



## PowerPoint presentation

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**Objectives:** Participants will be better able to:

- Understand and implement policies 350 and 352 in faculty evaluation.
- Recognize unconscious bias in the evaluation process.
- Implement new strategies to create a department culture that values mentoring.
- Create clear job descriptions and effective evaluations.

**Presentation's Organization:**

1. Introduce policies 350 and 352 and their relationship to evaluation and the ways they should shape a strong, timely, and compliant evaluation.
2. Describe issues involved with evaluation:
  - Beginning with a strong letter of appointment
  - Establishing clear criteria for success (through PTE documents)
  - Articulating a clear process for evaluation (through PTE documents, including processes for teaching and service evaluation, SROI's, as well as standards for research)
  - Helping all evaluators develop an understanding of implicit bias, what it is, how it works, and how to recognize and respond to it.
3. **Activity:** Making a good letter of evaluation stronger
  - Offer each table letters; ask them to identify some weaknesses, and offer ways to correct.
4. Share tip sheet; discuss "hard conversations"—how we tell faculty they need to improve performance; importance of conversation in evaluation.
5. **Activity:** Practice a conversation. (Assign roles.)
6. Develop a departmental culture of mentoring to help faculty meet expectations:
  - Describe NDSU Mentoring-related resources—through FORWARD, peer review of teaching, others?
  - Discuss what a culture of mentoring looks like
  - Suggest department wide benefits (engages in senior faculty, takes less time/expense than searching for someone to replace of a hire who doesn't work, creates opportunities for reverse mentoring, prepares new faculty to effectively mentor the next generation, etc.)
  - **Table discussion: effective** mentoring activities/programs/practices in your department or college, their benefits.
  - Share tip sheet.

**Resources:** (Supplied on zip drive)

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- Policy checklist (for issues surrounding evaluation)
- Evaluation tip sheet
- Mentoring tip sheet
- Sample letters (Basic and improved)
- *Good Practice in Tenure and Evaluation* (30 page booklet from ACE and AAUP)
- Copy of PowerPoint from presentation for December 15<sup>th</sup>