DEPARTMENT CHAIR’S ASSESSMENT

The department chair’s assessment should summarize the progress of the faculty member toward promotion and tenure in the areas of teaching, research, and service. The assessment should principally include the chair’s perspective on the faculty member’s performance and trends in the establishment of sustained contributions in these areas. CRR 310.020 and 320.035 describe the UM System expectations in each of these areas and these documents should form the basis for the development of the chair’s assessment of the faculty member’s progress and contributions to date. Another document the chair should consult in drafting the assessment is Missouri S&T Policy Memorandum II-10, which describes the considerations for promotion and tenure to the rank of associate professor. In general, the chair should comment on whether he/she believes the faculty member is “on track” or whether there are weaknesses in a specific area that require improvement.

Collected Rule & Regulation 320.035, sections B.1 – Philosophy, B.2.a – Sustained Contributions, B.2.b – The Role of Research and Other Scholarly Contributions, B.2.c – The Role of Teaching, including Extension, and B.2.d – The Role of Service specify general expectations for contributions and faculty member traits that should be considered by the chair. These sections of the Collected Rules and Regulations should be reviewed prior to developing the assessment. The assessment prepared by the chair should note the progress of the faculty member in terms of the metrics that are outlined herein.

Research and Scholarship (CRR 320.035 B.2.b)
The quality of the scholarship and research and the contributions that the candidate’s activities in this area make to the department and the discipline should be discussed. The chair should comment on the progress of the candidate in this area. The assessment of research and scholarship should include a comparison to departmental expectations and may also discuss the role of the candidate’s scholarship and research on the undergraduate instructional mission of the department.

Teaching (CRR 320.035 B.2.c)
The department chair’s analysis of the candidate’s teaching contributions to the educational mission of the department should be reviewed. Improvements in the area of teaching that have been demonstrated by the candidate during the probationary period should be noted, as should trends toward improvement. The chair may also be aware of comments and concerns of students. These should be noted in the assessment for consideration by the counseling team. The chair should also discuss possible limitations in the teaching capabilities of the candidate. For example, is the candidate able to teach the full range of departmental courses? Is the candidate effective in both large and small classes, laboratories, and lecture sections? Can the candidate teach effectively to both undergraduate and graduate students? How does teaching effectiveness compare to departmental expectations? Since the mission of the campus includes continuing education of professionals in the discipline, the assessment should also address the ability of the candidate to present advanced professional material to a mature audience of
professionals who are knowledgeable in the area.

**Service (CRR 320.035 B.2.d)**
A faculty member must be willing to gracefully accept and fulfill the service duties that are required by collegiality and those that benefit the institution. The department chair is usually in the best position to judge past, current and future service contributions of a new faculty member. The assessment should clarify the role of the faculty member in service to the profession, department and institution. The chair’s assessment should also comment on the level and type of service activities and trends in the service contributions of the faculty member.

**Other**
The assessment should also include any additional background on the candidate’s service at Missouri S&T, the candidate’s professional experience at other institutions, and other relative experience not reported in the candidate’s vita that may be pertinent to the promotion and tenure decision in the mandatory decision year. The department chair should highlight special contributions of the individual to the mission of the department.