

**METROPOLITAN STATE COLLEGE OF DENVER  
SCHOOL OF LETTERS, ARTS AND SCIENCES**

**COMMUNICATION ARTS AND SCIENCES  
FACULTY EVALUATION GUIDELINES**

Approved by vote of CAS faculty on December 13, 2011

DEPARTMENT GUIDELINES REVIEW			
	Approve	Disapprove	Date
----- Department Chair			
----- Dean of School			
----- Vice President of Academic Affairs/Provost			

## AREAS OF PERFORMANCE

College faculty are reviewed on their performance in three areas: teaching, scholarly activities, and service. All relevant and official information may be considered in the course of any review or evaluation.

## CRITERIA

Each performance area has criteria that provide the basis for evaluation:

- a. Teaching: Teaching is the act of creating and maintaining an environment which enhances the opportunities for student learning and discipline-related growth; it includes advising students to facilitate graduation and to transition to post-baccalaureate careers or further educational opportunities. Effective teachers display knowledge of their subject matters in the relevant learning environment (classroom, on-line, hybrid, field work, etc.), which typically includes the skills, competencies, and knowledge in a specific subject area in which the faculty member has received advanced experience, training, or education.
- b. Scholarly Activities: Scholarly and creative activities are disciplinary or interdisciplinary expressions or interpretations that develop ideas, frame questions, create new forms of representation, solve problems, or explore enduring puzzles.
- c. Service: Faculty engage in service when they participate in the shared governance and good functioning of the institution; service to the institution can be at the program, department, school, or college level. Beyond the institution, faculty engage in service when they use their disciplinary and/or professional expertise and talents to contribute to the betterment of their multiple environments, such as regional communities, professional and disciplinary associations, nonprofit organizations, or government agencies.
- d. Other Duties: Faculty engaged in other duties, including faculty on reassigned time to serve in roles such as Department Chairs or Coordinators, will be reviewed on those activities.

Faculty will submit a Portfolio for review as stated in the Handbook for Professional Personnel.

### **CAS RATING SCALE**

The following rating scale will be applied to tenure track faculty portfolios:

Progressing Toward Tenure:

Faculty member has shown progress in the areas of teaching, scholarly activity, and service as specified in the “Expectations for Tenure and Promotion from Assistant to Associate Professor” section of this document.

Not Progressing Toward Tenure:

Faculty member is not progressing in at least 1 of the areas of teaching, scholarly activity, or service as specified in the “Expectations for Tenure and Promotion from Assistant to Associate Professor” section of this document.

**EXPECTATIONS FOR TENURE & PROMOTION  
FROM ASSISTANT TO ASSOCIATE PROFESSOR**

*It is expected that there be integration between discipline/course topics, scholarly activities and service. In addition to meeting the contractual responsibilities defined in the Handbook for Professional Personnel, candidates for tenure are expected – at a minimum – to meet the following criteria:*

<b>TEACHING</b>	<b>SCHOLARLY ACTIVITIES</b>	<b>SERVICE</b>
<ul style="list-style-type: none"> <li>• Maintain a consistently high-quality classroom environment as demonstrated through course delivery, content and design</li> <li>• Effectively use multiple pedagogies</li> <li>• Integrate scholarly activities and knowledge into teaching</li> <li>• Include activities and/or assignments that provide a practical application of course material</li> <li>• Update and modify courses to ensure currency</li> <li>• Actively participate in department and school assessment activities and implements changes as determined by department faculty</li> <li>• Obtain student ratings of instruction that are consistently near or above the department average for courses of the same level, delivery mode or comparable content</li> <li>• Receive summative peer observation that describes strong pedagogy that facilitates student learning</li> <li>• Provide student advising that is thorough, accurate and uses professional knowledge and contacts to inform advising</li> </ul>	<ul style="list-style-type: none"> <li>• Accomplish a minimum of 4 peer-reviewed scholarly activities to include:               <ul style="list-style-type: none"> <li>○ One disciplinary, pedagogical or creative work accepted in a peer-reviewed publication or national or international juried exhibit or performance</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>○ Publication of a book in area of expertise or textbook by an organization using significant academic oversight such as a commercial publishing house that required prospectus and review</li> </ul> <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> <li>○ Multiple peer-reviewed presentations of scholarly or creative works accepted for presentation at professional meetings</li> </ul> </li> <li>• Maintain a record of scholarship that shows consistent activity/development throughout probationary period.</li> <li>• Upgrade education and/or maintain certification/licenses relative to work assignments.</li> </ul>	<ul style="list-style-type: none"> <li>• Engage in continuous service activities in department and school/college</li> <li>• Serve in at least two substantial roles, providing leadership in the department, college, or one's professional community (e.g., elected position, board member, chair, co-chair, student group advisor)</li> <li>• Use disciplinary or professional expertise to make a significant contribution to one's professional organizations or the community outside of the college</li> </ul>