

ETHNIC STUDIES DEPARTMENT

ARTP Policies and Procedures

Approved: April 22, 1986

Revised September 2004

These policies and procedures are designed to improve the teaching effectiveness of Department faculty and faculty associated with Ethnic Studies. To the extent that this is accomplished we will be better able to serve students, the University, and the community.

These policies and procedures shall be made available to faculty prior to the commencement of the evaluation process. There shall be no changes in policies and procedures used to evaluate faculty during the evaluation process.

Ethnic Studies faculty may elect by notifying the ARTP Committee in a timely manner to follow the retention, tenure and promotion policies and procedures outlined in this document.

As defined in the document, Status and Distribution of Faculty, Group I faculty have core appointments in Ethnic Studies, Group II faculty have joint appointment with Ethnic Studies and another Department, Group III faculty have a joint appointment with Ethnic Studies and another Department

I. ARTP Policies:

- A. The candidate for retention, tenure, or promotion is responsible for collecting materials to be placed in a Working Personnel Action File. This file shall include, but is not limited to, written student evaluations, copies of books, articles, papers, and other data relating to professional, community, and university activities. The Department Chair is responsible for insuring that student evaluations are placed in the Working Personnel Action File. A current resume must also be included.
- B. The Personnel Action File of Ethnic Studies faculty electing to be evaluated under these procedures will be maintained in the Office of the Dean. The Personnel Action File of Ethnic Studies faculty electing evaluation according to Department procedures will be maintained by the College of Social Sciences and Interdisciplinary Studies (SSIS). If a faculty member being evaluated is a joint appointment, the evaluation process will be negotiated by both departments.

Ethnic Studies Department
ARTP Policies and Procedures

- C. Both files shall be confidential; access shall be limited only to persons having need. A log record of access to the Working Personnel Action File shall be maintained by the Custodian.
- D. Faculty shall normally be considered for promotion according to the University ARTP policy criteria listed in Section 8.01(C) for probationary faculty and in Section 8.01 (D) for tenured faculty. Faculty may submit a written declination of promotion consideration.
- E. Faculty shall be provided with a copy of any material to be placed in the Personnel Action file at least five (5) working days prior to such placement.
- F. The general provisions of University ARTP shall be used in making both probationary and temporary appointments in Ethnic Studies.
- G. The substantive evaluation of Ethnic Studies faculty shall be made by the Department Primary Committee (DPC). The department shall, in a timely manner, convene a (DPC) for all ARTP purposes.
 - 1. The composition of the DPC shall be:
 - three (3) full-time tenure members of the department holding the ranks of full and/or associate professors. In addition, associate professors are ineligible to serve if they are candidates for a promotion.
 - Full professors participating in the Faculty Early Retention Program (FERP) shall be eligible to serve on the DPC during their semester of active employment to the university.
 - 2. Probationary and Tenured members of the department shall be eligible to vote for the membership of the DPC.
 - 3. The DPC shall elect its committee chair each year. The election shall take place in the spring semester for the oncoming academic year.
 - 4. Committee members shall not serve at another review level within the College while serving as a member of the *DPC*.
 - 5. In the event that there are an insufficient number of eligible faculty members in the Department to serve on the DPC, the department shall elect members from a related academic discipline(s).

Ethnic Studies Department
ARTP Policies and Procedures Cont.

6. The chair of the Department shall not be eligible for election to the DPC.

II Evaluation Procedures:

A. Department Primary Committee

1. The criteria for ARTP evaluations by the *DPC* are contained in this document (IV below).
2. The Chair of the *DPC* shall prepare a written narrative evaluation of the faculty being reviewed. The DPC must vote on the contents of that written narrative evaluation at a meeting called for that purpose.
3. Upon receipt of the evaluation(s) from the appropriate administrator in the College of SSIS, Faculty shall have seven (7) days in which to respond in writing to the evaluation.

B. Department Chair

1. The Department Chair must independently prepare a written evaluation containing reasons for the Chair's evaluation, regardless of whether the Department Chair concurs or does not concur with the DPC.
2. The Department Chair shall forward both the DPC and Department Chair recommendations promptly to the appropriate administrator in the College of SSIS.
3. Upon receipt of the evaluation(s) from the appropriate administrator in the College of SSIS, Faculty shall have seven (7) days in which to respond in writing to the evaluation.

C. Ranking Procedures

1. In the event that the candidate(s) must be ranked for promotion, the DPC shall conduct the ranking. The Working Personnel Action File for each candidate shall be available to this Committee.
2. The Department Chair must independently prepare a written Ranking report containing reasons for the Chair's rating, regardless of whether the Department Chair concurs or does not concur with the DPC.

Ethnic Studies Department
ARTP Policies and Procedures Cont.

3. The Chair shall forward the recommendations promptly to the appropriate administrator in the College of SSIS.

III. RTP Evaluation Criteria:

- A. The Ethnic Studies Department shall place primary emphasis in evaluation upon the first criterion, “Competent Teaching Performance,” which shall have a minimum weight greater than the sum of the other three criteria.
 1. The Department of Ethnic Studies shall require all probationary faculty to provide course evaluations for all courses for the period under review.
 2. Tenured faculty of the department shall adhere to MOU 15.14 which states, “Faculty shall have a minimum of two course evaluations annually...”
- B. Values for Criteria

55%	Teaching competency
15%	Scholarly or Creatively Achievements
15%	Contributions to the Institution
15%	Contributions to the Community

IV. Evidence for Applying Evaluation Criteria:

- A. Competent Teaching Performance

Evidence shall include:

1. Information from the individual faculty who is being considered for retention, tenure, and promotion such as instructional materials, course outlines, class preparation, teaching awards or honors.
2. Information from professional colleagues such as letters of evaluation and recommendation regarding teaching performance (such information may be sought from on-campus and off-campus colleagues), acknowledgment of teaching awards and honors, results of class visitations, opinions, and/or evaluation of peers.
3. Information from students in terms of (1) the results of the application of standardized Department procedures which provide student evaluation and evaluation of the faculty member’s teaching performance, and (2) oral testimony, if any.

Ethnic Studies Department
ARTP Policies and Procedures Cont.

4. Department Chair shall ensure that notices of faculty undergoing evaluation and the procedures for receiving student input are posted on the Department Bulletin Board.

B. Scholarly or Creative Achievements

Evidence may include:

1. Accomplishments in research and/or creative projects.
2. Publication of articles, books, reviews and research papers consistent with the mission of the University.
3. Unpublished manuscripts.
4. Membership and appropriate participation in activities of professional organizations.
5. Presentation of professional lectures.

C. Contributions to the Community

Evidence may include the following contributions; however, greatest emphasis shall be given to community contributions directly related to the faculty member's teaching service area:

1. Office or directorship on a volunteer basis (national, state, local).
2. Volunteer or paid consultant.
3. Participation on committees of agencies or organizations (national, state, local).
4. Participation in traditional cultural activities of the community, e.g., ceremonial or dance activities.
5. Participation in the mass media.
6. Community honors and awards.

Ethnic Studies Department
ARTP Policies and Procedures

D. Contributions to the Institution

Evidence may include:

1. Contributions to the faculty member's department or program such as membership on a department/program committee, a chair or a department/program committee, special assignments, curriculum development, student advising.
2. Contributions to the University such as membership on a University-wide committee, Chair of a University-wide committee, special assignments, curriculum development, student advising.

E. Possession of Appropriate Academic Preparation

Evidence shall include:

1. Possession of the degree appropriate to the faculty member's assignment. Possession of the Master's Degree is considered the minimum degree appropriate for an assignment.
2. Equivalent attainment or appropriate degree may be accepted:
 - (a) in those fields where the terminal degree is not common.
 - (b) in those fields where relevant experience may be substituted for academic experience.
3. Continued professional productivity.

EXPECTATIONS OF ETHNIC STUDIES FACULTY

Approved July 22, 2002

Revised September 2004

I. Teaching Effectiveness

A. 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 department 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.

B. The teaching expectations we have of department faculty include:

1. Constructing syllabi according to department standards and which clearly state the course description, objectives, reading assignments, due date for papers, and weights for assignments.
2. Utilizing a variety of teaching strategies in response to the diverse learning styles of students.
3. Demonstrating an ability to encourage students to become self directed learners.
4. Using reading from a variety of popular and scholarly sources.
5. Establishing clearly defined learning objectives and strategies for measuring student success.
6. Using instructional methods, which encourage students to think analytically.
7. Maintaining currency in the field and approaches to teaching the subject matter.
8. Demonstrating an ability to share basic and more advanced concepts, ideas and factual information in a clear comprehensive way.
9. Participating in course development and revision projects.
10. Being well prepared for classes.
11. Grading assignments fairly and conscientiously.
12. Giving prompt feedback on student matter.
13. Demonstrating strong command of subject matter.
14. Using an interdisciplinary approach to teaching.
15. Being available to students both during and outside office hours.
16. Providing academic, career, and when asked, personal advice to students.
17. Teaching evaluations within the standards of department expectations. This is understood to mean averages in the 4 to 5 range as indicated by the Ethnic Studies Course Evaluation form on a scale of 5 (excellent)-1 (deficient/poor).

II. Scholarly and Creative Activity Expectations of Faculty

- A. Department 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. Of importance to us is the expectation that scholarly and creative activities are shared with our colleagues and students.
- B. The other expectations we have of department faculty are the following:
1. Maintaining an active presence in professional associations.
 2. Researching, writing and disseminating products of scholarly and creative activity.
 3. Maintaining currency in the field through scholarly and creative activity.
 4. Course development and revision activities as these bear on illustrating new approaches, information bases and perspectives relating to ethnic studies.
 5. Having at least one scholarly or creative work in progress during each academic year.

III. Service Expectations of Department Faculty

- C. The department considers service an expected and necessary part of our professional responsibilities. Faculty are expected to provide service in the following two categories. Examples of service expectations accompany each category.
1. Department, College and University Service.
 - a. Serving on department, college, and university committees.
 - b. Participating in department activities, especially those focused on developing and supporting Ethnic Studies majors.
 - c. Serving as an advisor to student organizations.
 2. Community Service
 - a. Faculty are expected to establish and maintain an active presence in the civic, cultural, educational, political, or social activities of the local community.

Salary Range Elevation for Part-Time Faculty

- A. Criteria for determining salary range elevation are the same as the evaluation criteria described in III.B. of this document. Those criteria are: teaching effectiveness, currency in the field, and fulfilling instructional assignments.
- 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 ARTP Part Time Hiring Committee, which shall be constituted by two representatives from the ARTP 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.