

Sampling Procedure for Faculty Reviews

Which students are eligible for selection?

To be eligible for the population of students from which a sample will be drawn and whose evaluations are then requested as part of a faculty member's review, a student must:

- be a Carleton graduate or a currently-enrolled degree-seeking Carleton undergraduate,
- have taken at least one course taught by the faculty member who is being evaluated, and
- have received a "valid grade" in the course as recorded on the student's transcript as of the date the sample is drawn. Grades that are not valid include DRP (drop), CI (continuing integrative exercise), L (non-credit labs), and N (PE activity course not completed).

To be eligible, graduates must have formally completed all requirements for graduation and received a Carleton degree. Eligible undergraduates must be enrolled full-time, attending an approved off-campus study program, fulfilling a required leave, or on a waiver of senior residency (an early graduate). To be eligible to be polled, students must meet all of the criteria as of the point in time in which the sample is drawn. Students who have withdrawn, are currently taking a personal leave, or who have completed 12 terms but left without graduating are not eligible for sampling. However, please see the note below regarding these students' eligibility on a faculty member's personal list.

How is the sample obtained?

The sample is drawn from the approved list of students taught by the faculty member. In order to ensure a sufficient number of student responses, the target sample size is 150 students. If there are 150 or fewer unique students on the approved list, all students will be sampled. The sampling will be weighted by the number of courses that a student has taken with the professor. For example, a student who took three courses with a faculty member will be three times as likely to be sampled as a student who took only one course. It is worth noting here that credit-bearing lab courses are only assigned a course weight of 1/3, whereas all other courses in which a valid grade is given are assigned a course weight of 1. This results in a sample that is perfectly representative of the gender identity grouping distribution of unique students taught by the faculty member and that represents students in proportion to the number of courses taken.

Otherwise, 150 unique students will be randomly selected. Four *post hoc* guardrails are in place to ensure that the sample drawn above is representative of the population of students who took courses with the faculty member. These ensure that a) the sample is well-balanced with respect to legal sex, b) the sample is well balanced between majors and non-majors; c) students from large classes do not unduly dominate the sample; and-d) the sample includes students from all or almost all sections taught in the period under review.

If any of these guardrails is crossed, a new sample will be drawn. Specifically,

- For each of the sex designations available to us in Workday (male, female, intersex, not declared), if the percent of sampled students with that sex identification is less than the percent in the population taught by 3 percentage points or more than the percentage taught by 10 percentage points, then a new sample will be drawn.
- If the percent of majors in the sample is less than the percent of majors in the population taught by 3 percentage points or more than the percent of majors in the population taught by 10 percentage points, then a new sample will be drawn. Minors are not considered in this guardrail. Additionally, this guardrail does not apply to PEAR faculty reviews.
- If the ratio of students in the largest sections to students in the smallest sections is greater than 1.25, then a new sample will be drawn. For the purpose of this calculation, the smallest and largest sections will be determined using a partition based on equal enrollments. Eligible sections taught by a faculty member are sorted by enrollment and then partitioned into three chunks with equal student enrollments in each chunk. For example, if a faculty member has taught 270 students, starting with the smallest sections, add sections until a collective enrollment of 90 is reached, and those will be the “small sections.” Then starting with the largest sections, add sections until a collective enrollment of 90 is reached, and those will be the “large sections.” The percentage of students in each chunk who are included in the sample is computed. Then, the percentage of students from the largest sections is divided by the percentage of students from the smallest sections. Students who enroll in multiple courses with an instructor for a given review period can appear in multiple chunks.
- If the sample does not include students from at least 90% of the eligible sections taught by the faculty member, then a new sample will be drawn.

Once a successful sample is drawn, the 20 to 30 names selected by the candidate will be added in, if they do not already appear in the sample.

Please note that students with no contact orders from the College, missing contact information, or who are slated to receive more than three faculty evaluations in a given review cycle will be dropped from the final list of students, and, if available, replaced by another student who was not originally sampled to receive an evaluation. However, students on a faculty member’s personal list WILL be sent an evaluation regardless of the total number of evaluations in which they are included in a given review cycle unless those students have a no contact order with the College or missing contact information.

How does the process begin?

IRA will send the professor under review a list of all courses they have taught during the years appropriate for the review. The list will reflect each of the courses taught during this period, according to the College’s computerized transcript system. The faculty member is then asked to verify this list of courses against their own list of courses as being both complete and accurate. Occasionally, the official records are incomplete or inaccurate for courses taught cooperatively by two or more faculty, due to switching of course sections without having notified the Registrar of such change(s), the listing of instructors as “Staff,” assumption or

dropping of responsibility for a course due to illness or other emergency, or for independent studies when they are handled administratively by a department chair. Confirmation, or emendation, of this list is all that is required to get the selection process underway. This should be done promptly so that the sampling and other work can continue and the necessary deadlines can be met. Once the set of courses taught is confirmed, candidates under review will be sent their class rosters for approval. These class rosters are also based on data contained in the College's computerized student records system. From these rosters, the faculty member may begin to create personal and exclusion lists.

Student Names Submitted by the Review Candidate

Personal List

A faculty member under review will be asked to submit a list of 20 to 30 students whom they would like to have us contact for an evaluation. Evaluation forms will be sent to these students. Overlap between the personal list and the one selected randomly will almost always exist, but the only effect of this outcome is to create a joint category of evaluation responses. Students not registered in any of the courses may be on the personal list with the approval of the provost. Faculty are asked to indicate these students on their personal list that they submit to the Provost's Office for approval by providing a justification for their inclusion. In creating the personal list, faculty are encouraged to review the sample student questionnaire to determine which students the faculty member has had substantive interactions with who could best respond to the questionnaire.

Exclusion List

On occasion, there are valid reasons for a student, who meets the eligibility criteria detailed above, to be removed from consideration from the student evaluation process. As such, at the same time the faculty member completes their personal list, they are also permitted to compile a list of these students to submit to the Provost's Office, along with a valid justification for their removal. These are handled on a case-by-case basis and approved by the provost.

Frequently Asked Question

Q. Which terms are included in the reviews? When are the students polled?

A. For the third-year review, students are drawn from all courses taught by the faculty member since their arrival at Carleton. Students taught through spring term of the second year are included; the evaluations will be sent out during the following winter break. (The intervening fall term will be included at the time of tenure review.)

To be eligible for sampling at the time of tenure review, students must have taken a course from the faculty member since spring term of the faculty member's second year, beginning with courses taught during the fall term of the third-year review. This tenure review sampling also includes students taught through spring term of the tenure review year; the evaluations are sent out during the summer break.

Schedules for continuing (non-PEAR) and PEAR reviews are determined individually.

For samples drawn during the summer, seniors receiving their degrees in June are included in the population, and undergraduates are included or excluded based on their enrollment status at the end of spring term.

It is conceivable that the same student could be drawn for more than one review for a given faculty member provided that the student took at least one course in each of the time periods.

In summary,

Number of classes taken: a student's likelihood of being included in the sample is directly proportional to the number of classes they have taken with the faculty member under review. A student who has taken two classes is twice as likely to be included, a student who has taken three classes is three times as likely to be included, etc.

To be certain that a student will be surveyed: include the student in the personal list. If that student meets the status criteria, and can be reached via email or paper mail, the student will receive an evaluation.

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