To:                Dr. Raymond A. Soltero, Dean, College of Science, Mathematics, & Technology

From:

Date:

Subject:  Faculty Activity Plan for _____________; Tenured/Full Professor

In conference with the Department Chair, _____________, and in consultation with the [department] Department Personnel Committee (DPC), professional performance expectations for _____________ (professor) have been established and agreed upon for the following three year period, _____________ _____________. In accordance with the College Plan (CP, page 26), the college personnel committee (CPC) and the dean will review all...tenured/full professor faculty activity plans for compliance with university, college and departmental policies and procedures. If a plan does not comply, it shall be returned to the department chair for modification.

At the time of evaluation, these minimum expectations will constitute the major criteria used by the Department Chair (see footnote*), the DPC and the Dean to evaluate _____________, to ensure quality and effectiveness of his/her faculty performance. Merit increases will also be based upon fulfillment of the member’s activity plan.

**ASSESSMENT CRITERIA:** The following is a general statement of performance expectations against which _____________ will be evaluated. As stated in the CP (page 19) every three-years each tenured/full professor will participate in a review of his or her faculty activity plan.

The Northwest Association of Schools and Colleges (NWASC) and the Collective Bargaining Agreement (CBA) provide the following guidance for faculty evaluations and for developing an activity plan for an individual faculty member (see Appendix VIII, page 76 and Appendix IX, page 78):

*The effectiveness and quality of an institution’s total educational program depend upon the presence of a competent faculty.*

*In establishing a program of continuing faculty evaluation and in supporting a program of faculty development, institutions shall meet the following requirements:*

a) Institutions should develop in a collegial fashion and implement internal plans and procedures that specify the process and criteria by which faculty members are evaluated on a continuing basis.

*If the faculty activity plan is for the Department Chair, they would then consult with the Dean of the College in preparing and evaluating the plan.*
b) Collegial participation in faculty performance evaluation is critical in order to bring subject matter and pedagogical knowledge substantively into the assessment process. Nonetheless, it is the obligation of the administration to ensure quality and effectiveness of the educational program through the evaluation of faculty performance. At a minimum, an institution’s evaluation plans must include administrative access to all primary and raw evaluation data.

c) Multiple indices should be utilized by the administration and faculty in the continuing evaluation of faculty performance.

d) Where deficiencies in a faculty member’s performance are identified, the faculty member is responsible for remediating the deficiencies, and the institution is expected to assist through development opportunities. Evaluation cannot be separated from remedial action.

The faculty member’s responsibilities (teaching, research and service) will be determined based on departmental needs and planning.

Although teaching will remain the primary function of faculty members at Eastern Washington University, departments may need faculty who can fulfill a variety of roles and not all faculty will have the same roles in a department. In developing a faculty activity plan, the department, and the individual can list the faculty member’s areas of strength, areas of possible improvement, personal achievement goals, departmental functions, and methods of evaluation. This approach is consistent with the list of commitments...as stated in the HECB’s Institutional Productivity Initiatives: Faculty Workload Study, 1994.

In addition to the guidance provided by the CBA, the CP states (see pages 18-19, and 32) that,

Teaching is a primary activity for faculty in the College of Science, Mathematics and Technology. Each department will have a process that systematically and periodically reviews faculty. Likewise, multiple indices in the assessment of teaching competence.

Each faculty member is expected to remain professionally active in his/her field. Pedagogical research is respected and encouraged as part of the college’s educational mission.

Faculty are also expected to play an important role by providing service to the university, college, department and to the external community.

At the time the faculty member's activity plan is written, the department in consultation with the faculty member will determine the point distribution between:

1) Teaching Effectiveness
2) Professional and scholarly activity
3) Service contributions to the university and/or community

The point distribution between these three categories must not exceed 100%. On page 32 of the CP a possible range of points are illustrated. This range is not mandatory for tenured/full professors and departments can define point distribution in accordance with department needs.
FACULTY BACKGROUND:

Provide a brief description of your background.

Release time ( ) if applicable:

Please state the percentage of release time you are assigned during the next three-year period, if applicable, and describe the duties/activities that will be taking place (for example, chair of the department).

Teaching ( ):

The Department and the DPC will recognize teaching as the single most important faculty responsibility. ____________ will be expected to provide qualitative and quantitative evidence of excellence in teaching including student evaluation forms and comments for at least the preceding three years. These evaluations shall be summarized by category on a 6-point scale where 1=excellent and 6=very poor. Evidence of excellence in teaching shall include an overall mean score at or less than 3.0 (good) based on four questions: “The course as a whole was…”, “The course content was…”, “The instructor’s contribution to the course was…”, 
and “The instructor’s effectiveness in teaching the subject matter was...”. Comments should be typed and categorized by course.

In addition, letters or notes of acknowledgment from students or graduates regarding the effectiveness of ________________ teaching methods may be presented.

Describe in general terms your plan for contributing to your unit’s teaching mission over the next three years. Address the areas of classroom and laboratory teaching, curriculum development, etc. Do not list specific course assignments, as these are determined annually based upon the needs of the unit.
Professional and Scholarly Activity (___):

[ ] will be expected to provide evidence of research and scholarly activity that includes significant scholarly contributions to his discipline or professional field. All faculty are expected to engage in scholarship or creative achievement, the result of which is disseminated and subject to peer evaluation in a manner appropriate to the field of [ ] (example: mathematics, especially numerical analysis and complex analysis) [ ].

Describe your plan for professional and scholarly activity for the next three years. Describe the work you intend to conduct, and how it will contribute to the overall body of your work. Address the issues of proposed funding, publications, performances, and presentations, as appropriate.

[ ] Significant is defined by each individual department and the Department Personnel Committee (DPC). These guidelines should be stated in the department plan.
Service (____):

______________________________ will be expected to provide evidence of service and/or leadership in the Department, College, University and/or community. Describe in general your plan of service over the next three years. Please address the nature of your service activities, the various levels of service, as well as service external to the university.
**Signatures**

Department Personnel Committee:

__________________________  Date ________________  
(Name)

__________________________  Date ________________  
(Name)

__________________________  Date ________________  
(Name)

**Faculty Member:**

I have read and concur with this statement of performance expectations. I understand that the contents of my faculty activity plan constitute the major criteria against which I will be evaluated for purposes of performance and merit evaluation.

__________________________  Date ________________  
(Name)

**Chair, Department of ________________**

__________________________  Date ________________  
(Name)

**Chair, College Personnel Committee**

__________________________  Date ________________  
(Name)

**Dean, College of Mathematics, Science, and Technology**

__________________________  Date ________________  
Raymond A. Soltero

c: Faculty member  
Chair of Department  
R. A. Soltero, Dean, College of Science, Mathematics, & Technology