

EVALUATION CRITERIA FOR THE POSITION OF
Director of the Center for Writing, Learning, and Teaching
Approved by Professional Standards Committee on March 25, 2013

I. Preface

This document is an addendum to the evaluation processes and criteria established by the home department of the Director of the Center for Writing, Learning, and Teaching (CWLT). It is the responsibility of all participants in the evaluation process to review this document together with a) the home department's evaluation criteria, b) the provisions of the Faculty Code relating to tenure and promotion, and c) the Professional Standards Committee document entitled "Faculty Evaluation Criteria and Procedures."

II. Participation in the Evaluation Process

The CWLT Director will be evaluated by the home department along with two additional faculty members chosen by the Academic Dean and the chair of the home department, in consultation with the evaluatee. Normally, the Associate Dean who works most closely with the CWLT will be one of the two additional faculty members. The additional faculty members will be part of the deliberation process, including any recommendation on change of status.

III. Criteria Unique to the Position of Director of the Center for Writing, Learning, and Teaching

The position of Director of the Center for Writing, Learning, and Teaching is 2/3-3/4 of the faculty member's load. The Director will be held to the same high standards in teaching, professional growth, advising, and university and department service that are indicated in the home department's evaluation criteria, but due to the demands of the position, the kinds of activities within and the balance and distinctions among these categories may differ from more typical cases in the home department.

In recognition of the unique position of the CWLT Director and because the Director's teaching responsibilities extend beyond the formal classroom, "class visits" will be interpreted more flexibly than is customary. Colleagues participating in the evaluation may also observe the CWLT Director in less formal "teaching" situations that occur as part of the Director's CWLT responsibilities.

The role of the Director is neither a purely instructional nor a purely administrative position but, rather, one that blends the two in distinctive ways. For instance, when the Director leads faculty in longitudinal campus-wide assessment of student writing, the Director is engaging in research as well as service and teaching. These tasks must be informed by ongoing relevant professional development in the field. In writing review statements, the Director will—where possible—address the categories of teaching, professional growth, advising, and service separately, but will necessarily need to address many aspects of CWLT work holistically.

In providing a sense of direction for the Center for Writing, Learning, and Teaching as a

whole, the special responsibilities of the CWLT Director include activities such as:¹

- maintaining effective working relationships within the CWLT (e.g., among Tutors and Writing Advisors, staff, and faculty), and with key constituencies outside the CWLT (e.g., faculty, administration, student services, and academic advising);
- selecting, supervising, and evaluating the CWLT staff, including the Director of Disability Services, the Learning Support Specialist, and the Administrative Assistant;
- administering the work of the Writing Advisors through such activities as recruitment, selection, training, mentoring, and evaluation of the work of Writing Advisors;
- promoting effective teaching at Puget Sound, through such activities as organizing faculty workshops or discussion groups, and through working with individual faculty and students;
- overseeing both the maintenance of the physical facilities of the CWLT, including space, equipment, and technology and the preparation and/or purchase of instructional materials needed in the CWLT;
- keeping careful records of instruction in the CWLT and providing appropriate reports on the activities, progress, and problems of the CWLT;
- administering budget allocations responsibly;
- publicizing services and opportunities provided by the CWLT to appropriate constituencies;
- ongoing professional growth in relation to CWLT work, through such activities as appropriate reading, courses, studies, research, and participation in professional organizations and workshops;
- and engaging in regular and thorough evaluation of the CWLT and its programs.

The evaluation committee will consider all information and documentation provided by the evaluatee. The committee will carefully consider the evaluatee's self analysis of his or her efforts to meet the obligations of the position.

¹ These criteria adapted from "What Lies Ahead for Writing Centers: Position Statement on Professional Concerns" available at the International Writing Centers Web page.