1. The committee will discuss the candidate’s contributions in the areas of collegiality, research, service to Christ College and Valparaiso University, and other professional activities. The chair of the committee will compose a summary letter of the committee’s recommendation, which will be submitted to the dean no later than January 1.

8. The Dean submits a letter of his recommendation along with the Tenure and Promotion Committee’s recommendation to the Provost by February 1.

9. The Provost will forward his recommendation to the University President by February 15.
Tenure and Promotion in Christ College

The following states the standards for the awarding of tenure and promotion in Christ College:

1. Not simply “good” but absolutely excellent teaching. We have prized especially highly effective teaching in the discussion-centered and collaborative courses that are the heart of the Christ College curriculum. Personal mentoring of students, including the ability to expand their intellectual horizons and academic achievement to the highest level of which they are capable, is also very highly valued.

2. The historical standard for promotion to Associate Professor and tenure in Christ College has been the publication of a scholarly monograph, and we affirm this as our current standard. However, given the interdisciplinary nature of our faculty and the varying markers of scholarly achievement in different fields, we also recognize that a faculty member with at least four peer-reviewed articles or chapters in peer-reviewed publication in print or accepted for print, is also eligible for tenure and promotion. Every candidate must be determined by the tenure committee and external reviewers to have made significant contributions to his or her field, and to have demonstrated the potential and momentum to continue to contribute, in order to achieve tenure and promotion.

Work published prior to the start of one’s tenure-track appointment in Christ College will not count towards tenure and promotion, unless negotiated in advance with the Dean and articulated in the hiring contract.

3. All tenure applications will include five letters from external reviewers. The candidate will nominate two reviewers and the tenure committee will select the remainder. These letters must testify to the quality of the candidate’s scholarship, his or her contribution to the relevant field, and to his or her service and contributions to the academic and co-curricular life of the Valparaiso University community. These letters have been valuable in filling out the academic portrait of the candidate, especially in areas where senior faculty are less knowledgeable.

4. Service to the University, Christ College, the community (including the church), and the academic profession. This has included particular tasks like committee work and special assignments, but also includes engagement with students and colleagues beyond the classroom. There has been high value placed on participation in Christ College programs and activities (attending student events, assistance with recruitment, support for student scholarship, advising on graduate schools, recommendations, etc.). There has also been a great emphasis on collegiality and collaboration—especially because we work so closely together in team-taught courses and in our relations with students.

5. Commitment to the Christian mission of the University and the College. This is stressed at the time of hiring, and is a constant element in the annual review and in the second and fourth year reviews. The precise form and expression of this commitment may vary, but there has been a strong sense that those tenured here need to be actively and unequivocally supportive of our common endeavor. This component has been discussed in every tenure review, and has played an important role in the evaluation of the candidate.
Guidelines for Tenure and Promotion Application in Christ College

The Application for Tenure and Promotion in Christ College will contain the following components. Each of the five written Statements (1-5) should be approximately 3-5 double spaced pages in length (1-2 pages for mid-tenure junior faculty review). In addition, the application must include the Letters of Recommendation (5), and a complete Curriculum Vitae (6). An Appendix of relevant supporting materials supports the Application proper.

1. Personal Statement and Statement of Commitment to Mission

A central statement of who the applicant is and why he or she seeks and merits a tenured appointment in Christ College and Valparaiso University. The statement should include clear reflection on “mission fit,” i.e., how the applicant finds his or her vocation to be in accord with the mission of this College and this University, and how he or she will both contribute to and benefit from joining in carrying out that mission.

2. Teaching Statement

A reflective and critical statement of teaching principles and practices, including an interpretive account of how the applicant has developed as a teacher, what strengths and weaknesses he or she perceives, and how teaching is viewed in relation to students, colleagues, institution, and the applicant’s own wider commitments and intellectual life. The statement should include comment and reflection on past and present teaching, and plans for future development and improvement in teaching.

3. Statement About Scholarship

A summary narrative and statement of the applicant’s whole development and accomplishments as a scholar, providing an interpretation and analysis of the items listed on the curriculum vitae in relation to broad intellectual development and contribution to the academic community both locally and nationally. It should provide an account of the value and reception of the work, and locate it within relevant larger contexts. There should also be a description of current and future scholarly plans, and a statement of how the scholarly work will be integrated with teaching and service in Christ College over the long run.

4. Professional Development

The candidate will include a description of all service to the profession, including, but not limited to, significant conference presentations, service on editorial boards, and service in professional organizations. The applicant will illustrate how his or her work within the profession has contributed to his or her scholarship and pedagogy.
5. Campus Citizenship

A summary and evaluation of important forms of service rendered to Christ College, Valparaiso University, other community and public institutions (including the church), and the academic community. The statement should include reflection on how this service relates to the applicant’s larger understanding of the academic vocation, and how he or she anticipates continuing it in the future.

6. External Evaluations

The application will include five supporting letters from external reviewers. Two reviewers are nominated by the candidate and approved by the dean. The remaining reviewers will be selected by the tenure committee. The dean officially requests the letters from the recommenders, and they are sent to the dean.

7. Curriculum Vitae

APPENDIX

The Appendix should include support and documentation relevant to Sections 2-4 above. These should consist of syllabi and other teaching materials, including hard copies of the prior two years’ teaching evaluations; hard copies of publications, plus electronic when available, and other important evidence of scholarship and research activity; and materials indicative of significant service to College, University, church, or community.
III. Professional Development

The following policies have been established to promote scholarship and professional development for the faculty of Christ College.

**Christ College Professional Development Account**

1. Each full time faculty member will receive a professional development account of $2000 per fiscal year (July 1 to June 30).

2. $200 of the account may be used for books or research items. Any additional expenditure on books or research items must be approved by the dean.

3. The remaining $1800 of the account may be used only for travel to conferences at which the faculty member is presenting or serving on a panel or participating in a workshop. Other uses of travel funds need to be approved in advance by the Dean.

4. Faculty members must submit all receipts to the dean’s office. If money is used for travel to a conference, then faculty members must also submit the title of the conference paper (if applicable) and the title, place, and date of the conference.

5. Funds must be used in the current fiscal year. Monies not used will be lost.

6. If members of the faculty use all of their funds but need more money to travel to an additional conference, then they may request further funds (from the dean’s discretionary fund). Criteria for selection for extra travel funds include:

   • invitation to give a paper;
   • member of a professional board, steering committee, or an editorial board;
   • chair a session; and
   • strong interest (in relation to teaching or research).

Requests for additional funds will be made by submitting a written proposal to the dean. The dean will review proposals as they arise.

8. The amount of money in the account will be reviewed each year by the dean and the faculty.

9. If faculty members attend particular meetings as representatives of the College, then the dean will provide additional travel funds to cover the expenses.
IV. Policy and Guidelines

Student Research Aide Policy for Christ College Faculty

1. All Christ College faculty members are entitled to a student aide to work as a research or special project assistant for up to four hours per week ON AVERAGE, i.e. at fourteen weeks/term each faculty member is entitled to as much as 56 hours of student aide work per semester. Research aides cannot be used during the summer.

2. Student research aides will be paid at a standard rate of $9.00/hour and must be used ONLY for special projects or work requiring special skills or expertise. Photocopying and other tasks typically performed by office aides will continue to be routed through the dean’s office.

3. Faculty must make arrangements for student aide work on their own. They recruit the aide, conclude in writing the working agreement within common parameters, and then send the student to the dean’s office to make arrangements for record-keeping (time cards) and payment.

4. Additional hours beyond the 56/semester may be available from the College budget upon consultation with the dean.

5. If grants or other sources of outside revenue provide for more student aide hours and these can be arranged as per #3 above, they will automatically be granted to faculty.
Guidelines for Christ College Field Trips

Class-related field trips can be a valuable component of Christ College classes, and the dean’s office wants to encourage and support them where possible. However, adhering to some simple guidelines will enable the CC staff to better accommodate and serve faculty and students who intend to engage in such off campus learning opportunities.

1. The dean should be notified in writing of any proposed field trip no later than two weeks into the beginning of each semester. This notice must include basic information on the class, numbers of students, proposed date, duration, destination, purpose, and estimated cost. (Some regular trips of long standing, such as the joint Word and Image field trip, are understood to have a continuing notification.) Except with advance approval, only one field trip per class will be supported, and no two CC field trips should occur on the same weekend.

2. At least four weeks before the date of the field trip, the CC office must be contacted regarding forms and procedures for the trip. See attached student travel procedure or go do valpo.edu/travel/student-travel-policies. The dean’s office will also provide the travel forms that must be submitted to the Provost’s Office three weeks prior to departure.

3. Faculty should make all reasonable efforts to contain costs of a trip without burdening students. Costs of transportation (currently approximately $500 per bus) and necessary fees for admission and the like will be included. A small amount up to $50 per class may be budgeted for snacks or drinks. However, the cost of meals for students will not be reimbursed unless specifically approved in advance.

Guidelines for Food Purchases for Classes

The practice of faculty members providing snacks or meals for classes, typically at the end of the semester, is supported by CC as a positive expression of hospitality and generosity to students. However, Christ College can only reimburse for modest food purchases of this kind, and there should be no expectation to cover student meals or entertainment offered by individual faculty.

1. The basic guideline is that faculty may be reimbursed up to $50 for food and drinks per average course section. Any costs beyond this amount are the responsibility of faculty themselves.

2. The provision of full meals for students in a faculty member’s home will not be reimbursed unless specifically approved in advance by the dean’s office. Long standing events, such as the start-of-year dinner for Freshman Program faculty and Tutorial Assistants, are understood to have continuing approval.
v. Syllabus Guidelines

Required Syllabus Elements

The Council of Deans unanimously decided in September, 2012, that the following five items are required and must appear on every syllabus for every course at Valparaiso University.

1. Course Goals and Student Learning Objectives (SLOs)
   a) mention any specific knowledge or skills to be obtained
   b) refer by name/number to stated university SLOs, where appropriate

2. Grading
   a) include a clear statement on the manner in which student grades will be calculated, including a list of graded elements, total points vs. averaged grades, extra credit, etc.
   b) outline the grading scale to be used, e.g., A = 93-100, A- = 90-92, B+ = 87-89, etc.
   c) indicate the weight given to components in the final grade, e.g., tests = 35%, papers = 40%, attendance = 10%

3. Honor Code Statement
   a) reference the Honor Code and the fact that the course will uphold this code
   b) define explicitly, for each assignment, if necessary, what is authorized aid and what is not

4. Disability Support Services statement
   a) include a statement identifying DSS office and phone number
   b) VP Farha has provided the following suggested language:

   Please contact Dr. Sherry DeMik, Director of Disability Support Services, at 6956, if you believe you have a disability that might require a reasonable accommodation in order for you to perform as expected in this class. Dr. DeMik will work with you and me directly to make sure you receive any reasonable accommodation needed as the result of a disability.

5. Class Cancelation method
   a) include a statement of means for notifying students systematically of class cancelation, especially if related to inclement weather or an emergency situation
   b) VP Farha has provided the following suggested language:

   Notifications of class cancellations will be made through Blackboard with as much advance notice as possible. It will be both posted on Blackboard and sent to your Valpo e-mail address. If you don’t check your Valpo e-mail account regularly or have it set-up to be forwarded to your preferred e-mail account, you may not get the message. Please check Blackboard and your Valpo e-mail (or the e-mail address it forwards to) before coming to class.
Recommended Syllabus Elements

1. Course Details
   a) note course number and general description
   b) list class meeting days, times, and locations, as appropriate
   c) list any applicable course prerequisites

2. Instructor Contact Information
   a) phone number & e-mail address, including contact policy
   b) office hours and location

3. Content Outline / Course Schedule
   a) list or outline topics to be considered and/or problems to be addressed
      - consider aligning topics with assigned textbook readings
   b) provide a weekly or daily schedule, including:
      - dates when assignments are due
      - dates for test and examinations, especially the final exam
      - date for dropping the course (no W); date for withdrawing from the course (W)

   Note: While some instructors do not wish to be constrained by a schedule distributed in advance, students generally want to be able to plan their work load and do not like surprises. You can note on your syllabus that the schedule is a general guide and may not be followed strictly. A course schedule can be included in the syllabus or distributed separately.

4. Textbook(s) and Other Readings
   a) provide full bibliographical reference(s), including ISBN
   b) indicate explicitly whether readings are required or optional
   c) indicate source for readings not available in the bookstore, e.g., library reserve, on-line

5. Student Performance Assessments - Project/Papers/Products
   a) types, e.g., tests, quizzes, examinations, exercises, discussions, lectures, labs
   b) type, number, length, content
   c) manner and form for reporting, e.g., written, visual, oral
   d) provide any relevant “professional quality” standards
   e) indicate deadlines and/or due dates explicitly
   f) provide your policy on late work: accepted or not? if so, with or without penalty?

   Note: Expectations regarding spelling, grammar, typewritten or computer-generated papers, and other details should be explicitly stated. Requirements for individual projects should be explicitly stated as well.

6. Student Performance Assessments - Tests/Examinations
   a) number & type, e.g., essay, multiple choice, skill performance
   b) content, e.g., materials from text, lectures, readings, etc.
   c) date, time & place, e.g., during class time, unannounced
   d) list your make-up policy for absences, if you allow this
7. Attendance Policy  
a) indicate clearly whether attendance is required or optional  
b) list penalties for non-compliance, if any  
c) state any expectations for in-class participation: graded or not?  

Note: The relationship between class activities (especially those involving experiential, “hands on” learning) and attendance should be explicitly stated.

8. Academic Support Services  
Include a statement about where and how students can obtain support for their academic work using language similar to the following:

9. To get help in this course, the best place to start is to work with your instructor during office hours and ask your professor if there are any Help Sessions or department-level tutoring offered for this course. The next step is to use the Academic Success Center (ASC) online directory (valpo.edu/academicsuccess) or contact the ASC (academic.success@valpo.edu) to help point you in the right direction for academic support resources for this course. Valpo’s learning centers (Writing Center, Language Resource Center, Hesse Learning Resource & Assessment Center and Academic Success Center) offer a variety of programs and services that provide group and individual learning assistance for many subject areas.

10. Library Support Services  
Include a statement about library resources available to students, using one of the following suggested options:

Option 1-for courses with a Blackboard page, but without a research assignment:  
The librarian best able to help you navigate information resources for independent research or additional reading is listed on the library research guide for our department. Click the link to Library Guides within the Blackboard table of contents for this course.

Option 2-for courses without a Blackboard page and without a research assignment:  
The librarian best able to help you navigate information resources for independent research or additional reading is listed on the library research guide for our department. The guide can be found at http://libguides.valpo.edu/[last part of the URL].

Option 3-for courses with a research assignment:  
Our librarian for [name of department] is Professor [name of librarian]. To help you find and evaluate resources for [name of research assignment(s)], schedule a research consultation with Professor [last name of librarian]. His/her contact information can be found on the [name of department] research guide at http://libguides.valpo.edu/[last part of the URL].
vi. Appendices

Appendix A: Annual Evaluation and Tenure and Promotion Checklists
## Annual Evaluation Checklist

( Evaluation for years 1-3-5)

**Name**

For Academic Year 20XX-20XX

<table>
<thead>
<tr>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior faculty member class visit</td>
</tr>
<tr>
<td>- Senior Faculty Member ________________________________________________</td>
</tr>
<tr>
<td>- Class Visited ________________________________________________________</td>
</tr>
</tbody>
</table>

Senior faculty submit **evaluation memo** of the class visits to the dean within 2 weeks of class visit.

|   |
|   - Class Visited ____________________________ |

Dean class visit

- Class Visited ________________________________________________

Junior faculty submits current **CV and CC Faculty Annual report by May 1**

Dean solicits from all tenured faculty memos that evaluate junior faculty These memos are submitted by **May 15**.

Dean creates an **assessment letter** and meets with junior faculty member **by June 15**

Junior faculty may choose to **submit response** of process to dean.
# 2nd Year Review Checklist

Name  
For Academic Year 20XX-20XX

<table>
<thead>
<tr>
<th>Senior faculty class visits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: __________  Class:_________________________  GB Initials: _______</td>
</tr>
<tr>
<td>Date: __________  Class:_________________________  MP Initials: _______</td>
</tr>
<tr>
<td>Date: __________  Class:_________________________  JP Initials: _______</td>
</tr>
<tr>
<td>Date: __________  Class:_________________________  MS Initials: _______</td>
</tr>
<tr>
<td>Date: __________  Class:_________________________  PK Initials: _______</td>
</tr>
</tbody>
</table>

**Date Completed**

<table>
<thead>
<tr>
<th>Each Senior faculty submit evaluation memo of the class visits to the dean by April 15th.</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ GB  ☐ MP  ☐ JP  ☐ MS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Junior faculty submits current CV and CC Faculty Annual report by March 15th.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Faculty committee meets to discuss candidate application and the head of junior faculty review committee produces summary letter for dean by May 15th.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dean meets with junior faculty member to discuss senior faculty evaluation memos by June 1st.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dean creates an assessment letter of the junior faculty member by June 15th.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Junior faculty may choose to submit response of process to dean by June 21st.</th>
</tr>
</thead>
</table>
4th Year Review Checklist

Name
For Academic Year 20XX-20XX

<table>
<thead>
<tr>
<th>Senior faculty class visits</th>
<th>GB Initials:</th>
<th>MP Initials:</th>
<th>JP Initials:</th>
<th>MS Initials:</th>
<th>PK Initials:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: __________ Class:________________</td>
<td></td>
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<td>Date: __________ Class:________________</td>
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<tr>
<td>Date: __________ Class:________________</td>
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</tbody>
</table>

**Date Completed**

- Junior faculty submits current CV and CC Faculty Annual report by March 15th.
- Junior faculty member will solicit letters from two scholars outside the University and one scholar within the University. They are to be received by May 1st.
- Each Senior faculty submit evaluation memos on class visits to the dean by April 15th.
  - ☐ GB
  - ☐ MP
  - ☐ JP
  - ☐ MS
- Faculty committee meets to discuss candidate application by May 1st.
- Head of junior faculty review committee produces summary letter for dean by May 15th.
- Dean meets with junior faculty member to discuss progress towards tenure by June 1st.
- Dean creates an assessment letter meets with junior faculty member before June 15th.
- Dean submits assessment letter to University Provost by June 15th.
- Junior faculty may choose to submit response of process to dean by June 21st.
<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate will nominate <strong>two scholars from outside the University</strong> by <strong>March 1 of the previous year.</strong></td>
<td></td>
</tr>
<tr>
<td>Candidate will provide to the Dean the <strong>scholarship component of Dossier</strong> and current curriculum vitae by <strong>June 1</strong> to be sent to the external reviewers.</td>
<td></td>
</tr>
<tr>
<td><strong>Candidate will submit</strong> current Tenure and Promotion dossier by <strong>October 1.</strong></td>
<td></td>
</tr>
<tr>
<td>External scholars will respond the Dean by <strong>October 1.</strong></td>
<td></td>
</tr>
<tr>
<td>1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ]</td>
<td></td>
</tr>
<tr>
<td><strong>Tenure and Promotion Committee</strong> meets to discuss candidate application by <strong>December 1.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Chair of the Tenure and Promotion Committee</strong> produces a recommendation letter for the dean by <strong>January 1.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Dean submits recommendation letter</strong> to University Provost by <strong>February 1.</strong></td>
<td></td>
</tr>
<tr>
<td>Provost will send recommendation to University President by <strong>February 15.</strong></td>
<td></td>
</tr>
</tbody>
</table>
Appendix B: Letters of Evaluation from External Scholars for Mid-term Tenure and Promotion Review

The purpose of a mid-term faculty review in Christ College is to gauge whether or not a tenure-track member of the faculty has made sufficient progress towards tenure at this juncture. Because Christ College is an interdisciplinary honors college, with faculty representing many distinct fields, the faculty member under review is required to solicit two letters of evaluation from scholars outside Valparaiso University who can assist in the assessment of the candidate’s scholarship.

Each reviewer will be provided with the Christ College guidelines for promotion and tenure as a point of reference (see below, sections 1 and 2). The faculty member under review will also provide a curriculum vitae and representative samples of his/her scholarly work.

The reviewer will write a letter indicating whether or not the candidate has made reasonable and timely progress towards meeting the standards set by Christ College for promotion and tenure. The reviewer may also discuss the professional service contributions the candidate has made in his/her field.

Letters should be sent directly to the Dean of Christ College, Dr. Peter Kanelos (peter.kanelos@valpo.edu) in electronic format.

Tenure and Promotion in Christ College

The following states the standards for the awarding of tenure and promotion in Christ College

1. Not simply “good” but absolutely excellent teaching. We have prized especially highly effective teaching in the discussion-centered and collaborative courses that are the heart of the Christ College curriculum. Personal mentoring of students, including the ability to expand their intellectual horizons and academic achievement to the highest level of which they are capable, is also very highly valued.

2. The historical standard for promotion to Associate Professor and tenure in Christ College has been the publication of a scholarly monograph, and we affirm this as our current standard. However, given the interdisciplinary nature of our faculty and the varying markers of scholarly achievement in different fields, we also recognize that a faculty member with at least four peer-reviewed articles or chapters in peer-reviewed publication in print or accepted for print, is also eligible for tenure and promotion. Every candidate must be determined by the tenure committee and external reviewers to have made significant contributions to his or her field, and to have demonstrated the potential and momentum to continue to contribute, in order to achieve tenure and promotion.
3. Work published prior to the start of one’s tenure-track appointment in Christ College will not count towards tenure and promotion, unless negotiated in advance with the Dean and articulated in the hiring contract.

4. All tenure applications will include five letters from external reviewers. The candidate will nominate two reviewers and the tenure committee will select the remainder. These letters must testify to the quality of the candidate’s scholarship, his or her contribution to the relevant field, and to his or her service and contributions to the academic and co-curricular life of the Valparaiso University community. These letters have been valuable in filling out the academic portrait of the candidate, especially in areas where senior faculty are less knowledgeable.

5. Service to the University, Christ College, the community (including the church), and the academic profession. This has included particular tasks like committee work and special assignments, but also includes engagement with students and colleagues beyond the classroom. There has been high value placed on participation in Christ College programs and activities (attending student events, assistance with recruitment, support for student scholarship, advising on graduate schools, recommendations, etc.). There has also been a great emphasis on collegiality and collaboration—especially because we work so closely together in team-taught courses and in our relations with students.

6. Commitment to the Christian mission of the University and the College. This is stressed at the time of hiring, and is a constant element in the annual review and in the second and fourth year reviews. The precise form and expression of this commitment may vary, but there has been a strong sense that those tenured here need to be actively and unequivocally supportive of our common endeavor. This component has been discussed in every tenure review, and has played an important role in the evaluation of the candidate.
Appendix C: Annual Review Guidelines

All junior faculty must submit by May 1st:
- A current curriculum vitae
- Christ College Annual Evaluation Report which includes the sections of: Teaching, Scholarship, Professional Development and Campus Citizenship (pg. 7).
- Christ College Faculty Work Plan/Statement of Goals (pg. 8).

All junior faculty will meet with the Dean to discuss their Christ College Annual Evaluation Report, Faculty Work plan/Statement of Goals and updated curriculum vitae by June 1. For tenured track faculty this meeting will also include a discussion of their progress towards tenure (see below).

Senior faculty, lecturers and visiting professors eligible for re-appointment must submit their completed Christ College Annual Evaluation Report, Christ College Faculty Work Plan/Statement of Goals and updated curriculum vitae to the CC Dean by May 31.

Senior faculty, lecturers, and visiting professor eligible for re-appointment will meet with the Dean prior to June 1 to discuss their Christ College Annual Evaluation Report, Christ College Faculty Work Plan/Statement of Goals and updated curriculum vitae. The Dean writes a summary of the conference by June 15.

In addition to the above documents, tenure track faculty will submit the following for their:

2nd Year Tenure Review -
- In the fall semester of the academic year, the junior faculty member selects the classes the senior faculty members will visit. The class visitation must be completed by April 1.
- By March 15th submit a current CV and second year review documents (pgs. 15 & 16 – guidelines 1-5).

4th Year Tenure Review -
- By March 15th submit a current CV and fourth year review document (pgs. 15-16 – guidelines 1-5).
- Solicit letters from two scholars outside the university and one scholar within the University (not within CC). All three letters should be submitted to the Dean’s office by May 1st. The junior faculty will notify the dean’s office of these names.

6th Year Tenure Review –
- By March 1 of the previous year, the candidate shall nominate two scholars outside Valparaiso University to evaluate his/her scholarship. The candidate will inform the dean’s office with the name of the scholars.
• By June 1 (in the year prior to their sixth year review) submit the scholarship component of their dossier with a current CV to the Dean to be sent to the external reviewers.

• In the fall semester of the academic year, the junior faculty member selects the classes the senior faculty members will visit during the semester.

• By October 1 of his or her sixth year, the candidate submits a dossier following the format of the Guidelines for Tenure Application in Christ College (pgs. 15-16).