

The Attached Departmental Guidelines for the Department of

BIOLOGY

at

The Metropolitan State College of Denver

are submitted for Approval for the Period

January 1, 2012 through December 31, 2012

Faculty Vote, December 9, 2011: 13 For 0 Against 1 Abstain

Faculty Vote on Revisions, August 31, 2012: 16 For 0 Against 0 Abstain

Approvals:

Department Chair  Date Dec. 15, 2011

Dean _____ Date _____

VPAA _____ Date _____

FRAMEWORK FOR LAS DEPARTMENTAL GUIDELINES

OVERALL EVALUATION STANDARDS:

THE TENURE CANDIDATE SHOULD WRITE A NARRATIVE THAT CLEARLY EXPLAINS THEIR ROLE AS A FACULTY MEMBER. ALTHOUGH LISTED AS 3 SEPARATE AREAS OF EVALUATION, TEACHING, SCHOLARLY ACTIVITIES AND SERVICE OFTEN INTERACT AND INTEGRATE WITHIN A FACULTY MEMBER'S RESPONSIBILITIES. WHEN POSSIBLE, THIS INTERPLAY SHOULD BE DISCUSSED IN THE PORTFOLIO NARRATIVE A LONG WITH HOW THE FACULTY MEMBER HAS GROWN THROUGH THEIR PROBATIONARY PERIOD.

EVALUATION STANDARDS FOR 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.

GUIDELINE TO ACHIEVE TENURE: IN THEIR NARRATIVE, THE TENURE CANDIDATE MUST EXPLAIN THEIR APPROACH TO TEACHING FROM AMONG THE FOLLOWING ASPECTS OF TEACHING: 1. HOW THEY INTEGRATE THEIR SCHOLARLY ACTIVITIES AND KNOWLEDGE INTO THEIR TEACHING, 2. DESIGN THEIR COURSES AND 3. DELIVER MATERIAL TO FACILITATE STUDENT LEARNING AND 4. USE ASSESSMENT RESULTS TO IMPROVE THEIR COURSES. THE FACULTY MEMBER ALSO DISCUSSES STUDENT ADVISING, LINKING IT WITH THEIR COURSES, SCHOLARLY ACTIVITIES AND PROFESSIONAL SERVICE, AS APPROPRIATE. THE TENURE CANDIDATE SHOULD REFLECT ON THEIR GROWTH IN TEACHING THROUGH THE PROBATIONARY PERIOD.

THE FACULTY MEMBER HAS SRI'S USING THE APPROVED FORM FOR ALL ACADEMIC YEAR CLASSES WITH 5 OR MORE STUDENTS OR WHEN LESS THAN 5 STUDENTS, THEY ARE EVALUATED ACCORDING TO DEPARTMENTAL GUIDELINES. A SINGLE SUMMATIVE PEER

OBSERVATION IS ALSO REQUIRED FOR EVALUATION FOR TENURE.

<p><u>Needs Improvement:</u> This rating simply means the faculty member has not accomplished all of the necessary activities to attain the “Meets Standards” rating.</p>	<p>Minimum requirements and/or Standards for Content Expertise have not been met.</p> <p>NO DEMONSTRATION THAT COURSES ARE REGULARLY UPDATED WITH NEW INFORMATION, AS CONSISTENT WITH THE DISCIPLINE. LITTLE ATTENTION IS GIVEN TO INSTRUCTIONAL DESIGN AND DELIVERY TO NEITHER FACILITATE STUDENT LEARNING NOR USE OF ASSESSMENT TO IMPROVE THE COURSE. IF TEACHING GENERAL STUDIES COURSES, FACULTY MEMBER HAS NOT DESIGNED THE COURSE CONSISTENT WITH THE DEPARTMENT’S AND COLLEGE’S EXPECTATIONS OR HAS NOT DONE THE ASSESSMENT REQUIRED BY THE GENERAL STUDIES PROGRAM. CLASSES ARE NOT EVALUATED USING SRI’S OR THE PATTERN OF SRI’S REMAINS SUBSTANTIALLY BELOW THE PREFIX AVERAGE. FACULTY LACKS SUMMATIVE PEER OBSERVATION OR THE OBSERVATION DOES NOT DEMONSTRATE SOUND PEDAGOGY TO SUPPORT STUDENT LEARNING.</p> <p>FACULTY MEMBER DOES NOT MAINTAIN REGULAR OFFICE HOURS AND MAKES MULTIPLE MISTAKES WHEN ADVISING STUDENTS.</p> <p>The tenure candidate does not produce the minimum amount of work that is needed- in “Meets Standards” for teaching as described below.</p>
<p><u>Meets Standards:</u> This performance level demonstrates the minimum required accomplishments for a faculty member.</p>	<p>MEETS STANDARDS: EACH COURSE IS KEPT CURRENT THROUGH REVIEW OF INSTRUCTIONAL RESOURCES AND THE REGULAR ADDITION OF NEW MATERIALS, AS APPROPRIATE. 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. FOR ANY GENERAL STUDIES COURSES TAUGHT, THE TENURE CANDIDATE DESIGNED THEIR COURSE IN ACCORDNACE WITH THE OFFICIAL COURSE SYLLABUS MEETING, DEPARTMENTAL AND COLLEGE EXPECTATIONS INCLUDING THE WRITING</p>

AND STUDENT LEARNING OUTCOME EXPECTATIONS. ASSESSMENT OF GENERAL STUDIES COURSES COMPLY WITH DEPARTMENTAL AND COLLEGE REQUIREMENTS. SRI'S ARE COMPARED TO SAME LEVEL COURSES (LOWER OR UPPER DIVISION) WITHIN THE PREFIX. TENURE 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 ACURATELY ADVISES STUDENTS, USING PROFESSIONAL KNOWLEDGE AND CONTACTS WHEN POSSIBLE.

Specific examples of "Meets Standards" in teaching for the tenure 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

Probationary faculty members will have at least two of their courses evaluated by peer observers each semester (excluding summer). Peer observers will be tenured biology faculty members chosen by the Department Chair (one will be by the chair) in consultation with the faculty member. Evaluations will be both summative and formative. For tenure and promotion probationary faculty members are expected to have a sustained record of peer evaluations that "meet standards". Probationary faculty members are expected to have responded to any concerns and to have demonstrated improvement in areas that were identified as needing improvement.

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 a 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 substantially 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 (e.g. curriculum modification forms for Biology program changes), developing a web site specifically for a course;; AND

7- 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

	<p>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; AND</p> <p>8-If the tenure-candidate teaches General Studies courses, he/she designs and teaches his/her courses in accordance with the official course syllabus, meeting departmental and college expectations including the writing and student learning outcome expectations. Additionally, assessment activities must comply with departmental and college requirements.</p>
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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.

GUIDELINE TO ACHIEVE TENURE: TENURE CANDIDATE MUST DEMONSTRATE IN THEIR NARRATIVE AND ANOTATED RESUME THAT THEY HAVE MADE ONE OR MORE MAJOR CONTRIBUTIONS TO THEIR DISCIPLINE THAT HAVE BEEN PEER REVIEWED OR ACCEPTED BY A JURY.

<p><u>Needs Improvement:</u> This rating simply means the faculty member has not accomplished all of the necessary activities to attain the “Meets Standards” rating.</p>	<p>Minimum requirements and/or Standards have not been met.</p> <p>NEEDS IMPROVEMENT: DURING THE PROBATIONARY PERIOD, THE FACULTY MEMBER DOES NOT PRODUCE WORK THAT IS ACCEPTED THROUGH PEER REVIEWED OR JURIED REVIEW AT A NATIONAL OR INTERNATIONAL LEVEL</p> <p>The tenure 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</p>
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	scholarly activity below.
<p><u>Meets Standards:</u> This performance level demonstrates the minimum required accomplishments for a faculty member.</p>	<p>MEETS STANDARDS: DURING THEIR PROBATIONARY PERIOD THE TENURE CANDIDATE HAS HAD A DISCIPLINARY OR PEDAGOGICAL OR CREATIVE WORK ACCEPTED IN A PEER-REVIEW PUBLICATION OR THE DISCIPLINARY EQUIVALENT. IN THE ARTS, THE CANDIDATE HAS HAD THEIR CREATIVE WORKS ACCEPTED INTO A REGIONAL, NATIONAL OR INTERNATIONAL JURIED EXHIBITION OR PERFORMANCE. ADDITIONALLY, THEY HAVE HAD MULTIPLE PRESENTATIONS OF THEIR SCHOLARLY OR CREATIVE WORKS ACCEPTED AFTER REVIEW FOR PRESENTATION AT PROFESSIONAL MEETINGS. OTHER POSSIBLE ACTIVITIES WOULD INCLUDE WRITING GRANTS TO OUTSIDE AGENCIES, UPGRADING THEIR EDUCATION, CERTIFICATION OR LICENSES RELATIVE TO THEIR WORK ASSIGNMENTS.</p> <p>Specific examples of “Meets Standards” in scholarly activities for the tenure candidate:</p> <p>1-One or more disciplinary creative works accepted in a peer-reviewed publication or broadcast; OR</p> <p>2-One or more pedagogical creative works accepted in a peer-reviewed publication; OR</p> <p>3-Writing and publishing a textbook chapter, textbook, or a discipline-related book that is reviewed by peers and/or editors; OR</p> <p>4-Writing and publishing several 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</p> <p>5-Evidence of ongoing and significant scientific active research, especially research involving students, that results in peer-reviewed presentations/poster presentations at professional conferences</p>

	<p>AND</p> <p>1- Multiple presentations of their scholarly or creative works accepted after review for presentation at professional meetings; OR</p> <p>2-Writing grants to outside agencies; OR</p> <p>3- Significant upgrading of their education through post-graduate training – either private or academic; OR</p> <p>4-Obtaining a new degree, licensure or specialty certification related to his/her professional expertise and teaching assignments; OR</p> <p>5-Significant 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</p> <p>6 – Invited presentations/seminars/publications of scholarly work for audiences of professional peers</p>
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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.

GUIDELINE TO ACHIEVE TENURE: TENURE CANDIDATE MUST DEMONSTRATE IN THEIR NARRATIVE THAT THEY HAVE PARTICIPATED IN SHARED GOVERNANCE AT THE COLLEGE, AND USED THEIR DISCIPLINARY OR PROFESSIONAL EXPERTISE TO MAKE AN UNPAID CONTRIBUTION TO THEIR PROFESSIONAL ORGANIZATIONS OR THE COMMUNITY OUTSIDE OF THE COLLEGE.

<p><u>Needs Improvement:</u> This rating simply means the faculty member has not accomplished all of the necessary activities to attain the “Meets Standards” rating.</p>	<p>Minimum requirements and/or Standards for Service have not been met.</p> <p>HAS NOT MADE ONGOING SIGNIFICANT CONTRIBUTIONS.</p> <p>The tenure candidate does not provide the minimum amount of service that is described by examples 1 - 3 AND one of the examples listed as 1-7 in “Meets Standards” in service below.</p>
<p><u>Meets Standards:</u> This performance level demonstrates the minimum required accomplishments for a faculty member.</p>	<p><i>MEET MEETS STANDARDS: THE TENURE 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.</i></p> <p>Specific examples of “Meets Standards” in service activities for the tenure candidate:</p> <p>1-Actively and regularly contributes to ongoing department, school or college-level</p>

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 new faculty (full time or part time) who are teaching a new course for the first time and require a heavy time commitment; 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

	<p>6- providing ongoing public relations efforts on behalf of the College; OR</p> <p>7-taking over classes for colleagues for a significant and sustained period of time.</p>
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