

**INSTRUCTIONS READ BY DEPARTMENT HEAD ADMINISTERING ATP EVALS:**

THIRD-YEAR REVIEW

You are being asked to fill out this course evaluation as part of a review which takes place for all faculty members during their third year at Luther. This evaluation is intended to assist a faculty committee and the administration in identifying strengths and weaknesses in the faculty member's teaching. Your responses will be anonymous to the instructor and the department head. Your thoughtful responses will assist with faculty mentoring and development and course design. This evaluation will also be used as part of the regular review process for the faculty member. This evaluation will not be seen by the instructor until final grades for the course are submitted to the Registrar.

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TENURE (and PROMOTION TO ASSOCIATE PROFESSOR if applicable)

You are being asked to fill out this course evaluation as part of a review which takes place for faculty members as they are considered for tenure (and promotion to associate professor).

The granting of tenure means that the teacher becomes a permanent member of the Luther College faculty. A tenured faculty member assumes responsibility for the program and mission of the College. A tenured faculty member can be dismissed only for adequate causes such as demonstrated incompetence, serious moral failure, or economic crisis, and only after a due process evaluation.

This evaluation is intended to assist a faculty committee and the administration in identifying strengths and weaknesses in the faculty member's teaching. Your responses will be anonymous to the instructor and the department head. Your thoughtful responses will assist with faculty mentoring and development and course design. This evaluation will also be used as part of the regular review process for the faculty member. This evaluation will not be seen by the instructor until final grades for the course are submitted to the Registrar.

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PROMOTION TO FULL PROFESSOR

You are being asked to fill out this course evaluation as part of a review which takes place for faculty members as they are considered for promotion to full professor. This evaluation is intended to assist a faculty committee and the administration in identifying strengths and weaknesses in the faculty member's teaching. Your responses will be anonymous to the instructor and the department head. Your thoughtful responses will assist with faculty mentoring and development and course design. This evaluation will also be used as part of the regular review process for the faculty member. This evaluation will not be seen by the instructor until final grades for the course are submitted to the Registrar.