

## GUIDELINES FOR ANNUAL HIGH-MERIT REVIEW FOR NON-TENURED FACULTY

This document describes the criteria used to assess non-tenured faculty performance in the following categories: **Teaching, Service, and Professional Development & Scholarly Activities** in the Department of Spanish and Portuguese Studies (SPS). The purpose of these guidelines is to facilitate the annual merit assessment process for non-tenured faculty by providing a transparent, fair, and more equitable evaluation system. It is designed as a guide to recognize colleagues' accomplishments and contributions in order to be considered for high merit. This document presents a variety of elements to be considered for evaluation of non-tenured faculty teaching and should be applicable to use in annual merit reviews. A wide range of activities is suggested to allow flexibility.

**\*\*\*This document should be revised by a committee and voted by the department in order to make adjustments as needed.**

### TEACHING (80%)

#### I. TEACHING ASSESSMENT

Since teaching is at the core of what we do, the department values the non-tenured faculty efforts on teaching and it follows the recommendations established by the University of Washington Center for Teaching and Learning's [\*Guide to Best Practice for Evaluating Teaching\*](#), intended to providing a richer and more complete evaluation of teaching. This guide provides a framework for effective evaluation of teaching practices that is scholarly, efficient, and aligned with the goals of the University of Washington.

Following the best practices for evaluating teaching presented by the University of Washington Center for Teaching and Learning, non-tenured faculty are encouraged to submit the following items to have their teaching accurately evaluated:

- a. A teaching self-assessment<sup>1</sup>, maximum length 2 pages.
- b. Peer-Review of teaching
- c. Students evaluations

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<sup>1</sup> In the narrative section the self-assessment, faculty should describe these activities in such a way that the Department Chair and/or the Dean can fairly evaluate the **quality, impact, and influence** of their Teaching, Service and Scholarship of Teaching & Learning (SoTL) contributions.

To be eligible for high-merit consideration a non-tenured faculty must demonstrate high or exceptional achievement in at least 3 of the following categories.

## II. TEACHING CONTRIBUTIONS

1. **Teaching Load:**
  - a. Number of **students** taught in one academic year.
  - b. Number of **courses** taught in one academic year.
2. **Versatility:** Teaching a range of courses.
3. **Curricular Development and Revision:** Substantial development and updates of current courses, including change of textbook, assignments and/or course development based on research on applied linguistics/second language acquisition, literary and cultural studies.
4. **New Courses:** Creation of new courses (applicable for 2 academic years of the merit review)
5. **Interdisciplinary:** Teaching courses in other units and/or cross-listed (e.g. cross-listed courses with LACS/History, JSIS, etc.)
6. **Diversity, Equity and Inclusion:**
  - a. Integration of issues of **diversity** and **equity** into coursework (e.g. including diversity content that is relevant to the area of study) that meet the University of Washington's Diversity, Equity, and Inclusion criteria.
  - b. Evidence of best practices in **inclusive teaching** that meet the University of Washington's Diversity, Equity, and Inclusion criteria.
7. **Pedagogical and Technological Tools:**
  - a. Evidence of effective use of technological **tools** in the classroom to improve students' learning.
  - b. Evidence of pedagogical innovation and evidence-based teaching practices in the classroom.
8. **Ad-Hoc Supervision:** Serving as faculty sponsor and supervisor of ad-hoc Honors projects.
9. **Awards, Honors and Prizes** related to teaching or area of expertise. (Applicable for 3 academic years of the merit review)
10. **OTHER:** \_\_\_\_\_ (as appropriate)

## SERVICE<sup>2</sup> (10%)

To be eligible for high-merit consideration a non-tenured faculty must demonstrate high in exceptional achievement of at least 2 of the following categories.

### DEPARTMENT

1. **Departmental Committee:**
  - a. **Chairing** committees (Applicable for 2 academic years of the merit review)
  - b. **Serving as a member** on committees, such as search committees and committees developing and/or revising department guidelines.
2. **Language Coordinator. Language Director Assistant.**
3. **Language evaluator:** Scholarship and fellowship language evaluator: (Fulbright, flags scholarships, etc.)
4. **Mentoring:** Engaging in best practices in peer-mentoring, including training of language teachers and/or mentoring in the department and/or in other units. (Work receiving excess compensation should not count)
5. **Study Abroad:** Directing a study abroad program during the academic year.
6. **OTHER:** \_\_\_\_\_ (as appropriate)

### UNIVERSITY

1. **College or University Committee:** Serving on a college or university committee, faculty council, senate, or taskforce at UW that are additional to obligations of the department.
2. **Awards, honors and prizes** related to service. (Applicable for 3 academic years of the merit review)

### PROFESSIONAL SERVICE

1. **Professional Organizations:**
  - a. Provide effective service to professional organizations.
  - b. Editor of a journal
  - c. Officer or board member of an organization
  - d. Member of editorial board
  - e. Serving as member of a committee in a professional organization
  - f. Book manuscript review for publisher
2. **OTHER:** \_\_\_\_\_ (as appropriate)

### OUTREACH TO THE COMMUNITY

1. Leadership in public engagement and outreach (e.g. organization of talks on campus or events with the local community related to teaching and/or areas of interest in Hispanic and Luso Studies.
2. **OTHER:** \_\_\_\_\_ (as appropriate)

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<sup>2</sup> All performance criteria will be made in a **qualitative, holistic manner**, considering such factors as level of involvement, amount of time committed, and the value of contributions.

## PROFESSIONAL DEVELOPMENT & SCHOLARLY ACTIVITIES (10%)

To be eligible for high-merit consideration a non-tenured faculty must demonstrate high in exceptional achievement of at least 2 of the following categories.

### PROFESSIONAL PRESENTATIONS

1. **National and International Conferences:** Presentations at national and international conferences and professional meetings (paper, workshop, poster). (applicable for 2 academic years in the merit review)
2. **Local and Regional Conferences:** Presentations at local and regional conferences, Symposiums and professional meetings (paper, workshop, poster).
3. **Teaching-related presentations** or workshops to the teaching community in one's role as a professional educator or as a specialist in one's area of Scholarship of Teaching and Learning (SoTL). (applicable for 2 academic years in the merit review)
4. **Organizer of a conference talk or professional meeting** of one's area of Scholarship of Teaching and Learning (SoTL).
5. Presentation of webinars related to one's area of Scholarship of Teaching and Learning (SoTL).
6. **OTHER:** \_\_\_\_\_ (as appropriate)

### PROFESSIONAL DEVELOPMENT

1. Attendance and engagement in professional development opportunities designed to enhance teaching and related to one's area of Scholarship of Teaching and Learning (SoTL).
2. **OTHER:** \_\_\_\_\_ (as appropriate)

### SCHOLARLY ACTIVITY

1. **Book Publication:** Publication of textbooks, including language textbooks and/or books on Hispanic and Luso Studies. (applicable for 5 academic years in the merit review)
2. **Article Publication:** Publication of articles related to teaching and/or Hispanic and Luso Studies in scholarly journals and journals on teaching. (applicable for 3 academic years in the merit review)
3. **Book Review:** Book reviews published in academic journals and journals in applied linguistics and/or second language acquisition
4. **Grants.**
5. **OTHER:** \_\_\_\_\_ (as appropriate)

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