

**2004-05 Faculty Handbook Approved Revisions
(posted 11/2/05)**

2.5.0.2 Departmental Guidelines for Evaluations

“The Committee on Rank and Tenure must apply the evaluation criteria below to candidates from diverse departments. Consequently, departments ~~(delete) are invited to~~ **(add) shall** develop and periodically ~~(delete) update~~ **(add) review** departmental guidelines for evaluation that interpret from the perspective of a particular discipline the criteria and forms of evidence described below. ~~(delete) Any such~~ Departmental guidelines ~~(delete) should~~ **(add) shall** be developed in consultation with the ~~(delete) divisional~~ Academic Dean [or the Dean of the School of Theology] **(add) and the Divisional Head** and ~~(delete) should~~ **(add) shall** be placed on file in the Office of Academic Affairs for advisory use by faculty evaluation committees. **(add) The guidelines shall also be communicated to new faculty members at the time of hiring and inform departmental discussions of candidates for third year review, tenure, and promotion. Faculty members shall consult these guidelines when drawing up their professional development plans.** ~~(delete) Although very helpful, such departmental guidelines are a secondary source of guidance for a committee;~~ **(add) These departmental guidelines supplement but do not override supersede** the criteria and forms of evidence stipulated in Section 2.5 below. ~~(delete) shall remain primary. Such departmental policy statements will also help individual department members in planning for professional development.”~~

~~(delete)~~ **2.6.5.2.3 — Evaluations by Students**

~~At sixth year review, the department chair will solicit student opinion about the candidate. Procedures for this process are described in the document, ‘Solicitation of Student Opinion at Sixth-year Review.’~~

5.3.11.1 Membership

The members of the Faculty Handbook Committee are:

- a. ~~(delete) six~~ **(add) seven** voting members—**(add) at least** three College of Saint Benedict faculty members and **(add) at least** three Saint John’s University faculty members, elected at large; and
- b. one nonvoting member—the provost