

Faculty Evaluation and Promotion and Tenure Review Policy Department of Leadership, Technology, & Human Development

This document outlines the annual faculty evaluation process and the procedures and criteria for tenure and promotion in the Department of Leadership, Technology, and Human Development. The development of this document was guided by the Georgia Southern University Faculty Handbook and College of Education mission, goals, and procedures.

The Committee of Tenured Faculty will be composed of all non-administrative departmental faculty who are tenured at Georgia Southern University. Annually, at the first meeting of that committee, a Chair will be elected by the committee members to serve for the academic year.

The Promotion Committee for any rank will be composed of all full-time non-administrative departmental faculty who hold rank equal to or higher than that for which the candidate is being considered. Annually, at the first meeting of that committee, a Chair will be elected by the committee members to serve for the academic year.

Annual Evaluation of Faculty

All full time faculty will be evaluated annually. This evaluation will be used by the Department Chair to:

- review the faculty member's accomplishments in the preceding year,
- suggest areas for faculty improvement,
- guide the faculty member in establishing professional goals for the following year, and
- serve as the basis for merit raise considerations.

Procedures

1. Prior to September 15 of each year, the Department Chair will publish the format for submission of the Faculty Annual Report. This report will include the faculty member's accomplishments in teaching, scholarship, and service for the calendar year.
2. Faculty will submit the Faculty Annual Report, an updated curriculum vita, and a statement of goals for the following year to the Department Chair not later than Jan 31.
3. During February the Department Chair will meet with each faculty member to discuss his/her annual evaluation.
4. Non tenured faculty will meet with the Department Chair after the Department Chair has received the report of the Committee of Tenured Faculty.

Evaluation of Probationary Faculty

Annual Review

In order to ensure as consistent a review process as possible prior to a tenure decision, the annual evaluation of probationary (non tenured, tenure track) faculty will be conducted with "advisory input" provided by the Committee of Tenured Faculty. In addition to the Department Chair's evaluation, faculty members who have not attained tenure will be reviewed annually by the

Committee of Tenured Faculty. Probationary faculty will have the opportunity to present documentation in addition to that provided to the Department Chair that provides a cumulative record of their performance in Teaching, Service, and Scholarship. This documentation should demonstrate:

- suitability for reappointment and
- continuing progress toward an appointment with tenure at Georgia Southern University.

The Department Chair assumes primary responsibility for evaluating the probationary faculty member's performance and transmitting the results of both his evaluation and the review of the Committee of Tenured Faculty to appropriate administrators. The probationary faculty member should be encouraged to discuss recommendations not only with the Department Chair, but also with the Chair of the Committee of Tenured Faculty.

Pre-Tenure Review

Pre-tenure review is a formal review of a faculty' member's accomplishments in teaching, scholarship, and service normally conducted in one's third year of service. Materials to be submitted will be the same as those specified for the Tenure Review. This review results in a formal report that identifies accomplishment and areas needed for improvement prior to the time the faculty member submits his/her papers for tenure review. The Chair of the Committee of Tenured Faculty will write a pre-tenure report that will be submitted to the Department Chair.

Procedures

1. During the first two weeks in February, the Committee of Tenured Faculty will meet to review the performance of probationary faculty.
2. The Committee Chair, in consultation with other Committee members, will review the faculty member's documentation and will prepare a statement descriptive of the probationary faculty member's documented level of performance during the review period. That statement, including any specific recommendations, will be forwarded to the department chair. The Committee's report will then be made available to the probationary faculty member during the Department Chair's annual evaluation conference.

Tenure Review

Tenure materials will be reviewed at a meeting of Committee of Tenured Faculty. This meeting is normally conducted in the fall of the year to enable the Department, College, and University to meet Board of Regents timetable. The meeting date will be set by the Department Chair as soon as possible after the announcement of the University/College of Education timetable. The Department Chair will make every attempt to schedule the meeting so that all members of the Committee of Tenured Faculty can attend.

Procedures

1. The Committee of Tenured Faculty will have a minimum of two weeks in which to review the materials submitted by the probationary faculty.
2. At the meeting, each committee member will vote on each case under consideration.
3. Only those committee members present for the discussion can vote. The Chair of the Committee will solicit written comments from committee members who can not attend the meeting.

4. Abstentions are allowed only when a committee member declares that he/she has a clear conflict of interest concerning a case. Straw ballots may precede the final ballot. Only the votes on the final ballot are binding and recorded.
5. A positive recommendation to the Department Chair results when more than 50 percent of those casting ballots have voted to recommend a continuing appointment with tenure.
6. The Department Chair will forward his/her recommendation and supporting materials to the appropriate person(s). A formal report of the Committee of Tenured Faculty's deliberations will be included with his/her recommendation to the Dean.
7. The Department Chair will inform each candidate in writing of his/her recommendation. Unless the recommendation will result in non renewal, the Department Chair will meet with the applicant to discuss the recommendation.

Promotion Review

Promotion materials will be reviewed at a meeting of the Promotion Committee. This meeting is normally conducted in the fall of the year to enable the Department, College, and University to meet Board of Regents timetable. The meeting date will be set by the Department Chair as soon as possible after the announcement of the University/College of Education timetable. The Department Chair will make every attempt to schedule the meeting so that all members of the Promotion committee can attend.

Procedures

1. The promotion Committee members will have a minimum of two weeks in which to review the materials submitted by the probationary faculty.
2. At the meeting, each committee member will vote on each case under consideration.
3. Only those committee members present for the discussion can vote. The Chair of the Committee will solicit written comments from the committee members who can not attend the meeting.
4. Abstentions are allowed only when a committee member declares that he/she has a clear conflict of interest concerning a case. Straw ballots may precede the final ballot. Only the votes on the final ballot are binding and recorded.
5. A positive recommendation to the Department Chair results when more than 50 percent of those casting ballots have voted to recommend promotion.
6. The Department Chair will forward his/her recommendation and supporting materials to the appropriate person(s). A formal report of the Promotion Committee's deliberations will be included with the Department Chair's recommendation to the Dean.
7. The Department Chair will inform each candidate in writing of his/her recommendation and will meet with the faculty member to discuss it.

Departmental Criteria for Tenure and Promotion

The activities listed under Level I represent the kinds of involvements expected for promotion to full professor during one's career. The activities listed under Level II represent the kinds of involvement that indicate the faculty member makes satisfactory contributions to the institution. Level II activities can be considered Level I when sufficient rationale is provided by the faculty member.

To earn any of the ratings listed in each category, the faculty member must provide clear evidence that the appropriate requirements have been met.

Teaching

The guidelines are based upon several realities of our University, College, and Department. The conceptual framework of the College of Education requires inclusion of technology and diversity in all teaching and syllabi. Departmental realities dictate that program requirements dominate the individual plans of each faculty member. Individual goals and objectives must reflect program needs and the portion of those needs assigned to, or assumed by, individual faculty member. To earn any of the ratings listed in each category, the faculty member must provide clear evidence that the appropriate requirements have been met.

Evaluation Criteria

Syllabi

Level I

- Syllabi incorporate a range of appropriate objectives, presentation methods, and evaluation methods to reflect current research and practice in the discipline.
- Syllabi incorporate a range of presentation and evaluation methods to assure mastery of course objectives among a diverse range of learners.

Level II

- Syllabi are revised annually to include current research and practices.
- Syllabi incorporate a range of presentation methods appropriate to learner diversity.
- Syllabi include objectives, presentation methods and evaluation procedures and criteria.
- Syllabi incorporate evaluation feedback from students, peers and supervisors.

Technology

Level I

- Demonstrates that students have acquired competencies in technologies appropriate to the subject and students through varied performance evaluation methods, e.g. web page design, Power Point presentation, Internet use, etc.

Level II

- Demonstrates and models technology appropriate to the subject and students in each course.
- Provides opportunities for students to acquire competency in technology through course assignments and requirements.

Diversity

Level I

- Demonstrates extensive adaptations in syllabi, presentations and evaluations to make course content and skills accessible to all qualified students.
- Demonstrates that all qualified students have acquired the knowledge and skills required by the course objectives.

Level II

- Implements recommendations from the Student Disability Resource Center.
- Addresses diversity in syllabi and presentations.
- Syllabi address thoroughly diversity in learner characteristics, teaching methods, and outcome assessment to assure competence in knowledge and skills required in course objectives.
- Demonstrates appropriate adaptation to learner characteristics in presentation and evaluation.

Field Supervision

Level I

- Demonstrates that consultation conducted has had a clear and beneficial effect upon the consultees and the consultees' students. Effects should be judged by consultee supervisors, and peers.
- Demonstrates consistently that supervision, outcomes have been successful to highly successful. This should be judged through corroborating evidence from students, field supervisors, and administrators.

Level II

- Required quantity of supervision activities have been met with acceptable level of quality.
- Consults with students and field personnel beyond routine responsibilities.
- Provides supervision beyond requirements when necessary and/or appropriate.
- Provides recommendations to students and field supervisors that are clear, relevant, and feasible as judged by recipients of the suggestions.

Program Development

Level I

- Coordinates academic program.
- Secures approval of new course from Graduate Curriculum Committee/Graduate Council.
- Secures approval of new course from Undergraduate Curriculum Committee/ APCC.
- Develops and coordinates off campus program.
- Develops new degree program.
- Chairs Program Action Team.
- Chair/member of Partnership School Committee.

Level II

- Revises an existing course outline.
- Develops/revises advisement forms.
- Develops a new program emphasis.
- Develops a new academic course.
- Plans and implements program recruitment procedures.

- Mentors program faculty.
- Serves as active member of Program Action Team.

Professional Development

Level I

- Has agenda of significant expectations that are based upon demonstrated program/individual needs and demonstrates achievement of all.
- Demonstrates extensive incorporation of feedback in syllabi, presentations, student feedback, and peer evaluation follow-up.
- Provides peer review that is clear, relevant, substantive, and positive.
- Presents results of reviews to peers in a constructive, supportive manner.
- Demonstrates that peer review has resulted in improved performance.

Level II

- Has modest agenda for development, actively pursues agenda, and demonstrates achievement.
- Participates in peer review process.
- Incorporates feedback from peer review in classroom practice.
- Has an agenda of reasonable expectations that are based upon demonstrated program/individual needs and achieves all items on the agenda.
- Actively seeks peer review.
- Provides peer review when requested.
- Incorporates feedback from peer review in classroom practice.

Service

Service activities such as attending graduation and proctoring comprehensive examinations are expected and assumed. They do not need to be listed for tenure and promotion decisions. However, a lack of participation in such activities may have a negative impact on annual review as well as tenure and promotion decisions.

Evaluation Criteria

Level I

- Serving on a Regents or University Committee.
- Chairing a University Committee.
- Serving as faculty advisor for a GSU student organization.
- Judging competitive state contests.
- Serving as chair of a College of Education Committee.
- Coordinating a conference at state/regional/national level.
- Serving as officer/committee chair of professional organizations and associations.
- Serving on accreditation committees.
- Being president/chair of local organization.
- Service on NCATE/PSC or other accreditation team/committee.
- Actively mentors students individually and in groups.
- Sponsors student organizations.
- Assists students seeking admission to academic programs.
- Mentors students not assigned as advisees.
- Creates/revises graduate student handbook.

Level II

- Conducting a workshop at the state level.
- Serving on a College of Education Committee.
- Committee member in local, state, regional, or national associations.
- Serving as a resource to state and local educational agencies and organizations.
- Conducting workshops for local schools and agencies.
- Chairing a department committee.
- Coordinating a local workshop or conference.
- Speaking to local school and agency groups.
- Judging education related contests.
- Service through community organizations.
- Assisting programs in other departments or colleges.
- Serving on a department committee.
- Reviewing national, state, or regional conference proposals.
- Reviewing curriculums for publishing companies.
- Providing consulting services to schools and agencies.
- Mentor/mentoree relationship participation.
- Is available to students during regularly scheduled office hours.
- Meets regularly with advisees.
- Communicates graduation requirements effectively to all advisees.

Scholarship

"Publishing" is defined as having received written confirmation of acceptance for publication. All publications, regardless of order of authorship, may be counted toward tenure and promotion. In some fields, the expectation is collaborative authorship that will be taken into consideration in determining value of the publication.

A well-defined, on-going research agenda should be developed as an individual proceeds through both tenure and promotion.

Evaluation Criteria

Level I

- Publishing a book related to one's professional field.
- Publishing a monograph related to one's professional field.
- Receiving a national/international grant.
- Editing a book related to one's professional field.
- Receiving a national professional academic honor or award.
- Serving as editor of a national journal.
- Acquiring or renewing national professional licensure or certification.
- Publishing an article in a distinguished journal.
- Giving an invited/keynote address at a national/international conference.

Level II

- Publishing an article in a nationally refereed journal (print or on-line).
- Publishing a chapter in a professional book.
- Publishing an article in a nationally recognized editorially reviewed journal.
- Making a presentation at a national/international conference.
- Publishing an article in a state refereed journal.
- Publishing an academically related article in a non-refereed journal.
- Publishing a video/audio tape in one's professional field.
- Developing other creative works.
- Receiving a state grant.
- Receiving a state professional academic honor or award.
- Serving as editor of a state journal.
- Making a presentation at a state/regional conference.
- Serving as an editorial board member of a national journal.
- Serving as a reviewer for a national journal.
- Serving as a panel member for a national or regional conference presentation.
- Acquiring or renewing state professional licensure or certification.
- Publishing an ERIC document.
- Publishing a research report.
- Publishing a book review in a national journal.
- Receiving a funding award from the Faculty Welfare & Development Committee.
- Presenting a paper at a local conference.
- Serving as a reviewer for a national publisher.
- Serving as a moderator for a national or-regional conference presentation.

- Serving as a panel member for a state or local conference presentation.
- Contributing material to a published professional newsletter.
- Developing a state, federal, or university grant proposal (not funded).
- Assisting a colleague with a manuscript or research project not listed as author.
- Developing a conference presentation at any level that does not get selected for presentation.
- Submitting a draft of an article/book/chapter for publication.