



## MEMORANDUM

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To: College of Wooster Faculty up for Biennial Review in Spring 2021  
From: Lisa Perfetti, Provost  
Date: March 4, 2021  
Subject: Biennial Review Instructions, Due April 15, 2021

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The Teaching Staff and Tenure Committee is charged with conducting biennial reviews of tenure-track, tenured, and library faculty (*Statute of Instruction*, Chapter 1, Article III, Section 2.F.5). Biennial Reports are used in several ways:

- They are reviewed by the TS&T Committee at the end of the spring semester as part of their evaluation of faculty for purposes of salary merit awards. Faculty who don't submit a Biennial Report are not eligible for a merit increase.
- They provide the provost and chairs with valuable information about the important work of faculty.
- They are added to the file reviewed by TS&T during future reviews.

In consultation with faculty during 2019 and 2020, beginning in Spring 2020, TS&T replaced the previous multi-page form with a simplified procedure that requires only a c.v., reflection, and evaluations, as detailed below. You will also find instructions on the new process for submitting materials via **FacultyFolio** below.

***A note for faculty who also underwent reappointment/tenure/promotion reviews this academic year:*** Although it may feel redundant to submit materials a second time during this academic year, the biennial review—completed on rotation by faculty at all levels—is for salary merit awards when they are (or become) available. The Biennial Report is also submitted after the materials you submitted for your reappointment review, providing you with the opportunity to update information. The Biennial Report can be a shortened version of materials you submitted to TS&T (with any updates), and the course evaluations are the same with the addition of any submitted from Fall 2020 that were not included in your past review materials. Using FacultyFolio, this can be as simple as “drag & dropping” from your review folder to your Biennial Review 2021 folder.

### **EXTENDED DUE DATE FOR 2021 BIENNIAL REPORTS: APRIL 15, 2021**

*The due date was extended from April 5 so that Chair's comments (due April 10) will be available to faculty to include with their Fall 2020 Course Evaluations, if applicable.*

## MATERIALS TO SUBMIT FOR THE BIENNIAL REPORT:

1. A copy of an **updated c.v. with all new and relevant additions since your last Biennial Report highlighted**. For scholarship and research, please highlight work that is accepted for publication, presentation, or performance. For service, highlight new or ongoing work in this area.
2. A **one-page reflection** on your primary accomplishments in the categories listed below. In each category,\* please provide the context you think is most important and focus only on things we would not be able to know by merely looking at data provided by the Registrar (e.g., advising load or list of courses taught) or your c.v. Please keep this report to about one page (maximum of 600 words)
  - **Teaching and Advising:** your reflection on such topics as new courses, creative pedagogy, innovative exercises, advising of I.S. and other forms of mentorship of students, classroom challenges, etc.
  - **Research and Scholarship:** topics such as current and/or recently completed projects, conference presentations, recitals, productions, workshops, etc.
  - **Service:** contributions to your department, committee work, participation in college-wide initiatives, service to disciplinary organizations or other work off campus, mentoring of students or colleagues, mentoring of student organizations, contributions to the College's commitment to diversity, equity, and inclusion, etc.

\*For library faculty, the categories are framed somewhat differently to reflect the nature of their work:

- Teaching
- Working with students, staff, and faculty
- Organization and Planning Ability
- Professional Development and Scholarship
- Service

### 3. Course Evaluations for Calendar Years 2019 and 2020

During TS&T's review of faculty's Biennial Reports, the committee also normally reviews two sets of student evaluations that faculty submit for each calendar year, along with the faculty member's reflection submitted the following semester, and Chair's response, if applicable (see the Provost's memo from November 2020). Because of the disruption to teaching in 2020 during the COVID-19 pandemic, TS&T agreed to only require a single set of evaluations for 2020. Because of the complexity of Leaves and other factors, ***for the 2021 Biennial Report, faculty may include pdfs of three sets of course evaluations drawn from 2019 and 2020 in any combination of the two years that you desire***. [For 2022 Biennial Reports, the same option will be available for calendar years 2020 and 2021.]

**It is also useful to note that course evaluations completed online in CoursEval prior to Fall 2020 may also be released to your Chair and TS&T at any time** (i.e., if you decide you would prefer to submit a set from 2019 or Spring 2020 after reading newer evaluations). If you choose to release an earlier set of evaluations, please notify your Chair, since automatic notifications are not sent for previous semesters via CoursEval.

## ROLE/RESPONSIBILITY OF CHAIR(S)

A copy of Biennial Reports completed by faculty within their department/program will be made available to Chairs. TS&T has agreed that Chairs will not be required to submit responses to those reports this year. However, TS&T strongly encourages chairs to meet with pre-tenure faculty at the end of the academic year to review course evaluations and reports to discuss successes, challenges, ideas, and plans for the future.

## NEW SUBMISSION PROCESS VIA FACULTYFOLIO (ON MICROSOFT SHAREPOINT)

We are launching FacultyFolio this year as a personal repository for evaluation and review documents on SharePoint for each faculty member. Much like Interfolio's Dossier system, it allows faculty to:

- store academic materials (CVs, publications, PDFs of course evaluations, syllabi, etc.)
- curate sets of documents for biennial reviews and tenure & promotion reviews
- and have a single repository of items submitted for previous reviews

### Biennial Reviews 2021

Beginning with Biennial Reviews in 2021, rather than emailing files to Academic Affairs staff, faculty are asked to upload their materials directly to their personal SharePoint folder (items indicated in *italics* below). ***Shortly after you receive this memo, you will also receive a message from SharePoint inviting you to access your personal FacultyFolio folder.*** If you do not receive an invitation, please reach out to Lindsey Millan ([lmillan@wooster.edu](mailto:lmillan@wooster.edu)).

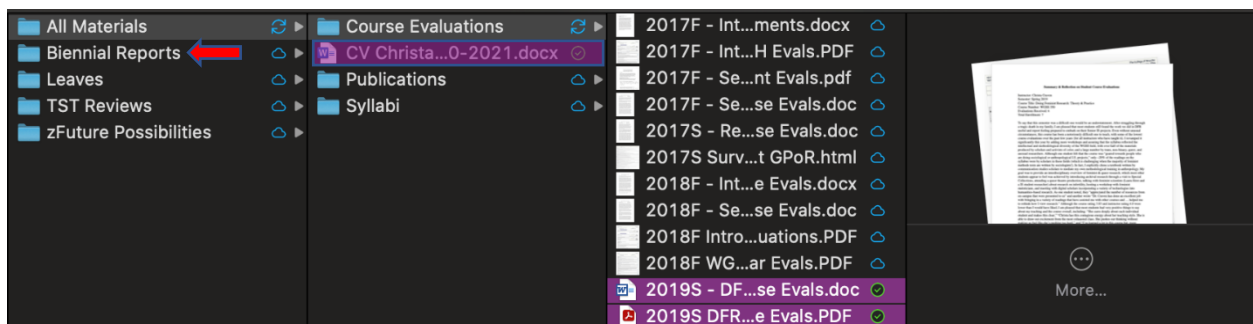
After the submission deadline (April 15, 2021), Academic Affairs staff will copy the folder and make it available:

- 1) in a separate TS&T Team for committee members to access for review
- 2) in a separate folder for your Chair(s), who will have access all Biennial Reports submitted in their department or program

A copy will also be left in your personal FacultyFolio for you to archive.

### “All Materials” Folder for Full Dossier (*Optional*)

In addition to the folder where faculty will upload biennial reports (and, in the future, materials for leave applications & reports, promotion & tenure review materials, etc.), faculty may also upload all of their materials to create a full dossier. This makes it easy to copy materials to review folders as needed. Here is an example of what “All Materials” might look like (in Mac Finder) with a current CV and 2019 Course Evaluations highlighted to copy into a Biennial Report folder (other folders would hold Publications and Syllabi that have been used in previous reviews, or stored for future ones):



Within the Biennial Reports folder (red arrow above), a 2021 subfolder is where biennial report materials would be copied. For example, in Christa Craven's personal FacultyFolio:

#### 📁 Biennial Reports

##### 📁 **Biennial Report – Christa Craven 2021**

- 📄 CV with new items highlighted (.docx or .pdf)
- 📄 One-page narrative (.docx or .pdf)
- 📄 Three sets of Course Evaluations and Reflections from 2019 and/or 2020 (.pdf)

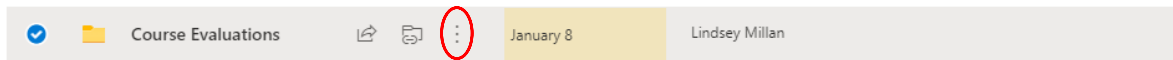
##### • **Archive of Biennial Reports**

- 📄 Biennial Report – Christa Craven 2019
- 📄 In future years, “Biennial Report – Christa Craven 2021” would be archived here as well

## Who has Access to my FacultyFolio?

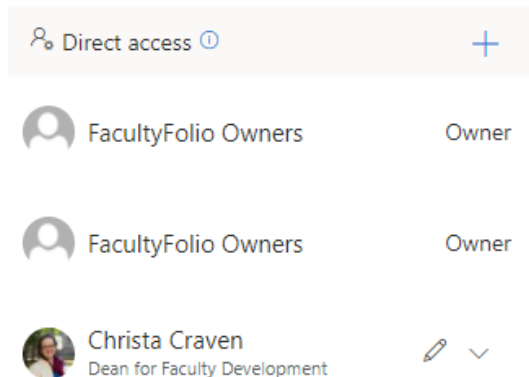
- You (Individual Faculty Member)
- Academic Affairs Office Staff (the Provost, Deans & their assistants)

To confirm who has access by folder (or file), go to the three dots to the left of the “last modified” date (in red oval below) and select “Manage Access” from the menu that appears:



The “Direct Access” information is what should appear on the right side of the screen and shows you who has permission to access your FacultyFolio. This example is Christa Craven’s FacultyFolio (FacultyFolio Owners are staff in Academic Affairs).

*We advise that faculty not change access permissions or share direct links with others to materials in their FacultyFolio.* Staff in Academic Affairs will make a copy of the “Biennial Reports 2021” folder after April 15 and share it with TS&T in a different Team, and your Chair(s) in a different folder.



## Future Possibilities for FacultyFolio

Following this initial pilot, we hope to use FacultyFolio more extensively to cut down on email, allow faculty to have access to all of the materials they have submitted for previous reviews, and streamline the process for collecting materials so that they only need to be uploaded once.

Future applications of FacultyFolio may include:

- 1) TS&T Reviews
  - i) 2<sup>nd</sup>, 4<sup>th</sup> & 6<sup>th</sup> Year Review Materials
  - ii) Promotion Review Materials
- 2) Research and Study Leaves
  - i) Leave Applications
  - ii) Leave Reports
    - (1) 1-paragraph version for Convocation, Reports to Trustees and funders (such as the Luce Foundation, if the faculty member is a recipient)
    - (2) 2-page full Leave Report
- 3) Department Chair Materials (if applicable)

## Still have Questions?

If you have questions regarding uploading materials to FacultyFolio, please reach out to Lindsey Millan ([lmillan@wooster.edu](mailto:lmillan@wooster.edu)). And if you have other ideas for streamlining the collection of reports, reviews, and other documents, please reach out to Dean for Faculty Development Christa Craven, [ccraven@wooster.edu](mailto:crcraven@wooster.edu).