

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

Department of Family and Consumer Sciences

POLICIES AND PROCEDURES

FOR

**APPOINTMENT, RETENTION, TENURE, AND PROMOTION
(ARTP)**

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**FAMILY AND CONSUMER SCIENCES DEPARTMENT
POLICIES AND PROCEDURES FOR APPOINTMENT,
RETENTION, TENURE AND PROMOTION**

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DISCLAIMER

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 UARTP 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 UARTP 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 University policy.

**FAMILY AND CONSUMER SCIENCES DEPARTMENT
POLICIES AND PROCEDURES FOR APPOINTMENT,
RETENTION, TENURE AND PROMOTION**

The Family and Consumer Sciences Department document sets forth policies and procedures regarding the appointment, retention, tenure, promotion and evaluation of faculty members and is intended to supplement the policies and procedures set forth in the Memorandum of Understanding and the University and the College of Social Sciences and Interdisciplinary Studies Appointment, Retention, Tenure and Promotion documents.

I. FACULTY APPOINTMENT

A. Full-time Probationary Faculty

A.1. Composition and Election of the Search Committee

- a. The probationary and tenured faculty of the Family and Consumer Sciences Department shall nominate and elect a Search Committee of three faculty members. Any faculty member may request to vote by a secret ballot. The committee will be comprised of at least two tenured faculty members. The Department Chair shall be one of the three members of the Search Committee.
- b. When possible, at least one of the three members shall come from the same subject area as that stated in the advertised position.
- c. FERP faculty may serve on this committee during their employment in the department. In no case may the committee be composed entirely of FERP faculty.
- d. The Committee will elect one member to serve as chair of the committee.
- e. In the event that there are not at least two tenured members eligible and/or available to serve, no more than one probationary faculty from same subject area may be elected to serve.
- f. In the event that there is insufficient number of eligible and/or available faculty in the department for the committee, no more than one tenured faculty from other departments will be recruited to serve.
- g. Separate committees may be formed when the department is conducting a search for more than one position.

A.2. Responsibilities of the Search Committee

- a. In addition to the department chair, another Search Committee member will serve as the Affirmative action/equal opportunity representative (AA/EOR) who must attend training by the Office of Human Resources. The representative shall carry out the responsibilities specified in Section 6.06.D of the University ARTP Policy.
- b. The Search Committee shall develop specific criteria for the full-time probationary faculty position. Criteria for full-time probationary appointments shall include, but not be limited to, appropriate academic preparation, teaching and other relevant experience, and an ability to teach courses required by the subject area, active and relevant research agenda, and may include other expectations. The criteria must be approved by the Dean and the Office of Human Resources in advance for their use.
- c. The Search Committee shall develop reference check questions, and phone interview questions if appropriate, to be used with the candidates. The reference check questions, and any phone interview questions, must be approved by the Dean and the Office of Human Resources in advance of their use.
- d. The committee chair shall arrange the campus interview schedule including class presentation and research presentation and encourage faculty's attendance.
- e. All substantive evaluations and final recommendations shall require the participation of all members of the Search Committee.
- f. The Department Chair in consultation with the Search Committee Chair and members shall be responsible for preparing the appointment package and recommendation.

A.3. Recruitment Procedures

- a. All positions will be advertised nationally in an attempt to secure the best qualified person for the position and to meet affirmative action goals.
- b. Every feasible effort will be made to recruit faculty with the doctorate, its equivalent, or the appropriate terminal degree for the field from which candidates are being recruited. Appointment of candidates without the appropriate degree may be made in alignment with the department need. Recommendation for retention of such candidates will be contingent upon attainment of the appropriate degree within one year after the date of hire.
- c. All applications must include: a letter of application; vitae; transcripts of all college and university work and confirmation of the terminal degree; title and place of employment if employed; and name, title, current address, and contact information of a minimum three people who may be contacted for reference check.

A.4. Review and Selection Procedures

- a. Prior to initial screening, the Search Committee shall determine the procedure for screening and ranking applicants.
- b. All applicants shall be screened by the Search Committee to determine if they meet the criteria established for the position and rank. The list of the higher ranked applicants will be submitted to the Dean for approval.
- c. The higher ranked applicants will be checked for references and the Search Committee may choose to interview a pool of applicants by telephone prior to selecting applicants for an on-campus interview.
- d. The highest ranking applicants after reference check and telephone interview will be selected for an on-campus interview.
- e. The Search Committee shall create a ranked list of candidates recommended for appointment based on evaluation, interview, presentation, and feedback from students and faculty. The ranked list shall be approved by a simple majority of the committee. An abstention shall count as a negative note.
- f. Recommendation for appointment along with the ranked list will be forwarded to the Dean of the College of Social Sciences and Interdisciplinary Studies according to university policy.

B. Temporary Faculty Appointments (See sections 6.04A and C, of University ARTP Policy)

B.1. Temporary Appointment

- a. The Department Chair, in consultation with tenured faculty members, shall be responsible for recruiting, screening, ranking and recommending candidates for temporary faculty pool.
- b. Each semester, a pool of applicants for temporary faculty appointments will be established.
- c. New applicants for the temporary faculty appointment shall be required to submit a letter of application, current vita, three professional references with names, addresses, and other contact information, and a copy of transcripts which includes the highest conferred degree.
- d. Applicants who are currently teaching in the Family and Consumer Sciences department during the application cycle must reapply annually to the applicant pool by

submitting the completed “Memo of Intent” form provided by the department and an updated vita to be considered for the temporary faculty pool.

e. Applicants for the temporary faculty pool shall be screened and subsequently ranked for courses they are considered eligible to teach on the basis of the following criteria.

- Academic preparation related to the area of teaching
- University teaching and related professional experience
- Evidence of effective teaching
- Strength of communication skills, including interpersonal communications
- Professional conduct and adherence to the Temporary Faculty Handbook policies

f. Following two (2) consecutive semesters of employment within an academic year in the same department, a temporary faculty may be offered a one (1) year appointment with a similar assignment as in the previous academic year, subject to a satisfactory performance evaluation and course and budgetary availability (M.O.U. 12.3,).

g. An appointment for less than full-time temporary employee may be on a conditional basis. The conditions established at the time of appointment may be related to enrollment and budget considerations. If during the term of an appointment, a less than full-time temporary employee is assigned additional work up to and including full-time, the employee’s entitlement for that appointment shall not be increased and shall continue to be on a conditional basis for the duration of that appointment (M.O.U. 12.5).

B.2. Three-year Appointments (M.O.U. 12.12-15)

a. Temporary faculty unit employees employed during the prior academic year and possessing six (6) or more years of prior consecutive service on this campus shall be offered an initial three-year temporary appointment following an evaluation where there is a determination by the Dean that a temporary faculty unit employee has performed the duties of his/her position in a satisfactory manner; and absent documented serious conduct problems.

b. The time base of the appointment shall be a similar assignment based on the last year prior to the three year appointment and contingent upon budgetary and departmental needs.

c. Subsequent three-year entitlements are determined by the time base held during the third year of the prior three-year appointment (M.O.U. 12.13).

d. In the event there is no work available to satisfy the time base entitlement during any academic term of a three-year appointment, the temporary faculty employee shall continue to maintain this contractual entitlement for the duration of the three-year appointment.

e. Temporary faculty holding three-year appointments shall be reappointed to a subsequent three-year appointment following an evaluation where there is a determination by the Dean that a temporary faculty unit employee has performed the duties of his/her position in a satisfactory manner; and absent documented serious conduct problems.

f. Temporary faculty will be reappointed after a three-year appointment unless there is insufficient work for which the faculty member is qualified. In the event there is insufficient work to support the reappointment at the previous time base, the time base of his/her successor three-year appointment may be reduced to reflect available work for which the temporary faculty member is qualified.

B.3. Full-time temporary appointments shall follow the same procedures as full-time tenured track probationary faculty. (Refer to I.A. Full-time Probationary Faculty)

II. PERIODIC EVALUATION OF TEMPORARY FACULTY
(See section 9.04 of University ARTP Policy.)

- A. Criteria for evaluating full-time temporary faculty shall be the same as for evaluating probationary faculty, except the areas for evaluation shall be limited to the assignment. Part-time temporary faculty shall be evaluated using the Teaching Effectiveness criteria unless the faculty member has assignments in addition to teaching.

- B. Composition of the Committee
 - B.1. The Temporary Faculty Review Committee shall consist of a minimum of three elected tenured faculty members of the Department. The Department may decide to elect a committee of up to five tenured faculty members. FERP faculty may serve on this committee during their employment in the department but not otherwise. In no case may the committee be composed entirely of FERP faculty. In the event that there are no tenured Family and Consumer Sciences Department faculty members eligible to serve, faculty from other department(s) will be recruited to serve.
 - B.2. The department chair shall make separate recommendations as a part of the periodic evaluation process and shall not participate as a member of the department review committee (M.O.U 15.21). The department chair shall also conduct a separate review for three-year appointments.

- C. Evaluation Procedure
 - C.1. The chair of the department shall give timely notice to the temporary faculty members of the date by which their Personnel Action Files shall be ready for evaluation.
 - C.2. Part-time temporary faculty shall be evaluated in accordance with the periodic evaluation procedure in the academic year by the Committee and/or the Chair of the Department.
 - C.3. Temporary faculty unit employees eligible for a three-year appointment or holding three-year appointment shall be evaluated in the academic year preceding the issuance of a three-year appointment. This periodic evaluation shall consider the faculty unit employee's cumulative work performance during the entire qualifying period for either an initial or renewal of three-year appointment. An additional evaluation shall occur in a first or second year of a three-year appointment for the following: if the faculty member has taught a particular course for the first time in the department during the immediate

preceding spring or fall semester; if the faculty member requests; if the faculty member becomes eligible for a range elevation in one of those years (Refer to II.F); or the department chair's decision, acting with cause, in consultation with the Temporary Faculty Review Committee. This evaluation shall include student evaluations of teaching performance for those with teaching duties, peer review by the Department Temporary Faculty Review Committee, the Department Chair, and the Dean of the College. The Temporary Faculty evaluation shall rate the temporary faculty unit employee as either satisfactory or unsatisfactory. Narrative comments including constructive suggestions for development shall be included. A three-year appointment shall be issued if the temporary faculty is determined by the Dean to have performed in a satisfactory manner in carrying out the duties of his/her position. The determination of the Dean shall be based on the contents of the Personnel Action File and any materials generated for use in any given evaluation cycle. Where the Dean determines that a temporary faculty unit employee has not performed his/her duties in a satisfactory manner, then the reasons for his/her determination shall be put in writing and placed in the Personnel Action File (MOU 15.28 & 29).

- C.4. Full-time temporary faculty unit employees appointed for two (2) or more semesters, regardless of a break in service must be evaluated in accordance with the periodic evaluation procedures (M.O.U. 15.23).

- D. Evaluation Materials

- D.1. The department's standardized student evaluations including student comments, and grade report summaries for each class taught. Periodic evaluations for the all previous cycles year, up to five year period, must be included in the PAF for each temporary faculty member.
- D.2. A reflective statement shall be provided that addresses:
 - a. Approaches, challenges, successes for each course
 - b. A written response to accompany the grade distribution, with justification or plan to address identified issues for outlying classes.
 - c. A written response to address concerns identified in prior review cycles and documentation of efforts to address prior committee concerns. A temporary faculty member might appropriately address committee concerns:

- Document in the file a meeting with the department chair, and/or area coordinator, and/or course coordinator and what changes were made to the course content, pedagogy, grading, etc.
 - Document in the file efforts to address the issues and evidence-based results of those efforts.
 - Document in the file, by letter to the committee, any justification on the basis or philosophical or pedagogical grounds, that the issues raised are on-going.
- D.3. Course materials should be included to demonstrate that the faculty member effectively communicates course content to accomplish course objectives. Each temporary faculty member's file must include the following for each class taught: the course syllabus, all examinations, all assignment guidelines, all grading criteria or rubrics, sample of any quizzes, sample graded student work, sample class activities, samples of PowerPoint slides or lecture outlines, handouts if used, and other evidence as provided by the faculty member. All other supplementary material should be available for review upon request.
- D.4. Temporary faculty members may provide additional evidence of continuing education or professional development to improve teaching and/or stay current in field of expertise; teaching performance, such as signed letters of evaluation and recommendation by professional colleagues both on and off campus; acknowledgments of teaching awards or honors; results of class visitation and/or evaluation by peers accompanied by a statement regarding how the feedback/evaluation from the visit was used to improve teaching effectiveness.
- E. Criteria for Evaluation
- E.1. Faculty member must demonstrate varied, relevant, and current pedagogy and course content. Examples may include:
- a. Utilization of varied instructional methodologies such as case study, discussion, group activity or other
 - b. Utilization of current instructional technology such as an online teaching platform, video, PowerPoint presentation, or other
 - c. Utilization of varied resources pertaining to course content such as relevant example/sample materials, current resources, guest speakers, field trips, or other

- d. Evidence of currency in teaching including presenting materials and updating skills that reflect recent developments in the field
- E.2. Student Evaluation, Comments and Grade Report Summary
- a. Consistently student evaluation scores for each course should average 4.0 or above with mostly positive student comments. If scores are lower than 4.0 and/or there is a pattern of negative comments, the faculty shall discuss factors that may have impacted the student evaluations, demands associated with that particular course, first attempt at teaching a course, or use of a teaching technique, etc. to explain the lower scores or unfavorable student comments. Consideration is given to the many variables that may have affected scores, or a pattern of negative comments. The combined average scores from all the courses taught each semester should be 4.0 or above.
 - b. Grade report summaries will be used to determine grade inflation or disproportionate failure rate in comparison to department or college averages.
- E.3. A rating of Satisfactory will be conferred only on files that present at least the following documentation: Reflective Statement, documentation of efforts to address prior committee concerns, evidence of teaching effectiveness(as noted above), course content including coverage of standardized course objectives, justification to accompany grade distribution only when there is presence of outlier, evidence of rigor appropriate to level of the course (Lower Division vs Upper Division), adherence to university, department and area policies and procedures.
- F. Temporary Range Elevation (See section 5.03C of University ARTP Policy)
- F.1. Temporary faculty members who are eligible for a range elevation shall prepare a Working Personnel Action file which includes the materials noted above and periodic evaluations for the most recent five (5) years of employment (M.O.U. 12.10 & 17).
 - F.2. Range changes under these circumstances will be granted only upon demonstration of: (1) consistent excellence in teaching effectiveness; (2) continuous improvement of teaching reflected in updating course materials and teaching strategies/methods, and participation in faculty development opportunities; (3) persistent and on-going participation in other professional and disciplinary development activities such as attending professional conferences, participating as a discussant or presenter,

engaging in scholarly writing in the field, performing paid or volunteer public service activities related to the fields in which he/she teaches.

- F.3. Possession of appropriate academic preparation related to the area of teaching. The Master's degree shall be required for elevation to the Lecturer B or a higher rank.
- F.4. The Department's RTP committee shall be responsible for recommendations for range elevation.
- F.5. Performance Levels for Range Elevation
 - a. For each criterion, a judgment shall be made as to whether the level of performance is: more than satisfactory, satisfactory, or unsatisfactory.
 - b. The required levels of performance are:
 - 1) Teaching must be judged at least satisfactory
 - 2) For temporary faculty members with assignments in addition to teaching:
 - (a) All criteria must be judged at least satisfactory
 - (b) At least two criteria must be judged more than satisfactory

III. EVALUATION AND RECOMMENDATION REGARDING RETENTION, TENURE, AND PROMOTION; AND PERIODIC EVALUATION FOR PROBATIONARY FACULTY

Teaching Performance shall be given more weight in evaluation than all other criteria taken together. The FACS Department expects faculty members to be competent teachers. Our goal is to strive for excellence in this more important area of responsibility as faculty members.

A. Composition and Election of the RTP Committee

- A.1. The RTP Committee shall consist of a minimum of three full-time tenured members of the Department including, when at all possible, at least one member from the same concentration; excluding any faculty member of the same rank who is also under review.
- A.2. The probationary and tenured faculty of the Family and Consumer Sciences Department shall nominate and elect the committee. Any faculty member may request to vote by a secret ballot.
- A.3. FERP faculty may serve on this committee during their employment in the department but not otherwise. In no case may the committee be composed entirely of FERP faculty.
- A.4. The department Chair shall be a voting member of the RTP committee unless s/he holds a rank lower than a faculty member who is being considered for retention, tenure or promotion or unless s/he is being evaluated.
- A.5. In the event that there are not at least three tenured members eligible to service, faculty from other departments will be recruited to serve, and the membership may differ for purposes of performance review and periodic evaluation.

B. Responsibilities of the RTP Committee

- B.1. The RTP Committee, which are approved by the probationary and tenured faculty members, shall serve for:
 - Performance review for Retention, Tenure, and Promotion of eligible faculty members
 - Periodic evaluation of probationary faculty members who are not subject to performance review
 - Periodic evaluation of temporary full-time lecturers
 - Performance review for range elevation of temporary faculty members.

- B.2. The committee shall carry out its responsibilities according to policies and procedures set forth in the department, college, and university RTP documents and the MOU.
- B.3. The Committee shall establish deadlines related to the RTP and evaluation processes and ensure that all persons involved are notified in a timely manner.
- B.4. Committee members must fully understand the most current RTP policies in both departmental and college levels.

C. Eligibility of Candidates

Requirements as set forth in the UARTP document shall be used to determine eligibility for retention, tenure, early tenure, promotion, early promotion, and periodic evaluation.

D. Personal Files

D.1. Personnel Action File (PAF)

a. The Dean of the College of Social Sciences and Interdisciplinary Studies is the custodian of the PAF, the one official permanent personnel file for employment and personnel action information.

b. Submissions

- The PAF shall contain the following material submitted by the custodian of the file: Record of location of other files; access log; appointment letter and other relevant appointment information; results of standardized student evaluations; written signed student comments and summaries of oral student comments, if any; peer evaluation, if any; previous ARTP evaluations and recommendations; and personnel decisions for the appropriate time.
- Materials to be placed in the file must include the source: the author, committee, campus, office or name of the officially authorized body who generated the material. The custodian shall decide which materials submitted by persons other than the faculty unit employee will be accepted for placement in the file.

D.2. Working Personnel Action File (WPAF)

Note: Candidates should consult information from the Dean's Office for directions in preparing this file.

- a. Each faculty member has the responsibility of establishing and maintaining a record of professional information which may be requested by the RTP Committee at the appropriate time for use in evaluation for retention, tenure, promotion. This material shall be deemed incorporated by reference in the index of the Working Personnel Action File (described below), but need not be physically placed in the file.
- b. During the time of performance review and/or Periodic evaluation of a faculty unit employee, the faculty member shall prepare a current vita and an index listing materials submitted as documentation of performance and materials retained in the faculty member's own file (described in III. D. 2.a), said index to be incorporated into the PAF which then becomes the Working Personnel Action File.
- c. The department chair will meet with each faculty member to assist in selecting appropriate materials from the faculty member's own file, described in III.D. 2.a, and incorporating them with materials from the PAF.
- d. The WPAF shall include:
 - A copy of the faculty member's appointment letter; Department ARTP Policy; recommendation letters made by the department and college ARTP committees, and appropriate administrators regarding retention, tenure, and promotion; all materials used, or records thereof, in retention, tenure, or promotion decisions; other communications or materials required by the department, college or university policy; a summary of the departmental standardized student evaluation questionnaire; and grade report summaries for all courses taught.
 - A Current Vita, Reflective Statement, Faculty Development Plan, Current Index, and supporting documents.
 - A reflective statement shall address approaches, challenges, successes for each course; response to accompany the grade distribution with justification or plan to address identified issues for outlying classes; responses to address concerns identified in prior review cycles and documentation of efforts to address prior committee concerns; and responses reflecting on the faculty member's professional development in areas to be evaluated since the last review.

- A Faculty Development Plan as described in the College of Social Sciences and Interdisciplinary Studies ARTP Policy, outlining how the candidate intends to organize his/her time in meeting teaching, scholarly activity, and service obligations for the coming three-year period is required. The Plan should result from consultation between the candidate and the department chair or designated faculty member(s) representing the department and must be presented to the Primary Committee. Subsequent revisions may occur at any time in the same manner. The Faculty Development Plan is not a formal agreement or a contract, but rather a set of academic goals and objectives that the candidate intends to pursue in meeting his/her professional responsibilities, consistent with the department's performance expectations. For new hires, this Plan should be placed in the WPAF by the end of the first semester after appointment.

e. The WPAF shall be held in confidence. Access to a faculty unit employee's WPAF shall be limited to persons with official business. The temporary custodian shall log all instances of access to a WPAF. Such a log record shall become a part of the WPAF.

E. Criteria

E.1. Teaching Effectiveness

Teaching Performance shall be given more weight in evaluation than all other criteria taken together.

The FACS Department expects faculty members to be competent teachers. Our goal is to strive for excellence in this primary responsibility of faculty members.

a. Course materials should demonstrate that the faculty member effectively communicates course content to accomplish course objectives. Each faculty member's file must include the following for each class taught: the course syllabus, all examinations, all assignment guidelines, all grading criteria or rubrics, sample of any quizzes, sample graded student work, sample class activities, samples of PowerPoint slides or lecture outlines, handouts if used, and other evidence as provided by the faculty member. All other supplementary course material should be available for review upon request.

b. Faculty member must demonstrate varied, relevant, and current pedagogy and course content. Examples may include:

- 1) Utilization of varied instructional methodologies such as case study, discussion, group activity or other
- 2) Utilization of current instructional technology such as an online teaching platform, video, PowerPoint presentation, or other
- 3) Utilization of varied resources pertaining to course content such as relevant example/sample materials, current resources, guest speakers, field trips, or other
- 4) Evidence of currency in teaching including presenting materials and updating skills that reflect recent developments in the field
- 5) Development of new courses and programs

c. Student Evaluation, Comments and Grade Report Summary

- 1) Consistently student evaluation scores for each course should average 4.0 or above with mostly positive student comments. If scores are lower than 4.0 and/or there is a pattern of negative comments, the faculty shall discuss factors that may have impacted the student evaluations, demands associated with that particular course, first attempt at teaching a course, or use of a new teaching technique, etc. to explain the lower scores or unfavorable student comments. Consideration is given to the many variables that may have affected scores, or a pattern of negative comments. The combined average scores from all the courses taught each semester should be 4.0 or above.
- 2) Grade report summaries will be used to determine grade inflation or disproportionate failure rate in comparison to department or college averages.

d. Satisfactorily fulfill professional responsibilities. Evidence may include:

- 1) Teaching assignment, number of course preparations, variety of courses, class enrollment, level of courses (lower and upper division)
- 2) Willingness to accept teaching assignment, including alternative scheduling: course taught, day(s) of week, time of day

- 3) Fulfillment of all teaching responsibilities required of CSUS faculty such as: meeting office hours, submitting grades on time, and other

E.2. Scholarly or Creative Achievements

The FACS Department supports the University's definition of "scholarship". We expect faculty members to demonstrate a commitment to an active program of scholarly work or creative activity that involves the discovery, integration, interpretation, or application of research, pedagogy, and/or service. It is expected that the work will lead to results that are verified, evaluated and approved by professional peers.

a. Scholarly or creative achievements are ranked in the following order:

- 1) Tier one - Publication of peer-reviewed journal articles
- 2) Tier two
 - Scholarly books or book chapters
 - Externally funded grants/contract
 - Editor for professional journals or conferences
- 3) Tier three
 - Proceedings of peer reviewed abstracts
 - Posters or papers at professional conferences
 - Internally funded grant/contract
 - Invited scholarly presentations
 - Juried creative design products
 - Juried research-based interventions
 - Reviewer for professional journals or conferences
 - Recognition through awards by scholarly related professional organizations
- 4) Tier four
 - Professional publications such as opinion articles or original web-based materials of high scholarly quality
 - Service as an officer in a professional organization
 - Participation in professional organizations in the discipline such as organizing, presiding, or moderating.

b. For tenure and promotion, evidence must include peer-reviewed journal articles from tier one. A combination of tier two through four can complement (not substitute) a lack (not absence) of tier one.

E.3. Contributions to the Institution

Faculty must actively serve on departmental committees and participate in other activities that benefit the department, college and/or university.

**"actively"* is defined as having frequent meetings and/or making demands on members for work beyond the meetings themselves.

Other activities may include the following contributions:

- a. Participation in college and/or university committees
- b. Participation in curriculum and program development or review and assessment
- c. Advising and counseling faculty peers
- d. Advising students beyond standard office hours
- e. Service to student organizations
- f. Involvement with alumni groups, advisory boards, and fundraising activities
- g. Other activities that benefit the department, college and/or university

E.4. Contributions to the Community

Community contributions only directly related to the faculty member's area of expertise shall be considered as community service.

Community service activities may include the following contributions:

- a. Service to K-12 institutions, postsecondary and/or other higher educational institutions
- b. Service to governmental or non-profit organizations as a consultant, committee member, officer, director or other positions
- c. Educational efforts on behalf of community groups through lectures, speeches, participation in workshops and panels, and other
- d. Assistance to the news media: interviews, commentaries, articles
- e. Other activities that benefit the community including fundraising or program

promotion

F. Performance Levels

F.1. For each criterion, a judgment shall be made as to whether the level of performance is: more than satisfactory, satisfactory, or less than satisfactory.

F.2. The required levels of performance are:

a. for retention:

- 1) Teaching must be judged at least satisfactory
- 2) At least two of the other three criteria must be judged at least satisfactory

b. for tenure and promotion

- 1) All criteria must be judged at least satisfactory
- 2) Teaching effectiveness and one other criterion must be judged more than satisfactory

G. Evaluation Procedures

G.1. At the appropriate time, the ARTP Committee chair shall schedule and convene a meeting of the eligible members of the Peer Review Committee to consider the question of granting retention, promotion and/or tenure.

G.2. The individual's WPAF shall be made available to members of the Committee at least five working days prior to the scheduled meeting time. Committee members shall indicate that they have examined the Working Personnel Action file by signing the log maintained in the file prior to the deliberation meeting.

G.3. Any committee member(s) may lead substantive discussions of materials in the file.

G.4. Each candidate will be invited in turn to discuss the contents of her/his file with the committee at a scheduled meeting. Candidates choosing to meet with the committee will be excused prior to deliberations. A decision by the candidate not to attend this meeting shall not prejudice the committee against the candidate.

G.5. After meeting with all candidates who elect to meet with the committee, the committee will hold a confidential session during which all issues and information pertinent to the evaluation shall be discussed. The WPAF of each faculty member being evaluated shall be available for examination by the peer review committee at this meeting.

- G.6. Materials in the WPAF will be the sole basis for any decisions regarding retention, tenure or promotion of the faculty member.
- G.7. Using the criteria outlined in III. E. and F. and the stated weighting as guidelines, each member of the peer review committee shall prepare to vote on the retention, tenure, or promotion of the candidates.

H. Recommendation Procedure

- H.1. Dated Recommendation forms shall be distributed to all committee members.

These forms shall include the following:

To Recommend _____ for
(retention), (tenure), (promotion).

Approve
Disapprove
Abstention

- H.2. If more than one candidate is recommended for promotion to the same academic rank, the list of candidates shall be rank ordered. Following tabulation of the dated promotion recommendation forms, a ranking ballot shall be prepared.
 - a. The ballot shall contain a written statement identifying the purpose of the ballot (e.g., *The following candidates, listed in alphabetical order, have been recommended for promotion to Full Professor. Please assign a rank order to each candidate.*)
 - b. The ballot shall list the candidates in alphabetical order and provide rank order options equal to the number of candidates.

	#1	#2	#3
Candidate A			
Candidate B			
Candidate C			

- c. In case of a tie, names that are tied shall be sent forward with the same ranking.

- H.3. Recommendations receiving a majority vote of the committee shall be sent forward to the Secondary ARTP Committee. Abstentions shall count as negative votes.

- H.4. Summaries of the peer review committee's evaluations and recommendations written by the committee shall be prepared and approved by a simple majority of the committee at a meeting called for that purpose. The evaluation summaries shall become part of the respective faculty members' WPAFs.
- H.5. The completed files shall be sent to the custodian.
- H.6. Post Audit Procedures
The primary level committee shall forward to the secondary committee a written statement, certifying that procedures of the ARTP Committee have been followed. This statement shall accompany each set of primary level evaluations.

IV. STUDENT EVALUATION OF FACULTY PERFORMANCE

- A. .Student evaluations shall be conducted in all classes (every section of every course) taught except classes with five or fewer students enrolled (M.O.U 15.15). Such evaluations will be administered through the use of an approved, standardized evaluation instrument.
- B. The Department shall use a standardized evaluation form, known as the “student evaluation” which includes evaluation statements that are approved by a majority of the FACS Department faculty members. The evaluation form shall provide an opportunity for students to make comments on the “comments” section of the evaluation instrument.
- C. Faculty members in the department will administer the approved instrument for student evaluations of teaching in electronic (online) form.
- D. A probationary faculty member may “opt out” of doing online evaluations (i.e., to continue using paper/pencil student evaluations) until after s/he has been evaluated for and is awarded tenure and first promotion. This option will be true even if that faculty member's department chooses to use online student evaluations of teaching (OSETs). Once tenure and first promotion have been awarded to a faculty member, s/he will thereafter use OSETs where departmental policy so provides.
- E. Results of student evaluations which include comments shall be placed in the faculty member’s Personnel Action File.

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