WOMEN’S STUDIES PROGRAM
ARTP & PERSONNEL POLICIES, & PROCEDURES

I. APPOINTMENT, RETENTION, TENURE AND PROMOTION COMMITTEES

A. Appointment/Hiring Committee

1. Membership (Appointment/Hiring Committee)

   a) A minimum of three faculty including tenured or probationary faculty hired by the Women’s Studies Program not including the Coordinator. Probationary faculty members are welcome to serve on appointment committees but may not be required to do so. In the event that there is an insufficient number of eligible faculty members in the Program to serve on the Primary Committee, full professors or eligible FERP faculty members from other departments may be recruited to stand for election.

   b) Probationary and tenured members of the program will vote on the membership of the Appointment/Hiring Committee.

   c) Two alternates (eligible as above).

   d) The Committee shall select its Chair.

   e) Affirmative Action/Equal Opportunity representative selected by the Program as required by University policy. This responsibility will be fulfilled by a voting member of the committee.

2. Functions

   a) To serve as a selection committee for probationary, (full-time and joint) faculty

   b) To make its recommendation to the Dean.

   c) To ensure adherence to University established protocol for appointment of new faculty.
B. **Criteria for Appointment**

1. *The Program shall develop a specific job description based on the Program’s anticipated programmatic needs and subject to approval by the Dean of SSIS.*

2. *In making probationary appointments, the Hiring Committee shall give primary consideration to the following factors:*  
   a) Academic and professional experience at the Ph.D., or equivalent level, with initial appointment at the ABD level possible  
   b) Teaching experience or teaching potential  
   c) Promise of professional growth  
   d) Relevant professional experiences

3. *To assess candidates’ potential on each of the factors listed in I.B., the Primary Committee shall request that all candidates provide the following information:*  
   a) Transcripts and evidence of degrees  
   b) Curriculum vita  
   c) Publication list and sample publications  
   d) Minimum of three references  
   e) Evidence of previous teaching performance or evidence of teaching potential  
   f) Evidence of relevant professional experience

C. **Retention, Tenure, and Promotion Committee**

1. **Membership Retention, Tenure and Promotion Committee**  
   a) A minimum of three tenured faculty which will include two tenured faculty and the Coordinator. In the event that there is an insufficient number of eligible faculty members in the Program to serve on the Primary Committee, full professors or eligible FERP faculty members from other departments may be recruited to stand for election. FERP faculty can only serve during their period of active employment. A tenured Associate Professor may serve on the RTP committee of another Associate Professor for reappointment. This person must be replaced to review a candidate who is going up for full professor. Only full professors can comprise the RTP committee when making decisions which may lead to Full Professor.  
   b) One alternate (eligible as above) to replace a regular member unable to
serve for reasons such as leave, conflict of interest, or ineligibility due to rank.

c) Probationary and tenured members of the program will vote on the membership of the Primary Committee.

d) The Committee shall select its Chair.

2. Functions

a) To serve as a primary committee for purposes of retention, tenure and promotion.

b) To implement procedures for RTP as specified by University policy.

D. Criteria for Retention, Tenure, and Promotion of Faculty

1. Although the evaluation criteria are the same for retention and tenure, expectations of performance which warrant a recommendation to grant tenure shall be considerably more substantial than those needed to support a recommendation to retain a probationary faculty member. If a faculty unit employee is not likely to be awarded tenure, then a reappointment should not be made. If there does not seem to be the potential for promotion to associate professor or beyond, tenure should not be awarded. Granting of tenure does not guarantee future promotion.

2. Criteria for RTP shall be demonstrations of competent teaching performance, scholarly or creative achievement, contributions to the University and contributions to the community. A candidate must perform at least satisfactorily in each area.

3. Values for Criteria
   55% Teaching competency
   15% Scholarly and Creative Achievements
   15% Contributions to the University
   15% Contributions to the Community

E. Expectations
A candidate who is being considered for retention, tenure and/or promotion, shall provide evidence that meets the expectations for each of the four criteria set forth in I.C. 3.
1. **Expectations of Teaching Effectiveness**

As teaching is the most important criterion used in assessing faculty for retention, tenure and promotion, we expect that all faculty will constantly strive to strengthen their teaching skills. The program believes that our teaching mission is of such paramount importance that we hold each faculty responsible for developing the body of teaching strategies, behaviors and knowledge bases, which collectively give evidence of teaching effectiveness.

The other teaching expectations we have of Program faculty may include the following:

a) Constructing syllabi according to department standards which clearly state the course description, objectives, reading assignments, due date for papers and weights for assignments.

b) Utilizing a variety of teaching strategies in response to the diverse learning styles of students.

c) Demonstrating an ability to encourage students to become self-directed learners.

d) Using reading from a variety of popular and scholarly sources.

e) Establishing clearly defined learning objectives and strategies for measuring student success.

f) Using instructional methods, which encourage students to think analytically.

h) Maintaining currency in the field and approaches to teaching the subject matter.

i) Participating in course development and revision projects.

j) Being well prepared for classes.

k) Grading assignments and exams fairly and conscientiously.

l) Giving prompt feedback on student matter.

m) Demonstrating strong command of subject matters.

n) Using an interdisciplinary approach to teaching.

o) Being available to students both during and outside office hours.

p) Providing academic and career, advice to students.

q) **Obtaining** teaching evaluations within the standards of program expectations. This is understood to mean averages in the very good to excellent range.

Evidence which document that these expectations have been met:
i. Instructional materials, course outlines, teaching awards or honors, and standard student evaluations.

ii. Information from professional colleagues such as letters of evaluation and recommendations regarding teaching performance, including reports of classroom visits and peer evaluations (such information may be sought from on-campus and off-campus colleagues).

iii. Student evaluations which include information from students gathered as results of standardized Program measures/instruments, which provide an evaluation of the faculty member’s teaching performance (including student’s written comments) will be conducted for at least two classes per academic year. Written signed statements by students, which are separate from the student evaluations shall be submitted to the College Dean for inclusion in the Personnel Action File (PAF).

2. Expectations of Scholarly or Creative Activities

Program faculty are expected to engage in a level of scholarly and creative activity befitting a university faculty. Scholarly and creative activities as we understand them are those efforts by faculty to discover, create, apply, synthesize, and extend knowledge, practice and understanding in our disciplines and fields. We understand that these attributes do take many shapes and forms both within and outside of the discipline.

The other expectations we have of program faculty are the following:

a) Maintaining an active presence in professional associations.

b) Researching, writing and disseminating products of scholarly and creative activity.

c) Maintaining currency in the field through scholarly and creative activity.

d) Course development and revision activities as these bear on illustrating new approaches, information bases and perspectives relating to the Women’s Studies Program.

e) Having at least one scholarly or creative work in progress during each academic year.

Evidence which document that these expectations have been met

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may include:

i. Presentation of accomplishments in research and in creative projects.

ii. Publication of articles, books, reviews and research papers consistent with the mission of the University.

iii. Unpublished manuscripts.

iv. Membership and appropriate participation in activities of professional organizations.

v. Presentation of professional lectures.

vi. For each achievement listed the candidate should provide supporting evidence and documentation.

3. Expectations of Service to the University and Community

The Program considers service an expected and necessary part of our professional responsibilities. Faculty are expected to provide service to the University and to the Community. Examples of service expectations and evidence therein should accompany each category.

Evidence that documents service to the University has been met may include:

a) Contributions to the faculty member’s program or college such as membership on a committee, a chair of a committee, special assignments, curriculum development, student advising.

b) Contributions to the University such as membership on or chair of a University-wide committee, special assignment, fundraising, student advising, or public speaking on behalf of the University.

Evidence that documents service to the Community has been met may include:

a) Service or directorship on a volunteer basis (national, state, local).

b) Volunteer or paid consultant.

c) Participation on committees of agencies or organizations (national, state, local).
d) Community honors and awards.

e) Participation or recognition in the media.

II. PERSONNEL POLICIES & PROCEDURES FOR PART-TIME TEMPORARY FACULTY

A. Part-time faculty committee

1. Membership

   a) A minimum of three tenured faculty nominated and elected annually by the
tenured faculty of the Women’s Studies Program.

   b) The Committee shall select its chair.

   c) The Coordinator must conduct separate part-time faculty evaluations.

2. Functions

   a) Develop policies and procedures for selection, ranking, appointment and
evaluation of the part-time faculty hired by the Women’s Studies Program.

   b) Implement the Program's part-time faculty policies and procedures in
ranking, and evaluating part-time faculty. The periodic review will
normally be conducted in the Spring.

   c) To provide a written evaluation to be given to each candidate and placed
in candidate’s Personnel Action File.

3. Screening Criteria for Appointment

Appropriate criteria for screening candidates will vary by the nature of the
teaching assignment. At a minimum, the committee shall consider the
following: academic preparation; including possession of an appropriate
degree, relevant teaching experience at the college level, and evaluation of
actual college level teaching performance, including (but not limited to)
previous periodic evaluations, and student evaluations from other institutions.
4. **Evaluation Criteria**

In evaluating performance, the PTF Committee shall give consideration to student evaluations, peer evaluations (any faculty member may request a peer evaluation to be conducted by a senior member of the faculty), course syllabi and other materials or evidence (such as teaching commendations) submitted by the candidate which pertains specifically to the teaching assignment. Standardized student evaluations will be conducted for each class taught.

5. **Temporary Faculty Range Elevation**

“Temporary faculty range elevation” is a term employed in the M.O. U. to refer to the decision, informed at a minimum by an evaluation of teaching performance, to compensate a temporary faculty member at a rate of pay equal to the first step of the salary range immediately above the range within which he or she was compensated during a prior appointment.

   a) Criteria for determining salary range elevation are the same as the evaluation criteria described in I D.3 of this document.

   b) A part-time faculty shall be considered for an elevation in salary range when SSI eligibility in the current range is exhausted and she/he has served at least five years in the current range.

   c) The decision on salary range elevation shall be made by the Part-Time Faculty Committee, and the Department Chair.

   d) Part-time faculty may submit the following as evidence: curriculum vita, course evaluations, exams, syllabi, instructor produced course materials, signed statements from students, and/or signed statements from peers.

6. **Role of the Coordinator**

   a) To work in consultation with the Part-time Faculty Committee to develop policies and procedures for selection, ranking, appointment and evaluation of the part-time faculty.

   b) The Coordinator will provide a part-time faculty evaluation separate from that of the PTF committee. The Coordinator will establish the part-time faculty pool, determine part-time faculty eligible for multi-year appointments. The Coordinator will make part-time faculty appointments based on Program scheduling demands.