DEPARTMENT PLAN

The Department of Counseling, Educational, and Developmental Psychology

College of Education and Human Development

Eastern Washington University

Cheney ω Spokane
Washington

Formally adopted October 23, 2003
Outline of the Plan:

1. Department mission and vision statement
2. Department Strategic Plan
3. Standards and expectations for retention, tenure and/or promotion
4. Evaluation procedures for retention, tenure and/or promotion
5. Faculty evaluation - peer and student evaluation, regular performance evaluation of all faculty
6. Procedures for selection of Department Personnel Committee
7. Procedures for selection of Department Chair (including voter eligibility)
8. An advising plan
9. An assessment plan
10. The process of curriculum development
11. A merit plan
12. A plan for the distribution of faculty development funds
13. A budgeting process
14. External relations plan - outreach and fund raising
15. Procedures for selection of graduate faculty status
16. Procedures for recommending emeritus status
17. Teaching loads and allocation of released/reassigned time
18. Governance of department programs
19. Granting tenure to new administrators
20. Hiring new faculty.
1. DEPARTMENT MISSION AND VISION STATEMENT

The Department of Counseling, Educational, and Developmental Psychology is:

1. Dedicated to maintaining a student-focused learning environment;
2. Committed to undergraduate and graduate education in counseling, special education, applied psychology, human development, and educational support services;
3. Committed to accreditation of all program areas in order to meet national standards for professional training;
4. Composed of faculty who represent the teaching, professional expertise, scholarship, and service of the subjects taught;
5. Comprised of faculty work together to build collaboration and in mutually supportive ways that support student learning, research, program development, and service.

2. DEPARTMENT STRATEGIC PLAN

Members of the Department of CEDP seek reasonable departmental growth by maintaining appeal to traditional students, nontraditional students, and community members through teaching excellence in undergraduate, professional, and master’s level programs with a strong liberal education premise. Programs will seek accreditation from appropriate regional and national bodies to assure program quality and promote regional and national recognition as programs of excellence. It is expected that these efforts will attract and retain outstanding faculty and students who value academic scholarship as well as university-community alliance. Faculty and students within the department will provide services to local, regional, and national communities commensurate with their expertise and training. Further, department programs will respond to community needs with regard to development of undergraduate, professional, and master’s programs.

3. STANDARDS AND EXPECTATIONS FOR RETENTION, TENURE AND/OR PROMOTION.

Please see addendums 1, 2, and 3.

4. EVALUATION PROCEDURES FOR RETENTION, TENURE AND/OR PROMOTION

Tenured faculty on the Department Personnel Committee are responsible for recommending retention, tenure and promotion of probationary faculty. Faculty members
shall be given a schedule of tenure requirements. Probationary faculty will have an approved faculty activity plan in place before any retention, tenure or promotion decision can be made. Note that a faculty activity plan can be amended, but must be approved by the DPC, prior to retention, tenure and promotion decisions. If the DPC cannot agree on amendments to a faculty activity plan, recommendations from the DPC then will be forwarded to the College Personnel Committee along with recommendations from the department chair. Accepted amendments to Faculty Activity Plans shall be announced to all faculty who may request the approved change to their Faculty Activity Plan.

FACULTY RETENTION: EVALUATION OF PROBATIONARY FACULTY

Annual Evaluation of Probationary Faculty
Full-time faculty on probationary status will be evaluated annually by the DPC and department chair to determine reappointment during the first three (3) years of full-time service. Probationary faculty will be provided with timelines relative to retention decisions. Such evaluations will be based upon progress in meeting the standards and expectations contained in the faculty activity plan. It is expected that the faculty activity plan will be in effect throughout the probationary period unless amended by mutual agreement between the faculty member, DPC, and department chair.

Evaluation of Third Year Probationary Faculty
Each new probationary faculty member will have a third year review of progress toward meeting the expectations specified in the faculty activity plan. Faculty activity plans shall include criteria for determining adequate progress toward tenure and promotion. The DPC and by the department chair shall independently review a probationary faculty member against the progress criteria specified in his or her activity plan. The DPC and the department chair shall recommend that the faculty member should be: (a) continued on probationary status for a three-year period on a three-year contract, (b) removed from probationary status and continued as a special faculty member, or (c) given a one-year terminal contract, notice thereof to be given by June 1 of the year preceding the terminal contract year.

TENURE AND PROMOTION: EVALUATION OF PROBATIONARY FACULTY

Probationary faculty shall be evaluated for tenure and promotion no later than the sixth year of the probationary period, unless an extension has been granted. This evaluation will result in either granting tenure and promotion to Associate Professor or granting a one-year terminal appointment contract for the following year. This final review may occur earlier in especially meritorious cases as set forth by the EWU CBA.

Favorable or unfavorable decisions about retention, tenure and promotion and feedback to the probationary faculty will be made with reference to their faculty activity plans. Probationary faculty will prepare a Resume for Tenure or Promotion Packet (see Appendix A) immediately prior to consideration by the DPC for tenure.
The DPC will review a faculty member’s packet to assess the extent to which the minimum standards and expectations for tenure and promotion have been met. If the standards for tenure and promotion clearly have been met, rank adjustment (Assistant to Associate faculty) will be recommended to the department chair and the College Personnel Committee. Normally consensus will be attained before acting on any personnel decision. When consensus is not attainable, then a majority vote of the DPC will be decisive.

Letters providing feedback and recommending retention or non-retention to the dean will be drafted by the DPC with the advice of the tenured faculty. The department chair will also send a recommendation to the dean.

5. **REGULAR PERFORMANCE OF ALL FACULTY**

**FACULTY RESPONSIBILITIES**

A faculty member is expected to:
(a) meet classes,
(b) post and keep regular office hours,
(c) hold examinations as scheduled,
(d) evaluate student work in a timely manner,
(e) ensure that grades directly reflect course performance.

Faculty members will:
(a) encourage the free pursuit of learning in their students,
(b) hold before their students the best scholarly and ethical standards,
(c) demonstrate respect for students as individuals,
(d) adhere to their role of intellectual guides and counselors, and
(e) protect their students' academic freedom.

(Adapted from AAUP statement, 1966, Revised 1987).

6. **PROCEDURES FOR SELECTION OF DEPARTMENT PERSONNEL**

1. All of the tenured members of the department comprise the department personnel committee (DPC).

2. The DPC may elect one of its members to serve as the chair to convene meetings and to write and forward recommendations and findings of the committee.

3. No faculty member or department chair shall vote, make recommendations, or in any other way participate in the decision of any matter which may directly affect the appointment, tenure, promotion, salary, or other status or interest of such person's parent, child, spouse, domestic partner, sibling, in-law, or close relative.
However, it is the policy of the University that there shall be no prejudice against a faculty member or candidate for a faculty position whose parent, child, spouse, domestic partner, sibling, in-law, or close relative is employed by, or is a candidate for employment with the University. This policy applies within and between departments and colleges of the University. University policy follows the State guidelines on Conflicts of Interest (chapter 42.18 RCW) and includes (c) Nepotism. The basic criteria for appointment and promotion of all university personnel is the appropriate qualifications, past performance and future potential of each individual. Marriage, family or equivalent relationships constitute neither an advantage nor a deterrent to appointment by the university provided that each individual meets and fulfills the appropriate appointment standards. University employees should neither initiate nor participate in institutional decisions involving a direct benefit (initial appointment, retention, promotion, salary, leave of absence, etc.) to members of their immediate families.

7. **PROCEDURES FOR SELECTION OF DEPARTMENT CHAIR (INCLUDING VOTER ELIGIBILITY)**

1. Normally the department chair will be a tenured member of the department. Department chair candidates may be nominated by themselves or by any department member with the candidate’s approval.

2. Ballots will be distributed to all tenured and probationary faculty members by the chair of the DPC. Voters will return their ballots to the dean for counting in the company of the DPC chair. If no candidate receives a majority, a ballot with the two candidates with the most votes will be distributed. If one of the candidates receives a majority of the department’s votes the chair of the DPC will forward a memo naming the department’s candidate to the dean.

3. In the event there are no candidates for the Chair or a single candidate does not receive a simple majority after three ballots, the issue becomes the highest priority item on department meeting agendas until a solution is found.

4. The term of office for department chair is four years. Elections for department chair will normally occur in Winter quarter of the fourth year. Spring and Summer quarters will be an opportunity for the chair elect to shadow the outgoing chair to make the transition smoother.

5. In the event that the dean does not approve the department’s selected chair the selection process will be engaged a second time. If this does not result in a candidate satisfactory to the dean meetings between the dean and the department will be conducted to find agreement. If necessary the provost may be called in to arbitrate.
8. **AN ADVISING PLAN.**

1. All tenured and probationary faculty will share in advising responsibilities. Special faculty may be assigned advising responsibilities as part of their duties. Faculty will have posted each quarter a minimum of 4 hours per week for student advising.

2. Graduate student advising will be the responsibility of program faculty. Undergraduates will be assigned an advisor at the time of declaration of major. Normally special education students will be assigned to special education faculty and developmental students will be assigned to developmental faculty, on campus counseling faculty and school psychology faculty for advising.

3. Advising in the Summer will be carried out by faculty teaching summer school while their classes are in session. If no faculty are available for advising a graduate student or work study student may be hired, budget permitting.

4. Programs are encouraged to schedule advising meetings where groups of students may be advised.

9. **AN ASSESSMENT PLAN.**

The program directors have the responsibility for designing outcomes assessment plans for their programs. Assessment plans should follow NWASC or other professional accreditation guidelines. Assessment plans for each program include the following elements:

1. expected learning outcomes for the program;

2. sources of evidence about student attainment of the outcomes:
   a. student performance data;
   b. student satisfaction data;
   c. employment data;
   d. employer satisfaction data;
   e. alumni satisfaction data;

3. procedures to be used to collect evidence about the attainment of the outcomes;

4. process for analysis and interpretation of the data;

5. plans for using results to improve programs.

Assessment plans are approved by the department faculty, department chair, and the dean. The plans and the results of assessments will be available to the designated administrative persons.
10. **THE PROCESS OF CURRICULUM DEVELOPMENT.**

1. Curriculum changes in a program are normally the responsibility of the faculty members of that program.

2. All program changes will be submitted to the department for comment and approval before submission to the appropriate committees and councils.

3. Current procedures for course and program change are available from the faculty organization office.

11. **A MERIT PLAN**

Members of the CEDP department are committed to recognition of meritorious service of department faculty. Meritorious service is defined as achievement and contribution to students, colleagues, CEDP department, the College of Education and Human Development, Eastern Washington University, university degree and professional programs, professional and lay communities, and their profession at large beyond faculty duties and obligations described in the Eastern Washington University By-Laws and beyond the individual’s Faculty Activity Plan. In consideration of assigning merit, CEDP faculty will adhere to these minimum standards as stated in the Eastern Washington University Collective Bargaining Agreement, Chapter 3, Part C (Effective 7/1/00-6/30/04):

1. Merit salary increases will be funded through tuition increase contingent upon legislative authorization to increase tuition and use it for base salary increases and upon approval of the Board of Trustees.

2. Merit increases will be added to the base salary of the faculty member in any year awards.

3. Merit increases for faculty paid with grant, contract or self-support funds will be paid increases through those same funding sources.

4. Eligibility for merit increases will be based upon fulfillment of the faculty member’s Activity Plan. Colleges will review their plans as necessary to comply with this Agreement and changes to the Mission and Operating Plan as adopted by the Board of Trustees of EWU on October 3, 1998. Each Department and member of the faculty will review their Departmental and Faculty Activity Plans to implement the relevant College Plan. Faculty who apply and are meeting their Faculty Activity Plan as determined by the DPC will be eligible. Merit increases will be determined according to the college and departmental plans and forwarded to the Board of Trustees for action.
12. **A PLAN FOR THE DISTRIBUTION OF FACULTY DEVELOPMENT FUNDS.**

Faculty development funds are allocated to the department by the college. Each tenured or probationary faculty member gets an equal share of the funds and has discretion over their account.

13. **A BUDGETING PROCESS.**

1. Members of the CEDP department understand the need for development of a financial plan to support its commitment to administration of quality undergraduate, professional, and master’s programs within the department. CEDP faculty and staff seek to maintain equitable distribution of college allocated funds across programs to protect individual programs from unexpected or unreasonable burdens, with the understanding that budgetary priorities may shift from originally agreed upon allocations. Prior discussion of these reallocations with involved parties is expected to ensure that the quality of all departmental programs will be maintained. All resource allocations and reallocations are regularly reviewed for departmental impact.

2. CEDP faculty and staff provide contribute to the financial stability of the department by living within their means and making reasonable decisions regarding the number of students served, faculty release time, work loads for faculty, staff, and administrators, and the outreach activities undertaken. CEDP faculty understand that the budget process is a public one and as such is accessible to all who are interested in learning about the process.

3. Upon receipt of a budget allocation from the College of Education and Human Development, CEDP department faculty and staff prioritize allocations according to departmental needs. The department chair then develops a proposed budget for review by department faculty and staff. The department chair finalizes the budget, incorporating faculty and staff recommendations. The chair and faculty/staff jointly monitor and adjusts allocations to meet department goals and priorities and respond to current circumstances.

14. **EXTERNAL RELATIONS PLAN - OUTREACH AND FUND RAISING.**

CEDP will:

1. Maintain a presence in the Inland Northwest community in the areas represented by the disciplines offered in the department through the placement of Students in field experiences, practica and internships.

2. Utilize members of the professional community on advisory boards, ad hoc committees, etc.
3. Look for an create collaborative relationships within community which allow the faculty and community members to collaborate in joint grant and publicly funded endeavors.

15. **PROCEDURES FOR SELECTION OF GRADUATE FACULTY STATUS.**

Names of all doctoral level faculty members in the department will be submitted to the graduate office as "graduate faculty" entitled to serve as graduate student research advisors. Probationary faculty without a doctorate will be nominated as qualified to serve as second members of graduate committees. Under special circumstances where needed for program support or where credentials are sufficient, a program may nominate a pre-doctoral probationary faculty member or a distinguished special faculty to serve on a student's committee. The department will approve such exceptions.

16. **PROCEDURES FOR RECOMMENDING EMERITUS STATUS.**

Faculty will be recommended for emeritus status upon request from the EWU tenured faculty who is eligible or retirement under University Policies and Procedures subtopic 610-040 or who has retired from the institution. Emeritus status will be granted when the Personnel Committee of the employing department, Department Chair, College Dean, Chief Academic Officer, and the president recommend the faculty to the Board of Trustees. Emeriti faculty are entitled to certain privileges, as defined within their College and by Benefit Services. Emeriti faculty retain their faculty title upon retirement, with the single word 'Emeritus' added to the beginning of their faculty title. The president has the right to independently recommend to the Board of Trustees the award of emeritus status.

17. **TEACHING LOADS AND ALLOCATION OF RELEASED/REASSIGNED TIME.**

1. The usual teaching load for is 36 credit hours per year for tenured and probationary faculty and 45 credit hours for special faculty.

2. Requests for allocated reassigned time shall be brought before the department; if approved, these requests will be conveyed in writing to the Dean for his approval.

3. Normally overloads will not be allocated to faculty members with released or reassigned time.
18. GOVERNANCE OF DEPARTMENT PROGRAMS.

1. Programs are governed by the faculty of the department with the advice of subsets of department faculty defined by teaching role, training and interest (Program committees). All actions of program committees are advisory to the department which has final say.

2. Program committees are charged by the department with responsibility for the normal functioning of programs. This includes admission of students, proposing curriculum structures and changes, assessment, faculty coordination, suggesting course scheduling, student advising, maintaining accreditation standards and so on.

19. GRANTING TENURE TO NEW ADMINISTRATORS.

Administrator candidates being offered tenure as part of their recruitment package may be granted tenure in CEDP by majority vote of the department faculty following an examination of the candidate’s vita and supportive application materials.

20. HIRING NEW FACULTY.

1. Faculty positions and permission to hire are granted the college by the provost. The dean or the dean and chairs council normally determine allocation of faculty positions to departments.

2. The department normally will have a prioritized list of faculty needs based upon a consensus view of program requirements, accreditation standards, FTES generation potential and so on. This list will guide the efforts of the chair and department in seeking additional faculty resources through the dean and provost.

3. When a faculty search is permitted a committee will be appointed by the chair to draft the position description and to organize the search (i.e. to carry out the necessary procedures such as screening, phone interviewing and drafting visit itineraries and so on). All functions of the committee will be announced to the department by email and are open to participation by all department members; only the responsibility belongs to the committee.

4. The position description will be approved by the department, and the chair before submission of the search to the dean’s office. Searches for tenure track positions will be nationally advertised. Searches for special faculty may be local or regional.

5. Top candidates will be identified by evaluating documents submitted by the candidates according to the criteria stated on the position description and will be
interviewed by conference call open to department members using protocols prepared in advance to assure equitable opportunity to address the criteria.

6. Prioritization of the candidates on the basis of the phone interviews and information from references contacted will be presented to the department for approval. References will be called for the top candidates judged suitable for the job.

7. The top candidates will be invited to visit campus and to interview in person. If one of these candidates is viewed as having the needed expertise and being excellent or having excellent potential in teaching, scholarship, and service as determined by canvas or ballot of department faculty, the department will advise the dean to process a job offer with the candidate (i.e. discuss salary, university/college expectations, mechanics of accepting the offer, receiving moving expenses and so on).