5.3.f. Policies, procedures, and practices for faculty evaluation (including promotion and tenure).

**Faculty Evaluation**

Williams Baptist College has a system of faculty evaluation that facilitates systematic and comprehensive evaluation of the professional education faculty. The primary goal of this evaluation is to improve teaching, scholarship, and service.

A Student Opinion Questionnaire (SOQ) is administered each semester in all classes (usually during the final two weeks of classes). The results of the SOQ are tallied and individual faculty members receive a copy of their scores and any comments included on the questionnaire. Department chairs receive a copy of the scores for the faculty in their departments, and the Academic Dean also receives a copy of all evaluation scores.

A pattern of unusually low scores will result in consultation between the faculty member in question and the appropriate department and/or division chair. Such consultation may resolve issues informally, or may lead to a more formal process of review and, if required, a specified plan of improvement designed by the Academic Dean in consultation with the appropriate department and/or division chair.

**Tenure**

Williams believes that tenure is a privilege afforded only to faculty who have earned this honor. Satisfaction of the minimum qualifications in no way guarantees the awarding of tenure. Tenure is granted only by the College’s Board of Trustees.

To be considered for tenure, a faculty member must meet all of the following criteria:

- Have completed at least 6 years of continuous full-time service at Williams immediately preceding the time of tenure consideration.

- Hold, or meet the requirements for, at least the rank of associate professor.

- Demonstrate a consistent record of excellence in college teaching as attested by student, department chair, division chair, colleague, and academic dean evaluations.

- Demonstrate a consistent record of active professional growth and a plan for future active professional growth.
- Demonstrate a record of active involvement in the life of Williams Baptist College in addition to the effective performance of classroom, studio, or laboratory responsibilities—i.e., committee assignments, academic advising, college functions, etc.

- Demonstrate agreement with the purposes of Williams Baptist College and demonstrate membership in and active participation in a local Christian church.

Faculty members who have been satisfactorily employed by Williams Baptist College for at least six years and hold—or meet the requirements for—the rank of associate professor may apply to the Academic Dean for tenure. An application is submitted to the Academic Dean (for review by the Dean and the President) with the following supporting documents:

- A record of professional growth and a plan for future professional growth.

- A record of involvement in the life of Williams Baptist College in addition to the performance of classroom, studio, or laboratory responsibilities.

- A statement of agreement with the purpose of Williams Baptist College.

- A statement indicating membership in and active participation in a local Christian church.

- Letters of evaluation from the candidate’s department and division chair which address both the candidate’s strengths and weaknesses. These letters must address teaching, professional growth, service, and involvement in the life of Williams Baptist College.

Provided the Academic Dean and President have a positive recommendation, the application is forwarded to the Board of Trustees for final disposition. Denial of tenure at any stage of the application process does not imply a termination of employment nor prevent the faculty member from making an application for tenure at a future date.

**Promotion**

At Williams, a significant component in faculty promotion relates specifically to scholarship and the faculty member’s continued development within his/her area(s) of specialization.

A faculty member seeking advancement in rank may apply to the Departmental Chair who will forward the written request and all supporting materials to the Divisional Chair who in turn forwards all materials to the Academic Dean. This advancement is by
no means an automatic procedure. The faculty member’s petition will be considered by the Faculty Advancement Committee (FAC) which consists of five members (three faculty members, serving on an annual basis—two elected by the faculty and one appointed by the President; the Academic Dean, and the President).

With the approval of both the FAC and the President, a petitioning faculty member may advance to the next rank, subject to the Board of Trustees’ approval. Under unusual circumstances the FAC will also have the prerogative of accelerating the promotion of a faculty member on the basis of a Divisional Chair’s recommendation. Such a recommendation is to be based upon clearly objective criteria comparable to that previously articulated.

No faculty member’s rank shall be reduced without the approval of the Board of Trustees and upon recommendation of the President of the College. If one is denied rank advancement, application may be repeated following a period of at least twelve months following the denial.

NOTE: The information included in this section is taken from the 2009-2010 edition of the Williams Baptist College Faculty Handbook. Because the new President of the College—Dr. Thomas Jones—has recently appointed a “Faculty Handbook Revision Task Force,” this information is subject to change in the revision process.