

2/25/11

- Department criteria for tenure & promotion **We don't have any**
 - Other documents related to P&T such as sample solicitation letters (we have already provided the College template) and sample ballots
- Salary-setting criteria and procedures **We don't have any**
- Teaching evaluation Policies & Procedures **See below**
- Policies related to NTT faculty (including evaluation, promotion, salary) **We don't have any**
- Governance procedures, especially voting rights for TT and NTT faculty and standing committee structures **We don't have any, but are working on them for next year**

I. Teaching Evaluation Policies & Procedures

- a. All professors, lecturers, or Associate Instructors teaching for the Asian American Studies Program are required to administer course evaluations to their students once per semester using forms provided by BEST. Originals are kept on file with AAST. Upon request, copies of the student evaluations are provided to instructors for their records.
- b. Any graduate Associate Instructor teaching for AAST will be observed once per semester by an AAST faculty member. Additional observations may take place. If possible, the AI will be given advance notice of the observation.
- c. The observation is followed by an obligatory in-office visit with the observer. A written evaluation is completed and kept on file.