ADJUNCT
FACULTY

EVALUATION, PROMOTION AND TENURE

GUIDELINES AND PROCEDURES

Fall 2017
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INTRODUCTION

The purpose of the manual is to provide information concerning the university guidelines and processes for adjunct faculty annual evaluation, promotion, and tenure. LeTourneau University holds firmly to the conviction that the quality of its adjunct faculty is strongly correlated to the strength of the institution. The search processes for adjunct faculty provide the foundation for identifying and securing those who will impact the university, the community, and the world through their gifts and calling to Christian Higher Education.

The expectations of the university are for its adjunct faculty members to remain strong and continue to support the goals and purposes of the university, to help meet the academic and spiritual needs of the students, maintain academic freshness through scholarship, and have a vision for service to the wider community.
ANNUAL EVALUATION

Annual Evaluation Overview

Evaluation of adjunct faculty and promotion in faculty rank at LeTourneau University are means of acknowledging high and proven academic performance and successful growth as a teacher-scholar as measured through the faculty evaluation process. All adjunct faculty who have taught at least one course during the academic year must be formally evaluated within a twelve-month period by their supervisor. The annual evaluation will be conducted by the appropriate Department Chair and should be comprehensive with respect to the specific duties and expectations of the adjunct contract. Annual evaluations will consider teaching performance, and when appropriate, contributions to the Department or University as well as professional development and academic scholarship.

Adjunct faculty are to be formally evaluated at least once a year by their supervisor. The supervisor is to take into consideration End-of-Course Survey(s) (EOCS), at least one peer-review report, a mentor-review report for new faculty, and their own course or classroom observation. For a face-to-face course, specific peer and supervisor evaluation forms are to be used. For an online course, specific peer and supervisor evaluation forms are to be used.

The student EOCS provides the instructor and administration a look at student perceptions of both faculty instruction and course curriculum.

The supervisor is to call a meeting with the adjunct faculty member to review the EOCS as well as the peer and supervisor evaluation forms. The supervisor is assessing whether the adjunct faculty has succeeded to the level of being eligible for another appointment in the future. These documents are then filed in the event that the adjunct faculty member desires to be hired on another term contract or apply for promotion in the future.
Promotion Overview

Promotion in faculty rank at LeTourneau University is a means of acknowledging high and proven academic performance and successful growth as a teacher-scholar as measured through the faculty evaluation process. It is possible for an adjunct faculty member to be promoted in rank when his or her teaching and other responsibilities have shown outstanding quality and commitment to the university. While length of employment and the number of courses taught are factors in being promoted, they are never to be viewed as qualifications automatically ensuring rank promotion. Rank promotion is based on the general criteria below but is a discretionary decision by the university. While these criteria are set out, they are neither a checklist nor exclusive. Promotion in faculty rank at LeTourneau is based on credentials, evaluations, teaching experience, and for some ranks, professional activity/involvement. Promotion for an adjunct must be officially recommended by the Department Chair; the School Dean; the Tenure, Promotion, and Leave Committee; and approved by the Office of the Provost.

Promotion Criteria

The basic qualifications for promotion in rank are (1) length of time employed, (2) number of courses taught during employment, (3) positive evaluations on the End of Course Surveys (EOCS), (4) positive teaching assessments from faculty peers and mentors, (5) contributions to departmental tasks and initiatives, (6) positive annual evaluations from supervisors, and for some ranks (7) appropriate participation in scholarship and professional development activities. Length of time employed is calculated from the hire date, which is the date of appointment to the LeTourneau University faculty. The number of courses taught is calculated from late August (fall semester) through mid-August of the following year, the university’s academic year. If an adjunct faculty member has significant experience teaching full-time at another university and/or begins the adjunct appointment at LeTourneau at a rank higher than Instructor, the appropriate allotment of time may be applied toward promotion upon hire by the approval of the Office of the Provost.

A. Adjunct Instructor to Adjunct Assistant Professor

The Adjunct Assistant Professor shall meeting the following criteria:

1. Credentials
   - The doctorate degree or its equivalent in the teaching field; or
   - The master's degree, with 18 graduate hours in the teaching field and two years of college-level teaching experience or approved equivalent work experience; or
   - The terminal degree in the field of professional specialization, with the equivalent of 18 graduate hours in the teaching field and two years of college-level teaching experience or approved equivalent work experience.

For adjunct faculty in the approved areas of Aviation and Aeronautical Science, Engineering Technology, and Accounting, the master's degree in the teaching field or in a related field and appropriate professional certifications, which shall include FAA Certifications, Professional Engineering licensure and the Certified Public Accountant certificate, fully credentialing the person in the field, and at least five years of teaching, scholarship, business, or industrial
Annual Evaluation, Promotion & Tenure

2. Performance
   - The faculty member has been employed with LeTourneau at least 5 years.
   - The faculty member has taught a minimum of 30 credit hours at LeTourneau.
   - The faculty member has taught at LeTourneau University within the previous year (from the time of promotion application).
   - The faculty member has scored at least a mark of “4” (Excellent) on End of Course Surveys (EOCS).
   - The faculty member has had positive ratings from peer-review documentation over the review cycle.
   - The faculty member has had positive annual evaluations from the Department Chair or Program Director.
   - The faculty member has consistently participated in departmental or school meetings, and attended at least 3 university or school led workshops or colloquia. The faculty member has shown a commitment to grow as a teacher-scholar in the field of expertise.
   - The faculty member has demonstrated general effectiveness and professionalism.

B. Adjunct Assistant Professor to Adjunct Associate Professor

The Adjunct Associate Professor shall meet the following criteria:

1. Credentials
   - The doctor’s degree in the teaching field and two years of college-level teaching experience or approved equivalent work experience; or,
   - The master’s degree, with 18 graduate hours in the teaching field and four years of college-level teaching experience or approved equivalent work experience; or,
   - The terminal degree in the field of professional specialization, with the equivalent of 18 graduate hours in the teaching field and four years of college-level teaching experience or approved equivalent work experience.

   For faculty in the approved areas of Aviation and Aeronautical Science, Engineering Technology, Accounting, the master’s degree in the teaching field or in a related field and professional certifications which shall include FAA Certifications, Professional Engineering licensure, the Certified Public Accountant certificate, fully credentialing the person in the field, and at least five years of teaching, research, business or industrial experience.

2. Performance
   - The faculty member has been employed with LeTourneau at least 10 years.
   - The faculty member must have taught a minimum of 60 credit hours at LeTourneau.
   - The faculty member has taught at LeTourneau University at least once in each of the previous two years.
   - The faculty member has scored at least a mark of “4” (Excellent) on End of Course Surveys (EOCS).
   - The faculty member has had positive ratings from peer-review documentation
Annual Evaluation, Promotion & Tenure

over the review cycle.

• The faculty member has had positive annual evaluations from the Department Chair or Program Director.

• The faculty member has consistently participated in departmental or school meetings and attended at least 6 university or school led workshops or colloquia.

• The faculty member has shown a commitment to grow as a teacher-scholar in the field of expertise, especially within the last five years, e.g., by presenting papers at regional or national meetings, publishing articles or essays, or other forms of scholarly engagement.

• The faculty member has demonstrated general effectiveness and professionalism.

C. Adjunct Associate Professor to Adjunct Professor

The Adjunct Professor shall meet the following criteria:

1. Credentials

   • The doctor’s degree in the teaching field and four years of college-level teaching experience or approved equivalent work experience.

2. Performance

   • The faculty member has been employed with LeTourneau at least 15 years.
   • The faculty member must have taught a minimum of 90 credit hours at LeTourneau.
   • The faculty member has taught at LeTourneau University at least once in each of the previous three years.
   • The faculty member has scored at least a mark of “4” (Excellent) on End of Course Surveys (EOCS).
   • The faculty member has had positive ratings from peer-review documentation over the review cycle.
   • The faculty member has had positive annual evaluations from the Department Chair or Program Director.
   • The faculty member has consistently participated in departmental or school meetings, and attended at least 9 university or school-led workshops or colloquia.
   • The faculty member has shown a commitment to grow as a teacher-scholar in the field of expertise, especially within the last 5 years, e.g., by presenting papers at regional or national meetings, publishing articles or essays, or other forms of scholarly engagement.

In order to remain in the current rank, a faculty member must be active in teaching, participate in faculty development or training opportunities, and continue to have positive evaluations on the End of Course Surveys. In the event a faculty member does not meet these minimal expectations, the Dean may elect to discontinue employing the adjunct faculty member or recommend to the administration a reduction in faculty rank.
Promotion Application Process Chart

The following Adjunct Promotion Application Process Chart reflects the process and deadlines to apply for promotion. As indicated below, the process for promotion is initiated by the faculty member. The faculty member should notify the Department Chair of eligibility and desire to apply for promotion by March 15th, prior to the August deadline. The assumption is that the promotion requirements will have been fully met by August 15th, the time of application.

A faculty member being considered for promotion is reviewed based on the criteria listed above, according to the following promotion review schedule:

<table>
<thead>
<tr>
<th>Date</th>
<th>Faculty Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 15</td>
<td>Notifies supervisor of eligibility and desire to apply for promotion by August 15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Department Chair and Dean</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1</td>
<td>Call a meeting with the faculty member to discuss eligibility and performance toward successful application and review the promotion process and necessary documentation to be gathered for submission</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Dean</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 15</td>
<td>Presents to the Office of the Provost the names of adjunct faculty who intend to apply for promotion along with evidence of meeting criteria</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Dean</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 1</td>
<td>Receives completed Faculty Promotion Packet from faculty member and submits it to the Office of the Provost</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Associate Provost for Academic Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 15</td>
<td>Sends Promotion Packets to Chair of Tenure, Promotion and Leave Committee</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Tenure, Promotion, and Leave Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 15</td>
<td>Interviews promotion candidates and reviews application. Presents recommendations to the Provost</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Provost</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 1</td>
<td>Reviews and approves committee recommendation and notifies faculty member in writing</td>
</tr>
</tbody>
</table>

Negative Review Alternatives

If a faculty member does not receive a favorable two-thirds vote of the Tenure, Promotion, and Leave Committee or the approval of the Provost, the Provost will outline the noted deficiencies in the adjunct promotion packet and may encourage the faculty to apply at a later date when improvements have been successfully achieved.

Response to Review and Appeal Rights

A faculty member who does not receive a favorable recommendation from the Tenure, Promotion, and Leave Committee has the right to present a written response to the Provost within 20 working days of receiving notification of the decision, detailing any new information. The Tenure, Promotion, and Leave Committee will review the faculty response to determine whether the new information would warrant altering the original decision.
Annual Evaluation, Promotion & Tenure

Appeal of a negative decision by the Tenure, Promotion, and Leave Committee or by the Provost should be directed to the President. A written statement of appeal must be made to the next highest appeals level within 20 working days from the date of receipt of the latest notification of denial.

Promotion Instruments

Adjunct Promotion Packet

The Adjunct Faculty Promotion Packet is the primary basis upon which the faculty member is evaluated for promotion and provides an opportunity for the faculty to document all areas of contribution to the university, to students, to scholarship, and to the community. The Adjunct Faculty Promotion Packet should be submitted to the Office of the Provost electronically, with all necessary documentation and signatures scanned in the order below. The sections of the Adjunct Faculty Promotion Packet are as follows:

A. Cover Page
B. Faculty Letter of Interest
C. Department Chair Letter of Recommendation
D. School Dean Letter of Recommendation
E. Promotion Signatures Page
F. Supporting Documents:
   a. All Adjunct Faculty Contribution Forms and all supporting documentation from annual evaluations within the review cycle
   b. All Adjunct Faculty Assessment Forms from annual evaluations within the review cycle
   c. A signed copy of an updated Faculty Current Information form
   d. Any other supporting documents as the faculty member desires, or as requested by the Department Chair, School Dean, the Tenure, Promotion, and Leave Committee, or the Provost. Examples may be published essays, articles, or academic presentations, particular course curricula written, course materials or syllabi, etc.

Faculty Letter of Interest

The adjunct faculty must write a short letter of interest to introduce the promotion packet. The letter should be addressed to the Office of the Provost. The letter should also briefly explain the faculty’s interest and qualifications for being promoted.

Letters of Recommendation

Letters of recommendation from both the Department Chair and School Dean must be included in the Adjunct Faculty Promotion Packet for a successful application. The letters should explain why the supervisor is advocating promotion of the faculty member. The letters should include details about how the criteria for promotion has been met in particular ways as well as how the assessments of the review cycle as a whole demonstrate successful fulfillment of the promotion criteria.

Promotion Signatures Page

The Promotion Signatures Page is a one-page document presenting the approval signatures that must be attained through the promotion application process.
ADJUNCT FACULTY CONTRIBUTION PACKET

FOR

(Faculty Name)

(Current Date)
ADJUNCT FACULTY CONTRIBUTION FORM

Please check all that apply:

☐ Annual Evaluation  ☐ Promotion

1. Name: Date:

2. School:

3. Department:

4. Rank:

Please consult the policy inventory at www.letu.edu/policy for the latest policy information.

1.0 CONTRIBUTION TO THE UNIVERSITY

"The general contribution to the University will be evaluated through agreement with the Statement of Faith and other statements of the philosophy of the University (section 1.2), working well with superiors, working effectively on university committees, and showing harmony in interpersonal relations with university personnel and students." Faculty-Staff Handbook

1.1 University Statements
I continue to be in agreement with the Statement of Faith and other statements of philosophy of the University (Section 1.2 of the Faculty-Staff Handbook). (If No, list exceptions below).

☐ Yes  ☐ No

Exceptions:

1.2 Working Relationships with Superiors
Evaluate the quality of your working relationship with your superiors, and any extra formal or informal assistance you were able to provide to your superiors.

1.3 University Assignments
List your University committee assignments, special projects, School and Departmental assignments, etc. during the review period, including the level of involvement.
1.4  **Interpersonal Relations with University Personnel and Students**
State your understanding of the quality of your working relationships with university personnel and your relationships with students.

- **University Personnel**

- **Students**

1.5  **Attendance at Regular University Meetings**
Estimate your attendance at the following regular university meetings:

<table>
<thead>
<tr>
<th>Chapel</th>
<th>TFO</th>
<th>TFO Faculty Prayer</th>
<th>Spiritual Emphasis Week</th>
<th>Missions Emphasis Week</th>
<th>Departmental/ School Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
</tbody>
</table>

1.6  **Other Contributions to the University**
List any other contributions to the University not included above:

2.0  **CONTRIBUTION TO STUDENTS**

"The contribution to students will be evaluated through effective classroom performance including the integration of faith and learning, giving effective academic advising, and evidencing other contributions to student life and learning."  *Faculty-Staff Handbook*

2.1  **Student Evaluations**
If being evaluated for promotion and/or tenure, include student evaluation results for the fall semester of the current academic year, and the evaluation summaries for courses taught during the previous three academic years. (Student evaluations do not need to be submitted for Annual Review, since the Department Chair and School Dean already have them on file.)

2.2  **Classroom Performance**
Indicate any pertinent information regarding the effectiveness of your classroom performance, such as classroom creativity, improvements in teaching techniques, integration of faith and learning, etc.
2.3 **Student Advising**
Indicate advising activities during the review period, and provide an estimate of the number of advisees assigned to you each year.

2.4 **Other Contributions to Students**
Indicate any other student involvement or student contributions to life and learning not listed above during the review period.

### 3.0 CONTRIBUTION TO SCHOLARSHIP

"The contribution to scholarship will be evaluated through participation in professional organizations, along with any presentation of scholarly papers, individual research, or publication of articles and books." *Faculty-Staff Handbook*

3.1 **Professional Organizations**
List the names of all professional organizations of which you are a member and indicate the level of your participation, such as attendance at meetings with dates, scholarly presentations, and positions held in professional organizations during the review period.

3.2 **Individual Research**
Indicate any individual research conducted during the review period.

3.3 **Publications**
List all articles, chapters, reports, and books published during the review period, including complete citations for each.

3.4 **Other Contributions to Scholarship**
Indicate any other contributions to scholarship during the review period.

### 4.0 CONTRIBUTION TO THE COMMUNITY

"The contribution to the community will be evaluated through a reputation in the community for a life-style consistent with the Christian reputation of the institution and a demonstration of some participation in community service, which includes being a benefit to a body of Christian believers." *Faculty-Staff Handbook*
4.1 Christian Community Activities
Indicate your participation in a body of Christian believers and the level of your involvement, such as attendance at services and activities, and responsibilities during the review period; and your involvement in the broader Christian community.

• Body of Christian Believers

• Broader Christian Community

4.2 Other Contributions to the Community
Indicate your contributions to the civic community during the review period:

ADDITIONAL COMMENTS

_________________________  ________________________
Faculty Signature                  Date

Annual Evaluation Supporting Documentation
A. Cover Page
B. Faculty Contribution Form
C. A signed copy of an up-to-date Faculty Current Information (FCI) form and any other desired instruments.
ADJUNCT FACULTY ASSESSMENT FORM

Please check all that apply:

☐ Annual Evaluation  ☐ Promotion

1. Name: Date:

2. School:

3. Department:

4. Rank:

Please consult the policy inventory at www.letu.edu/policy for the latest policy information.

1. CONTRIBUTION TO THE UNIVERSITY

"The general contribution to the University will be evaluated through agreement with the Statement of Faith and other statements of the philosophy of the University (section 1.2), working well with superiors, working effectively on university committees, and showing harmony in interpersonal relations with university personnel and students." Faculty-Staff Handbook

1.1 University Statements
To my knowledge, the faculty member continues to be in agreement with the Statement of Faith and other statements of philosophy of the University (Section 1.2 of the Faculty-Staff Handbook).

☐ Yes ☐ No

Comments:

1.2 Working Relationships with Superiors
Comments:

1.3 University Assignments
Comments:

1.4 Interpersonal Relations with University Personnel and Students
   • University Personnel
Comments:

• Students

Comments:

1.5 Attendance at Regular University Meetings

Comments:

1.6 Other Contributions to the University

Comments:

1.0 OVERALL EVALUATION OF CONTRIBUTION TO THE UNIVERSITY

<table>
<thead>
<tr>
<th>(0) N/A- Don't Know</th>
<th>(1) Very Poor</th>
<th>(2) Below Expectations</th>
<th>(3) Satisfactory</th>
<th>(4) Excellent</th>
<th>(5) Exceptional</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

Comments:

2.0 CONTRIBUTION TO STUDENTS

"The contribution to students will be evaluated through effective classroom performance including the integration of faith and learning, giving effective academic advising, and evidencing other contributions to student life and learning." Faculty-Staff Handbook

2.1 Student Evaluations, and 2.2 Classroom Performance

<table>
<thead>
<tr>
<th>(0) N/A- Don't Know</th>
<th>(1) Very Poor</th>
<th>(2) Below Expectations</th>
<th>(3) Satisfactory</th>
<th>(4) Excellent</th>
<th>(5) Exceptional</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

Student Evaluation

Comments:

Classroom Performance
2.3 **Student Advising, and 2.4 Other Contributions to Students**

<table>
<thead>
<tr>
<th>(0) N/A- Don't Know</th>
<th>(1) Very Poor</th>
<th>(2) Below Expectations</th>
<th>(3) Satisfactory</th>
<th>(4) Excellent</th>
<th>(5) Exceptional</th>
</tr>
</thead>
</table>

**Student Advising**

Comments:

**Other Contribution to Students**

Comments:

### 2.0 OVERALL EVALUATION OF CONTRIBUTION TO STUDENTS

<table>
<thead>
<tr>
<th>(0) N/A- Don't Know</th>
<th>(1) Very Poor</th>
<th>(2) Below Expectations</th>
<th>(3) Satisfactory</th>
<th>(4) Excellent</th>
<th>(5) Exceptional</th>
</tr>
</thead>
</table>

Comments:

### 3.0 CONTRIBUTION TO SCHOLARSHIP

"The contribution to scholarship will be evaluated through participation in professional organizations, along with any presentation of scholarly papers, individual research, or publication of articles and books."

#### 3.1 Professional Organizations

Comments:

#### 3.2 Individual Research

Comments:

#### 3.3 Publications

Comments:
3.4 Other Contributions to Scholarship

Comments:

3.0 OVERALL EVALUATION OF CONTRIBUTION TO SCHOLARSHIP

| (0) N/A- Don't Know | (1) Very Poor | (2) Below Expectations | (3) Satisfactory | (4) Excellent | (5) Exceptional |

Comments:

4.0 CONTRIBUTION TO THE COMMUNITY

"The contribution to the community will be evaluated through a reputation in the community for a life-style consistent with the Christian reputation of the institution and a demonstration of some participation in community service, which includes being a benefit to a body of Christian believers."  Faculty-Staff Handbook

4.1 Christian Community Activities

• Body of Christian Believers

Comments:

• Broader Christian Community

Comments:

4.2 Other Contributions to the Community

Comments:

4.0 OVERALL EVALUATION OF CONTRIBUTION TO THE COMMUNITY

| (0) N/A- Don't Know | (1) Very Poor | (2) Below Expectations | (3) Satisfactory | (4) Excellent | (5) Exceptional |
OVERALL EVALUATION

<table>
<thead>
<tr>
<th>(0) N/A- Don't Know</th>
<th>(1) Very Poor</th>
<th>(2) Below Expectations</th>
<th>(3) Satisfactory</th>
<th>(4) Excellent</th>
<th>(5) Exceptional</th>
</tr>
</thead>
</table>

Comments:

AREAS DESIRED FOR IMPROVEMENT

Comments:
ANNUAL EVALUATION SIGNATURE PAGE

____________________________________  ______________________
Faculty Member                           Date

Required Signatures for Annual Evaluation

____________________________________  ______________________
Department Chair                         Date

____________________________________  ______________________
Dean of the School                       Date
**PROMOTION SIGNATURE PAGE**

---

<table>
<thead>
<tr>
<th>Required Signatures for Promotion and/or Tenure</th>
<th>Recommended</th>
<th>Not Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean of the School</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chair of Tenure, Promotion, and Leave Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provost &amp; Vice President for Academic Affairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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APPENDIX C

ADDITIONAL SAMPLE FORMS:

- FACULTY CURRENT INFORMATION FORM (FCI)
- LECTURE AND ONLINE COURSE EVALUATION INSTRUMENT
- LAB COURSE EVALUATION INSTRUMENT
- ACADEMIC ADVISOR EVALUATION INSTRUMENT
**LeTourneau University FACULTY**  
**CURRENT INFORMATION FORM with**  
**CREDENTIALS CHECK LIST and JUSTIFICATION OF QUALIFICATIONS**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date:</th>
</tr>
</thead>
</table>

### CURRENT UNIVERSITY STATUS

- **Rank and Title:**
- **School of:**
- **Department:**
- **Office Location:**
- **Office Phone:**
- **Email:**
- **Date of Tenure:**
- **Date of Last Tenure Review:**
- **Date of Next Tenure Review:**
- **Start Date LETU:**
- **Date—Present Position:**

### EDUCATION

- **Doctorate:**
  - **Number of Graduate Hours in each discipline:**
  - **College/University:**

- **Master’s:**
  - **Number of Graduate Hours in each discipline:**
  - **College/University:**

- **Undergraduate:**
  - **College/University:**

---

*Have you completed a degree or additional coursework since joining the faculty of LeTourneau University? If so, what degree or course work was completed?*
If you have completed graduate hours but not a corresponding degree, list the number of graduate hours.

- 

**OTHER TEACHING EXPERIENCE**

List the name of each institution, along with courses taught and the corresponding academic years, where you gained teaching experience prior to joining the faculty of LeTourneau University (most recent first).

<table>
<thead>
<tr>
<th>Institution</th>
<th>Position</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Courses Taught with Corresponding Academic Years

- 

**ADMINISTRATIVE EXPERIENCE**

List any positions held in higher education at LeTourneau or elsewhere (most recent first).

<table>
<thead>
<tr>
<th>Institution</th>
<th>Role</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

**RELATED PROFESSIONAL EXPERIENCE**

Briefly describe professional experience related to current role at LETU. Include employment other than higher ed, if applicable (most recent first).

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<tr>
<th>Institution</th>
<th>Role</th>
<th>Dates</th>
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Responsibilities/Experience

- 

**PROFESSIONAL LICENSES OR CERTIFICATIONS**

List all professional licenses and/or certifications as qualifications for your current position at LETU (most recent first).

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<thead>
<tr>
<th>License/Certification Name</th>
<th>Granting Agency</th>
<th>Date of Renewal</th>
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**HONORS, AWARDS, AND OTHER ACHIEVEMENTS**

- 

**CONSULTING/OUTSIDE TRAINING**

List any professional consulting or business/industrial training within your field related to your current role (most recent first).
# Publications

Cite any of your published works produced during the last five years, and your most significant few from prior years (most recent first).

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# Other Research/Scholarship

List research/scholarship you have conducted at LeTourneau University during the past five years (most recent first).

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List any earlier research/scholarship you have completed at LeTourneau University (most recent first).

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List research/scholarship you have completed at other educational institutions (most recent first).

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Summarize your current research/scholarship in progress and your plans for the next 12 months.

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# Professional Presentation/Speeches

If related to your position, list presentations made to external groups during the last five years (most recent first).

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# Professional and Scholarly Affiliations

List all memberships and include offices held (most recent first).

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MEETINGS ATTENDED
List academic or professional conferences attended during the last five years (most recent first).

PROFESSIONAL GROWTH ACTIVITIES
By year, list other developmental activities during the last five years (most recent first).

COMMITTEE ASSIGNMENTS
By year, list all university committee assignments held during the last five years (most recent first).

SPECIAL ACADEMIC and/or UNIVERSITY ASSIGNMENTS
By year, list all special academic and/or university assignments during the last five years (most recent first).

COURSES TAUGHT at LETOURNEAU
List each course you have taught at LeTourneau University over the past five years. Begin with the current semester. Indicate your qualification to teach each specific course by placing the proper number in the Qualification box based upon the Key below.

**KEY:**
1—At least 18 hours of graduate study in this academic area
2—At least five years of professional experience as a practitioner in this field
3—Professional license or certification in this field issued by a state or federal agency

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<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Qualification</th>
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**POTENTIAL LETOURNEAU COURSE ASSIGNMENTS**

List each LeTourneau University course you are qualified to teach, but have not yet taught. Indicate your qualification to teach each specific course by placing the proper number in the Qualification box based upon the Key below.

**KEY:**

1—At least 18 hours of graduate study in this academic area

2—At least five years of professional experience as a practitioner in this field

3—Professional license or certification in this field issued by a state or federal agency

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<tr>
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I affirm that the information provided in this document is complete and accurate to the best of my knowledge.

Faculty Signature:____________________________________________              Date:____________

JUSTIFICATION OF QUALIFICATIONS

LeTourneau University deems faculty member ______________ to be qualified to teach the classes listed above based upon the credentials referenced herein.

Recommended:_________________________________________________              Date:___________

Approved:_______________________________________________________              Date:___________
Lecture and Online Course Evaluation Instrument

A 5-point Likert scale is used for the all of the questions below except for the open response questions:

5=Strongly Agree, 4=Agree, 3=Neither agree or disagree, 2=disagree, 1=Strongly disagree, NA=Not Applicable

Teacher Effectiveness

1. The instructor was prepared to lead the class.
2. The instructor clearly communicated the expectations for me to be successful in the course.
3. Assignments and/or tests were relevant to the course content and instruction.
4. The instructor returned assigned work in a timely manner so I was able to effectively track my progress through this course.
5. Instructor feedback on assignments, quizzes and tests was helpful in furthering my understanding or my skills in relation to the course.
6. The instructor effectively answered questions about content, assignments, and/or procedures.
7. The instructor was accessible for consultation.
8. The instructor created an environment that promoted learning.
9. The instructor used technology effectively to facilitate learning inside and/or outside of class time.

Student Learning

1. As a result of this course, I am more confident in my knowledge of this field of study.
2. I feel that this course helped me develop the skills needed to be successful in this course, in college, or in a career.
3. I am able to connect the topics discussed in class to other knowledge or experiences.
4. I can use what I learned in this course to critically evaluate arguments, ideas, and points of view.

Faith Integration

1. I have a better understanding of God, the world, others, or myself as a result of this course.
2. This course helped me make connections between the subject matter and the Christian faith.

Open response

1. What specific activities did the instructor do to that positively contributed to your learning experience?
2. What could the instructor have done to improve your learning experience in this class?
3. If you were to make an honest assessment of yourself, what are things you did, or could have done better, to succeed in this course?
4. What tips would you provide to future students of this course to help them succeed?
5. Please share any additional thoughts or information concerning this course or instructor here.
Lab Course Evaluation Instrument

A 5-point Likert scale is used for the all of the questions below except for the open response questions:

5=Strongly Agree, 4=Agree, 3=Neither agree or disagree, 2=disagree, 1=Strongly disagree, NA=Not Applicable

1. Integration of Faith and Learning is evident in this course.
2. Expectations are clearly communicated.
3. The professor is prepared for this course.
4. The professor is consistently available to provide guidance and/or demonstrate techniques or processes during the course meeting time.
5. Safety is an evident priority in this course.
6. The materials and equipment are ready for use in this course.
7. There is enough equipment and/or materials to serve all students enrolled in this course.
8. The equipment and/or facilities for this course encourage learning.
9. Textbooks, lab manuals, and/or supplementary materials support the objectives of this course.
10. Students are challenged to improve their performance in the activities of this course.
11. Graded assignments are returned in a timely manner.
12. The professor demonstrated the importance and significance of the subject matter.
13. Assignments and/or skills tests are relevant to the purpose and objectives of this course.
14. The amount of work in this course was reasonable.

Open response

1. In teaching this course, what did your instructor do especially well?
2. How could your instructor improve the teaching of this course?
3. Please share any additional thoughts or information concerning this course or instructor here.
Academic Advisor Evaluation Instrument  
(Administer Spring Semesters) 

A 5-point Likert scale is used for the all of the questions below: 5=Strongly Agree, 4=Agree, 3=Neither agree or disagree, 2=disagree, 1=Strongly disagree, NA=Not Applicable

1. Advisor's availability for you to meet for advising.
2. Advisor's knowledge of curriculum requirements within the major field of study and general education.
3. Advisor's knowledge of policies and procedures such as change of majors and course repeat policy.
4. Advisor's knowledge of student handbook policies.
5. Advisor's knowledge of careers within the field and educational opportunities beyond college.
6. Selection of the courses you need before signing the course request form.
7. Monitoring of your progress toward your chosen degree.
8. Dependability of advisor to resolve advising problems for you or refer you to someone who can assist.
9. Advisor's demonstration of genuine concern for you and your interests.
10. Advisor's provision of a non-threatening atmosphere for student advising.
11. Advisor's willingness to give personal advice or spiritual counseling as appropriate.
12. Monitoring of your grades by the advisor.