# METROPOLITAN STATE UNIVERSITY OF DENVER SCHOOL OF LETTERS, ARTS AND SCIENCES

### 2012-13

# COMMUNICATION ARTS AND SCIENCES FACULTY EVALUATION GUIDELINES

Approved by vote of CAS faculty on August 27, 2012

Approve	Disapprove	Date
14	0	11-37-
	14	14 6

### AREAS OF PERFORMANCE (as stated in the Handbook for Professional Personnel)

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. <u>Teaching</u>: 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. <u>Scholarly Activities</u>: 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. <u>Service</u>: 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.

### CAS RATING SCALE

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

Progressing Toward Tenure:

Not 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. 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

addition to meeting the contractual responsibilities defined in the Handbook for Professional Personnel, candidates for tenure are expected – at a In CAS we value teaching as the core of our mission, scholarship that strives for high standards and contributes to our discipline, and service that supports our university and profession. We expect that there is integration between discipline/course topics, scholarly activities and service. In minimum - to meet the following criteria:

			THE PART OF THE PA
	TEACHING	SCHOLARLY ACTIVITIES	SERVICE
•	Maintain a consistently high-quality	Maintain a record of excellence in scholarship	* Engage in continuous service activities in
	classroom environment as	that shows consistent and substantive	department and/or school/college
	demonstrated through course	activity/development throughout probationary	
	delivery, content and design and use	period	
	of multiple pedagogies	Accomplish scholarly activities that are	AND •
•	Integrate scholarly activities and	evaluated by the department faculty as	❖ Use disciplinary or professional expertise
	knowledge into teaching	appropriate and sufficient. These may include:	to make a significant contribution to:
•	Include activities and/or assignments	Disciplinary, pedagogical or creative works	one's professional organization
	that provide a practical application of course material	accepted in a peer-reviewed journal	• OR
		o National or international juried exhibit,	the community outside of the college
•	Update and modify courses to ensure	media production, or performance	
	carrency		
•	Actively participate in department	chapter in area of expertise	
	and school assessment activities and		
	implement changes as determined by	<ul> <li>Publication of a peer-reviewed book or</li> </ul>	
	department faculty	textbook in area of expertise by a reputable	
•	Earn student ratings of instruction	acadeline publishing nouse	
	that are consistently near or above	o Multiple peer-reviewed presentations of	
	the department average for courses	scholarly or creative works accepted for	
	of the same level, delivery mode or	presentation at regional or national	
	comparable content	professional academic meetings	
•	Receive summative peer observation	<ul> <li>Equivalent as determined by department</li> </ul>	
	that describes strong pedagogy that	faculty	
	facilitates student learning	• Unorade education and/or maintain	
•	Provide student advising that is	certification/licenses relative to work	
	thorough, accurate and uses	assignments as appropriate.	
	professional knowledge and contacts		
	to inform advising		

### **PROMOTION**

Candidates for promotion will be evaluated and meet the performance expectations in the areas of teaching, scholarly activities, and service defined in the Handbook for Professional Personnel. Promotion can only be granted based on a comprehensive evaluation based on performance already demonstrated. Following faculty submission of a Promotion Portfolio, reviews shall be conducted by the following:

- 1. The Department/Peer Review Committee
- 2. The Department Chair
- 3. The School Review Committee
- 4. The School Dean.
- 5. The Faculty Senate Retention, Tenure, and Promotion Committee
- 6. The Provost.

Faculty applying for promotion may use their tenure Portfolio – or, where relevant, their Post-Tenure Review Portfolio – if both reviews occur in the same academic year and if time in rank warrants it. Failure to recommend promotion shall not preclude a faculty member's application for promotion from proceeding to the next level of the review process. There is no appeal for a denial of promotion. A faculty member who is denied promotion may apply for promotion in any subsequent year.

Candidates for promotion must have met the following minimum time-in-rank to be eligible for promotion to a higher rank, regardless of discipline:

- e. Assistant Professor no requirement
- f. Associate Professor a minimum of six years total in rank as Assistant Professor at a regionally accredited baccalaureate-granting institution of higher education, two of which must have been at Metro State; the six-year minimum may be relaxed for faculty seeking the award of early tenure and simultaneous appointment to the rank of Associate Professor
- g. Professor 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. For promotion to Professor, there is an expectation for a record of significant accomplishment in all three areas.
- h. 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.

### PORTFOLIOS FOR PROMOTION

Promotion to Associate Professor

Faculty seeking promotion to Associate Professor without application for tenure shall include the same documentation items as delineated below for Portfolios for promotion to Professor

Promotion to Professor Portfolio shall include the following:

1. Cover Sheet

- 2. Narrative Statement 3-8 pages in length—presenting a reflective self-assessment to highlight accomplishments and indicate plans for the future. This statement should present one's best case to disciplinary colleagues *and* to colleagues across the University community.
- 3. Annotated Curriculum Vitae listing comprehensive and detailed faculty work in the areas of performance. (An example of an annotated CV can be found in the Guidebook for Portfolio Preparation, published by the Office of the Provost.) Annotations should provide brief explication of scholarly work completed or in progress or of service contributions. When possible, listings should include World Wide Web citations.
- 4. Student Ratings of instruction since last major review –awarding of tenure, post tenure review, or promotion to Associate Professor, whichever came most recently
- 5. All Letters of Review from the previous tenure/promotion review, all Letters of Review from post-tenure reviews, and any responses to the above from the faculty member.
- 6. Reassigned time reports and evaluations, when relevant, since most recent major review
- 7. Additional materials to document the work the faculty member has done: as many as nine items or as few as four items. At least two must be from the Teaching category and one each from the Scholarly Activities and Service categories.
- 8. One (1) summative peer observation conducted by a trained classroom observer.
- 9. Any level of review may request relevant and official information not present in the faculty Portfolio to assist the evaluation process. Only Provost-approved requests constitute official and relevant information. Any additional Provost-approved materials must be addressed in the Letters of Review and supporting documents included as an appendix thereto.

NOTE: For promotion to Professor, there is an expectation of significant accomplishment in all three areas of performance.

### CAS RATING SCALE

The following rating scale will be applied to tenured faculty portfolios:

Meets standards:

Faculty member meets the expectations for promotion or PTR as identified in this document.

Does not meet standards:

Faculty member does not meet the expectations in at least 1 of the areas of teaching, scholarly activity, or service as specified in the

"Expectations for Promotion or PTR".

# DEPARTMENT EXPECTATIONS FOR PROMOTION TO PROFESSOR

In CAS we value teaching as the core of our mission, scholarship that strives for high standards and contributes to our discipline, and service that supports our university and discipline. We expect that there is 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:

SCHOLARLY ACTIVITIES  Maintain a record of excellence in scholarship that shows consistent and substantive activity/development through out academic careet with a minimum of four scholarly activities in the previous five year period.  d knowledge into  Demonstrate a significant contribution to the discipline.  Accomplish scholarly activities that are evaluated by the department faculty as appropriate and sufficient. These may include:  ensure currency  Disciplinary, pedagogical or creative works accepted in a peer-reviewed publication  National or international juried exhibit, media production, or performance production, or performance area of expertise  Publication of a peer-reviewed book or textbook in area of expertise by a reputable academic publishing house.  Multiple peer-reviewed presentation at professional academic meetings  Ceative works accepted for presentation at professional academic meetings  Ceative works accepted for presentation at professional academic meetings  Ceative works accepted for presentation at professional academic meetings  Ceative works accepted for presentation at professional academic meetings  Characteries by the department faculty or creative works accepted for presentation at professional academic meetings  Ceative works accepted for presentation at professional academic meetings  Ceative works accepted for presentation at professional academic meetings  Ceative works accepted for presentation at professional academic meetings  Ceative works accepted for maintain certification/licenses relative to work assignments as appropriate.		7			
Maintain a consistently high-quality classroom environment as demonstrated through course environment and design Using multiple pedagogies Integrate scholarly activities and knowledge into teaching Include activities and/or assignments that provide a specifical application of course material Include activities and/or assignments that provide a season of course material Include activities and vor assignments that provide a specifical application of course material Include activities and or assignments that provide a practical application of course material Include activities and vor assignments that provide a practical application of course material Include activities and vor the discipline.  Accomplish scholarly activities that are evaluated by the department are practical application of course material Include activities and vor assignments and significant curriculum revision or innovation  Teach a variety of courses  Actively participal minimum of four asserting provide and contacts to a significant contribution to the discipline.  Accomplish scholarly activities that are evaluated by the department are provided and scholarly activities in the previous of courses to ensure currency  Disciplinary, pedagogical or creative works accepted in a peer-reviewed publication  National or international juried exhibit, media production, or performance  National or international juried exhibit, media production, or performance  National or international juried exhibit, media production, or performance  National or international juried exhibit, media production, or performance  National or international juried exhibit, media production, or performance  National or international price expected book chapter in areasessment activities and implement changes as essessment activities and implement average for courses of the same level, delivery mode or comparable content  Receive summative peer observation that describes  Nulliple peer-reviewed publication of a peer-reviewed pook or textbook in area of expertise by a reputable a		TEACHING		SCHOLARLY ACTIVITIES	SERVICE
environment as demonstrated through course environment as demonstrated through course environment as demonstrated through course Using multiple pedagogies Integrate scholarly activities and knowledge into taaching Include activities and/or assignments that provide a practical application of courses and anodify courses to ensure currency Lead significant curriculum revision or innovation  Teach a variety of courses  Actively participate in department and school assessment activities and implement changes as determined by department faculty  Earn student ratings of instruction that are comparable content  Receive summative per observation that describes strong pedagogy that facilitates student learning  Provide student advising that is thorough, accurate and uses professional knowledge and contacts to  Upgrade education and design  Accomplish scholarly activities that are evaluated by the department faculty as appropriate and sufficient. These may include:  Disciplinary, pedagogical or creative works accepted in a peer-reviewed publication  Disciplinary, pedagogical or creative works accepted in a peer-reviewed publication  O National or international juried exhibit, media production, or performance accepted in a peer-reviewed publication  O Publication of an invited or referced book chapter in area of expertise by a reputable academic publishing house.  O Multiple peer-reviewed prokepartment faculty  Receive summative per observation that describes  Provide student advising that is thorough, accurate per performance and understanding and uses professional knowledge and contacts to  Upgrade education and designment as againtenance activities and properties.  Demonstrate a significant contribut the discipline.  Accomplish scholarly acreate a significant to the discipline.  Accomplish scholarly acreated and sufficient. These may include:  Disciplinary, pedagogical or creative works accepted in a peer-reviewed publication of an invited or referced book chapter in area of expertise by a reputable academic publishing	•;•		•	Maintain a record of excellence in scholarship that shows	
delivery, content and design  behavior and design  care with a minimum of four scholarly activities and knowledge into teaching  lintegrate scholarly activities and knowledge into teaching  lintegrate scholarly activities and knowledge into teaching  lintegrate scholarly activities and knowledge into teaching multiple peadsogies  lintegrate scholarly activities and knowledge into practical application of course material  linclude activities and consistent and solved a participate in department and school assessment activities and implement changes as determined by department faculty activities and implement changes as accepted in a pect-reviewed publication  O National or international juried exhibit, media production, or performance assessment activities and implement changes as determined by department faculty area of aspertise comparable content  Receive summative peer observation that describes strong pedagogy that facilitates student learning provide student advising that is thorough, accurate a significant contribution on the discipline.  Demonstrate a significant contribution to the discipline.  Accomplish scholarly activities that are evaluated by the department faculty as appropriate and sufficient. These may include:  O National or international juried exhibit, media production, or performance comparable content  O Publication of an invited or refereed book chapter in area of expertise by a reputable academic publishing house.  O Publication of an evel of expertise by a reputable academic publishing house.  O Publication of a peer-reviewed book or textbook in area of expertise by a reputable academic publishing house.  O Publication of a peer-reviewed book or textbook in area of expertise by a reputable academic publishing house.  O Publication of a peer-reviewed book or textbook in area of expertise by a reputable academic publishing house.  O Publication of a peer-reviewed book or textbook in area of expertise by a reputable academic publishing house.  O Publication of a peer-reviewed book or textbo		environment as demonstrated through course		consistent and substantive activity/development	activities in department and/or
Using multiple pedagogies  Integrate scholarly activities and knowledge into teaching Integrate scholarly activities and knowledge into teaching Include activities and or assignments that provide a practical application of course material  Teach a variety of courses to ensure currency Lead significant curriculum revision or innovation  Teach a variety of courses  Actively participate and subjection of course material  Teach a variety of courses  Actively participate in department and school assessment activities and implement changes as determined by department faculty  Earn student ratings of instruction that are comparable content  Receive summative peer observation that describes strong pedagogy that facilitates student learning  Provide student advising that is thorough, accurate a significant contribution to the discipline.  Accomplish scholarly activities that are evaluated by the department faculty accepted in a per-reviewed publication  O Disciplinary, pedagogical or creative works accepted in a peer-reviewed publication  O Publication of an invited exhibit, media production, or performance assessment activities and implement average for courses of the same level, delivery mode or consistently accurate and significant curriculum revision that are of expertise by a reputable academic publishing house.  O Publication of a peer-reviewed book or textbook in area of expertise by a reputable academic publishing house.  O Publication of a peer-reviewed book or textbook in area of expertise by a reputable academic publishing house.  O Publication of a peer-reviewed book or textbook in area of expertise by a reputable academic publishing house.  O Publication of a peer-reviewed book or textbook in area of expertise by a reputable academic publishing house.  O Publication of a peer-reviewed book or textbook in area of expertise by a reputable academic publishing house.  O Publication of a peer-reviewed presentation at production, or performance area of expertise by a reputable academic publishing house.  O Public		delivery, content and design		throughout academic career with a minimum of four	school/college
Integrate scholarly activities and knowledge into teaching Include activities and or assignments that provide a practical application of course material Include activities and or assignments that provide a practical application of course material Include activities and or assignments that provide a practical application of course or ensure currency Include:  Accomplish scholarly activities that are evaluated by the department faculty as appropriate and sufficient. These may include:  Disciplinary, pedagogical or creative works accepted in a peer-reviewed publication  National or international juried exhibit, media production, or performance assessment activities and implement changes as determined by department faculty are or above the department average for courses of the same level, delivery mode or comparable content  Receive summative peer observation that describes strong pedagogy that facilitates student learning provides and contacts to inform advising  - Accomplish scholarly as appropriate and sufficient. These may include:  - Disciplinary, pedagogical or creative works accepted in a peer-reviewed publication  - National or international juried exhibit, media production, or performance  - Publication of an invited or refereed book chapter in area of expertise  - Publication of an invited or refereed book chapter in area of expertise  - Publication of a peer-reviewed book or textbook in area of expertise  - Publication of an invited or refereed book chapter in area of expertise  - Publication of an invited or refereed book chapter in area of expertise  - Publication of an invited or refereed book chapter in area of expertise  - Publication of an invited or refereed book chapter in area of expertise  - Publication of an invited or refereed book or textbook in area of expertise  - Publication of an invited or refereed book or textbook in area of expertise  - Publication of an invited or refereed book or textbook in area of expertise  - Publication of an invited or refereed book or textbook in area of exper		Using multiple pedagogies		scholarly activities in the previous five year period.	
Include activities and/or assignments that provide a practical application of course material  Include activities and/or assignments that provide and modify courses to ensure currency  Update and modify courses to ensure currency  Lead significant curriculum revision or innovation  Teach a variety of courses  Actively participate in department and school assessment activities and implement changes as assessment activities and implement average for courses of the same level, delivery mode or comparable content  Receive summative peer observation that describes for courses of the same level, delivery mode or comparable content  Receive summative peer observation that describes for courses of the same level, delivery mode or comparable content  Receive summative peer observation that describes house.  Multiple peer-reviewed book or textbook in area of expertise by a reputable academic publishing house.  Multiple peer-reviewed presentation at area of expertise by a reputable academic publishing professional knowledge and contacts to inform advising.	*		•	Damonstrate a cianificant contribution to the discipline	AND
Include activities and/or assignments that provide a practical application of course material  Provide student advising that are evaluated by the department browners and uses professional knowledge and contacts of the server and vising practical application of courses of the same level, delivery mode or creative works and uses professional knowledge and contacts of inform advising.		teaching	•	Demonstrate a significant contribution to the discipline.	* Use disciplinary or professional
practical application of course material  may include:  Update and modify courses to ensure currency  Lead significant curriculum revision or innovation  Teach a variety of courses  Actively participate in department and school assessment activities and implement changes as determined by department faculty near or above the department average for courses of the same level, delivery mode or comparable content  Receive summative peer observation that describes strong pedagogy that facilitates student learning  Provide student advising  O Disciplinary, pedagogical or creative works accepted in a peer-reviewed publication  O National or international juried exhibit, media production, or performance and implement changes as accepted in a peer-reviewed publication of an accepted in a peer-reviewed publication  O National or international juried exhibit, media production, or performance and implement average of expertise paracol consistently near or above the department average for courses of the same level, delivery mode or comparable content  O Multiple peer-reviewed book or textbook in area of expertise by a reputable academic publishing house.  O Multiple peer-reviewed book or textbook in area of expertise by a reputable academic publishing house.  O Multiple peer-reviewed book or textbook in area of expertise by a reputable academic publishing house.  O Multiple peer-reviewed book or textbook in area of expertise by a reputable academic publishing house.  O Publication of a peer-reviewed book or textbook in area of expertise by a reputable academic publishing house.  O Publication of a peer-reviewed book or textbook in area of expertise by a reputable academic publishing house.  O Publication of a peer-reviewed prefered book chapter in area of expertise by a reputable academic publishing house.	*		•	Accomplish scholarly activities that are evaluated by the	expertise to make a significant
Update and modify courses to ensure currency  Lead significant curriculum revision or innovation  Teach a variety of courses  Actively participate in department and school assessment activities and implement changes as essessment activities and implement determined by department faculty  Earn student ratings of instruction that are consistently near or above the department average for comparable content  Comparable content  Receive summative peer observation that describes strong pedagogy that facilitates student learning  Provide student advising that is thorough, accurate and uses professional knowledge and contacts to inform advising  - Digrade education and/or maintain certification/licenses relative to work assignments as appropriate.		practical application of course material		department faculty as appropriate and sufficient. These may include:	contribution to:
Lead significant curriculum revision or innovation  Teach a variety of courses  Actively participate in department and school assessment activities and implement changes as determined by department faculty  Earn student ratings of instruction that are consistently near or above the department average for courses of the same level, delivery mode or comparable content  Receive summative peer observation that describes strong pedagogy that facilitates student learning and uses professional knowledge and contacts to inform advising  Lead significant curriculum revision or innovation at accepted in a peer-reviewed publication or production, or performance area of expertise by reformance or above chapter in area of expertise by a reputable academic publishing house.  O Publication of an invited or refered book chapter in area of expertise consistently near or above the department average for courses of the same level, delivery mode or comparable content  Receive summative peer observation that describes strong pedagogy that facilitates student learning provide student advising  Provide student advising  O Disciplinary, pedagogical or creative works accepted in a peer-reviewed publication area of expertise by a reputable academic publishing house.  O Multiple peer-reviewed presentation at professional target and contacts to inform advising  O Disciplinary, pedagogogy and area of expertise by a reputable academic publishing house.  O Disciplinary, pedagogogogogodor or textbook in area of expertise by a reputable academic publishing house.  O Disciplinary, pedagogogogogogodor or textbook in area of expertise by a reputable or textbook in area of expertise by a reputable academic publishing house.  O Disciplinary, pedagogogogogogodor or textbook in area of expertise by a reputable academic publishing house.  O Disciplinary, pedagogogogogogodor or textbook in area of expertise by a reputable academic publishing house.  O Disciplinary, pedagogogogogodor or textbook in area of expertise by a reputable academic publishing ho	*				
Actively participate in department and school assessment activities and implement changes as determined by department faculty  Earn student ratings of instruction that are consistently near or above the department average for courses of the same level, delivery mode or comparable content  Receive summative peer observation that describes strong pedagogy that facilitates student learning and uses professional knowledge and contacts to inform advising  Actively participate in department and school assessment and sessessment and sessessmen	*				
Actively participate in department and school assessment activities and implement changes as determined by department faculty  Earm student ratings of instruction that are consistently near or above the department average for courses of the same level, delivery mode or comparable content  Receive summative peer observation that describes strong pedagogy that facilitates student learning  Provide student advising that is thorough, accurate and uses professional knowledge and contacts to inform advising  Propriate in department and save production, or performance production, or performance area of expertise or publication of a peer-reviewed book or textbook in area of expertise by a reputable academic publishing house.  O Multiple peer-reviewed presentations of scholarly or creative works accepted for presentation at professional knowledge and contacts to inform advising  Upgrade education and/or maintain certification/licenses relative to work assignments as appropriate.	*				
assessment activities and implement changes as determined by department faculty area of expertise  Earn student ratings of instruction that are consistently near or above the department average for courses of the same level, delivery mode or comparable content  Receive summative peer observation that describes strong pedagogy that facilitates student learning  Provide student advising that is thorough, accurate and uses professional knowledge and contacts to inform advising  O Publication of an invited or referced book chapter in area of expertise  O Publication of a peer-reviewed book or textbook in area of expertise by a reputable academic publishing house.  O Multiple peer-reviewed presentations of scholarly or creative works accepted for presentation at professional academic meetings  O Equivalent as determined by department faculty and uses professional knowledge and contacts to inform advising	*				college
Earn student ratings of instruction that are consistently near or above the department average for courses of the same level, delivery mode or comparable content comparable content Receive summative peer observation that describes strong pedagogy that facilitates student learning Provide student advising that is thorough, accurate and uses professional knowledge and contacts to inform advising early and uses professional early average and contacts to inform advising early average early area of expertise by a reputable academic publishing house.  O Multiple peer-reviewed book or textbook in area of expertise by a reputable academic publishing house.  O Multiple peer-reviewed presentations of scholarly or creative works accepted for presentation at professional academic publishing house.  O Equivalent as determined by department faculty and uses professional knowledge and contacts to inform advising early and uses professional early and uses	,				AND
Earn student ratings of instruction that are consistently near or above the department average for courses of the same level, delivery mode or comparable content comparable content  Receive summative peer observation that describes strong pedagogy that facilitates student learning provide student advising that is thorough, accurate and uses professional knowledge and contacts to inform advising  Eara of expertise by a reputable academic publishing house.  Multiple peer-reviewed bresentations of scholarly or creative works accepted for presentation at professional that describes strong pedagogy that facilitates student learning and uses professional knowledge and contacts to inform advising relative to work assignments as appropriate.				action of the control	Serve in a leadership role in the
Comparable content  Receive summative peer observation that describes strong pedagogy that facilitates student learning  Provide student advising that is thorough, accurate and uses professional knowledge and contacts to inform advising  O Multiple peer-reviewed presentations of scholarly or creative works accepted for presentation at professional academic meetings  D Equivalent as determined by department faculty  O Equivalent as determined by department faculty and uses professional knowledge and contacts to inform advising  O Equivalent as appropriate.	<b>.</b>				university, community or professional organization
Receive summative peer observation that describes strong pedagogy that facilitates student learning  Provide student advising that is thorough, accurate and uses professional knowledge and contacts to inform advising  Receive works accepted for presentation at creative works accepted for presentation at professional taching accurate professional knowledge and contacts to inform advising  • Upgrade education and/or maintain certification/licenses relative to work assignments as appropriate.		comparable content			AND
Provide student advising that is thorough, accurate and uses professional knowledge and contacts to inform advising  • Upgrade education and/or maintain certification/licenses relative to work assignments as appropriate.	*				* Mentor new faculty
Provide student advising that is thorough, accurate and uses professional knowledge and contacts to inform advising				professional academic meetings	
•	<b>*</b>				
		inform advising	•	Upgrade education and/or maintain certification/licenses relative to work assignments as appropriate.	

### POST-TENURE REVIEW

Post-tenure review is a comprehensive evaluation of the performance of tenured faculty, conducted on a five-year cycle. Where appropriate, faculty may submit a Portfolio for promotion in lieu of a Post Tenure Review if both reviews occur in the same academic year and if time in rank warrants it. Following faculty submission of a Portfolio for Post-Tenure Review, reviews shall be conducted by the following:

- 1. The Department/Peer Review Committee
- 2. The Department Chair
  - In the case of a Department Chair being evaluated for Post-Tenure Review, Portfolios go directly from the Department/Peer Review Committee to the School Dean for review.
- 3. The School Dean.
- The University-level Post-Tenure Review Committee reviews a Portfolio only in the event that any level of review recommends that a faculty member needs improvement.
- 4. The Provost

It is the responsibility of the faculty member to submit Post-Tenure Review Portfolio according to the appropriate five-year cycle. No later than the second Monday in February and every fifth year after the last comprehensive evaluation, the tenured faculty member shall prepare and submit a Post-Tenure Review Portfolio.

### PORTFOLIOS FOR POST-TENURE REVIEW

Post-Tenure Review Portfolio shall include the following:

- 1. Cover Sheet
- 2. Narrative Statement 1-3 pages in length presenting a reflective self-assessment, to highlight accomplishments and indicate plans for the future. This statement should present one's best case to disciplinary colleagues *and* to colleagues across the College community.
- 3. Annotated Curriculum Vitae listing comprehensive and detailed faculty work in the Areas of Performance. (An example of an annotated CV can be found in the Guidebook for Portfolio Preparation, published by the Office of the Provost.) Annotations should provide brief explication of scholarly work completed or in progress or of service contributions. When possible, listings should include World Wide Web citations.
- 4. All Student Ratings of Instruction since the last comprehensive evaluation.
- 5. Letters of Review from the most recent comprehensive evaluation, e.g., tenure, promotion, or post tenure review
- 6. Reassigned Time Reports and Evaluations since the last comprehensive evaluation.
- 7. No additional materials for review beyond what is required in Department Guidelines
- 8. No additional peer observations beyond what is required in Department Guidelines
- 9. Any level of review may request relevant and official information not present in the faculty Portfolio to assist the evaluation process. Only Provost-approved requests constitute official and relevant information. Any additional Provost-approved materials must be addressed in the Letters of Review and supporting documents included as an appendix thereto.

## DEPARTMENT EXPECTATIONS FOR SUCCESSFUL POST-TENURE REVIEW

In CAS we value teaching as the core of our mission, scholarship that strives for high standards and contributes to our discipline, and service that supports our university and discipline. We expect that there is integration between discipline/course topics, scholarly activities and service. In addition to meeting the contractual responsibilities defined in the Handbook for Professional Personnel, a successful post-tenure review addresses each of the following areas since the tenured faculty member's most recent comprehensive evaluation, e.g., tenure, promotion, or post tenure review

	TEACHING	SCHOLARLY ACTIVITIES	SERVICE
*	Maintain a consistently high- quality classroom environment as demonstrated through course delivery, content and design	Accomplish a minimum of one of the following peer-reviewed scholarly activities related to the discipline:	<ul> <li>Engage in continuous service activities in department and/or school/college</li> </ul>
*	Effectively use multiple pedagogies	Disciplinary, pedagogical or creative work accepted in a peer-	<ul> <li>Serve in at least 2 substantial roles, providing leadership in the department, college, or</li> </ul>
*	Integrate scholarly activities and knowledge into teaching	reviewed academic journal  o National or international juried	one's professional community (e.g., elected position, board member, chair, co-chair,
*	Include activities and/or assignments that provide a	exhibit, media production, or performance	student group advisor)
	practical application of course material	Publication of an invited or refereed book chapter in area of	<ul> <li>Use disciplinary or professional expertise to make a significant contribution to</li> </ul>
*	Update and modify courses to ensure currency	expertise  o Publication of a peer-reviewed	a) one's professional     organizations or b) the     community outside of the
*	Actively participate in department and school assessment activities and	book or textbook in area of expertise by a reputable academic publishing house	college
	implement changes as determined by department faculty	Peer-reviewed presentation of scholarly or creative work accepted for presentation at	
*	Obtain student ratings of instruction that are consistently	regional or national professional academic meetings	
	near or above the department average for courses of the same level, delivery mode or	Equivalent as determined by department faculty	
*	comparable content  Receive summative peer	<ul> <li>Maintain a record of scholarship that shows consistent</li> </ul>	
•	observation at the discretion of the Department Chair.	activity/development since the last evaluation.	
<b>.</b>	Provide student advising that is thorough, accurate and uses professional knowledge and contacts to inform advising	Upgrade education and/or maintain certification/licenses relative to work assignments.	