

## VIII Department of Kinesiology ARTP Policy



<b>Appointment, Retention, Tenure and Promotion Policy Approval Status</b>
<b>Department of Kinesiology, Appointment, Retention, Tenure and Promotion Policy</b> <b>Date of the Provost's approval of prior document:</b> N/A, new Department approved Sp 2018 <b>Date of Unit Faculty Vote:</b> January 25, 2019 <b>Date of UARTP Committee approval:</b> May 6, 2019 <b>Date of Provost's approval of current document:</b> June 12, 2019 <b>Effective Date of Policy:</b> Fall 2019

### Department of Kinesiology

### Appointment, Retention, Tenure and Promotion Policy

**Notice:** All citations to University ARTP Policy herein are to the Policy as it stood when the University last approved this document. Subsequent changes to the language and enumeration of University ARTP Policy sections may not be reflected in this document. The reader is therefore strongly advised, and urged to consult the most recently adopted text and enumeration of cited sections of University ARTP Policy posted in the University Policy Manual on the University's website. Any discrepancy between the

*University policy and this document will be resolved in favor of the Collective Bargaining Agreement and University policy.*

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## **I. POLICY INTRODUCTORY NOTES**

The Department of Kinesiology adheres to all criteria, policies, and procedures set forth by the Collective Bargaining Agreement (CBA) and the University Appointment, Retention, Tenure, and Promotion Policy (UARTP). The Department of Kinesiology has the discretion, however, on specific sections, to determine their own policy. The following document specifically addresses these sections and the adoption of these policies by the Department of Kinesiology. All faculty unit employees shall be governed by the Collective Bargaining Agreement (CBA) and the University ARTP Policy and the Department of Kinesiology ARTP policy document.

The Department of Kinesiology recognizes that teaching is the primary responsibility of the faculty and considers engagement in scholarly and creative activity and service to the University and the greater community as important factors in the RTP process.

The Department of Kinesiology faculty members acknowledge that the mission of the Department should occur within an atmosphere of collegial governance, while recognizing the diverse contributions of faculty members representing a range of disciplines.

## **II. POLICY AND PROCEDURES FOR APPOINTMENT OF PROBATIONARY FACULTY**

### **A. Recruitment Procedures**

1. **Announcement of Vacancy:** When it is determined that a faculty vacancy exists and that recruitment to fill it is to be undertaken, the appropriate request form shall be completed and forwarded to the Dean. If the request is approved by the Dean, the Search Committee, in consultation with the Department Chair and other appropriate faculty members, shall prepare an announcement of the vacancy for national advertising. The College Dean's Office shall be contacted to review the announcement to insure that the criteria are non-discriminatory and non-exclusionary. All employment criteria shall be job-related.
2. **Search Procedures:** Approved vacancy announcements shall be sent to a wide variety of sources at the state, region, and national level. In addition, the Department shall utilize, as appropriate, professional journals, newspapers, and relevant community organizations and agencies. Additional advertising may be made at any time. Every attempt shall be made to establish a diverse pool.

### **B. Selection of Search Committee**

1. The Search Committee adopts UARTP Option 6.06 (B) (1). The committee shall be composed of five (5) faculty members, to include at least one member with expertise in the academic area to be filled. There shall be a minimum of 3 tenured faculty on the committee. One elected committee member shall serve as the AA/EOR representative for the committee.
2. Probationary faculty (excluding new 2-year probationary faculty) shall have the appropriate terminal degree to be eligible to serve, and must receive approval as stated in the UARTP document.
3. The Department Chair shall serve as an ex-officio, non-voting member of the Search Committee and shall submit an independent recommendation for appointment.

### **C. Affirmative Action/ Equal Opportunity Representatives**

1. The Department faculty shall elect an AA/EOR from among its tenured faculty and its probationary faculty to serve as a voting member of the search committee.
2. The AA/EOR shall normally be elected in the spring or as circumstances require and shall serve a term of no less than one year.
3. The AA/EOR may serve as chair of a search committee provided the search committee elects him or her to serve in that capacity.
4. The Department chair cannot serve as a voting member on a search committee and therefore is ineligible to serve as the search committee's AA/EOR.

#### **D. Procedures of the Search Committee**

1. The Search Committee, in consultation with the Department Chair, Dean, and other appropriate faculty members, shall write the vacancy announcement which describes the criteria to be used in screening applications.
2. The Search Committee, in consultation with the Department Chair, Dean, and other appropriate faculty members, shall use the vacancy announcement to develop the application screening criteria, the reference check questions, and the interview questions.
3. The initial screening shall reduce the number of applicants to those who meet the required qualifications as stated in the vacancy announcement. The Search Committee, in consultation with the Department Chair and Dean, shall determine which of the applicant's references will be contacted. Candidates will be selected by the degree to which he or she meets both the required and preferred qualifications stated in the vacancy announcement.
4. Based on the results of the reference checks, the Search Committee, in consultation with the Department Chair and Dean, will select candidates to be interviewed.
5. Those selected for interview shall be contacted by the Department Chair (or designee) to make arrangements for the interview. Candidates will be directed to the Department, College and University ARTP policy website(s) so that prior to an interview the candidate may become informed as to campus, College, and Department policies and procedures concerning appointment, retention, tenure, and promotion.
6. During the interview process, the candidate shall meet with the Search Committee, the Department Chair, and Dean of the College. Opportunity shall be provided for department faculty members and students to meet and talk with the candidate.
7. Prior to the Search Committee's final vote, the committee shall solicit signed written submissions to the candidate's file from faculty and students within the Department. The Search Committee, after carefully considering any written-signed comments from students and department faculty members shall meet and rank order the candidates. The candidates shall be ranked in terms of each candidate's ability, qualifications, experience, and fitness for the position to be filled, as judged by the Search Committee with reference to the specific required and preferred qualifications in the vacancy announcement.
8. The Search Committee may recommend the rank and salary to be offered; and the special conditions if any regarding retention, tenure, and promotion to be attached to the offer.

9. The recommendation by the Search Committee of the most qualified candidates, in order of rank, shall be forwarded to the Dean by the Department Chair together with the evaluative statement supporting the recommendation.
10. The Department Chair shall make an independent evaluation of the candidates interviewed and shall rank order the candidates. The Chair shall forward to the Dean of the College their recommendation and accompanying evaluative statement with a copy to the Search Committee. In those cases where a Chair recommendation differs from the recommendation of the Search Committee a full and complete explanation shall be stated in writing.
11. The Chair shall transmit the Department's recommendation for faculty appointment to the Office of Human Resources.

#### **E. Appointment Procedures**

1. A Process Summary shall be compiled for each job search. This summary shall be developed by the Department Chair and the Search Committee, and shall be submitted to the Provost.

#### **F. Appointment Considerations**

1. Appointment in Rank: Appointment of tenure track faculty normally shall be at the Assistant Professor rank. Higher rank shall be granted only with permission of the Dean of the College and final approval of the Provost
2. Length of Appointment: A probationary faculty member normally shall be appointed initially for two-years.
3. Promises and Special Considerations:
  - a. No promise with respect to appointment may be made by any officer other than the Provost.
  - b. No promise concerning eventual retention, tenure, or promotion shall be made to any candidate by any officer or faculty member of the University.
  - c. Any special condition or limitation affecting retention, tenure, promotion or tenure shall be clearly stated in writing to the candidate prior to the time of the initial appointment.
  - d. Initial Salary and Years toward Tenure (Service Credit): Recommendations regarding the initial salary and service credit shall be made in accordance with University regulations by the Department Chair, in consultation with the Search Committee. The President, upon recommendation by the Department, may grant to a faculty unit employee at the time of initial appointment to probationary status up to two (2) years service credit for probation based on previous service at a post-secondary education institution, previous full-time CSU employment, or comparable experience.

### **III. POLICY AND PROCEDURES FOR EVALUATING FACULTY FOR THE PURPOSE OF RETENTION, TENURE, AND PROMOTION**

#### **A. Probationary Appointments**

1. The earned doctorate is required for a probationary appointment in all disciplines for which it is recognized as the terminal degree. Kinesiology is a discipline in which the doctorate is recognized as the terminal degree. Individuals not possessing an earned doctorate may receive a probationary appointment if completion of the degree within a specified period is made a condition of employment. Completion of the degree is required for tenure and/or promotion. Upon completion of the doctorate on/or before the date specified in the contract, the time spent in the probationary period will be credited toward tenure and/or promotion.
2. All appointments shall be based solely upon the candidate's ability, qualifications, experience, and fitness for the position to be filled.

#### **B. Criteria for retention, tenure and promotion**

1. Each probationary faculty shall be evaluated each year. Faculty members being evaluated for tenure shall be evaluated on the cumulative evidence from the beginning of their association with Sacramento State. Evidence submitted by an individual faculty member in consideration for tenure and/or promotion must demonstrate a minimal and ongoing level of activity in all four performance areas. Evidence used to evaluate faculty members for promotion or early promotion shall be those materials accumulated since last promotion.
2. The committee will recommend retention when the candidate displays an overall level of performance consistent with a conclusion that a candidate is likely to attain tenure with further experience.
3. Recommendation for tenure and/or promotion shall reflect a collective judgment on the part of the committee that the candidate has met performance standards at the present rank and has demonstrated the ability to perform at a level consistent with the higher rank. The expectations for promotion from Associate Professor to Full Professor are higher than the initial promotion process from Assistant Professor to Associate Professor. There is an expectation of increased productivity in scholarship and leadership on and off campus.
4. Competent Teaching Performance (60%)
  - a. Evidence shall include the following input from the individual faculty member being considered for retention, tenure, or promotion. This input will be evaluated for quality and currency.
    - 1) current course workload for period under review
    - 2) course syllabi that includes:
      - (a) course title and description
      - (b) contact information, including office hours

- (c) course objectives
- (d) course calendar/outline
- (e) current reading list and reference material
- (f) assignments, evaluation, and grading procedures
- 3) copies of assignments, exam, and/or evaluation materials
- 4) results of standardized student evaluations of instructor

b. Additional evidence may include, but not be limited to:

- 1) workshops, seminars, professional development activities, and course, and curriculum development
- 2) supervision of independent study
- 3) teaching awards and honors
- 4) input by professional colleagues both on and off campus that addresses teaching effectiveness
- 5) assessment activities that enhances teaching effectiveness
- 6) thesis direction and advising
- 7) signed written input from students
- 8) samples of course lectures
- 9) other material that demonstrate teaching effectiveness including the use of technology in the teaching process

5. Scholarly or Creative Achievements (20%)

- a. Evidence submitted by the individual faculty member must document a record of peer-reviewed scholarly or creative achievements, including dissemination and publication of the material.
  - 1) A minimum of at least one peer-reviewed publication is necessary to be recommended for tenure and/or to be recommended for a promotion to associate professor. In addition, the faculty member must document an ongoing and sustained record of scholarly or creative activities.
  - 2) Normally a candidate being considered for promotion from Associate Professor to Full Professor shall have documented three (3) additional peer-reviewed scholarly articles, books, book chapters, and reports since the last promotion.
- b. Evidence of peer reviewed scholarly or creative achievements may include, but not be limited to:
  - 1) Publications of peer-reviewed articles, books, book chapters, or reports
  - 2) Evidence of peer-reviewed scholarly or creative activities may include:
    - (a) Presentation of peer-reviewed professional lectures, clinics, workshops or conferences
    - (b) Evidence of peer-reviewed scholarship or creative activity in the development or application of technology or both.
    - (c) The products of peer-reviewed consultantships, whether paid or unpaid, of a professional nature related to the individual faculty member's area of academic expertise.
    - (d) Externally funded peer-reviewed grants



- 3) Evidence of both peer-reviewed or non- peer reviewed scholarly or creative activities may include, but not be limited to:
- (a) Accomplishments in research and/or creative projects
  - (b) Publications of articles, books, reviews, reports, and research papers
  - (c) Presentation of professional lectures, clinics, workshops or conferences
  - (d) Grant writing activity
  - (e) An active program of scholarly or creative work in progress
  - (f) Evidence of scholarship or creative activity in the development or application of technology or both.
  - (g) The products of consultantships, whether paid or unpaid, of a professional nature related to the individual faculty member's area of academic expertise.

6. Contributions to the Community (10%)

Evidence may refer to the following contributions, among others:

- a. Office of director on a volunteer basis (national, state, local)
- b. Volunteer or paid consultant
- c. Participation on committee of agencies or organizations (national, state, local)
- d. Participation in the mass media
- e. Community honors, awards or other documentation of benefits to the public produced by the faculty member's contributions to the community.
- f. Participation in community outreach activities, including educational equity, service learning and other professional activities.
- g. Membership and participation/leadership in activities of professional organizations at state, regional, or national levels.

7. Contributions to the Institution (10%)

Evidence may refer to the following contributions, among others:

- a. Membership and participation (submission of meeting minutes with attendance list) on departmental, college and university committees
- b. Chair of committees
- c. Student academic advising
- d. Advising of student organizations
- e. Special assignments
- f. Curriculum development
- g. Educational equity efforts
- h. Major initiatives or accomplishments in service to the University

**C. Number of every instructor's courses to be evaluated each year**

1. All probationary, assistant professor, associate professor, full professor faculty, and FERP

faculty unit employees shall be required to undergo routine, anonymous evaluation of their teaching by the students in every course taught during a semester.

2. Any courses scheduled to be taught in the summer and/or winter intersession as an Extra Pay Assignment or load shift by faculty shall be evaluated by students. The results of the evaluations shall be placed in the WPAF of the faculty teaching these courses.
3. All probationary, assistant professor, associate professor, full professor faculty and FERP faculty shall be allowed the option to choose the written standardized student evaluation form or use an electronic format of the standardized student evaluation form for course evaluation.

**D. Primary Level RTP Committee: Composition of the committee to review and recommend individuals for probationary appointments**

1. Membership of Primary Level RTP Committee for Faculty under Review
  - a. The Committee shall be composed of five elected full-time tenured faculty members and one alternate who have higher rank/classification than those being evaluated for promotion. The term of service shall be two years.
  - b. No member of the Department faculty who is being considered for promotion or on FERP shall serve on the Committee that academic year.
  - c. The Department representative to the Secondary Level Committee shall not serve on the Primary Level Committee.
  - d. If an alternate is called upon to replace a member of the committee, the alternate becomes a regular member for the duration of the category of actions to be considered.
2. Committee Elections
  - a. Election of a new committee member(s) and alternate will be held during the first two weeks of the fall semester.
  - b. Term of Office: The election of the members of the Committee will be for a two year term. The alternate will serve in the role for a one year term.
  - c. Chair: The Chair of the Committee shall be elected by and from the elected voting members of the Committee.
3. Duties and Procedures of Primary Level RTP Committee
  - a. All actions and deliberations and recommendations of the Committee shall be held in confidence. Access to a faculty unit employee's Personnel Action File shall be

limited to persons with official business and recorded in the log as part of the WPAF prior to any review. The custodian (Dean, College of HHS) shall maintain the log record as part of the Personnel Action File.

- b. Function: Conducts evaluations of full time temporary faculty, probationary faculty seeking retention, tenure or promotion and tenured faculty seeking promotion.
- c. All five Department RTP members or the Committee's alternate must be present and participate in all meetings relative to the evaluation of a candidate. Four Department RTP members must be present to conduct actions other than substantive evaluations and recommendations.
- d. Within the first four weeks of the fall semester the Department Chair and the Chair of the department RTP Committee for Faculty under Review (or a representative shall meet with the candidate being considered for retention, tenure, and promotion to clarify deadlines and review the Department's policies and procedures regarding development and organization of the WPAF Vol. 2.
- e. Before recommendations from a Performance Review are forwarded to a subsequent review level, faculty unit employees shall be given a copy of the recommendation which shall state in writing the reasons for the recommendations. The faculty unit employee shall have the right to submit a rebuttal to the Primary RTP Committee recommendation no later than ten (10) calendar days following receipt of the recommendation. A copy of the rebuttal shall accompany the WPAF Vol. 1. Upon request, the faculty unit employee may be provided an opportunity to discuss the recommendation with the recommending party. This provision shall not require that the timelines be altered.
- f. The Primary Level ARTP Committee shall prepare the document required by the Secondary Level ARTP Committee which shall include:
  - 1. the detailed evaluation of the faculty member
  - 2. the formal recommendation of the Department ARTP Committee.
- g. The detailed evaluation shall include a rationale for the decision as well as all attachments. The evaluation statement shall be approved by a majority of the committee in a meeting called for that purpose. The evaluation statement shall be forwarded to the Department Chair and placed in the WPAF for subsequent review levels.

#### 4. General Provisions

- a. Faculty are totally responsible for the development and organization of the materials they submit in their WPAF Vol. 2.
- b. The WPAF Vol. 2 format shall be in compliance with the model developed and distributed by the College Secondary ARTP Committee to govern in the academic year during which the candidate is under review.
- c. Probationary Faculty. All probationary faculty will be evaluated each year. Those faculty not awarded tenure at the end of the sixth probationary year shall be granted a terminal year.
- d. Promotion. A probationary faculty unit employee shall normally be considered for promotion at the same time she/he is considered for tenure. The promotion of a tenured faculty unit employee shall normally be effective the beginning of the sixth (6th) year after appointment to the current academic rank/classification. In such cases,

the performance review for promotion shall take place during the year preceding the effective date of the promotion. This provision shall not apply if the faculty unit employee requests in writing that she/he not be considered.

- e. In general, retention decisions in the early years of service rely heavily on a faculty unit employee's preparation and ability, while tenure, promotion and later retention decisions place more emphasis on contribution and performance.
- f. Each primary level evaluation shall be approved by simple majority vote. Separate evaluations and votes will be taken for tenure and promotion.

#### **E. Periodic Evaluation: the role of the chair**

##### **1. Role of Department Chair**

- a. It shall be the responsibility of the Department Chair to initiate the evaluation procedures for retention, tenure, promotion, and evaluation of lecturers following the timelines established by the University and/or College (Sec. 9.01O University ARTP).
- b. The Chair shall inform the Primary Level ARTP Committee of the deadlines for action; convene the first meeting of the Department ARTP Committee; and submit an independent evaluation of each candidate.
- c. The Chair shall conduct an independent review of the candidate and prepare a formal recommendation. The faculty unit employee shall have the right to submit a rebuttal to the Chair's recommendation no later than (10) calendar days following receipt of the recommendation. A copy of the rebuttal shall accompany the WPAF Vol. 1. Upon request, the faculty unit employee may be provided an opportunity to discuss the recommendation with the chair. This provision shall not require that the timelines be altered.

#### **F. Requirements for Early Tenure Recommendation**

- 1. Early tenure is granted in accordance with the CBA and UARTP document.

#### **G. Requirements for Early Promotion**

- 1. Early promotion is granted in accordance with CBA and UARTP document.

### **IV. PROCEDURES FOR THE APPOINTMENT AND EVALUATION OF FULL TIME TEMPORARY FACULTY MEMBERS**

#### **A. Appointment of Full-time Temporary Faculty unit employees**

##### **1. Recruitment Procedures**

- a. **Announcement of Vacancy:** When it is determined that a faculty vacancy exists and that recruitment to fill it is to be undertaken, the appropriate request form shall be completed and forwarded to the Dean. If the request is approved by the Dean, the Search Committee, in consultation with the Department Chair and other appropriate faculty members, shall prepare an announcement of the vacancy for national

advertising. The College Dean's Office shall be contacted to review the announcement to insure that the criteria are non-discriminatory and non-exclusionary. All employment criteria shall be job-related.

- b. Search Procedures: Approved vacancy announcements shall be sent to a wide variety of sources at the state, region, and national level. In addition, the Department shall utilize, as appropriate, professional journals, newspapers, and relevant community organizations and agencies. Additional advertising may be made at any time. Every attempt shall be made to establish a diverse pool.

## 2. Selection of Search Committee

- a. The Search Committee shall be composed of five (5) faculty members, to include at least one member with expertise in the academic area to be filled. There shall be a minimum of 3 tenured faculty on the committee. One elected committee member shall serve as the AA/EOR representative for the committee.
- b. Probationary faculty (excluding new 2-year probationary faculty) shall have the appropriate terminal degree to be eligible to serve, and must receive approval as stated in the UARTP document.
- c. The Department Chair shall serve as an ex-officio, non-voting member of the Search Committee and shall submit an independent recommendation for appointment.

## 3. Affirmative Action/ Equal Opportunity Representative

- a. The Department faculty shall elect an AA/EOR from among its tenured faculty and its probationary faculty to serve as a voting member of the search committee.
- b. The AA/EOR shall normally be elected in the spring or as circumstances require and shall serve a term of no less than one year.
- c. The AA/EOR may serve as chair of a search committee provided the search committee elects him or her to serve in that capacity.
- d. The Department chair cannot serve as a voting member on a search committee and therefore is ineligible to serve as the search committee's AA/EOR.

## 4. Procedures of the Search Committee

- a. The Search Committee, in consultation with the Department Chair, Dean, and other appropriate faculty members, shall write the vacancy announcement which describes the criteria to be used in screening applications.
- b. The Search Committee, in consultation with the Department Chair, Dean, and other appropriate faculty members, shall use the vacancy announcement to develop the application screening criteria, the reference check questions, and the interview questions.
- c. The initial screening shall reduce the number of applicants to those who meet the required qualifications as stated in the vacancy announcement. The Search Committee, in consultation with the Department Chair and Dean, shall determine which of the applicant's references will be contacted. Candidates will be selected by the degree that he or she meets both the required and preferred qualifications stated in the vacancy announcement.
- d. Based on the results of the reference checks, the Search Committee, in consultation with the Department Chair and Dean, will select candidates to be interviewed.

- e. Those selected for interview shall be contacted by the Department Chair (or a designee) to make arrangements for the interview. Candidates will be directed to the Department, College and University ARTP policy website(s) so that prior to an interview the candidate may become informed as to campus, College, and Department policies and procedures concerning appointment, retention, tenure, and promotion.
- f. During the interview process, the candidate shall meet with the Search Committee, the Department Chair, and Dean of the College. Opportunity shall be provided for department faculty members and students to meet and talk with the candidate.
- g. Prior to the Search Committee's final vote, the committee shall solicit signed written submissions to the candidate's file from faculty and students within the Department. The Search Committee, after carefully considering any written-signed comments from students and department faculty members shall meet and rank order the candidates. The candidates shall be ranked in terms of each candidate's ability, qualifications, experience, and fitness for the position to be filled, as judged by the Search Committee with reference to be offered, and the specific required and preferred qualifications in the vacancy announcement.
- h. The recommendation by the Search Committee of the most qualified candidates, in order of rank, shall be forwarded to the Dean by the Department Chair together with the evaluative statement supporting the recommendation.
- i. The Department Chair shall make an independent evaluation of the candidates interviewed and shall rank order the candidates and the Chair shall forward to the Dean of the College their recommendation and accompanying evaluative statement with a copy to the Search Committee. In those cases where the Department Chair's recommendation differs from the recommendation of the Search Committee a full and complete explanation shall be stated in writing.
- j. The Chair shall transmit the Department's recommendation for faculty appointment to the Dean.

**B. All temporary faculty appointments are lectureships.**

**C. Placement on the Pay Scale of Full Time Temporary Faculty**

1. Placement on the pay scale: The following guidelines shall normally determine the location on the pay scale at which an initial temporary appointment is made:
  - a. Lecturer A: Master's degree in the discipline or equivalent educational experience; or Bachelor's degree plus the equivalent of at least five years teaching or relevant professional experience.
  - b. Lecturer B: Doctorate or equivalent educational experience; or Master's degree plus the equivalent of at least five years teaching or relevant professional experience.
  - c. Lecturer C: Doctorate or equivalent educational experience plus at least five years of teaching experience.
  - d. Lecturer D: Doctorate or equivalent educational experience plus at least ten years of teaching experience.

2. Within each salary range, the particular salary at which a person is appointed shall depend on the extent to which the person's qualifications exceed the minimum requirements for the particular range elevation. All exemptions to the above "placement on the pay scale" require the dean's approval.

#### **D. Evaluation of Full Time Temporary Faculty Member**

1. Temporary full-time faculty not holding a three (3) year appointment:
  - a. Full-time temporary faculty unit employees appointed for two (2) or more semester, regardless of a break in service, shall be evaluated in accordance with the periodic evaluation procedure.
  - b. The periodic evaluation shall be based on their assignment, which normally includes only teaching.
  - c. Evaluation of full time temporary faculty not holding a three (3) year appointment shall be conducted during the second semester of employment and at least every two semesters thereafter.
  - d. The evaluation shall be conducted by the Department's RTP Committee.
2. Full-time temporary faculty holding a three (3) year appointment:
  - a. The normal periodic evaluation of temporary faculty holding a three (3) year appointments shall be conducted during the second year of the three (3) year appointment.
  - b. At a minimum, the evaluation shall extend to the faculty member's performance during the period defined by the closing of the file immediately prior to the preceding evaluation and the closing of the file immediately prior to the current evaluation. This periodic evaluation is based on the faculty member's assignment, which normally includes only teaching.
  - c. The decision to evaluate less frequently than once a year shall not preclude either a faculty unit employee as a matter of choice or a department or equivalent unit acting with cause from requesting an evaluation under this section during a year when one would not otherwise be conducted.
  - d. The evaluation shall be conducted by the Department's Primary RTP Committee.

#### **E. Criteria for Evaluation**

1. Competent Teaching Performance
  - a. Evidence shall include the following submissions from the individual faculty member undergoing periodic evaluation. These submissions will be evaluated for quality and currency.
    - 1) current course workload for period under review
    - 2) course syllabi containing:
      - (a) course title and description
      - (b) contact information, including office hours
      - (c) course objectives
      - (d) course calendar/outline
      - (e) current reading list and reference material

- (f) assignments, evaluation, and grading procedures
    - 3) copies of assignments, exam, and/or evaluation materials
    - 4) results of standardized student evaluations of instructor which will be available in the WPAF Vol. 1.
  - b. Additional evidence may include, but not be limited to:
    - 1) workshops, seminars, professional development activities, and course, and curriculum development
    - 2) supervision of independent study
    - 3) teaching awards and honors
    - 4) statements by professional colleagues both on and off campus that discuss teaching effectiveness
    - 5) assessment activities that enhance teaching effectiveness
    - 6) thesis direction and advising
    - 7) signed written statements from students
    - 8) samples of course lectures
    - 9) other materials that demonstrate teaching effectiveness including the use of technology in the teaching process
2. Additional evidence that supports teaching effectiveness may be submitted in the WPAF Vol. 2.
3. All full time temporary faculty shall be required to undergo routine anonymous student evaluations of every course taught during a semester
4. Any course scheduled to be taught in the summer and/or winter intersession as Extra Pay Assignment or load shift shall be evaluated by students. The results of these evaluations shall be placed in the WPAF Vol. 1 of the faculty teaching these courses.
5. All full time temporary faculty members shall be allowed the option to choose the written standardized student evaluation form or use an electronic format of the standardized student evaluation form for course evaluation.

## **V. PROCEDURES FOR THE APPOINTMENT AND EVALUATION OF TEMPORARY PART-TIME FACULTY MEMBERS**

### **A. Appointment**

1. Vacancies shall be announced through the Office of Human Resources via the College of Health and Human Services.



2. Applications shall be reviewed by the Department Chair, and with the involvement, whenever possible, of the appropriate tenured area coordinator, or a tenured faculty member, and/or a probationary faculty member from the specialty area.
3. As temporary positions become available, the Department Chair shall have the discretion to interview candidates from the applicant pool to teach course(s) and, whenever possible, shall involve the appropriate tenured area coordinator. The Department Chair shall make recommendations for employment to the College Dean.

#### **B. Future Employment**

1. The official employment notification to a part-time faculty member shall indicate that appointments automatically expire at the end of the period stated and do not establish consideration for subsequent appointment or any further appointment rights. The conditions established at the time of appointment shall reflect enrollment and budget considerations.
2. The department shall maintain a pool of part-time faculty who have been evaluated and ranked by the Department Chair. Copies of a part-time faculty member's previous evaluations and application shall receive careful consideration. If a part-time faculty member applies for a subsequent appointment and is not hired, their right to file a grievance shall be limited to allegations of a failure to receive careful consideration.
3. Department policies and procedures do not in any way imply that an incumbent has a presumptive right to continue a temporary appointment presently held.
4. An entitlement does not implicate a right to employment. Entitlements pertain to one's time base only if one is first hired. Appointment remains conditional. For an entitlement to become operative, all conditions in the UAP RTP Policy must be met.
5. Due to the uncertainty of funding from year to year for part-time faculty positions, the Department Chair may make adjustments that are consistent with UAR TP policy to the assignments of part-time faculty members with entitlement.

#### **C. Ranking of Part-Time Faculty for Appointment**

1. Teaching effectiveness shall represent 100% of the evaluation and shall be scored in the following manner:
  - a. 35% peer input - Part-Time Retention, Tenure, and Promotion Committee (PTRTP) and Chair summary evaluation of WPAF
  - b. 35% candidate's submissions - material contained in WPAF and application materials
  - c. 30% student input - student evaluations scores

2. If the applicant has not previously been appointed (and therefore has not submitted a WAPF in the past), the ranking of the applicant will be made based on: professional degree(s), length and level of teaching experience, scholarly and creative activities, department need, and prior student evaluations (if applicable).
3. Whenever possible with the involvement of the appropriate tenured area coordinator or a tenured faculty member from the specialty area the Department Chair shall score each candidate and rank him or her within each area of instruction. A minimum numerical ranking of qualified is required in order to be recommended for appointment (see C. 1. a. b. & c.).
4. Should there be a disagreement between the area coordinator and the Department Chair over the rankings, the final decision shall be made by the Department Chair.
5. If there is a tie in the ranks the score(s) attained by the candidate in the following order will be used to break the tie:
  - a. peer input
  - b. candidate's input
  - c. student input
6. If a tie remains after the ranking of student input, peer input and candidate's input the following criteria will then be used to break the tie in the following order:
  - a. professional preparation degree; and,
  - b. currency as evidence by, for example, up to date licensures or credentials

**D. Placement on the Pay Scale of Temporary Part-time Faculty**

1. Placement on the pay scale: The following guidelines shall normally determine the location on the pay scale at which an initial temporary appointment is made:
  - a. Lecturer A: Master's degree in the discipline or equivalent educational experience; or Bachelor's degree plus the equivalent of at least five years teaching or relevant professional experience.
  - b. Lecturer B: Doctorate or equivalent educational experience; or Master's degree plus the equivalent of at least five years teaching or relevant professional experience.
  - c. Lecturer C: Doctorate or equivalent educational experience plus at least five years of teaching experience.
  - d. Lecturer D: Doctorate or equivalent educational experience plus at least ten years of teaching experience.
2. Within each salary range of the pay scale, the particular salary at which a person shall be appointed, shall depend on the extent to which the person's qualifications exceed the

minimum requirements for elevation to the particular salary range. All exemptions to the above “placement on the pay scale” require the dean’s approval.

**E. Composition of the elected peer review committee to review the periodic evaluation of part-time faculty members**

1. Primary Level ARTP Committee for Part-time Faculty (PTARTP):
  - a. The PTARTP committee shall consist of three tenured or tenure track faculty unit employees with two (2) or more years of department service and an alternate.
  - b. Election of new committee members shall be held during the first two weeks of the fall semester each year.
  - c. All three PTARTP members or the committee’s alternate shall be present and participate in all meetings relative to the evaluation of a candidate.
2. Role of the chair: The chair shall conduct an Independent, but simultaneous review and submit a separate evaluation.

**F. Modification of criteria to govern evaluation of temporary employees:**

1. Standardized student appraisals shall be conducted of all courses taught by part-time faculty. All part-time faculty members shall be given copies of their standardized student evaluations.
2. Classroom observations. The Department Chair or one tenured faculty member or both shall each conduct a minimum of one classroom visitation each, per year, during the first 2 years of employment. Following the observation, a written evaluation narrative shall be placed in the faculty member’s WPAF using the standardized department observation form. After the first 2 years of employment, observations shall occur at least once every four semesters. The Department shall give a five day notice to a part time faculty member before a classroom visit takes place.
3. Part-time temporary faculty appointed for two (2) or more semesters, regardless of a break in service, shall be evaluated in accordance with the periodic evaluation procedure.
4. A part time temporary faculty member appointed for one (1) semester or less shall be evaluated at the discretion of the Department Chair. During the first semester of employment there shall be at a minimum a classroom observation by the Department Chair or one probationary or tenured faculty unit member with more than two (2) years of service. A part-time faculty member may request that an additional evaluation be performed.
5. The evaluation of part-time faculty shall be conducted by the Department PTARTP Committee and Department Chair.
6. Evaluation shall be limited to information placed in the WPAF. Evidence shall include:
  - a. Current course workload for period under review
  - b. Course Syllabi containing:

- 1) course title and description
- 2) contact information, including office hours
- 3) course objectives
- 4) course calendar/outline
- 5) current reading list and reference material
- 6) assignments, evaluation, and grading procedures
- c. Copies of assignments, exams, and/or evaluation materials
- d. Results of standardized student evaluations of instructor
- e. Other evidence that attests to teaching effectiveness may include, but not limited to:
  - 1) workshops, seminars, professional development activities, and course and curriculum development.
  - 2) teaching awards and honors
  - 3) assessment activities that enhances teaching effectiveness
  - 4) signed written statements from students
  - 5) sample of course lectures
  - 6) other materials that demonstrate teaching effectiveness including the use of technology in teaching
- f. Submissions by professional colleagues, such as:
  - 1) letters of evaluation/recommendation regarding teaching performance
  - 2) results of class observations
  - 3) opinions and written evaluation of peers

#### **G. Number of every instructor's courses to be evaluated each year**

1. All temporary part-time faculty members shall be required to undergo routine, anonymous student evaluations of all courses taught during a semester.
2. All courses scheduled to be taught in the summer and/or winter intersession as an Extra Pay Assignment or load shift by part-time faculty shall be evaluated by students. These evaluations shall be placed in the WPAF of the faculty unit employee teaching these courses.
3. All temporary part-time faculty members shall be allowed the option to choose the written standardized student evaluation form or use an electronic format of the standardized student evaluation form for course evaluation.

#### **H. Summary Evaluation of Part-Time Faculty**

1. The members of the PTARTP Committee shall summarize the material and prepare a formal summary evaluation narrative to be placed in the WPAF for future employment considerations.

2. The Department Chair shall summarize the material and prepare a formal summary evaluation narrative to be placed in the WPAF for future employment considerations.

**I. Frequency of evaluation of temporary faculty holding three year-appointments.**

1. The periodic evaluation of temporary faculty holding a three (3) year appointments shall be the third year of the three (3) year appointment.
2. At a minimum, the evaluation shall extend to the faculty member's performance during the period defined by the closing of the file immediately prior to the preceding evaluation and the closing of the file immediately prior to the current evaluation. This periodic evaluation shall be based on the work assignment, which shall normally be limited to teaching.
3. The Department's decision to evaluate less frequently than once a year shall not preclude either a faculty unit employee as a matter of choice or a department or equivalent unit acting with cause from requesting an evaluation under this section during a year when one would not otherwise be conducted.

**VI. PROCEDURES FOR THE PERIODIC REVIEW OF TENURED FACULTY NOT SUBJECT TO PERFORMANCE REVIEW FOR PROMOTION**

**A. Periodic Evaluation of Tenured Faculty not Subject to Performance Review for Promotion**

1. Consistent with the purpose of this evaluation, faculty not subject to performance review for promotion shall submit a five year academic plan outlining the individual faculty member's professional goals and activities.
2. Tenured faculty not subject to performance review for promotion shall be evaluated at least once in every five years. An evaluation for purposes of promotion or salary adjustment shall fulfill the periodic evaluation requirement for tenured faculty.
3. The evaluation procedures:
  - a. Each tenured faculty member subject to periodic evaluation shall be evaluated by an elected peer review committee consisting of at least three tenured full-time department faculty of equal or higher rank. A department member scheduled for this evaluation may not serve on any committee to conduct a periodic evaluation of tenured faculty during the year in which he/she is subject to evaluation.
  - b. The Department Chair shall not serve on the peer review committee, but shall conduct an independent evaluation and submit a separate evaluation report.

- c. The Periodic Evaluation Committee and the Department Chair shall develop a schedule of dates and times for conducting the evaluation of the faculty member under review.
- d. Based on a faculty member's right of confidentiality, substantive deliberations having to do with periodic evaluation of tenured faculty unit employees shall be open only to committee members.
- e. The peer review committee and the Department Chair shall consider the following subject matter in conducting the reviews:
  - 1) Progress and achievement toward meeting goals and achievements as outlined in the individual's prior academic plan.
  - 2) Student evaluations taken since the last evaluation of the faculty member's performance
  - 3) Signed, written statements from students, and other signed, written statements concerning the faculty member's teaching effectiveness only if the faculty member has been provided an exact copy of each statement at least five days before the evaluation.
  - 4) Material submitted by the faculty member being evaluated. This evidence may include, but not be limited to, the following:
    - Teaching materials
    - Curriculum development
    - Participation in professional meetings Professional lectures, seminars, workshops Consultant work
    - Publications
    - Service to the University
    - Service to the community
    - Leave activities
  - 5) All Tenured Faculty subject to performance review may be allowed the option to use either the written or electronic version of the standardized student evaluation form
- f. The review committee may request additional evidence from the faculty under review to support teaching effectiveness and/or currency.
- g. The faculty member being evaluated shall have the right to meet with the peer review committee prior to the submission of the committee's report.
- h. The faculty member being evaluated shall have the right to meet with the Department Chair prior to submission of their evaluation.
- i. The committee shall prepare a written, signed evaluation report containing an assessment of the evidence. It shall provide a written copy of this report to the faculty member at least five days before the custodian places it in the Personnel Action File.
- j. The Department Chair shall prepare a written, signed evaluation report containing an

assessment of the evidence. The Chair shall provide a written copy of this report to the faculty member at least five days before the custodian places it in the Personnel Action File.

- k. The Department Chair and the chair of the peer review committee shall meet with the faculty member to discuss strengths and weaknesses along with suggestions, if any, for faculty member improvement.
- l. The evaluation statements shall be placed in the Personnel Action File. The faculty member shall have the right to submit written rebuttals to the Committee and Chair evaluation statements within 10 calendar days of receipt of the evaluations. Rebuttals shall also be placed in the Personnel Action File.
- m. The Academic Dean shall not normally conduct an evaluation of tenured faculty under these procedures. However, a faculty member may appeal the evaluations of the faculty committee and/or the Department Chair by requesting, in writing, that the Dean conduct an independent evaluation.