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

From:

Date:

Subject: Faculty Activity Plan for ____________________ for Tenure and/or Promotion to Associate Professor

In conference with the Department Chair, ________________, and in consultation with the [department] Department Personnel Committee (DPC), professional performance expectations for tenure and/or promotion to the rank of associate professor have been established and agreed upon. These minimum expectations will constitute the major criteria used by the Department Chair, the DPC and CPC to evaluate ______________ for tenure and/or promotion to associate professor. The candidate must meet the minimum requirements of each criterion (teaching, professional and scholarly activity and service) for consideration to be given.

ASSESSMENT CRITERIA: The following is a general statement of performance expectations against which ______________ will be evaluated when he/she is considered for retention, tenure, and/or promotion in accordance with the Collective Bargaining Agreement (CBA - July 2000) between the Eastern Washington University Board of Trustees and the United Faculty of Eastern, which states (see Collective Bargaining Agreement, Chapter I, sections F, subsections 3-7),

Each faculty member is responsible for meeting all scheduled classes. Each faculty member is also responsible for planning, organizing and informing students of the course content, texts, readings, assignments, attendance regulations and methods of evaluation including grading scales. Faculty are responsible for scheduling and attending office hours to meet the needs of students as identified in department plans. They are also responsible for turning in grades according to the deadline established by the registrar's office.

The Collective Bargaining Agreement provides the following guidance for developing an activity plan for an individual faculty member and for establishing qualifications for rank (see CBA, Chapter II, sections B and E; and the CP page 31):

The faculty member's responsibilities (teaching, research/scholarship/creative activity and service) will be determined based on department plan. One purpose of the department plan is to establish criteria to evaluate faculty for retention, tenure, and promotion and post-tenure faculty activities.

Teaching will remain the primary function of faculty members at Eastern Washington University; however, department may need faculty who can fulfill a variety of roles and not all faculty will have the same roles in a department.
To establish a system of mutual accountability, each level of decision-making must establish and state goals for planning, clear criteria for evaluation, mutually accepted measures of performance and easy access to appeals and reconsideration. This approach emphasizes the importance of coordinating planning, recruiting, hiring, tenure, promotion, merit, assessment and program evaluation. To accomplish this, departments and colleges/university library must set forth the standards and criteria on which faculty are to be evaluated and reviewed. Department personnel committees and college personnel committees will serve an important advisory role such that disagreements between faculty, committees, chairs and deans are addressed fairly and expeditiously.

**Associate Professor**: A doctorate degree or a terminal degree appropriate to the appointment, and six (6) or more years of successful professional experience are normally required.

**Full Professor**: A doctorate degree, or a terminal degree appropriate to the appointment, and ten (10) years of successful professional experience are normally required.

The rank of professor signifies the highest level of professional accomplishment. A higher level of expectation exists for promotion from associate to professor than that of assistant to associate professor. The decision to promote an associate professor is based on the candidate fulfilling the performance expectations in the activity plan, the qualifications for promotion to professor and program needs.

**All candidates** are expected to provide, either through professional experience or graduate experience, evidence and continuing potential for:

1) Excellent teaching which commands the respect of faculty and students;
2) Important professional contributions of local, state or national significance; and,
3) Superior scholarship.

Each faculty member shall, in conjunction with the department personnel committee (DPC) and the department chairs, prepare a faculty activity plan specifying areas of activity over the following three-year period.

Where the activity plan is intended by the faculty member to lead to tenure and/or promotion the plan shall so state. Activity plans intended to lead to tenure decisions shall require the approval of the Chief Academic Officer or designee.

In addition to the guidance provided by the CBA, the College of Science, Mathematics & Technology Plan (CP) states (see pages 18-19, 22, 23) 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.

**Faculty personnel actions involving retention, tenure and promotion** will be preceded by rigorous evaluation of the faculty member meeting all his/her activity plan expectations for a positive recommendation.

Faculty represent the college’s most important and valuable resource in attempting to meet its goals. Accordingly, all faculty personnel decisions, most particularly decisions related to appointment, retention, tenure and promotion, should encourage excellence in teaching, superior or significant research and service, and enhance the attainment of programmatic objectives.

Evaluation for promotion and/or tenure is based on performance as supported by evidence of excellence in teaching, superior or significant professional and scholarly activity, and superior or significant service to the
university and/or the community. Retention will be dependent primarily upon the faculty member’s progress toward tenure and/or the next highest academic rank.

At the time the candidate's activity plan is written, the department in consultation with the faculty member will determine the point distribution for the purpose of evaluating, reviewing and recommending his/her tenure and/or promotion. In all cases there will be 100 points distributed among the following criteria to be used at the time of scoring and tenure and/or promotion candidates:

1) Teaching Effectiveness: 45-65%  
2) Professional and scholarly activity: 25-35%  
3) Service contributions to the University and/or Community: 5-15%  

In addition to the above points, a maximum of five additional points can be added to the cumulative score depending on the candidate's academic preparation and years of experience. One point will be given for each year of professional activity or experience beyond that minimally required for promotion to the appropriate rank as outlined in By-Law 330-060-140.

CANDIDATE’S BACKGROUND:  
(brief description of candidate’s academic & professional background establishing eligibility for promotion)

Teaching (%):  
The Department and the CPC will recognize teaching as the single most important faculty responsibility. _____________ will be expected to provide qualitative and quantitative evidence of excellence in teaching in each of the following areas:

A. 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.

B. **Peer performance evaluations of ___________ will be conducted at least annually**, depending on the need for evaluation as determined by __________, the Department Chair or the DPC Chair. Peer evaluations will be completed by at least two EWU faculty members who teach in the same area as the candidate. At least one of these faculty members must teach primarily _________________ department courses. The peer evaluations will involve the observation of _________________ class at least two times during the preceding four quarters. The faculty evaluation should focus on the candidate's organizational and pedagogical expertise, and communication skills, as described in the department plan.

C. Evidence of curriculum or course development.

D. Evidence of adapting teaching methods to meet changing pedagogical goals of the university and/or changing technologies in the _________________ profession.

E. Evidence of meeting general teaching expectations: keeping regular office hours, taking responsibility for assigned teaching load, and completing administrative duties associated with teaching assignment (planning and organizing each course, meeting pedagogical goals and objectives, submitting grade reports in a timely manner, etc.).

F. Evidence of student advisement.

G. Evidence of supervision of undergraduate directed study, internship, and/or work-study students.

H. Other evidence that faculty member is current in the subject(s) she/he teaches.

**Professional and Scholarly Activity (____ %):**

_____________________ will be expected to provide evidence of research and scholarly activity that includes significant scholarly contribution to his/her discipline or professional field. All permanent 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 ______________________________.

A. **For categories 1-5 below, a minimum of 8 activities for tenure and/or promotion to associate professor is required in at least three different categories. Of these activities, a minimum of at least one refereed publication as deemed appropriate by the department; and submission of one grant application is expected.**

* Significant is defined by each individual department and the Department Personnel Committee (DPC). These guidelines should be stated in the department plan.
1. Refereed publication as deemed appropriate by the department.

2. Presentation at regional, national or international professional meeting.

3. Submission of grant proposals for instructional improvement and/or research.

4. Additional scholarly written work, including abstracts for journals, poster presentations and educational exhibits, book reviews, technical reports, audio/visual tapes, slide series, modules, unpublished studies, software, newsletters, recruitment materials.

5. Development and/or delivery of short courses or workshops in one's discipline.

B. In addition to significant scholarly contributions, **external peer recognition of scholarly achievement and evidence predictive of continuing contributions to the profession are expected for tenure and/or promotion. Evidence should include significant achievements in at least 5 of the following 22 categories for tenure and/or promotion to associate professor.**

1. Citation of published research by other researchers.

2. Editor or member of an editorial board of a professional journal.

3. Invitations to review manuscripts for professional journals or book chapters for professional texts.

4. Invitations to review grant proposals for funding agencies.

5. Invitations to review abstracts for professional society meetings.

6. Election to membership in selective professional societies.

7. Election to office in professional societies.

8. Appointment to membership on committees that utilize professional expertise.

9. Invitations to chair sessions at professional society meetings.

10. Invitations to speak at professional meetings or guest lectures at other universities.

11. Awards or letters of recognition from outside the university.

12. Awards or letters of recognition from internal constituencies.

13. Private practice and/or clinic management which includes assessing, implementing and evaluating new methodologies and techniques.
14. Membership on regional, state, or national professional boards.

15. Invitation to mentor or serve as consultant for professional boards, societies, or individuals.

16. Membership and significant membership activity in professional organizations.

17. Attendance at professional meetings, symposia, or workshops that indicate an effort to remain current in the discipline.

18. Description of ongoing research program with projected goals and aims.

19. Description of creative projects.

20. Description of professional leave or faculty development or grant funding activities that enhance research and scholarly capabilities.


22. Other evidence of achievement as defined by the department.

**Service (___ %):**

______________ will be expected to provide evidence of service and leadership in the categories listed below. It is understood that in some cases, service activities can fulfill requirements in more than one category; such overlap will be considered in assessing his/her performance. For example, acting as a promotional speaker would constitute service to the Department, College, University, and the community.

A. Service to the department: ________________ is expected to serve on an equitable share of departmental committees. For purposes of promotion, a list of committees should be submitted, those chaired or provided special leadership should be listed, and a description of the accomplishments may be noted.

B. Service to the College and/or University: ________________ is expected to serve on an equitable share of college or university committees. For purposes of promotion, a list of committees should be submitted, those chaired or provided special leadership should be listed, and a description of the accomplishments may be noted.

C. Service to Professional and/or Community Organizations: For purposes of promotion, a list of service activities should be submitted, those chaired or provided special leadership should be listed, and a description of the accomplishments may be noted. Community service activities may include the following:

1. Service to professional boards (regional, state, or national)
2. Service in a leadership/delegate role at state professional society meetings.

3. Membership on community boards on behalf of the university.

4. Membership on professional society committees.

5. Presentations or workshops to community groups which utilize professional expertise.

6. Other utilization of professional expertise for public or community purposes.

7. Volunteering for community projects, workshops, or clinics.

8. Organizing professional community projects, workshops and/or continuing education courses.

9. Membership on statewide higher-education and inter-institutional committees.

10. Other evidence of achievement as defined by the department.

**Signatures**

**Department Personnel Committee:**

____________________________________________________________________________ Date ________________
(Name)

____________________________________________________________________________ Date ________________
(Name)

____________________________________________________________________________ Date ________________
(Name)

**Candidate:**

I have read and concur with this statement of performance expectations.

____________________________________________________________________________ Date ________________
(Name)

**Chair, Department of ______________**
Chair, College Personnel Committee

(1) (Name)  Date  ________________

Dean, College of Mathematics, Science, and Technology

(1) (Name)  Date  ________________

Raymond A. Soltero  Date  ________________

FINAL APPROVAL
Interim Provost & Vice President for Academic Affairs

(1) (Name)  Date  ________________

Ronald H. Dalla  Date  ________________

c:  Candidate
Chesapeake College
R. A. Soltero, Dean, College of Science, Mathematics, & Technology