Evaluation of Faculty Members

|  |  |  |
| --- | --- | --- |
| No. 8-11 | Rev. 09/01/2015 | Date: 4-8-81 |

I. REFERENCE

PPM 3-62 -     Evaluation of University Personnel

[PPM 9-9-      Due Process/General Statement](http://www.weber.edu/ppm/Policies/9-9_DueProcess.html)

[R481 -           Regent's Policy:  Academic Freedom, Professional Responsibility, Tenure, Termination, and Post-                    Tenure Review](http://higheredutah.org/sbr/policy/pdf/R481.pdf)

II. POST-TENURE REVIEW

A. Purpose

The post-tenure review shall be based on criteria separately defined from the award of tenure with the intent of:

1.  Demonstrating the tenured faculty member's growth and development in the discipline;

2.  Communicating to the faculty member specific areas in need of improvement related to performance in teaching, scholarship, and service; and

3.  Enhancing each individual's future productivity.

B.  Procedures

After tenure is granted, faculty will be evaluated every five years, or more often at the discretion of the department chair or dean or at the request of the faculty member.  Each College Tenure document shall specify procedures to administer a review of the work of each tenured faculty member in a manner and frequency consistent with institutional and professional accreditation standards.  The criteria for such review shall include multiple indices, and be discipline- and role-specific, as appropriate, to evaluate:

1.  Teaching, through student, collegial, and administrative assessment;

2.  The quality of scholarly and creative performance and/or research productivity; and

3.  Service to the profession, school and community.

C. Student Evaluations

In an attempt to chart ongoing teaching performance, student evaluations shall be administered and compiled by an impartial third party.  Each year, all post-tenured faculty members shall have student evaluations administered in at least two of the courses. The two courses to be evaluated each year will be determined through consultation between each faculty member and his/her department chair. If the faculty member and the chair cannot come to agreement on which two courses should be evaluated by the students, the choice of courses to be evaluated will be subject to binding arbitration by the dean, after consultation with the faculty member and the chair. The results of those evaluations shall be seen by the chair, the faculty member, and those specified in the review process. The summaries will be kept on file in the office of the chair.

D.  Remedial Actions Based on Post-Tenure Review

If, as a result of the post-tenure review process, the faculty member is found to not be meeting the minimum standards required of a tenured member of his or her discipline, he or she is responsible for remediating the deficiencies, and both the University and College are expected to assist through developmental opportunities.  A faculty member's failure to successfully remediate deficiencies may result in disciplinary action governed by due process pursuant to the standards described in PPM 9-9 through 9-17.

E.  Modifications to Post-tenure Review Documents

Academic Units that wish to change these documents shall submit their documents in writing to their Tenure-Track and Tenured faculty for comments and a vote.  The outcome of the vote shall be reported to the faculty and the Academic Units and shall accompany the documents throughout the approval process.

III. TENURE REVIEW

A. Definitions and Eligibility

The University shall extend tenure to approved members of the teaching faculty who are holders of tenure track appointments and to certain others as hereafter defined. Tenure track appointments shall be given only to those faculty who, at the time of such appointment, meet the minimum degree requirements specified below in this policy.

Appointment to a tenured position is considered permanent and not subject to termination or substantial reduction in status without cause, provided that in all cases the services of an individual in that position continue to be needed and that funds are available to pay them.

Granting tenure implies a commitment by the University. Likewise, the faculty member who is granted tenure makes an equally strong commitment to serve students, colleagues, their discipline and the University in a manner befitting an academic person. It also raises a strong presumption that those granted tenure are competent in their disciplines and are capable of scholarly contributions. It is, therefore, imperative that a responsible screening process be followed before such commitments are made to insure selection of the most competent candidates.

Any faculty member or administrator may petition the Appointment, Promotion, Academic Freedom and Tenure Committee of the Faculty Senate to consider changes in tenure policy. Petitioners for tenure policy changes in a particular college must invite comments from faculty, the department chair and the dean of that college.

A tenured instructor specialist may move to another tenure bearing rank. However, this constitutes a move to a new position. Tenure is neither retained in the old position nor automatically transferred to the new position. Years of service may be negotiated at the time of the move.

B. Minimum Degree Requirements

The following minimum degree requirements have been established for each department. Although higher standards may be desirable, no departmental criteria will be approved which fall below these minimums.

1. For the colleges of Education, Science, and Social and Behavioral Sciences:

Attainment of the earned doctorate in the discipline of primary responsibility. In the event a doctorate is not the general recognized terminal degree in a candidate’s discipline, a doctorate in a closely related discipline (as approved in writing by the provost in consultation with the Appointment, Promotion, Academic Freedom and Tenure Committee and the appropriate dean) shall be required.

2. For the school of Business and Economics and the college of Arts and Humanities, the requirement specified in (1) shall be required with the following exceptions (which represent equivalency):

Business Administration - An earned Juris Doctorate accompanied by a master’s degree in a related business field will be considered equivalent to the earned doctorate for those whose primary responsibility is in the area of business law.

Accounting - An earned Juris Doctorate accompanied by (1) a master’s in accounting or (2) a B.S. in accounting and an M.B.A. will be considered equivalent to the earned doctorate for those whose primary responsibility is in the area of taxation and/or accounting law.

Information Systems & Technologies - An earned doctorate in the field (e.g., Systems Management Information Systems, Computer Information Systems, Information Systems) or equivalent, the latter to be satisfied by either (1) an earned doctorate in a related field of business or (2) an earned doctorate in a field outside the traditional areas of business with a graduate business degree; plus, in either case,

a. relevant, practical experience in Computer Information Systems, or

b. additional educational training sufficient to demonstrate competency and currency in the field.

Logistics - An earned doctorate in logistics or in a related field with evidence of completed graduate course work in logistics. A Juris Doctorate with relevant experience for those whose primary teaching responsibility is in contracting and procurement.

Visual Arts - The recognized and accepted terminal degree is the M.F.A. for studio areas including: ceramics, drawing, jewelry and metals, painting, photography, printmaking, sculpture, weaving and textiles, and graphic design.

Performing Arts - The recognized and accepted terminal degree is the M.F.A. in the following disciplines: costume design, scene design, lighting and sound design, technical directing, dance, acting, and directing.

English - A recognized and accepted terminal degree is the M.F.A. for the area of creative writing.

Communication – A recognized and accepted terminal degree is the M.F.A. for the area of digital media.

IV. EVALUATIVE CRITERIA FOR ACADEMIC RANK

It shall be the policy of the University that the minimum evaluative criteria established in this document are applicable to all academic colleges and the Library. Except as outlined for exceptional persons or early promotions, no individual will be advanced in rank without satisfying these minimum requirements. Individual colleges may establish additional requirements and further delineate the items addressed in this document.

It shall be the policy of the University to make promotions in rank to competent and deserving members of the faculty. Upon their request, faculty members will be considered for advancement in rank by the dean and the ranking tenure Evaluation Committees at the levels of the department and the college. At his or her sole discretion, the provost may review and make separate recommendations for or against a candidate’s advancement in rank. An exception is that in the event that there is a conflict among recommendations from the dean, the College Ranking Tenure Evaluation Committee and the Department Ranking Tenure Evaluation committee, the provost must make a separate recommendation. Furthermore, after the Department Ranking Tenure Evaluation Committee, the College Ranking Tenure Committee, and the dean have completed their respective reviews, the candidate may request an additional review by the University Tenure Evaluation Committee. The University Committee evaluates the substantive issues of teaching, scholarship, service and ethics. The University Committee shall review the files of all candidates for advancement in rank or tenure who request such a review (see 8-19a). The recommendation(s) of the University Committee will be forwarded to the provost. The provost makes the final institutional recommendation unless overturned by the president or the Faculty Board of Review, as is the dean’s recommendation when the provost makes no recommendation. All these reviews shall follow established procedures allowing for formal evaluative contributions from students, faculty peers, and supervisory administrators and shall give faculty members under review written evaluations with the right of due process review by the Faculty Board of Review (as described in PPM 9-9 and following).

Faculty members have the right at any stage of the review proceeding to withdraw themselves from consideration for advancement in rank. Notice of such request shall be made by the candidate to his/her dean, who, in turn, shall then advise the appropriate reviewers that they are no longer to consider the candidate for advancement in rank. Years of service in rank at other institutions may be substituted for years at Weber State University in accordance with the agreement reached at the time of appointment. (See PPM 8-8) Promotions in rank are effective as of the beginning of the fiscal year following the notice of promotion.

A. Channels

In order to allow for the legitimate different talents, aptitudes, preferences and assignments of individuals as well as the needs and goals of the institution, several equivalent channels of evaluation are made available. These channels consist of minimum requirements and/or performance levels that must be met within four different categories before an individual is eligible for consideration for advancement in rank.

These Categories are: (1) credentials and probationary periods, (2) teaching, (3) scholarship and (4) administration and/or professionally related service. Definitions and descriptions of these categories are found later in this policy.

The channels appropriate for evaluating a candidate for promotion from assistant professor to associate professor are as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Channel | Credentials Probationary Periods | Teaching | Scholarship | Administration and/or Professionally Related Service |
| A | Satisfied | Satisfactory | Good | Good |
| B | Satisfied | Satisfactory | Excellent | Satisfactory |
| C | Satisfied | Excellent | - - | Good |
| D | Satisfied | Good | Good | Satisfactory |
| E | Satisfied | Good | Satisfactory | Good |

Channels appropriate for evaluating a candidate for promotion from associate professor to professor are as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Channel | Credentials Probationary Periods | Teaching | Scholarship | Administration and/or Professionally Related Service |
| A | Satisfied | Good | Good | Good |
| B | Satisfied | Good | Excellent | Satisfactory |
| C | Satisfied | Excellent | Good | Satisfactory |

B. Evaluations

Many items related to an individual’s credentials and performance are considered to be essential for performing at an adequate level. Such items are considered to be the base upon which a case is built to justify promotion. Their lack is a negative factor in promotion considerations. Examples of adequate level performance requirements include the following:

1. Teaching a share of the more difficult or less popular courses

2. Completing a share of departmental committee assignments and other departmental duties

3. Completing such class work, work experience, journal reading, etc. as is necessary for maintaining credentials and keeping current in the field

4. Updating lecture notes and supplementing test material to keep courses current

5. Occasionally accepting and completing assignments at the college and University level

6. Doing other work for which the individual was specifically hired and for which provisions are made in assigned workload

When the candidate has achieved the minimum credentials, completed the probationary period, applied for promotion or has been recommended for early promotion, ranking tenure evaluation committees and other reviewers will evaluate the candidate in each of the categories and compare the results with the standards established in each channel. To be recommended for promotion, a candidate’s evaluation in each category must meet or exceed the standards in any one channel. Promotion shall not be attained by satisfying parts of two or more channels. The candidate need not select any specific channel.

Some channels do not require performance in a particular category. Where a channel does include performance, ranking tenure evaluation committees and other reviewers will evaluate an individual’s performance as (low to high) (1) unsatisfactory, (2) satisfactory, (3) good or (4) excellent

 C. Definition of Channels

1. Credentials and Probationary Periods

a. Promotion from assistant professor to associate professor

1. The doctorate, where offered, shall be required for advancement to the rank of associate professor. Where the doctorate is not offered in the discipline, either a doctorate in a closely related discipline or a master’s degree will be accepted upon approval of the faculty of the discipline, the chair, the dean and the provost.  Approval shall be attained for the exception to the required degree prior to the initiation of the review process for that academic year. The following are approved exceptions to the doctorate for advancement in rank to associate professor:

 College of Health Professions

Master’s degree plus current professional certification and three (3) years of work experience.

College of Arts and Humanities

Master of Fine Arts for the disciplines of ceramics, creative writing, digital media, drawing, jewelry and metals, painting, photography, printmaking, sculpture, weaving and textiles, graphic design, costume design, scene design, lighting and sound design, technical directing and dance.

College of Applied Science & Technology

For Telecommunications/ Business Education and Computer Science, a master’s degree plus five years of experience and appropriate certification; for Automotive Technology, Construction Management Technology, the Engineering Technologies and Sales and Service Technology, a master’s degree plus five years of experience. All degrees and experience must be in approved fields/competencies and at appropriate levels, as outlined in the college promotion and tenure policy.

Stewart Library

Master’s degree in Library Science, or its equivalent, from a library school accredited by the American Library Association.

2. Six years of satisfactory performance at the rank of assistant professor will be the minimum probationary period. However, up to one year for professionally related activities can be counted toward fulfilling this requirement.

3. To be promoted from assistant professor to associate professor one must either have been granted tenure or be granted tenure at the same time as the promotion. A candidate who fails the tenure review process cannot be advanced in rank. A candidate who has been granted an extension to the normal probationary period for tenure cannot be considered for advancement in rank to associate professor until the candidate is also considered for tenure.

d. Promotion from associate professor to professor

1. The doctorate, where offered, shall be required for advancement to the rank of professor. Where the doctorate is not offered in the discipline, either a doctorate in a closely related discipline or a master’s degree will be accepted upon approval of the faculty of the discipline, the chair, the dean, the provost and the Appointment, Promotion, Academic Freedom and Tenure Committee. Approval shall be attained for the exception to the required degree prior to the initiation of the review process for that academic year. The following are exceptions to the doctorate for advancement to the rank of professor.

College of Arts and Humanities

Master of Fine Arts for the disciplines of ceramics, creative writing, digital media, drawing, jewelry and metals, painting, photography, printmaking, sculpture, weaving, and textiles, graphic design, costume design, scene design, lighting and sound design, technical directing and dance.

College of Applied Science & Technology

For Telecommunications/ Business Education and Computer Science, a master’s degree plus five years of experience and appropriate certification; for Engineering Technology and Sales and Service Technology, a master’s degree plus five years of experience; for Design Graphics and Machine Tool Technologies, a master’s degree plus six years of experience. (All degrees and experience must be in approved fields/competencies and at appropriate levels, as outlined in the college promotion and tenure policy.)

Stewart Library

Master’s degree in Library Science, or its equivalent, from a library school accredited by the American Library Association.

2. Five years of satisfactory performance at the rank of associate professor will be the minimum probationary period. However, up to one year for professionally related activities can be counted toward fulfilling this requirement.

3. If one is hired at the rank of associate professor, then to be promoted from associate professor to professor one must either have been previously granted tenure or be granted tenure at the same time as the promotion.