

**Tenure and Promotion Handbook**  
**Faculty Manual 4.VII.E.6:**  
**Student/Alumni Reviews of Teaching and Advising**

*[The dossier shall contain] Student and alumni reviews of the candidate's teaching and advising. The Dean of the College shall designate an administrative office to solicit a representative sample of student and alumni reviews of the candidate's teaching and advising. The reviews shall address the candidate's contributions to student learning and development (Section 4.VI.B.1). The procedures for soliciting and summarizing student and alumni reviews shall be designed to achieve validity, reliability, impartiality, and confidentiality in the results. A committee of three students, one selected by the candidate and the other two selected by the tenured members of the candidate's department(s) shall assist the designated office in gathering and summarizing the student and alumni reviews. In the case of an interdisciplinary teaching assignment (identified as in Section 4.VII.F below), one member of the student committee may be selected by a designated reviewer of that assignment, subject to conditions described in Section 4.VII.F below. Normally, at least one member of the student committee shall be a student for whom the candidate has not served as an instructor or advisor. The completed dossier shall include both the original individually-prepared reviews with identifying information removed, and summary information provided by the designated office. [In cases where at least one-sixth of the candidate's teaching load is interdisciplinary, the review of teaching may include consideration of this assignment through the selection of one's member of the student committee by the designated reviewer of that assignment (Section 4.VII.E.6 )]*

**1. Individuals who have access to these items:**

- The initiator(s)
- The tenured members of the candidate's department
- The candidate's Associate Dean(s)
- The Dean of the College
- Members of the Tenure and Promotion Committee
- The President
- Members of the Board of Regents
- *Student committee members* (access to individually-completed questionnaires only; student committees prepare the qualitative summary of results on the basis of these questionnaires)
- *Tenured members of the department* (access to individually-completed questionnaires and IE&A quantitative summaries only; the tenured members do not have access to the student committee's qualitative summary of results)

**2. Participants in preparing this item:**

- *Initiator(s) (with assistance from the Provost's assistant)*
  - Reviews all information about the [student review of teaching and advising process](#) on the Provost website

- Consults with tenured members of the department to select two of the three student committee members, one of whom should be a student who has not been an advisee, research collaborator, or enrolled student of the candidate
- Solicits name of third student committee member from candidate
- Contacts all student committee members and secures their agreement to serve; secures agreement from one of the students to serve as chair; provides names of student committee members to IE&A, together with the department question(s)
- Collaborates with candidate [and in some departments, with tenured members] to prepare an optional departmental question for the student review of teaching and advising form.
- Review additional question (if any) prepared by student committee and communicate on behalf of the candidate and the department with IE&A, which is responsible for coordinating the question preparation and review process
- Works with the candidate to [prepare sampling request](#) to IE&A
- Receives individually-completed student review questionnaires (both with and without demographic data) and summary reports from IE&A
- Makes individually-completed review questionnaires (with demographic data) and IE&A quantitative summaries (but not the student committee qualitative summary) available to tenured members to inform their statements of recommendation and rationale
- Places completed student review questionnaires (with demographic data), quantitative summaries, and qualitative summaries in dossier
- Shares completed student review questionnaires (without demographic data) with the candidate
- *Candidate*
  - Reviews all information about the [student review of teaching process](#) on the Provost website
  - Provides name of one student committee member to initiator
  - Collaborates with initiator(s) [and tenured members] to prepare department's additional question
  - Collaborates with initiator(s) to verify course list and develop sampling procedure request
  - Collaborates with initiator(s) [and tenured members] to review student committee's additional question and committee's feedback on department question(s)
  - Receives completed student review questionnaires (without demographic data) in early December
- *Student committee*
  - Reviews [Information for Student Committees](#) on the Provost website
  - Provides feedback to IE&A on department's additional question(s) (if any) for student review of teaching and advising questionnaire
  - Prepares up to one additional question of their own
  - With assistance from IE&A, edits their question in response to department feedback and responds to any additional changes in department's question
  - Reads the individually-completed questionnaires and prepares a qualitative summary of results on the basis of these questionnaires

- *Institutional Effectiveness and Assessment (IE&A)*
  - Convenes all student committees for orientation, question preparation, and question review and editing
  - Advises department and student committee in preparing valid and reliable questions
  - Advises department on sampling procedure
  - Selects sample
  - Distributes student review of teaching and advising questionnaires and follows up with non-respondents until desired response rate is achieved
  - Provides de-identified individually-completed student review questionnaires (with demographics) to the student committees, guides them in preparing qualitative summary of narrative responses and receives completed summary
  - Prepares quantitative summary of closed-ended questionnaire items and description of sample
  - Provides individually-completed student review questionnaires, quantitative summaries, and student committee's qualitative summary to initiator for inclusion in dossier
  - Provides de-identified individually-completed student review questionnaires (without demographic data) to the office of the Dean of the College for sharing with the candidate

### 3. Guidelines and suggestions:

- When the initiator is recruiting students to serve on the student committee, he or she should suggest that they review the [Information for Student Committees](#) document on the Provost website.
- Departments with significant numbers of students participating in off-campus programs may wish to contact the Office of International and Off-Campus Studies prior to recruiting student committee members to ascertain which students are, or may be, off-campus during the spring semester prior to the review or the fall semester of the review. One member of the student committee may be off-campus but available by email during the spring prior to the review. So long as all three students are on campus during the fall semester of the review year, the process of question preparation and review can occur with only two of the three students contributing.
- Departmental practice with respect to the preparation of the additional questions varies. In some departments, the initiator alone collaborates with the candidate in preparing the department's question and reviewing the student committee question; in other departments, some or all of the tenured members participate in question preparation. Either approach is fine. [Guidelines for preparing additional questions](#) are available on the IE&A website.

- In cases of joint appointment, each of the candidate's two departments may select one member of the student committee and provide up to one additional question for the student evaluation form.
- When IE&A works to facilitate agreement on the wording of any additional questions, IE&A communicates with the initiator on behalf of the initiator, candidate, and (depending on departmental practice) the tenured members, and with the student committee chair on behalf of the entire student committee.