

March 23, 2015

Gordon Dunne  
English Department

Regarding: Letter of Progress 2014 - 2015

Dear Gordon,

I am pleased to inform you that, in accordance with the terms of Salt Lake Community College's Policies and Procedure Manual, your Sitting Tenure Committee has evaluated your progress toward tenure and has recommended that you receive a **Letter of Progress for the 2014 – 2015 Academic Year**, recognizing one year of satisfactory evaluation by your Associate Dean, Department, students and colleagues. It is my pleasure to concur with the Committee's recommendation.

The procedures outlined in Chapter 4, Paragraph III. C.10.2 of the Policies and Procedure Manual state:

Recommendation of the Department Sitting Committee for Letters of Progress or Concern:

*Based on this vote, by majority, the committee recommends to the Dean or Associate Vice President either a Letter of Progress or a Letter of Concern. If the Sitting Tenure Committee cannot achieve a majority decision to recommend a Letter of Progress, it will recommend a Letter of Concern. The recommendation to the Dean or Associate Vice President must be clearly for Progress or of Concern and must include the rationale for the recommendation.*

Based on a review of your classroom practice, student evaluations, professional development, and service to your Department and the College, your Tenure Sitting Committee reports that you have complied with the expectations of your 2014/2015 faculty contract and are making significant educational contributions to the College.

The members of your Sitting Tenure Committee have high praise for your teaching. In particular they note your ability to motivate your students to be engaged and responsive. As one Committee member put it, "Gordon has a way of drawing information out of students. He creates a relaxed atmosphere that allows students to be successful, and they respond to this in a positive way." In the opinion of another member of your committee, this can be an important factor in helping ethnic minority, and other under-served, students in particular avoid frustration and maintain enough confidence to persist with their schooling, and your ability to do this is "a talent worth nurturing."

Your Committee acknowledges that you presented at this year's SWADE Conference. They were encouraged to see this and in the future strongly urge you to take up this form of professional activity in a serious way. While you have participated in department training and teaching circle activities, as you

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move closer toward your final year on probation on the tenure track, it will become increasingly important to actively participate in professional activity and development opportunities at the college, but beyond the college and even the immediate locale. That is, the expectations and the standards for professional activity rightly increase as a faculty member gains seniority. Also, the changes in expectations and standards for faculty performance will be reflected in the new rank and promotion system. Your Committee also felt it important to note that since your faculty position is predicated on expertise in the areas of ESL, Reading, and Writing, your professional activity should be commensurate with your teaching responsibilities in these three areas.

Your Committee finds that your service to the college this year represents the most notable change in your activity relative to previous years. You chaired the Adjunct Issue Committee of the Faculty Senate, and that carried with it considerable responsibilities, including organizing the Adjunct Faculty Conference and the Collegial Conversations event. Looking toward the immediate future, they recommend that you actively seek ways of continuing that kind of service, to your department, to the college as a whole, and to your discipline.

Finally, your Committee suggests that you seek training in how to develop a professional portfolio. Sitting tenure committees must rely heavily on the material in the portfolio to arrive at a meaningful assessment of faculty performance. Also, a well-substantiated portfolio will help a sitting committee make effective recommendations on how a faculty member might continue to develop professionally. Your Committee members agreed that your portfolio needed more evidence and/or performance indicators to fully demonstrate the active level of your performance in the areas of teaching, professional activity, and service. A well-developed portfolio helps a faculty member's tenure committee gauge their performance and their future prospects. More importantly, it helps the author of the portfolio to assess both their strengths and their areas for improvement.

Congratulations on obtaining a **Letter of Progress for the 2014 – 2015 Academic Year**. I look forward to continuing to work with you during the forthcoming school year.

Sincerely,



Dr. John McCormick, Dean  
School of Humanities and Social Sciences

Copies: Dr. Clifton Sanders, Interim Provost  
Stephen Ruffus, Associate Dean, English Department  
Ms. Sandra Kikuchi, Director, Faculty Services  
Human Resources Personnel File