



STUDENT ADVISORY COMMITTEE INSTRUCTIONS

The faculty review process, often called the Retention, Promotion and Tenure (RPT) process, consists of informal and formal reviews conducted at times determined by the department and college guidelines. Formal reviews for retention, promotion, and tenure involve an evaluation by stakeholders at all levels who provide input regarding the teaching, research, and service of the faculty member.

The Student Advisory Committee (SAC) is charged with representing students in these formal reviews. When complete, the SAC report is included with a candidate's materials and considered by each level of review.

We ask that SACs do the following in their review:

1. Read carefully the student course feedback and other materials from a candidate's file that are provided to you.
2. Gather additional information on the candidate. We ask that you solicit information from as many students as you can to ensure that the data is representative of the views of students who have had contact with the faculty member. We also ask that you avoid situations that give any one group or person an unfair influence.
3. Report the procedures used in gathering information and identify the limitations to what you were able to gather that might affect its reliability.
4. Interpret the information concerning student opinion of the faculty member's teaching and mentoring performance. We ask that you present a fair and balanced report of both the positive and negative points suggested by the information.
5. Meet as a committee to discuss your results and formulate the final report. Please remember to describe and explain any variation in opinion among the members of the committee.
 - a. The report should be signed and dated by the committee members and the SAC chair.
 - b. The vote should be recorded numerically.

Thank you for your willingness to serve in this important role. The input received from the Student Advisory Committee is an important part of the review process and we appreciate the time and effort you spend on this endeavor.

Should you have any questions, please contact your department chair's or dean's office. You can also contact the Office for Faculty at 1-8763.