

**UARTP Committee approval: 3/6/17**  
**Provost approval: July 10, 2017**

## **DEPARTMENT OF WOMEN'S STUDIES**

### **ARTP & PERSONNEL POLICIES, & PROCEDURES**

**Revised February 2017**

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 web site. Any discrepancy between the University policy and this document will be resolved in favor of University policy.

#### **I. APPOINTMENT, RETENTION, TENURE AND PROMOTION COMMITTEES**

##### **A. Search Committee**

##### **1. Membership (Search Committee)**

- a) A minimum of three faculty members who are elected by the tenured and probationary (i.e. tenure-track) faculty in the department, one of whom may be the Department Chair. The Department may elect an alternate or alternates at its discretion. The members of the Search Committee shall elect a Search Committee Chair who has the responsibility for acting on behalf of the entire Department and who makes a recommendation or provides a ranked list of candidates directly to the Dean. The Department Chair may not be the Chair of the Search Committee. If the Department Chair is elected to the Search Committee, the Department Chair shall not make an independent recommendation to the Dean. If the Department Chair is not elected to the Search Committee, the Department Chair may make an independent recommendation to the Dean.
- b) Probationary and tenured members of the Department will vote on the membership of the Search Committee.
- c) FERP faculty members shall be eligible to serve on the Search Committee during their period of active employment.
- d) In the event that there is an insufficient number of eligible faculty members in the Department to serve on the Search Committee, full professors or eligible FERP faculty members from other departments may be recruited to stand for election.

Affirmative Action/Equal Opportunity representative is elected by the Department as required by University policy. The AA/EOR serves as a voting member of the Search Committee

## 2. Functions

- a) To serve as a selection committee for probationary faculty in the department as well as for joint appointment of probationary faculty in other departments.
- b) The Search Committee shall determine a single recommendation or a ranked list of candidates by simple majority vote. If the Search Committee recommends a ranked list of candidates, the Search Committee shall provide the Dean with an explanation of how it determined the order of candidates. The Dean may ask the Search Committee for additional information about their recommendation or the ranked list of candidates.
- c) To ensure adherence to University established protocol for appointment of new faculty.

## B. Criteria for Appointment

1. The Department shall develop a specific job description based on the Department's anticipated programmatic needs and subject to approval by the Dean of SSIS.
2. In making probationary appointments, the Search Committee shall give primary consideration to the following factors:
  - a) Academic and professional experience at the Ph.D., or equivalent level, with initial appointment at the ABD level possible
  - b) Teaching experience or teaching potential
  - c) Promise of professional growth
  - d) Relevant professional experiences

## C. Retention, Tenure, and Promotion Committee

### 1. Membership Retention, Tenure and Promotion Committee

- a) To serve as a primary committee for purposes of retention, tenure and promotion.
- b) A minimum of three tenured faculty which will include two tenured faculty and the Chair. In the event that there is an insufficient number of eligible faculty members in the Department to serve on the Primary Committee, full professors or eligible FERP faculty members from other departments may be recruited to stand for election. FERP faculty can only serve during their period of active employment. A tenured Associate Professor may serve on the RTP committee of another Associate Professor for reappointment. This person must be replaced to review a candidate who is going up for full professor. Only full professors can comprise the RTP committee when making decisions for candidates going up for Full Professor.

- c) One alternate (eligible as above) to replace a regular member unable to serve for reasons such as leave, conflict of interest, or ineligibility due to rank.
- d) Probationary and tenured members of the Department will vote on the membership of the Primary Committee.
- e) The Committee shall select its Chair.

2. Functions

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

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

- 1. Although the evaluation criteria are the same for retention and tenure, expectations of performance which warrant a recommendation to grant tenure shall be considerably more substantial than those needed to support a recommendation to retain a probationary faculty member. In the event a faculty unit employee fails to meet the criteria for retention, tenure and promotion and is thereby not awarded tenure, then the same employee shall not be reappointed. If there does not seem to be the potential for promotion to associate professor or beyond, tenure should not be awarded. Granting of tenure does not guarantee future promotion.
- 2. Criteria for RTP shall be demonstrations of competent teaching performance, scholarly or creative achievement, contributions to the University and contributions to the community. A candidate must perform at least satisfactorily in each area.
- 3. Values for Criteria
  - 55% Teaching competency
  - 15% Scholarly and Creative Achievements
  - 15% Contributions to the University
  - 15% Contributions to the Community

E. Expectations

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

1. Expectations of Teaching Effectiveness

As teaching is the most important criterion used in assessing faculty for retention, tenure and promotion, we expect that all faculty will constantly strive to strengthen their teaching skills. The 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.

The Women's Studies Department requires student evaluations for all courses taught during the academic year.

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

- a) Constructing syllabi according to department standards which clearly state the course description, objectives, reading assignments, due date for papers and weights for assignments.
- b) Utilizing a variety of teaching strategies in response to the diverse learning styles of students.
- c) Demonstrating an ability to encourage students to become self-directed learners.
- d) Using reading from a variety of popular and scholarly sources.
- e) Establishing clearly defined learning objectives and strategies for measuring student success.
- f) Using instructional methods, which encourage students to think analytically.
- g) Maintaining currency in the field and approaches to teaching the subject matter.
- h) Demonstrating an ability to share basic and more advanced concepts, ideas and factual information in a clear comprehensive way.
- i) Participating in course development and revision projects.
- j) Being well prepared for classes.
- k) Grading assignments and exams fairly and conscientiously.
- l) Giving prompt feedback on student matter.
- m) Demonstrating strong command of subject matters.
- n) Using an interdisciplinary approach to teaching.
- o) Being available to students both during and outside office hours.
- p) Providing academic and career, advice to students.
- q) Obtaining teaching evaluations within the standards of Department expectations. This is understood to mean averages in the very good to excellent range.

Evidence which document that these expectations have been met:

- i. Instructional materials, course outlines, teaching awards or honors, and standard student evaluations.
- ii. Information from professional colleagues such as letters of evaluation and recommendations regarding teaching performance, including reports of classroom visits and peer evaluations (such information may be sought from on-campus and off-campus colleagues).
- iii. Student evaluations for all classes taught during the academic year which include information from students gathered as results of standardized Department measures/instruments, which provide an evaluation of the faculty member's teaching performance (including student's written comments). Written signed statements by students, which are separate from the student evaluations shall be submitted to the College Dean for inclusion in the Personnel Action File (PAF).

## 2. Expectations of Scholarly or Creative Activities

Department faculty are expected to engage in a level of scholarly and creative activity befitting a university faculty member. 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 and may include the following:

- a) Maintaining an active presence in professional associations.
- b) Researching, writing and disseminating products of scholarly and creative activity.
- c) Maintaining currency in the field through scholarly and creative activity.
- d) Course development and revision activities as these bear on illustrating new approaches, information bases and perspectives relating to the Department of Women's Studies.
- e) Having at least one scholarly or creative work in progress during each academic year.

Evidence which document that these expectations have been met may include:

- i. Presentation of accomplishments in research and in creative projects.
- ii. Publication of articles, books, reviews and research papers consistent with the mission of the University.
- iii. Unpublished manuscripts.
- iv. Membership and appropriate participation in activities of professional organizations.
- v. Presentation of professional lectures.
- vi. For each achievement listed the candidate should provide supporting evidence and documentation.

3. Expectations of Service to the University and Community

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

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

- a) Contributions to the faculty member's Department or college such as membership on a committee, a chair of a committee, special assignments, curriculum development, student advising.
- b) Contributions to the University such as membership on or chair of a University-wide committee, special assignment, fundraising, student advising, or public

speaking on behalf of the University.

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

- a) Service or directorship on a volunteer basis (national, state, local).
- b) Volunteer or paid consultant.
- c) Participation on committees of agencies or organizations (national, state, local).
- d) Community honors and awards.
- e) Participation or recognition in the media.

## II. EXPECTATIONS OF POST-TENURE FACULTY IN WOMEN'S STUDIES

As teaching is the most important criterion used in assessing faculty, 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.

The Women's Studies Department requires all faculty to provide course evaluations for all courses taught during the academic year.

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

- A. Constructing syllabi according to department standards which clearly state the course description, objectives, reading assignments, due date for papers and weights for assignments.
- B. Utilizing a variety of teaching strategies in response to the diverse learning styles of students.
- C. Demonstrating an ability to encourage students to become self-directed learners.
- D. Using reading from a variety of popular and scholarly sources.
- E. Establishing clearly defined learning objectives and strategies for measuring student success.
- F. Using instructional methods, which encourage students to think analytically.
- G. Maintaining currency in the field and approaches to teaching the subject matter.
- H. Demonstrating an ability to share basic and more advanced concepts, ideas and factual information in a clear comprehensive way.
- I. Participating in course development and revision projects.
- J. Being well prepared for classes.
- K. Grading assignments and exams fairly and conscientiously.
- L. Giving prompt feedback on student matter.
- M. Demonstrating strong command of subject matters.
- N. Using an interdisciplinary approach to teaching.
- O. Being available to students both during and outside office hours.
- P. Providing academic and career, advice to students.
- Q. Obtaining teaching evaluations within the standards of department expectations. This is understood to mean averages in the very good to excellent range.

Besides teaching, Post-Tenure Faculty are also expected to provide evidence of the following:

- A. Scholarship and/or Creative Activities
- B. Service to the Department, College and University
- C. Community Service

### III. PERSONNEL POLICIES & PROCEDURES FOR PART-TIME TEMPORARY FACULTY

#### A. Part-time faculty committee

##### 1. Membership

- a) A minimum of three tenured and tenure-track faculty nominated and elected annually by the tenured faculty of the Department of Women's Studies.
- b) The Committee shall select a chair.
- c) The Committee will evaluate all Part-Time Faculty.
- d) The Department Chair will work in consultation with the Committee to develop policies and procedures for selection, ranking, appointment and evaluation of the part-time faculty.

##### 2. Functions

- a) Develop policies and procedures for selection, ranking, appointment and evaluation of the part-time faculty hired by the Department of Women's Studies.
- b) Implement the Department's part-time faculty policies and procedures in ranking, and evaluating part-time faculty. The periodic review will normally be conducted in the Spring.
- c) To provide a written evaluation to be given to each candidate and placed in candidate's Personnel Action File.

##### 3. Screening Criteria for Appointment

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

##### 4. Evaluation Criteria

In evaluating performance, the PTF Committee shall give consideration to student evaluations, peer evaluations (any faculty member may request a peer evaluation to

be conducted by a senior member of the faculty), course syllabi and other materials or evidence (such as teaching commendations) submitted by the candidate which pertains specifically to the teaching assignment. Standardized student evaluations will be conducted for each class taught.

5. Temporary Faculty Range Elevation

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

- a) Criteria for determining salary range elevation may include:
  - i. Evaluations of teaching performance; (changed)
  - ii. Peer reviews; and
  - iii. Administrative reviews." (CBA 15.39)
  
- b) A part-time faculty shall be considered for an elevation in salary range when SSI eligibility in the current range is exhausted and she/he has served at least five years in the current range.
  
- c) The decision on salary range elevation shall be made by the Part- Time Faculty Committee, and the Department Chair.
  
- d) Part-time faculty may submit the following as evidence: curriculum vita, course evaluations, exams, syllabi, instructor produced course materials, signed statements from students, and/or signed statements from peers.