

Departmental Guidelines for Faculty Evaluation

Table of Contents

Department Mission Statement	3
Departmental Goals	3
Retention, Tenure, and Promotion to Associate Professor Departmental Guidelines for Faculty Evaluation.....	5
Teaching	5
Scholarly Activities.....	8
Service	10
Promotion to Professor Departmental Guidelines for Faculty Evaluation	13
Teaching	13
Scholarly Activities.....	16
Service	18
Post-Tenure Review Departmental Guidelines for Faculty Evaluation.....	21
Teaching	21
Scholarly Activities.....	24
Service	26
Category II Departmental Guidelines for Faculty Evaluation for reappointment, multi-year contract, or promotion to Senior Lecturer.....	29
Teaching	29
Reduced teaching load agreements	31
Portfolio Development.....	32
Appendix A - Professional Standards for Faculty	34
Appendix B - Professional Standards Category II Faculty	35
Appendix C – Additional Criteria for Retention, Tenure and Promotion to Associate Professor in Criminal Justice and Criminology	36
Appendix D – Additional Criteria for Promotion to Professor in Criminal Justice and Criminology.....	39
Appendix E – Additional Criteria for Post-Tenure Review in Criminal Justice and Criminology	42
Appendix F – Additional Criteria for Category II Faculty in Criminal Justice and Criminology	44
Appendix G – Approval	46

Department Mission Statement

The mission of the Department of Criminal Justice and Criminology at Metropolitan State University of Denver is to engage students in the scientific study of crime, criminality, other forms of social deviance, and the official response to crime by law enforcement, the criminal courts and the correctional system. To that end, the department seeks to address the special needs of adult learners and to prepare them to move into criminal justice careers or post graduate work as liberally educated, intellectually mature, ethically aware, and culturally sensitive people. The degree will provide students with knowledge of, and the ability to analyze the nature and causes of crime and victimization, criminal processes, criminal justice organizations and the agency practices, as well as the law and the legal system. Moreover, the program requires students to critically examine how social justice is administered in a diverse and global society.

Departmental Goals

- a) To achieve its mission CJC has established the following goals and objectives:
 - b) To employ faculty who have appropriate academic training in relevant disciplines; who demonstrate excellence in teaching, are actively involved in professional development and research, as well as service to the University and the community;
 - c) To offer a curriculum that is designed to meet ACJS certification standards and positively impacts the criminal justice community by providing a well-rounded educational program;
 - d) To develop new strategies and innovative approaches to delivering courses;
 - e) To engage students in actively pursuing a criminal justice career;
 - f) To educate and prepare students for entry-level positions in criminal justice industry by using an approach that integrates both academic and professional experience;
 - g) To encourage students to become lifelong learners and prepare them for graduate study; and
 - h) To assist students in the development of a professional demeanor with an attitude that promotes continued professional growth and individual development.
-

Departmental Guidelines for Faculty Evaluation for Retention, Tenure, and Promotion to Associate Professor

Retention, Tenure, and Promotion to Associate Professor Departmental Guidelines for Faculty Evaluation

The following guidelines apply to tenure-track faculty and incorporate changes to the latest edition of the Handbook for Professional Personnel.

Faculty must meet all contractual obligations, requirements, and responsibilities, and adhere to policies relating to employee and student conduct as put forth in the latest edition of the Handbook for Professional Personnel and have a record of conduct consistent with professional standards in Appendix A of this document, and show sustained growth in all three evaluation areas to be considered for tenure and promotion to Associate Professor.

The College of Professional Studies is committed to a holistic view of the tenure candidate in terms of evaluating his/her performance as part of the big picture of the work and accomplishments in all three areas over the review period. In order to achieve tenure and promotion to associate professor, a candidate must show evidence of effective teaching as well as demonstrate proficiency in the two other evaluation areas based on the guidelines.

FACULTY MUST MEET ALL OF THE FOLLOWING CRITERIA FOR EACH EVALUATION AREA TO BE ELIGIBLE FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR.

Teaching

The College of Professional Studies values quality teaching with a focus on student learning that supports development of the knowledge and skills necessary to be an effective professional in the field. Earning tenure requires faculty to continue professional growth and development. In the teaching area, this may include participating in activities such as faculty learning communities, peer observation cohorts, and/or workshops and conferences focused on teaching. Faculty members are encouraged to employ innovative and creative teaching methods and technology that stimulate learning through a multifaceted teaching and learning environment. Given the diverse nature of our student body, teaching and advising that supports student success and increases cultural awareness is highly valued.

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. From the latest edition of the Handbook for Professional Personnel,

Teaching is a complex and reflective human activity that, in the higher education context, is offered in a forum that is advanced, semi-public, and essentially critical in nature. No single definition can possibly suffice to cover the range of talents that go into excellent teaching or that could be found across the board in the varied departments and disciplines of an entire university. Good teachers are scholars, researchers, inventors, scientists, creators, artists, professionals, investigators, practitioners or

those with advanced expertise or experience who share knowledge, using appropriate methodologies, and who demonstrate and encourage enthusiasm about the subject matter in such a way as to leave the student with a lasting and vivid conviction of having benefited from that interaction.

Effective teachers typically maintain high academic standards, prepare students for professional work and development, facilitate student achievement, and provide audiences for student work. Some might add that the best teaching transmits specific skills or enhances talents that students possess, while others would note that good teaching develops habits of mind or provides models of scholarly, scientific, artistic or professional behavior and inquiry much more important than particular information. Faculty typically aspire to a number of other civic purposes in the classroom that may also include encouraging their students to long for the truth, to aspire to achievement, to emulate heroes, to become just, or to do good, for example. At the instructional level, the most important responsibilities of a teacher to his/her students are the following:

- 1) **Content Expertise:** To demonstrate knowledge and/or relevant experience. 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.*
- 2) **Instructional Design:** To re-order and re-organize this knowledge/experience for student learning. Effective teachers design course objectives, syllabi, materials, activities, and experiences that are conducive to learning.*
- 3) **Instructional Delivery:** To communicate and "translate" this knowledge/experience into a format accessible to students. Effective teachers communicate information clearly, create environments conducive to learning, and use an appropriate variety of teaching methods.*
- 4) **Instructional Assessment:** To evaluate the mastery and other accomplishments of students. Effective teachers design assessment procedures appropriate to course objectives, ensure fairness in student evaluation and grading, and provide constructive feedback on student work.*
- 5) **Advising In and Beyond the Classroom:** To provide guidance for students as they pursue undergraduate and post-baccalaureate education and/or employment. Effective advisors interact with students to provide career guidance and information, degree*

program guidance and information (e.g., advice on an appropriate schedule to facilitate graduation), and answers to questions relating to a discipline.

FACULTY SHALL DEMONSTRATE EXCELLENCE IN TEACHING BY MEETING THE FOLLOWING TEACHING CRITERIA:

Additional criteria for Retention, Tenure and Promotion to Associate Professor Departmental Guidelines for Faculty Evaluation in Criminal Justice and Criminology can be found in [Appendix C](#).

1. Content Expertise:

- Updating courses taught and staying current in information presented in classes.

2. Instructional Design:

- Involved in curriculum development and maintenance.

3. Instructional Delivery:

- Demonstrates appropriate and effective use of class delivery to achieve course objectives.
- Receives SRI's that over time reflect student's ratings and comments that are in alignment with department norms. SRI's will be evaluated in a broad context, not based on the numerical score alone because there are many factors that influence SRI scores including but not limited to: teaching a new course or a course for the first time, a shift in pedagogy, and course format (on site, online, or hybrid), class size, response rate, whether a course is upper or lower division, required or elective, etc. All factors will be taken into consideration when evaluating SRI scores. Reviewers will detail the factors that entered into their decision making process in their respective review letters. At a minimum, during the review period, mean scores should be in line with department norms.
- At least one summative peer review must be included in the tenure portfolio. Additional formative peer evaluations may be required by the department.

4. Instructional Assessment:

- Actively participates in effective evaluation of individual students, individual courses, and program, including yearly assessment reports, program review, and, if a program is accredited, accreditation.

5. Advising

- Post and hold five (5) office hours on campus per week. Meet with students at other times as needed and other requirements for advising.
- Uses University wide digital systems for advising.

Scholarly Activities

The College of Professional Studies values faculty scholarship and expects faculty to engage in ongoing professional development to remain current in their areas of expertise through activities such as participating in trainings, workshops, conferences, and/or certification processes. In addition, faculty must participate in scholarly discussions by sharing their knowledge via presentations, publications, and other appropriate forms of scholarship in forums in which scholarly activities are peer reviewed. We encourage faculty to engage in collaborative forms of scholarship and we support a broad definition of scholarship which includes the scholarship of teaching and learning and the scholarship of application as defined in the Boyer model for scholarship.

From the latest edition of the Handbook for Professional Personnel,

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.

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.

Typically, to be considered scholarship, findings should be disseminated to either peer review by disciplinary scholars or professional or governmental organizations; or critical reflection by a wider community, including corporations or non-profit organizations, for example.

In addition to these scholarly activities, and depending on the specific Department Guidelines, this category may also include 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.

FACULTY SHALL DEMONSTRATE EXCELLENCE IN SCHOLARLY ACTIVITIES BY MEETING THE FOLLOWING SCHOLARLY ACTIVITY CRITERIA:

Additional criteria for Retention, Tenure and Promotion to Associate Professor Departmental Guidelines for Faculty Evaluation in Criminal Justice and Criminology can be found in [Appendix C](#).

The faculty member must complete at least one of the following:

- Acceptance of an article in a peer reviewed journal.* Journal articles must be scholarly in nature. Opinion or "popularization of the field" pieces written for Retention, Tenure, and Promotion to Associate Professor

professional/practitioner audiences do not meet this standard. Full-length scholarly papers in peer reviewed conference proceedings do meet this standard. Abstracts published in conference proceedings do not meet this standard. **

- Publication of a scholarly book, textbook, instructors manual that includes original works (e.g., beyond summaries of chapters, test questions, web links, etc.) or book chapter by a nationally recognized publisher.*
- Exhibition of creative work(s) in a juried show and/or receipt of an award after being judged by a jury of peers or presentation of creative works in an adjudicated or auditioned performance. Contribution should be noted in the faculty member's narrative or in an annotation in his/her curriculum vita.
- Receipt of a sizable competitive grant from a recognized external entity that helps the faculty member create a product (e.g., paper, media production, etc.). No distinction will be made between participation as principle or co-principle investigator on the grant or those who make a significant contribution to the grant work.

In addition to meeting one of the above criteria, faculty must:

- Present a minimum of three peer-reviewed or invited presentations of the faculty member's original work in a department approved professional meeting/conference. Exceptions: if the faculty member has published or has in publication a scholarly book or textbook, during the review period, no peer reviewed or invited presentations are required. Publication of a paper in a peer reviewed journal or exhibition of creative work(s) in a juried show or presentation of creative works in an adjudicated or auditioned performance may be substituted in a one-to-one ratio for presentations.
- Pursue advanced study/conference/workshop attendance to stay current in the field or learn new information/skills.

*Publications in predatory or vanity publications or by predatory or vanity presses or self-published works do not meet this standard. Lambert Academic Press (LAP), Green River Technologies, and One Voice International are examples of such publishers. Consult your department chair or Beall's list <http://scholarlyoa.com/publishers/> for a more comprehensive list of other such presses. A scholarly work will be evaluated on its merits with no distinction made between single or multiple authorship. Contribution should be noted in the faculty member's narrative or in an annotation in his/her curriculum vita. Scholarly works accepted for publication, exhibition, or performance at the time of portfolio submission meet this standard.

**Papers published in peer-reviewed conference proceedings and the accompanying peer-reviewed presentation can count in both the publication and the presentation category.

Glossary

Scholarly: concerned with academic learning and research.

Juried: having the contents selected for exhibition by a jury

Vanity press: a printing house that specializes in publishing books for which the authors pay all or most of the costs.

Peer review: evaluation of a person's work or performance by a group of people in the same occupation, profession, or industry.

<http://dictionary.reference.com/>

Service

The College of Professional Studies is committed to service that supports students; that creates a climate that is respectful and supportive of diversity; and that supports the mission of the Department, the College of Professional Studies, and the University. Faculty is expected to engage in service on an ongoing basis throughout their career at Metro though the type and nature of the service may vary. CPS defines community service as unpaid work done at the local, state, national and/or international level which utilizes the faculty member's skills and expertise to create positive community change and/or that supports our students to achieve their educational and career goals.

From the latest edition of the Handbook for Professional Personnel,

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, college, or university 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, non-profit organizations, or government agencies.

FACULTY SHALL DEMONSTRATE EXCELLENCE IN SERVICE BY MEETING THE FOLLOWING SERVICE CRITERIA:

Additional criteria for Retention, Tenure and Promotion to Associate Professor Departmental Guidelines for Faculty Evaluation in Criminal Justice and Criminology can be found in Appendix C.

Demonstration of active involvement in some combination of all (breadth of service) of or intense focus (depth of service as measured by such factors as leadership, time spent, impact, and specific outcome, etc.; type and amount of intense service will be defined by the individual department) in the following service activities:

- Within the institution at the university, college, department or program level.
- Outside the institution in the community or profession.

Examples of service include committees, projects, advisory boards, playing a leadership role, program coordination, review of articles, and accreditation. All should be related to the goals of the University, College, Department, Profession or provide related expertise to the community.

Departmental Guidelines for Faculty Evaluation for Promotion to Professor

Promotion to Professor Departmental Guidelines for Faculty Evaluation

The following guidelines apply to tenured faculty and incorporate changes to the latest edition of the Handbook for Professional Personnel.

Faculty must meet all contractual obligations, requirements, and responsibilities, and adhere to policies relating to employee and student conduct as put forth in the latest edition of the Handbook for Professional Personnel and have a record of conduct consistent with professional standards in Appendix A of this document, and show sustained growth in all three evaluation areas to be considered for promotion to Professor.

The College of Professional Studies is committed to a holistic view of the promotion candidate in terms of evaluating his/her performance as part of the big picture of the work and accomplishments in all three areas over the review period. In order to achieve promotion to full-professor, a candidate must show evidence of excellence in teaching as well as in the two other evaluation areas based on the guidelines.

FACULTY MUST MEET ALL OF THE FOLLOWING CRITERIA FOR EACH EVALUATION AREA TO BE ELIGIBLE FOR PROMOTION TO PROFESSOR.

Activities must be completed after receiving tenure and promotion to associate professor.

Teaching

The College of Professional Studies values quality teaching with a focus on student learning that supports development of the knowledge and skills necessary to be an effective professional in the field. Promotion to Professor requires faculty to continue professional growth and development. In the teaching area, this may include participating in activities such as faculty learning communities, peer observation cohorts, and/or workshops and conferences focused on teaching. Faculty members are encouraged to employ innovative and creative teaching methods and technology that stimulate learning through a multifaceted teaching and learning environment. Given the diverse nature of our student body, teaching and advising that supports student success and increases cultural awareness is highly valued.

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. From the latest edition of the Handbook for Professional Personnel,

Teaching is a complex and reflective human activity that, in the higher education context, is offered in a forum that is advanced, semi-public, and essentially critical in nature. No single definition can possibly suffice to cover the range of talents that go into excellent teaching or that could be found across the board in the varied departments and disciplines of an entire university. Good teachers are scholars, researchers, inventors, scientists, creators, artists, professionals, investigators, practitioners or those with advanced expertise or experience who

share knowledge, using appropriate methodologies, and who demonstrate and encourage enthusiasm about the subject matter in such a way as to leave the student with a lasting and vivid conviction of having benefited from that interaction.

Effective teachers typically maintain high academic standards, prepare students for professional work and development, facilitate student achievement, and provide audiences for student work. Some might add that the best teaching transmits specific skills or enhances talents that students possess, while others would note that good teaching develops habits of mind or provides models of scholarly, scientific, artistic or professional behavior and inquiry much more important than particular information. Faculty typically aspire to a number of other civic purposes in the classroom that may also include encouraging their students to long for the truth, to aspire to achievement, to emulate heroes, to become just, or to do good, for example. At the instructional level, the most important responsibilities of a teacher to his/her students are the following:

- 1) **Content Expertise:** To demonstrate knowledge and/or relevant experience. 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.*
- 2) **Instructional Design:** To re-order and re-organize this knowledge/experience for student learning. Effective teachers design course objectives, syllabi, materials, activities, and experiences that are conducive to learning.*
- 3) **Instructional Delivery:** To communicate and "translate" this knowledge/experience into a format accessible to students. Effective teachers communicate information clearly, create environments conducive to learning, and use an appropriate variety of teaching methods.*
- 4) **Instructional Assessment:** To evaluate the mastery and other accomplishments of students. Effective teachers design assessment procedures appropriate to course objectives, ensure fairness in student evaluation and grading, and provide constructive feedback on student work.*
- 5) **Advising In and Beyond the Classroom:** To provide guidance for students as they pursue undergraduate and post-baccalaureate education and/or employment. Effective advisors interact with students to provide career guidance and information, degree program guidance and information (e.g., advice on an appropriate schedule to facilitate graduation), and answers to questions relating to a discipline.*

FACULTY SHALL DEMONSTRATE EXCELLENCE IN TEACHING BY MEETING THE FOLLOWING TEACHING CRITERIA:

Additional criteria for Promotion to Professor Departmental Guidelines for Faculty Evaluation in Criminal Justice and Criminology can be found in [Appendix D](#).

1. Content Expertise:

- Updating courses taught and staying current in information presented in classes.

2. Instructional Design:

- Involved in curriculum development and maintenance.

3. Instructional Delivery:

- Demonstrates appropriate and effective use of class delivery to achieve course objectives.
- Receives SRI's that over time reflect student's ratings and comments that are in alignment with department norms. SRI's will be evaluated in a broad context, not based on the numerical score alone because there are many factors that influence SRI scores including but not limited to: teaching a new course or a course for the first time, a shift in pedagogy, and course format (on site, online, or hybrid), class size, response rate, whether a course is upper or lower division, required or elective, etc. All factors will be taken into consideration when evaluating SRI scores. Reviewers will detail the factors that entered into their decision making process in their respective review letters. At a minimum, during the review period, mean scores should be in line with department norms..
- At least one summative peer review must be included in the promotion portfolio. Additional formative peer evaluations may be required by the department.

4. Instructional Assessment:

- Actively participates in effective evaluation of individual students, individual courses, and program, including yearly assessment reports, program review, and, if a program is accredited, accreditation.

5. Advising

- Post and hold five (5) office hours on campus per week. Meet with students at other times as needed, and other requirements for advising
- Uses University wide digital systems for advising.

Scholarly Activities

The College of Professional Studies values faculty scholarship and expects faculty to engage in ongoing professional development to remain current in their areas of expertise through activities such as participating in trainings, workshops, conferences, and/or certification processes. In addition, faculty must participate in scholarly discussions by sharing their knowledge via presentations, publications, and other appropriate forms of scholarship in forums in which scholarly activities are peer reviewed. We encourage faculty to engage in collaborative forms of scholarship and we support a broad definition of scholarship which includes the scholarship of teaching and learning and the scholarship of application as defined in the Boyer model for scholarship.

From the latest edition of the Handbook for Professional Personnel,

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.

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.

Typically, to be considered scholarship, findings should be disseminated to either peer review by disciplinary scholars or professional or governmental organizations; or critical reflection by a wider community, including corporations or non-profit organizations, for example.

In addition to these scholarly activities, and depending on the specific Department Guidelines, this category may also include 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.

FACULTY SHALL DEMONSTRATE EXCELLENCE IN SCHOLARLY ACTIVITIES BY MEETING THE FOLLOWING SCHOLARLY ACTIVITY CRITERIA:

Additional criteria for Promotion to Professor Departmental Guidelines for Faculty Evaluation in Criminal Justice and Criminology can be found in [Appendix D](#).

The faculty member must complete at least one of the following:

- Acceptance of an article in a peer reviewed journal.* Journal articles must be scholarly in nature. Opinion or "popularization of the field" pieces written for professional/practitioner audiences do not meet this standard. Full-length scholarly

Promotion to Professor

papers in peer reviewed conference proceedings do meet this standard. Abstracts published in conference proceedings do not meet this standard. **

- Exhibition of creative work(s) in a juried show and/or receipt of an award after being judged by a jury of peers or presentation of creative works in an adjudicated or auditioned performance. Contribution should be noted in the faculty member's narrative or in an annotation in his/her curriculum vita.

Faculty must also complete a minimum of four additional peer-reviewed works in some combination of the following:

- Publication of a scholarly book, textbook, instructors manual that includes original works (e.g., beyond summaries of chapters, test questions, web links, etc.) or book chapter by a nationally recognized publisher.*
- Receipt of a sizable competitive grant from a recognized external entity that helps the faculty member create a product (e.g., paper, media production, etc.). No distinction will be made between participation as principle or co-principle investigator on the grant or those who make a significant contribution to the grant work.
- Peer-reviewed or invited presentations of the faculty member's original work in a department approved professional meeting/conference. Exceptions: if the faculty member has published or has in publication a scholarly book or textbook during the review period no peer reviewed or invited presentations are required. Publication of a paper in a peer reviewed journal or exhibition of creative work(s) in a juried show or presentation of creative works in an adjudicated or auditioned performance may be substituted in a one-to-one ratio for presentations.

In addition, faculty must pursue:

- Advanced study/conference/workshop attendance to stay current in the field or learn new information/skills.

*Publications in predatory or vanity publications or by predatory or vanity presses or self-published works do not meet this standard. Lambert Academic Press (LAP), Green River Technologies, and One Voice International are examples of such publishers. Consult your department chair or Beall's list <http://scholarlyoa.com/publishers/> for a more comprehensive list of other such presses. A scholarly work will be evaluated on its merits with no distinction made between single or multiple authorship. Contribution should be noted in the faculty member's narrative or in an annotation in his/her curriculum vita. Scholarly works accepted for publication, exhibition, or performance at the time of portfolio submission meet this standard.

**Papers published in peer-reviewed conference proceedings and the accompanying peer-reviewed presentation can count in both the publication and the presentation category.

Glossary

Scholarly: concerned with academic learning and research.

Juried: having the contents selected for exhibition by a jury

Vanity press: a printing house that specializes in publishing books for which the authors pay all or most of the costs.

Peer review: evaluation of a person's work or performance by a group of people in the same occupation, profession, or industry.

<http://dictionary.reference.com/>

Service

The College of Professional Studies is committed to service that supports students; that creates a climate that is respectful and supportive of diversity; and that supports the mission of the Department, the College of Professional Studies, and the University. Faculty is expected to engage in service on an ongoing basis throughout their career at Metro though the type and nature of the service may vary. CPS defines community service as unpaid work done at the local, state, national and/or international level which utilizes the faculty member's skills and expertise to create positive community change and/or that supports our students to achieve their educational and career goals.

From the latest edition of the Handbook for Professional Personnel,

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, college, or university 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, non-profit organizations, or government agencies.

FACULTY SHALL DEMONSTRATE EXCELLENCE IN SERVICE BY MEETING THE FOLLOWING SERVICE CRITERIA:

Additional criteria for Promotion to Professor Departmental Guidelines for Faculty Evaluation in Criminal Justice and Criminology can be found in Appendix D.

Demonstration of active involvement in some combination of all (breadth of service) of or intense focus (depth of service as measured by such factors as leadership, time spent, impact, and specific outcome, etc.; type and amount of intense service will be defined by the individual department) in the following service activities:

- Within the institution at the university, college, department or program level.

- Outside the institution in the community or profession.

Examples of service include committees, projects, advisory boards, playing a leadership role, program coordination, review of articles, and accreditation. All should be related to the goals of the University, College, Department, Profession or provide related expertise to the community.

Departmental Guidelines for Faculty Evaluation for Post- Tenure Review

Post-Tenure Review Departmental Guidelines for Faculty Evaluation

The following guidelines apply to tenured faculty and incorporate changes to the latest edition of the Handbook for Professional Personnel.

Faculty must meet all contractual obligations, requirements, and responsibilities, and adhere to policies relating to employee and student conduct as put forth in the latest edition of the Handbook for Professional Personnel and have a record of conduct consistent with professional standards in Appendix A of this document, and show sustained growth in all three evaluation areas to be considered to have a favorable post-tenure review.

The College of Professional Studies is committed to a holistic view of the post-tenure review faculty member in terms of evaluating his/her performance as part of the big picture of the work and accomplishments in all three areas over the five year review period. In order to achieve a successful post-tenure review, a faculty member must show evidence of effective teaching as well as involvement in the two other evaluation areas based on the guidelines.

FACULTY MUST MEET ALL OF THE FOLLOWING CRITERIA FOR EACH EVALUATION AREA TO BE ELIGIBLE FOR A POSITIVE POST-TENURE REVIEW.

Teaching

The College of Professional Studies values quality teaching with a focus on student learning that supports development of the knowledge and skills necessary to be an effective professional in the field. Successful post-tenure review requires faculty to continue professional growth and development. In the teaching area, this may include participating in activities such as faculty learning communities, peer observation cohorts, and/or workshops and conferences focused on teaching. Faculty members are encouraged to employ innovative and creative teaching methods and technology that stimulate learning through a multifaceted teaching and learning environment. Given the diverse nature of our student body, teaching and advising that supports student success and increases cultural awareness is highly valued.

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. From the latest edition of the Handbook for Professional Personnel,

Teaching is a complex and reflective human activity that, in the higher education context, is offered in a forum that is advanced, semi-public, and essentially critical in nature. No single definition can possibly suffice to cover the range of talents that go into excellent teaching or that could be found across the board in the varied departments and disciplines of an entire university. Good teachers are scholars, researchers, inventors, scientists, creators, artists, professionals, investigators, practitioners or those with advanced expertise or experience who share knowledge, using appropriate methodologies, and who demonstrate and

encourage enthusiasm about the subject matter in such a way as to leave the student with a lasting and vivid conviction of having benefited from that interaction.

Effective teachers typically maintain high academic standards, prepare students for professional work and development, facilitate student achievement, and provide audiences for student work. Some might add that the best teaching transmits specific skills or enhances talents that students possess, while others would note that good teaching develops habits of mind or provides models of scholarly, scientific, artistic or professional behavior and inquiry much more important than particular information. Faculty typically aspire to a number of other civic purposes in the classroom that may also include encouraging their students to long for the truth, to aspire to achievement, to emulate heroes, to become just, or to do good, for example. At the instructional level, the most important responsibilities of a teacher to his/her students are the following:

- 1) **Content Expertise:** To demonstrate knowledge and/or relevant experience. 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.*
- 2) **Instructional Design:** To re-order and re-organize this knowledge/experience for student learning. Effective teachers design course objectives, syllabi, materials, activities, and experiences that are conducive to learning.*
- 3) **Instructional Delivery:** To communicate and "translate" this knowledge/experience into a format accessible to students. Effective teachers communicate information clearly, create environments conducive to learning, and use an appropriate variety of teaching methods.*
- 4) **Instructional Assessment:** To evaluate the mastery and other accomplishments of students. Effective teachers design assessment procedures appropriate to course objectives, ensure fairness in student evaluation and grading, and provide constructive feedback on student work.*
- 5) **Advising In and Beyond the Classroom:** To provide guidance for students as they pursue undergraduate and post-baccalaureate education and/or employment. Effective advisors interact with students to provide career guidance and information, degree program guidance and information (e.g., advice on an appropriate schedule to facilitate graduation), and answers to questions relating to a discipline.*

FACULTY SHALL DEMONSTRATE EXCELLENCE IN TEACHING BY MEETING THE FOLLOWING TEACHING CRITERIA:

Additional criteria for Post-Tenure Review Departmental Guidelines for Faculty Evaluation in Criminal Justice and Criminology can be found in [Appendix E](#).

1. Content Expertise:

- Updating courses taught and staying current in information presented in classes.

2. Instructional Design:

- Involved in curriculum development and maintenance.

3. Instructional Delivery:

- Demonstrates appropriate and effective use of class delivery to achieve course objectives.
- Receives SRI's that over time reflect student's ratings and comments that are in alignment with department norms. SRI's will be evaluated in a broad context, not based on the numerical score alone because there are many factors that influence SRI scores including but not limited to: teaching a new course or a course for the first time, a shift in pedagogy, and course format (on site, online, or hybrid), class size, response rate, whether a course is upper or lower division, required or elective, etc. All factors will be taken into consideration when evaluating SRI scores. Reviewers will detail the factors that entered into their decision making process in their respective review letters. At a minimum, during the review period, mean scores should generally be in line with department norms.

4. Instructional Assessment:

- Actively participates in effective evaluation of individual students, individual courses, and program, including yearly assessment reports, program review, and, if a program is accredited, accreditation.

5. Advising

- Post and hold five (5) office hours on campus per week. Meet with students at other times as needed, and other requirements for advising
- Uses University wide digital systems for advising.

Scholarly Activities

The College of Professional Studies values faculty scholarship and expects faculty to engage in ongoing professional development to remain current in their areas of expertise through activities such as participating in trainings, workshops, conferences, and/or certification processes. In addition, faculty must participate in scholarly discussions by sharing their knowledge via presentations, publications, and other appropriate forms of scholarship in forums in which scholarly activities are peer reviewed. We encourage faculty to engage in collaborative forms of scholarship and we support a broad definition of scholarship which includes the scholarship of teaching and learning and the scholarship of application as defined in the Boyer model for scholarship.

From the latest edition of the Handbook for Professional Personnel,

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.

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.

Typically, to be considered scholarship, findings should be disseminated to either peer review by disciplinary scholars or professional or governmental organizations; or critical reflection by a wider community, including corporations or non-profit organizations, for example.

In addition to these scholarly activities, and depending on the specific Department Guidelines, this category may also include 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.

FACULTY SHALL DEMONSTRATE EXCELLENCE IN SCHOLARLY ACTIVITIES BY MEETING THE FOLLOWING SCHOLARLY ACTIVITY CRITERIA:

Additional criteria for Post-Tenure Review Departmental Guidelines for Faculty Evaluation in Criminal Justice and Criminology can be found in [Appendix E](#).

The faculty member must complete at least two of the following:

- Acceptance of an article in a peer reviewed journal.* Journal articles must be scholarly in nature. Opinion or "popularization of the field" pieces written for professional/practitioner audiences do not meet this standard. Full-length scholarly

papers in peer reviewed conference proceedings do meet this standard. Abstracts published in conference proceedings do not meet this standard. **

- Publication of a scholarly book, textbook, instructors manual that includes original works (e.g., beyond summaries of chapters, test questions, web links, etc.) or book chapter by a nationally recognized publisher.*
- Exhibition of creative work(s) in a juried show and/or receipt of an award after being judged by a jury of peers or presentation of creative works in an adjudicated or auditioned performance. Contribution should be noted in the faculty member's narrative or in an annotation in his/her curriculum vita.
- Receipt of a sizable competitive grant from a recognized external entity that helps the faculty member create a product (e.g., paper, media production, etc.). No distinction will be made between participation as principle or co-principle investigator on the grant or those who make a significant contribution to the grant work.
- A peer-reviewed or invited presentation of the faculty member's original work in a department approved professional meeting/conference. Exceptions: if the faculty member has published or has in publication a scholarly book or textbook during the review period, no peer reviewed or invited presentations are required. Publication of a paper in a peer reviewed journal or exhibition of creative work(s) in a juried show or presentation of creative works in an adjudicated or auditioned performance may be substituted in a one-to-one ratio for presentations.

In addition, faculty must pursue:

- Advanced study/conference/workshop attendance to stay current in the field or learn new information/skills.

*Publications in predatory or vanity publications or by predatory or vanity presses or self-published works do not meet this standard. Lambert Academic Press (LAP), Green River Technologies, and One Voice International are examples of such publishers. Consult your department chair or Beall's list <http://scholarlyoa.com/publishers/> for a more comprehensive list of other such presses. A scholarly work will be evaluated on its merits with no distinction made between single or multiple authorship. Contribution should be noted in the faculty member's narrative or in an annotation in his/her curriculum vita. Scholarly works accepted for publication, exhibition, or performance at the time of portfolio submission meet this standard.

**Papers published in peer-reviewed conference proceedings and the accompanying peer-reviewed presentation can count in both the publication and the presentation category.

Glossary

Scholarly: concerned with academic learning and research.

Juried: having the contents selected for exhibition by a jury

Vanity press: a printing house that specializes in publishing books for which the authors pay all or most of the costs.

Peer review: evaluation of a person's work or performance by a group of people in the same occupation, profession, or industry.

<http://dictionary.reference.com/>

Service

The College of Professional Studies is committed to service that supports students; that creates a climate that is respectful and supportive of diversity; and that supports the mission of the Department, the College of Professional Studies, and the University. Faculty are expected to engage in service on an ongoing basis throughout their career at Metro though the type and nature of the service may vary. CPS defines community service as unpaid work done at the local, state, national and/or international level which utilizes the faculty member's skills and expertise to create positive community change and/or that supports our students to achieve their educational and career goals.

From the latest edition of the Handbook for Professional Personnel,

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, college, or university 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, non-profit organizations, or government agencies.

FACULTY SHALL DEMONSTRATE EXCELLENCE IN SERVICE BY MEETING THE FOLLOWING SERVICE CRITERIA:

Additional criteria for Post-Tenure Review Departmental Guidelines for Faculty Evaluation in Criminal Justice and Criminology can be found in Appendix E.

Demonstration of active involvement in some combination of all (breadth of service) of or intense focus (depth of service as measured by such factors as leadership, time spent, impact, and specific outcome, etc.; type and amount of intense service will be defined by the individual department) in the following service activities:

- Within the institution at the university, college, department or program level.
- Outside the institution in the community or profession.

Examples of service include committees, projects, advisory boards, playing a leadership role, program coordination, review of articles, and accreditation. All should be related to the goals of the University, College, Department, Profession or provide related expertise to the community.

Category II Faculty eligible for Reappointment, Multi- Year Contract, or Promotion to Senior Lecturer Evaluation Guidelines

Category II Departmental Guidelines for Faculty Evaluation for reappointment, multi-year contract, or promotion to Senior Lecturer

The following guidelines apply to Category II faculty and incorporate changes to the latest edition of the Handbook for Professional Personnel.

Category II Faculty must meet all contractual obligations, requirements, and responsibilities, and adhere to policies relating to employee and student conduct as put forth in the latest edition of the Handbook for Professional Personnel and have a record of conduct consistent with professional standards in Appendix B of this document, and show sustained growth in evaluation areas applicable to the candidate in consideration for reappointment, multi-year contract or promotion to Senior Lecturer.

The College of Professional Studies is committed to a holistic view of Category II faculty in terms of evaluating his/her performance as part of the big picture of the work and accomplishments of effective teaching. If applicable, Category II faculty shall demonstrate proficiency in the two other evaluation areas based on the guidelines.

Teaching

The College of Professional Studies values quality teaching with a focus on student learning that supports development of the knowledge and skills necessary to be an effective professional in the field. Successful reappointment, multi-year contract, or promotion requires faculty to continue professional growth and development. In the teaching area, this may include participating in activities such as faculty learning communities, peer observation cohorts, and/or workshops and conferences focused on teaching. Faculty members are encouraged to employ innovative and creative teaching methods and technology that stimulate learning through a multifaceted teaching and learning environment. Given the diverse nature of our student body, teaching and advising that supports student success and increases cultural awareness is highly valued.

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. From the latest edition of the Handbook for Professional Personnel,

Teaching is a complex and reflective human activity that, in the higher education context, is offered in a forum that is advanced, semi-public, and essentially critical in nature. No single definition can possibly suffice to cover the range of talents that go into excellent teaching or that could be found across the board in the varied departments and disciplines of an entire university. Good teachers are scholars, researchers, inventors, scientists, creators, artists, professionals, investigators, practitioners or those with advanced expertise or experience who share knowledge, using appropriate methodologies, and who demonstrate and

encourage enthusiasm about the subject matter in such a way as to leave the student with a lasting and vivid conviction of having benefited from that interaction.

Effective teachers typically maintain high academic standards, prepare students for professional work and development, facilitate student achievement, and provide audiences for student work. Some might add that the best teaching transmits specific skills or enhances talents that students possess, while others would note that good teaching develops habits of mind or provides models of scholarly, scientific, artistic or professional behavior and inquiry much more important than particular information.

Faculty typically aspire to a number of other civic purposes in the classroom that may also include encouraging their students to long for the truth, to aspire to achievement, to emulate heroes, to become just, or to do good, for example. At the instructional level, the most important responsibilities of a teacher to his/her students are the following:

- 1) **Content Expertise:** To demonstrate knowledge and/or relevant experience. 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.*
- 2) **Instructional Design:** To re-order and re-organize this knowledge/experience for student learning. Effective teachers design course objectives, syllabi, materials, activities, and experiences that are conducive to learning.*
- 3) **Instructional Delivery:** To communicate and "translate" this knowledge/experience into a format accessible to students. Effective teachers communicate information clearly, create environments conducive to learning, and use an appropriate variety of teaching methods.*
- 4) **Instructional Assessment:** To evaluate the mastery and other accomplishments of students. Effective teachers design assessment procedures appropriate to course objectives, ensure fairness in student evaluation and grading, and provide constructive feedback on student work.*
- 5) **Advising In and Beyond the Classroom:** To provide guidance for students as they pursue undergraduate and post-baccalaureate education and/or employment. Effective advisors interact with students to provide career guidance and information, degree program guidance and information (e.g., advice on an appropriate schedule to facilitate graduation), and answers to questions relating to a discipline.*

FACULTY SHALL DEMONSTRATE EXCELLENCE IN TEACHING BY MEETING THE FOLLOWING TEACHING CRITERIA:

Additional criteria for Category II Departmental Guidelines for Faculty Evaluation for reappointment, multi-year contract, or promotion to Senior Lecturer can be found in [Appendix F](#).

1. Content Expertise:

- Updating courses taught and staying current in information presented in classes.

2. Instructional Design:

- Design course objectives, syllabi, materials, activities, and experiences that are conducive to learning.

3. Instructional Delivery:

- Demonstrates appropriate and effective use of class delivery to achieve course objectives.
- SRI's are conducted and are in line with the department norm.
- At least one peer review (summative or formative) must be completed in the first year of employment. Additional peer evaluations may be required by the department.

4. Instructional Assessment:

- Actively participates in effective evaluation of individual students, individual courses, and program, including yearly assessment reports, program review, and, if a program is accredited, accreditation.

5. Advising

- Post and hold five (5) office hours on campus per week. Meet with students at other times as needed, and other requirements for advising
- Uses University wide digital systems for advising.

Reduced teaching load agreements

Additional criteria for Category II Departmental Guidelines for Faculty Evaluation for reappointment, multi-year contract, or promotion to Senior Lecturer can be found in [Appendix F](#).

Excerpt from the latest edition of the Handbook for Professional Personnel

In those cases where Category II faculty have reduced teaching-load agreements that specify duties in Scholarly Activities or Service (see Chapter V for definitions and conditions of Scholarly Activities and Service), evaluations should encompass work in those areas of performance.

Portfolio Development

Additional criteria for Category II Departmental Guidelines for Faculty Evaluation for reappointment, multi-year contract, or promotion to Senior Lecturer can be found in [Appendix F](#).

Excerpt from the latest edition of the Handbook for Professional Personnel

Any Category II faculty member who wishes to be reappointed will undergo a review by submitting a Portfolio to the Department Chair. Portfolios will include the following:

1) Cover Sheet

- Published by the Office of the Provost; and*
- Used to record recommendations for/against reappointment, promotion, or multi-year contracts.*

2) Narrative

- 1. Is a one-page statement describing how the faculty member has met expectations for assigned duties/responsibilities;*
- 2. Presents a reflective self-assessment, highlights accomplishments, and indicates plans for the future;*
- 3. Should present one's best case to disciplinary colleagues and administrative levels of review; and*
- 4. If seeking promotion to Senior Lecturer or a Multi-Year Contract, this should be noted in the first paragraph of the statement.*

3) Annotated Curriculum Vitae (see Chapter V.C.1.b(3) for definition of "Annotated Curriculum Vitae")

4) Student Ratings of Instruction per Chapter VI.B.1

5) Peer Observations as delineated above in Chapter VI.B.2.a(1).

6) Other documents as determined by the Department (course syllabi, exams, assignments, assessments, evidence of scholarly activities or service, etc.)

**College of Professional Studies, Department of Criminal Justice
and Criminology**
Departmental Guidelines for Faculty Evaluation

CJC

Portfolios will be submitted using the same tool or format as Category II faculty and in accordance with the Academic Calendar.

Appendix A - Professional Standards for Faculty

The faculty member must meet the contractual responsibilities defined these guidelines and adhere to all policies and procedures set forth in the latest edition of the Handbook for Professional Personnel as a prerequisite to reappointment consideration.

1. Timely performance of responsibilities specified in the faculty member's contract and the Handbook (in accordance with the academic and procedural calendars).
2. Adherence to accepted standards of professional conduct.
3. Faculty shall be responsible for the conduct of assigned classes; shall provide the chair with timely notice in the event that they cannot conduct a class (or classes); and, pursuant to written departmental policy, shall arrange, when possible, for instruction to be provided when they cannot be present - either by a substitute or by class assignment.
4. Faculty shall present to all students attending class, within the time span established by departmental policy, a course description, their NC policy, grading criteria, and special notices required by law or institutional policy (see Academic Policy Manual).
5. Faculty shall, as established by departmental policies, adopt such procedures as necessary to assure that adequate and accurate records of student performance are maintained.
6. Faculty shall establish, post, and keep a minimum of 5 office hours weekly during each academic term of the regular academic year.
7. In addition to their teaching load, faculty members shall prepare for classes, evaluate students' performance, confer with and advise students, and participate in committee work, professional development, service and other appropriate professional activities as designated in the contract or by the department. Full-time faculty is expected to devote at least 40 hours per week during the contract year to meeting their teaching and other obligations.
8. Faculty shall keep syllabi and student records for all classes for one calendar year after the end of the semester in which the course was taught.
9. Faculty shall comply with all federal and state laws relating to the acquisition, handling, and disposal of hazardous materials and by-products or wastes there from.
10. Attends departmental and other faculty meetings.

Appendix B - Professional Standards Category II Faculty

The faculty member must meet the contractual responsibilities defined these guidelines and adhere to all policies and procedures set forth in the latest edition of the Handbook for Professional Personnel as a prerequisite to reappointment consideration.

1. Timely performance of responsibilities specified in the faculty member's contract and the Handbook (in accordance with the academic and procedural calendars).
2. Adherence to accepted standards of professional conduct.
3. Faculty shall be responsible for the conduct of assigned classes; shall provide the chair with timely notice in the event that they cannot conduct a class (or classes); and, pursuant to written departmental policy, shall arrange, when possible, for instruction to be provided when they cannot be present - either by a substitute or by class assignment.
4. Faculty shall present to all students attending class, within the time span established by departmental policy, a course description, their NC policy, grading criteria, and special notices required by law or institutional policy (see Academic Policy Manual).
5. Faculty shall, as established by departmental policies, adopt such procedures as necessary to assure that adequate and accurate records of student performance are maintained.
6. Faculty shall establish, post, and keep a minimum of 5 office hours weekly during each academic term of the regular academic year.
7. In addition to their teaching load, faculty members shall prepare for classes, evaluate students' performance, confer with and advise students, and may participate in committee work, professional development, service and other appropriate professional activities as designated in the contract or by the department. Full-time faculty is expected to devote at least 40 hours per week during the contract year to meeting their teaching and other obligations.
8. Faculty shall keep syllabi and student records for all classes for one calendar year after the end of the semester in which the course was taught.
9. Faculty shall comply with all federal and state laws relating to the acquisition, handling, and disposal of hazardous materials and by-products or wastes there from.
10. Attends departmental and other faculty meetings.

Appendix C – Additional Criteria for Retention, Tenure and Promotion to Associate Professor in Criminal Justice and Criminology

FACULTY SHALL DEMONSTRATE EXCELLENCE IN TEACHING BY MEETING THE FOLLOWING TEACHING CRITERIA:

1. Content Expertise:

- Provide course syllabi to students within first two weeks of the semester
- Preparation for lecture as evidenced by:
 - PowerPoint presentations (or equivalent)
 - Handouts
 - Course text(s)
 - Class exercises
 - Guest speakers
 - Other course materials
- Currency in the field as evidenced by using additional readings, field trips/tours, and/or other class activities
- Use of technology as evidenced by:
 - Interactive activities in classrooms
 - Online course discussions

2. Instructional Design:

- Creating and modifying Blackboard for a course
- Developing new courses and creating courses in a new, i.e., hybrid/online format, as needed

3. Instructional Delivery:

- SRI's are conducted and are in line with the department norm.
 - SRI scores should be averaged at or above 4.0 OR consistently trending toward improvements in line with departmental norms over the course of the review period.
- At least one summative peer review must be included in the tenure portfolio. Additional formative peer evaluations may be required by the department.

4. Instructional Assessment:

- Assessing student learning objectives as evidenced by the following:
 - Quantitative and/or Qualitative grading as evidenced by compliance with official syllabi
 - Multiple-choice exams

- Research Papers
- Essay Exams
- Oral Presentations (upper division)
- Timely return of assignments as evidenced by delivery of verbal and/or written feedback to students

5. Advising

- Maintain 5 regular office hours per week
 - Notifying Administrative Assistant and Chair of Department, ahead of time, if you cancel/modify office hours
 - Make up missed office hours unless absence is excused (officially sanctioned duties/activities)
- Willingness to meet with students by appointment
- Uses University wide digital systems for advising.
 - To analyze CAPP reports/degree progress reports
 - To make CAPP adjustments/petition for degree exceptions
 - To track (TRACKING) student advising sessions
- Write letters of recommendation for students
- Developmental advising (e.g., providing career and/or graduate College information)
- Knowledge of transfer issues and articulation agreements

FACULTY SHALL DEMONSTRATE EXCELLENCE IN SERVICE BY MEETING THE FOLLOWING SERVICE CRITERIA:

Demonstration of significant accomplishment and contribution by completing the following service activities:

- Within the institution at the University, College, Department, and program level.
 - Participation on multi-level committees and subcommittees at the **department, college, and university levels**
 - Leadership (chair and/or co-chair) on multi-level committees and subcommittees at the **departmental level** (or willingness to serve with or without opportunities) and **when possible, college and/or university level**
- Outside the institution in the community and profession.
 - **SERVICE TO THE COMMUNITY**
 - Service to the community involves activities that contribute to the public welfare beyond the university community and call upon the faculty member's expertise as scholar, teacher, administrator, or practitioner.
 - Examples of service to the community include but are not limited to:

- Nonpaid consulting with private and public, profit, and not-for-profit organizations by applying expertise to enhance the efficiency or effectiveness of the organizations served
- Serving on local, state or national/international Criminal Justice Committees, Boards and/or Commissions
- Volunteering time and expertise to local, state, national Criminal Justice agencies
- Making research understandable and useable in specific professional and applied settings
- Providing public policy analysis for local, state, national, or international criminal justice governmental agencies
- Giving presentations for the public
- Nonpaid evaluation of programs or policies for agencies
- Engaging in seminars and conferences that address public interest problems, issues, and concerns and that are aimed at criminal justice audiences
- Participating in governmental meetings or review panels
- Engaging in economic or community development activities
- Participating in collaborative endeavors with schools, criminal justice industry, or civic agencies
- Communicating in popular and non-academic media including newsletters, radio, television, and magazines
- **SERVICE TO THE PROFESSION (ACADEMIC) OR DISCIPLINE**
 - Service to the Criminal Justice & Criminology academic discipline or profession involves activities designed to enhance the quality of these disciplinary or professional organizations or activities. Examples of service to a discipline or profession and activities other than those listed below need prior written permission from the department:
 - Contributing time and expertise to further the work of a professional society or organization, which include but are not limited to: Academy of Criminal Justice Sciences, American Society of Criminologists, International Association of Police Chiefs, American Correctional Association, American Bar Association or other regional criminal justice and criminology associations/organizations.
 - Editing a professional journal
 - Journal reviewer
 - Organizing a professional conference or symposium
 - Serving as an elected officer OR committee member of a professional society
- **Other internal/external activities which include but are not limited to the following example(s):**
 - Participation in open house event
 - Recruitment events
 - Advising and/or career events

Appendix D – Additional Criteria for Promotion to Professor in Criminal Justice and Criminology

FACULTY SHALL DEMONSTRATE EXCELLENCE IN TEACHING BY MEETING THE FOLLOWING TEACHING CRITERIA:

6. Content Expertise:

- Provide course syllabi to students within first two weeks of the semester
- Preparation for lecture as evidenced by:
 - PowerPoint presentations (or equivalent)
 - Handouts
 - Course text(s)
 - Class exercises
 - Guest speakers
 - Other course materials
- Currency in the field as evidenced by using additional readings, field trips/tours, and/or other class activities
- Use of technology as evidenced by:
 - Interactive activities in classrooms
 - Online course discussions

7. Instructional Design:

- Creating and modifying Blackboard for a course
- Developing new courses and creating courses in a new, i.e., hybrid/online format, as needed

8. Instructional Delivery:

- SRI's are conducted and are in line with the department norm.
 - SRI scores should be averaged at or above 4.0 OR consistently trending toward improvements in line with departmental norms over the course of the review period.

Additional formative peer evaluations may be required by the department.

9. Instructional Assessment:

- Assessing student learning objectives as evidenced by the following:
 - Quantitative and/or Qualitative grading as evidenced by compliance with official syllabi
 - Multiple-choice exams
 - Research Papers

- Essay Exams
- Oral Presentations (upper division)
- Timely return of assignments as evidenced by delivery of verbal and/or written feedback to students

10. Advising

- Maintain 5 regular office hours per week
 - Notifying Administrative Assistant and Chair of Department, ahead of time, if you cancel/modify office hours
 - Make up missed office hours unless absence is excused (officially sanctioned duties/activities)
- Willingness to meet with students by appointment
- Uses University wide digital systems for advising.
 - To analyze CAPP reports/degree progress reports
 - To make CAPP adjustments/petition for degree exception
 - To track (TRACKING) student advising sessions
- Write letters of recommendation for students
- Developmental advising (e.g., providing career and/or graduate College information)
- Knowledge of transfer issues and articulation agreements

FACULTY SHALL DEMONSTRATE EXCELLENCE IN SERVICE BY MEETING THE FOLLOWING SERVICE CRITERIA:

Demonstration of significant accomplishment and contribution by completing the following service activities:

- Within the institution at the University, College, Department, and program level.
 - Participation on multi-level committees and subcommittees at the department, college, and university level
 - Leadership (chair and/or co-chair) on multi-level committees and subcommittees at the departmental level (or willingness to serve with or without opportunities) and when possible, college and/or university level
- Outside the institution in the community and profession.
 - **SERVICE TO THE COMMUNITY**
 - Service to the community involves activities that contribute to the public welfare beyond the university community and call upon the faculty member's expertise as scholar, teacher, administrator, or practitioner.
 - Examples of service to the community include but are not limited to:

- Nonpaid consulting with private and public, profit, and not-for-profit organizations by applying expertise to enhance the efficiency or effectiveness of the organizations served
- Serving on local, state or national/international Criminal Justice Committees, Boards and/or Commissions
- Volunteering time and expertise to local, state, national Criminal Justice agencies
- Making research understandable and useable in specific professional and applied settings
- Providing public policy analysis for local, state, national, or international criminal justice governmental agencies
- Giving presentations for the public
- Nonpaid evaluation of programs or policies for agencies
- Engaging in seminars and conferences that address public interest problems, issues, and concerns and that are aimed at criminal justice audiences
- Participating in governmental meetings or review panels
- Engaging in economic or community development activities
- Participating in collaborative endeavors with schools, criminal justice industry, or civic agencies
- Communicating in popular and non-academic media including newsletters, radio, television, and magazines
- **SERVICE TO THE PROFESSION (ACADEMIC) OR DISCIPLINE**
 - Service to the Criminal Justice & Criminology academic discipline or profession involves activities designed to enhance the quality of these disciplinary or professional organizations or activities. Examples of service to a discipline or profession and activities other than those listed below need prior written permission from the department:
 - Contributing time and expertise to further the work of a professional society or organization, which include but are not limited to: Academy of Criminal Justice Sciences, American Society of Criminologists, International Association of Police Chiefs, American Correctional Association, American Bar Association or other regional criminal justice and criminology associations/organizations.
 - Participating in accreditation activities
 - Editing a professional journal
 - Organizing a professional conference or symposium
 - Serving as an elected officer OR committee member of a professional society
- **Other internal/external activities which include but are not limited to the following example(s):**
 - Participation in open house event
 - Recruitment events
 - Advising and/or career events

Appendix E – Additional Criteria for Post-Tenure Review in Criminal Justice and Criminology

FACULTY SHALL DEMONSTRATE EXCELLENCE IN TEACHING BY MEETING THE FOLLOWING TEACHING CRITERIA:

11. Content Expertise:

- Provide course syllabi to students within first two weeks of the semester
- Preparation for lecture as evidenced by:
 - PowerPoint presentations (or equivalent)
 - Handouts
 - Course text(s)
 - Class exercises
 - Guest speakers
 - Other course materials
- Currency in the field as evidenced by using additional readings, field trips/tours, and/or other class activities
- Use of technology as evidenced by:
 - Interactive activities in classrooms
 - Online course discussions

12. Instructional Design:

- Creating and modifying Blackboard for a course
- Developing new courses and creating courses in a new, i.e., hybrid/online format, as needed

13. Instructional Delivery:

- SRI's are conducted and are in line with the department norm.
 - SRI scores should be averaged at or above 4.0 OR consistently trending toward improvements in line with departmental norms over the course of the review period.

Additional formative peer evaluations may be required by the department.

14. Instructional Assessment:

- Assessing student learning objectives as evidenced by the following:
 - Quantitative and/or Qualitative grading as evidenced by compliance with official syllabi
 - Multiple-choice exams
 - Research Papers
 - Essay Exams

- Oral Presentations (upper division)
- Timely return of assignments as evidenced by delivery of verbal and/or written feedback to students

15. Advising

- Maintain 5 regular office hours per week
 - Notifying Administrative Assistant and Chair of Department, ahead of time, if you cancel/modify office hours
 - Make up missed office hours unless absence is excused (officially sanctioned duties/activities)
- Willingness to meet with students by appointment
- Uses University wide digital systems for advising.
 - To analyze CAPP reports/degree progress reports
 - To make CAPP adjustments/petition for degree exception
 - To track (TRACKING) student advising sessions
- Write letters of recommendation for students
- Developmental advising (e.g., providing career and/or graduate College information)
- Knowledge of transfer issues and articulation agreements

Appendix F – Additional Criteria for Category II Faculty in Criminal Justice and Criminology

FACULTY SHALL DEMONSTRATE EXCELLENCE IN TEACHING BY MEETING THE FOLLOWING TEACHING CRITERIA:

16. Content Expertise:

- Provide course syllabi to students within first two weeks of the semester
- Preparation for lecture as evidenced by:
 - PowerPoint presentations (or equivalent)
 - Handouts
 - Course text(s)
 - Class exercises
 - Guest speakers
 - Other course materials
- Currency in the field as evidenced by using additional readings, field trips/tours, and/or other class activities
- Use of technology as evidenced by:
 - Interactive activities in classrooms
 - Online course discussions

17. Instructional Design:

- Creating and modifying Blackboard for a course
- Developing new courses and creating courses in a new, i.e., hybrid/online format, as needed

18. Instructional Delivery:

- SRI's are conducted and are in line with the department norm.
 - SRI scores should be averaged at or above 4.0 OR consistently trending toward improvements in line with departmental norms over the course of the review period.
- At least one peer review (summative or formative) must be completed in the first year of employment.

19. Instructional Assessment:

- Assessing student learning objectives as evidenced by the following:
 - Quantitative and/or Qualitative grading as evidenced by compliance with official syllabi
 - Multiple-choice exams
 - Research Papers

- Essay Exams
- Oral Presentations (upper division)
- Timely return of assignments as evidenced by delivery of verbal and/or written feedback to students

20. **Advising**

- Maintain 5 regular office hours per week
 - Notifying Administrative Assistant and Chair of Department, ahead of time, if you cancel/modify office hours
 - Make up missed office hours unless absence is excused (officially sanctioned duties/activities)
- Willingness to meet with students by appointment
- Uses University wide digital systems for advising.
 - To analyze CAPP reports/degree progress reports
 - To make CAPP adjustments/petition for degree exceptions
 - To track (TRACKING) student advising sessions
- Write letters of recommendation for students
- Developmental advising (e.g., providing career and/or graduate College information)
- Knowledge of transfer issues and articulation agreements

Appendix G – Approval

The Attached Departmental Guidelines for the Department of
Criminal Justice and Criminology

College of Professional Studies

Metropolitan State University of Denver

Departmental Guidelines for Faculty Evaluation Approval

For the 2016 – 2017 Academic Year

Approvals:

Chair:  Date: 1-13-16

Dean:  Date: 4/21/16

VPAA: _____ Date: _____