

The Attached Departmental Guidelines for the Department of

Chicana/o Studies Department

at

The Metropolitan State College of Denver
are submitted for Approval for the Period

January 1, 2017 through December 31, 2017

Approvals:

Department Chair Dr. Ramon Del Castillo Date 11-29-2016

Dean Joan Laura Foster Date _____
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VPAA  Date 5-24-17

The Attached Departmental Guidelines for the DEPARTMENT OF CHICANA AND CHICANO STUDIES EVALUATION GUIDELINES

Submitted by Dr. Ramon Del Castillo, Professor and Department Chair for January 1, 2017 to December 31, 2017.

The Chicana/o Studies Department reserves the right to revert to the guidelines currently developed in NEW SECTION V of the Handbook for Professional Development which was recently approved by the Board of Trustees in order to clarify any confusion or policy interpretation. The new mission and vision were revisited and changed at the 2016 retreat.

SECTION I: DEPARTMENTAL MISSION STATEMENT

The mission of the Department is to promote critical understanding of Chicanx, Latinx Mexicanx communities through interdisciplinary teaching, grant development, research, scholarly and creative work, praxis, and community engagement.

We accomplish our mission by:

- (1) Providing innovative curriculum for the undergraduate major, minor and collaborative certificate programs, and by partnering with the School of Education to provide Teacher Licensure;
- (2) Offering undergraduate research experience, colloquia, service learning opportunities, and community internships;
- (3) Producing faculty research, creative works, and scholarship and integrating it into curriculum;
- (4) Sponsoring national and international scholars to campus through the Richard T. Castro Distinguished Visiting Professorship and the 'Lalo' Delgado Poetry Festival;
- (5) Engaging students, faculty and staff in co-curricular activities and events;
- (6) Advocating with Chicanx, Latinx Mexicanx communities in the enhancements of their lives through the development of grants, projects, and programs;
- (7) Mentoring and cultivating academically rigorous, critically conscious, politically astute individuals, and social activists.

Guidelines for Achieving Tenure and Promotion to Associate Professor in Chicana/o Studies:

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 in their teaching; 2) design their courses; 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 experience, 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 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.

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 maintaining 5 office hours/week, 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.

Chicana/o Studies Ratings for Teaching

<p><u>Meets Standards</u></p> <p>This performance level demonstrates the minimum required accomplishments for a faculty member. Tenure track faculty member can achieve tenure at this level provided standards in other areas are met.</p>	<ol style="list-style-type: none">1. Courses are continuously updated and modified to improve content, delivery and design to facilitate student learning;2. Faculty designs student learning outcomes/objectives and uses evidence-based outcomes with students assessment to improve student learning;3. For General Studies courses taught, faculty members design each course in accordance with the official course syllabus meeting departmental and college expectations including the writing and student learning outcome expectations;4. SRI's are within 0.5 of prefix average or above for 65% of the courses taught;5. Uses scholarly written work including proposals that have been funded that pertain to the field of Chicana/o Studies, using evidence based findings, once they have been implemented and data has been gathered and analyzed, to create and use in classes instructed within
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	<p>the CHS discipline and the college in general and additionally can lead to publications.</p> <ol style="list-style-type: none"> 6. Summative peer observation describes solid pedagogy and facilitation of student learning; 7. Faculty advises students and/or organizations; providing them with multiple options and extensive information; and 8. Faculty uses professional contacts and knowledge to inform their advising and to provide students with information regarding opportunities.
<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.

Evaluation Standards for 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.

Chicana/o Studies Ratings for Scholarly Activities

<p><u>Meets Standards</u></p> <p>This performance level demonstrates the minimum required accomplishments for a faculty member.</p>	<ol style="list-style-type: none"> 1. Tenure candidate has engaged in scholarly or creative activities that enhance teaching and/or furthers their discipline; 2. Faculty has had at least 1-2 disciplinary, pedagogical or creative works accepted in a peer-reviewed publication; or have had 1 creative work accepted into several national or international juried exhibitions or performances; or have written 1 proposal that was funded to external agencies consistent with the mission of Chicana/o Studies; or 3. 2-3 presentations of their scholarly or creative works accepted after review for professional meetings; or submission of articles to local magazine and/or newspapers for evaluation and possible publication; or provides pro bono consultation to community organizations dealing with research and publication; and 4. Other possible activities that would upgrade their education, certification or licenses relative to their work assignments.
<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

Evaluation Standards for Service

Faculty engages 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.

Chicana/o Studies Ratings for Service

<p><u>Meets Standards</u></p> <p>This performance level demonstrates the minimum required accomplishments for a faculty member.</p>	<ol style="list-style-type: none"> 1. Tenure candidate must demonstrate that they have taken an ongoing leadership or significant role in a long term committee, special project or other service activity in the department, college or University and in their discipline or in the greater community and made a difference; 2. Emphasis on ongoing service and involved in a number of significant inter-institutional committees and organizations can be counted; 3. Attends meetings of bona fide groups on campus and assists in meeting organizational goals and objectives; 4. Preparing ongoing documents, essays, or information for use in the community; for example, writing for a community newspaper or small magazine and sharing work in class; or 5. Provides (2-3) speaking engagements, training or workshops to community groups, public sector organizations and/or nonprofit organizations in areas related to Chicana/o Studies; or 6. Demonstrate contributions to shared governance in the department, college or university or within their disciplinary organization or contributions using their disciplinary expertise to the community outside of the university; 7. Unpaid public service to community and/or professional organizations which benefits the University; 8. Sits on boards, advisory councils or committees of nonprofit organizations.
<p><u>Needs Improvement</u></p>	<p>This rating simply means the faculty member has not accomplished all of the necessary activities to attain the “Meets Standards” rating</p>

Guidelines for Promotion to Professor in Chicana/o Studies

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 maintaining 5 office hours/week, 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.

Chicana/o Studies Ratings for Teaching

<p><u>Meets Standards</u></p> <p>This performance level demonstrates the minimum required accomplishments for a faculty member. Tenured faculty member can achieve promotion at this level provided standards in other areas are met.</p>	<ol style="list-style-type: none">1. Courses are continuously updated and modified to improve content, delivery and design to facilitate student learning;2. Faculty designs student learning outcomes/objectives and uses assessment to improve student learning;3. For most General Studies courses taught, faculty designed their course in accordance with the official course syllabus meeting departmental and college expectations including the writing and student learning outcome expectations;4. SRI's are within 0.5 of prefix average or above for 65% of the courses taught;5. Uses scholarly written work including proposals that have been funded and pertain to the field of Chicana/o Studies using evidence based findings, once they have been implemented and data has been gathered and analyzed, to create and use in classes instructed within the CHS discipline and the college in general and can lead to publications;6. Summative peer observation describes solid pedagogy and facilitation of student learning;7. Faculty advises students and/or organizations; providing them with multiple options and extensive information; and8. Faculty uses professional contacts and knowledge when called upon to inform their advising and to provide students with information regarding opportunities.
<p><u>Needs Improvement</u></p>	<p>This rating simply means the faculty member has not accomplished all of the necessary activities to attain the "Meets Standards" rating.</p>

Evaluation Standards for 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.

Chicana/o Studies Ratings for Scholarly Activities

<p><u>Meets Standards</u></p> <p>This performance level demonstrates the minimum required accomplishments for a faculty member.</p>	<ol style="list-style-type: none">1. Promotion candidate has engaged in scholarly or creative activities that enhance teaching and/or furthers their discipline;2. Following tenure and promotion Associate Professor faculty has had at least 1-2 disciplinary or pedagogical or creative works accepted in a peer-reviewed publication; or have had 1 creative work accepted into several national or international juried exhibitions or performances; or have written 1 proposal that was funded to external agencies consistent with the mission of Chicana/o Studies;3. 2-3 presentations of their scholarly or creative works accepted after review for professional meetings; or submission of articles to local magazine and/or newspapers for evaluation and possible publication; or provides pro bono consultation to community organizations dealing with research and publication; or4. Works with other scholars both in and out of the department in research and publication used in classrooms; and5. Other possible activities would upgrade their education, certification or licenses relative to their work assignments.
<p><u>Needs Improvement</u></p>	<p>This rating simply means the faculty member has not accomplished all of the necessary activities to attain the "Meets Standards" rating</p>

Evaluation Standards for Service

Faculty engages 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.

Chicana/o Studies Ratings for Service

<p><u>Meets Standards</u></p> <p>This performance level demonstrates the minimum required accomplishments for a faculty member.</p>	<ol style="list-style-type: none">1. Promotion candidate must demonstrate that they have taken an ongoing leadership or significant role in a long term committee, special project or other service activity in the department, college or University and in their discipline or in the greater community and made a difference;2. Emphasis on ongoing service and involved in a number of significant inner-institutional committees and organizations;3. Attends and participates meaningfully in meetings of bona fide groups on campus and assists in meeting committee and/or organizational goals and objectives;4. Preparing ongoing documents, essays, or information for use in the community; for example, writing for a newspaper or small magazine and sharing work in class; or5. Provides (2-3) speaking engagements, training or workshops to community groups, public sector organizations and/or nonprofit organizations in areas related to Chicana/o Studies;6. Demonstrate contributions to shared governance in the department, or college or University within their disciplinary organization or using their disciplinary organization or contributions using their disciplinary expertise to the community outside of the University;7. Unpaid public service to community and/or professional organizations which benefits the University;8. Sits on boards, advisory councils or committees of nonprofit organizations or public sector organizations with meaningful participation.
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Guidelines for Post Tenure Review in Chicana/o Studies

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 maintaining 5 office hours/week, 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.

Chicana/o Studies Ratings for Teaching

<p><u>Meets Standards</u></p> <p>This performance level demonstrates the minimum required accomplishments for a faculty member. Tenured faculty member can achieve post tenure review at this level provided standards in other areas are met.</p>	<ol style="list-style-type: none"> 1. Courses are continuously updated and modified to improve content, delivery and design to facilitate student learning; 2. Faculty designs student learning outcomes/objectives and uses assessment to improve student learning; 3. For most General Studies courses taught, faculty designed their course/s in accordance with the official course syllabus/i meeting departmental and University expectations including the writing and student learning outcome expectations. 4. SRI's are within 0.5 of prefix average or above for 75% of the courses taught; 5. Uses scholarly written work including proposals that have been funded, using evidence based findings and methodological sound research, and pertain to the field of Chicana/o Studies have been developed within the CHS discipline and the college in general and additionally can lead to publications. 6. Summative peer observation describes solid pedagogy and facilitation of student learning; 7. Faculty advises students and/or organizations, providing them with multiple options and extensive information; and 8. Faculty uses professional contacts and knowledge consistently to inform their advising and to provide students with information regarding opportunities.
<p><u>Needs Improvement</u></p>	<p>This rating simply means the faculty member has not accomplished all of the necessary activities to attain the "Meets Standards" rating.</p>

Evaluation Standards for 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.

Chicana/o Studies Ratings for Scholarly Activities

<p><u>Meets Standards</u></p> <p>This performance level demonstrates the minimum required accomplishments for a faculty member.</p>	<ol style="list-style-type: none"> 1. Post-Tenure candidate has engaged in scholarly or creative activities that enhance teaching and/or furthers their discipline; 2. Following promotion to Associate or Professor, faculty has had at least 1-2 disciplinary or pedagogical or creative works accepted in a peer-reviewed publication; or have had 1 creative work accepted into several national or international juried exhibitions or performances; or have written 1 proposal that was funded to external agencies consistent with the mission of Chicana/o Studies; 3. 2-3 presentations of their scholarly or creative works accepted after review for professional meetings; or submission of articles to local magazine and/or newspapers for evaluation and possible publication; or provides pro bono consultation to community organizations dealing with research and publication; 4. Works with other scholars, both in the department and with other departments in research and publication used in classrooms; and 5. Other possible activities would upgrade their education, certification or licenses relative to their work assignments.
<p><u>Needs Improvement</u></p>	<p>This rating simply means the faculty member has not accomplished all of the necessary activities to attain the "Meets Standards" rating</p>

Evaluation Standards for Service

Faculty engages 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.

Chicana/o Studies Ratings for Service

<p><u>Meets Standards</u></p> <p>This performance level demonstrates the minimum required accomplishments for a faculty member.</p>	<ol style="list-style-type: none"> 1. Post-Tenure Review candidate must demonstrate that they have taken ongoing leadership or significant roles in a long term committee, special project or other service activity in the department, college or University and in their discipline or in the greater community and made a difference, with evidence to substantiate the difference that was made; 2. Emphasis on ongoing service and involved in a number of significant inter-institutional committees and organizations can be counted, with evidence of change; E.G. Latino Graduation; Richard T. Castro Distinguished Visiting Professorship. 3. Attends meetings of bona fide groups on campus and assists in meeting committee and/or organizational goals and objectives; 4. Preparing ongoing documents, essays, or information for use in the community; for example, writing for a newspaper or small magazine and sharing work in class; or 5. Provides (2-3) speaking engagements, training or workshops to community groups, public sector organizations and/or nonprofit organizations in areas related to Chicana/o Studies; 6. Demonstrate contributions to shared governance in the department, school or college or within their disciplinary organization or using their disciplinary organization or contributions using their disciplinary expertise to the community outside of the University; 7. Unpaid public service to community and/or professional organizations which benefits the college; 8. Sits on boards, advisory councils or committees of nonprofit organizations or public sector organizations.
<p><u>Needs Improvement</u></p>	<p>This rating simply means the faculty member has not accomplished all of the necessary activities to attain the “Meets Standards” rating</p>