

BIOLOGY DEPARTMENT PROMOTION to PROFESSOR GUIDELINES

ALL FACULTY MUST MEET THE CONTRACTUAL RESPONSIBILITIES DEFINED IN THE *HANDBOOK* AND ADHERE TO ALL POLICIES AND PROCEDURES SET FORTH IN THE *HANDBOOK* AS A PREREQUISITE TO SUCCESSFUL PROMOTION. ADDITIONALLY FACULTY MUST HAVE MET THE MINIMUM TIME-IN-RANK TO BE ELIGIBLE FOR PROMOTION TO A HIGHER RANK, REGARDLESS OF DISCIPLINE WHICH IS A MINIMUM OF FOUR YEARS IN RANK AS ASSOCIATE PROFESSOR AT A REGIONALLY ACCREDITED BACCALAUREATE-GRANTING INSTITUTION OF HIGHER EDUCATION, TWO OF WHICH MUST HAVE BEEN AT METRO STATE. IN DETERMINING YEARS IN RANK, THE CURRENT YEAR (YEAR IN PROGRESS) DURING WHICH APPLICATION FOR PROMOTION IS MADE IS COUNTED AS A YEAR OF SERVICE TOWARD THE REQUIREMENT FOR TIME IN RANK.

FOR PROMOTION TO PROFESSOR, THERE IS AN EXPECTATION FOR A RECORD OF SIGNIFICANT ACCOMPLISHMENT IN ALL THREE AREAS: TEACHING, SCHOLARLY ACTIVITY, AND SERVICE.

TEACHING

The successful promotion candidate is expected to keep each course current through review of instructional resources and the regular addition of new materials, as appropriate. The candidate's narrative describes how courses are designed and delivered using multiple approaches to facilitate student learning. Expectations for student learning and performance are clearly communicated in syllabi and the tenure candidate uses student learning objectives/outcomes to facilitate student learning and assessment. Faculty member uses professional expertise along with course and/or program assessment results to improve courses. Sri's are compared to same level courses (lower or upper division) within the prefix. Promotion candidate's sri's are consistently near or above the prefix average for same level course. If below this, they have shown a trend of improvement toward the prefix average for same level courses and the narrative addresses work toward improving student ratings of instruction through shifting instructional content and/or design and/or delivery and incorporating feedback from student commentary. Faculty member thoroughly and accurately advises students, using professional knowledge and contacts when possible.

Meets Standards:

Specific examples of "Meets Standards" in teaching for the promotion candidate:

- 1- Courses are kept current and new materials are added to courses, such as adoption of a new textbook, the preparation of new study guides, bibliography/reading lists for classes, or the development or substantial revisions to other handouts, demonstrations, laboratory activities or web-sites; AND
- 2-Multiple approaches are used for students with different learning styles and special needs through the use of multimedia, the Access Center, and one-on-one meetings with students; AND

- 3- Provides students with timely qualitative and quantitative feedback to help the students master the material through creating assignment rubrics, specific and detailed learning objectives, clearly communicated expectations and assessment information in the course syllabi, and using assessments that require critical thinking/problem-solving skills on the part of the student; AND
- 4- Expands on content knowledge through self-study and scholarly activities listed below to improve courses, along with continued course improvement based on assessment results and student feedback; AND
- 5- Receives SRI's that are consistently near or above the prefix average for same level course. If below this, he/she has shown a trend of improvement toward the prefix average for same level courses as a result of shifting instructional content and/or design and/or delivery and incorporating feedback from student commentary; AND
- 6- Receives one summative peer observation that addresses strong pedagogy to facilitate student learning; AND
- 7- Develops or revises curriculum by one or more of these activities: designing or modifying laboratory exercises or course materials, designing or using new instructional equipment or methods, developing a new course (not previously taught) in the department, developing a new delivery format for a course (e.g. online, self-paced, correspondence), creating and offering an independent study, internship, or other individualized course, substantially modifying or redesigning an existing course, developing program modifications, developing or updating a web site specifically for a course; AND
- 8- Advises students in the Biology major and minor as well as professional specialized areas for biology students (e.g. pre-health care careers and graduate programs), is available for advising through e-mail, telephone and in-person meetings during office hours, provides up-to-date and accurate advising information and/or actively seeks out answers to unknown advising issues or refers the student to the appropriate office/person, accurately interprets CAPP reports, and maintains records of advising sessions (e.g. in Banner Tracking or BRM).

Needs Improvement:

| The promotion candidate does not produce the minimum amount of work that is needed- in "Meets Standards" for teaching as described above.

SCHOLARLY ACTIVITY

The promotion candidate has engaged in scholarly and creative activities which are disciplinary or interdisciplinary expressions or interpretations that develop ideas, frame questions, create new forms of representation, solve problems, or explore enduring puzzles. Purposes include, but are not limited to, the following: advancing knowledge or culture through original research or creative activities; interpreting knowledge within or across disciplines; synthesizing information across disciplines, across topics, or across time; aiding society or disciplines in addressing problems; or enhancing knowledge of student learning and effective teaching. This category includes activities in which the faculty member shares other knowledge with members of the learned and professional communities; continued education and professional development activities appropriate to professional status or assignments; and other activities specific to the faculty member's discipline or assigned responsibilities.

Meets Standards:

The promotion candidate accomplishes one of the examples listed as 1-5 AND one of the examples listed as 1-6 for Scholarly Activity below.

Specific examples of “Meets Standards” in scholarly activities for the promotion candidate:

1-One or more disciplinary creative works accepted in a peer-reviewed publication or broadcast;

OR

2-One or more pedagogical creative works accepted in a peer-reviewed publication; OR

3-Writing and publishing a textbook chapter, textbook, or a discipline-related book; OR

4-Writing or providing significant reviews/edits of ancillary textbook/lab manual materials (test bank, solutions manual, software, illustrations) through a recognized commercial publishing company (e.g. Pearson, McGraw-Hill, etc.) that are reviewed by peers and/or editors; OR

5-Evidence of ongoing and significant scientific active research, especially research involving students, that results in peer-reviewed presentations/poster presentations at professional conferences.

AND

1- Multiple presentations of their scholarly or creative works accepted after review for presentation at professional meetings; OR

2-Writing grants to outside agencies; OR

3- Upgrading of their education through post-graduate training – either private or academic; OR

4-Obtaining a new degree, obtaining or renewing licensure or specialty certification related to his/her professional expertise and teaching assignments; OR

5-Consultation in candidate’s professional area to educational or professional groups or for the federal government or other regional, national or international level organizations ; OR

6 – Invited presentations/seminars/publications of scholarly work for audiences of professional peers.

Needs Improvement:

The promotion candidate does not satisfy the minimum performance described by one of the examples listed as 1-5 AND one of the examples listed as 1-6 in “Meets Standards” for Scholarly Activity above.

SERVICE

The promotion candidate must demonstrate significant contributions to shared governance in the department, school or college or within their disciplinary organization or contributions using their disciplinary expertise to the community outside of the college. These contributions must be ongoing and make a significant difference. These contributions often, but not exclusively, take the form of significant committee work.

Meets Standards:

The promotion candidate who “Meets Standards” completes the specific examples listed below as 1-3 AND one of the specific examples listed below as 1-7 in Service.

Specific examples of “Meets Standards” in service activities for the promotion candidate:

1-Actively and regularly contributes to ongoing department, school or college-level committees through which a significant amount of time and effort are spent in shared governance; AND
2-Actively and regularly contributes unpaid service to the community and/or professional organizations that bring recognition to Metropolitan State College of Denver or the faculty member’s professional discipline through *pro bono* consultations, serving as a community or professional organization board member, organizing a professional conference, participating in ongoing K-12 activities, or presenting seminars for community or civic groups.

AND

3-Conducts peer observations of affiliate faculty members each semester.

AND

1-Holds a leadership position on a significant and ongoing committee or serves as a coordinator or director of a special project at the department or other level; OR

2-Actively serves as a faculty supervisor to an ongoing student group requiring continued guidance; OR

3-Mentors other faculty (full time or part time); OR

4-Serves on the Faculty Senate and Faculty Senate committees; OR

5-Takes leadership in a special project benefiting the department, school, college or professional community such as writing narratives for program review, coordinating ordering or moving, coordinating and overseeing several labs, ongoing training and supervising several work study students or teaching assistants; OR

6- Provides ongoing public relations efforts on behalf of the College; OR

7-Covers classes for colleagues for a significant period of time.

Needs Improvement:

The promotion candidate has not made ongoing significant contributions. The faculty member has not provided the minimum amount of service described in “Meets Standards” in service above.