DEPARTMENT OF GEOLOGY
DEPARTMENT PLAN

TABLE OF CONTENTS

INTRODUCTION AND PURPOSE

DEPARTMENT MISSION, VISION, AND STRATEGIC PLAN
  Mission Statement
  Vision Statement
  Department Goals and Strategies
    Goals
    Strategies

GOVERNANCE AND ADMINISTRATION OF THE DEPARTMENT
  Role and Duties of the Department Chair
  Role and Duties of the Faculty
    Education
    Liberal arts enrichment
    Scholarship
    Service
    Student advising

RECRUITMENT, RETENTION, PROMOTION AND TENURE
  Faculty Recruitment
    Procedures for evaluating probationary faculty
    Letters of expectations
    Evaluation
    Promotion and tenure
  Faculty Activity Plans
    Merit
    Classified Staff

PROGRAMS AND CURRICULA
  Undergraduate Program
  Graduate Program

OUTCOMES ASSESSMENT

STUDENT POLICIES

DEVELOPMENT/ALUMNI RELATIONS

EVALUATION AND UPDATING OF DEPARTMENT PLAN
APPENDICES

Appendix I. History of the Department
Appendix II. Role of the Department Chair
Appendix III. Geology Advisory Board
Appendix IV. EWU By-Laws
Appendix V. College Plan
INTRODUCTION AND PURPOSE

This document supplements and amplifies the Collective Bargaining Agreement between the Eastern Washington University (EWU) Board of Trustees and the United Faculty of Eastern (UFE). As part of the agreement, each college and each department is to develop a plan that is consistent with the university mission. This department plan is to be seen as a supplement to the college plan.

The primary purpose of the department plan is to establish procedures to evaluate the extent to which the department achieves its mission. The plan calls for departmental and faculty development plans to be established and requires systematic evaluation of their activities to determine the extent to which they are achieving institutional goals.

The plan calls for clarification of departmental goals and objectives. It identifies expectations of performance as well as criteria and standards for individual and program performance, as in the College Plan. The primary approach to evaluation of performance is a goal-based model with emphasis on assessing the degree of congruence between objectives and performance.

This writing also augments EWU Policies and Procedures and serves as a guide for the further development of policies for selected personnel actions pertinent to academic departments (cf. College Plan). Many additional specific policies are also contained in the University’s Policies and Procedures and the Collective Bargaining Agreement.

The department plan will be kept in booklet form in the office of the department. Liberal distribution of the plan will be the rule; all faculty will receive a copy when hired.

The department’s philosophy, consistent with that of the university, remains guided by the conviction that the study of the liberal arts and the sciences provides the academic foundation of an educated citizenry. The department’s degree programs prepare students for full participation as professionals in our growing and changing regional and national economies. In particular, the department’s B.S. degree program prepares students for registration and licensing as professional geologists in the State of Washington.

On all personnel matters, copies of pertinent correspondence will be given to the faculty member concerned and reasons for pending actions shall be discussed with the person before any document is forwarded to the administration.

DEPARTMENT MISSION, VISION, AND STRATEGIC PLAN

Mission Statement

The Department of Geology serves students in the State of Washington, the Inland Northwest region, and the nation through distinguished teaching, scholarship and public service. The department and its excellent faculty provides science courses to non-majors as well as offering a
traditional undergraduate geology major with several degree options. At the graduate level, a Master's degree is offered in traditional fields commensurate with faculty expertise.

The department provides a broad introduction to the geological sciences with an emphasis on preparing students for registration and licensing as a professional geologist in the State of Washington, or to enter the profession as an earth science teacher. Our faculty teach courses aimed at introducing students with varied backgrounds to a dynamic picture of the Earth. The program provides students with a strong understanding of the world around them, an appreciation for the length and events of Earth history, and the knowledge to help them make informed and educated decisions about environmental concerns. The department prides itself on the ability to have students experience geology outside of the classroom through field-oriented courses. The undergraduate curriculum provides students with a strong preparation for more specialized training at the graduate level or for on-the-job training by government agencies and industries in environmental geology, economic geology and hydrogeology.

**Vision Statement**

The Department of Geology is committed to maintaining its prominent position in the academic community through high quality education and research. The department is dedicated to serving the regional and national demand for well prepared graduates who are highly valued by employers and the community, and who are qualified to pursue advanced degrees. The department will attain these objectives by meeting the goals below.

**Department Goals and Strategies**

**Goals:**

1. Maintain minimum "critical mass" in staffing levels required for the maintenance of high quality degree offerings and for preparing students for professional licensing. Seek new faculty to replace retiring faculty, particularly in the areas of surficial geology and engineering geology, and maintain a minimum of seven (7) faculty positions.

2. Deliver select courses in Spokane and on demand. Provide as-needed specific courses for technical professionals in the evenings, or on weekends, to meet the continuing education needs of the local community.

3. Continue to offer field courses that distinguish our program from others.

4. Broaden the program by combining with related faculty into a Department of Earth and Environmental Sciences.

5. Increase enrollments in service and major courses while maintaining a program that has a reputation for high quality, providing access to required freshman and sophomore courses each year.
6. Maximize participation in university educational initiatives such as Environmental Science, Running Start, the Investigating Science Program which serves education majors, and others.

7. Press for increased university-level support of the library and in the area of research and professional activity.

8. Modernize labs through instrumentation improvement grants.

Strategies:

The Geology Department acknowledges that one of the highest priorities is to develop strategies to increase and maintain enrollments. Programs, faculty replacement, departmental budgets and equipment, and distribution of library budget funds are often tied directly to student enrollment. The major question facing the Geology Department is how to attract more students to our profession and graduate more majors without compromising the professional standards expected and required for registration and licensing by the State of Washington. The answer, in part, lies in both recruitment efforts and maintaining an innovative and vigorous program to meet future employment trends, which will attract quality students. We will keep track of the job market by the use of surveys produced by organizations such as the American Association of Petroleum Geologists and the American Geological Institute.

The faculty and staff of the Geology Department are committed to increasing enrollments by participating in university-wide recruitment efforts, recruitment by mail and phone, and involvement in Science Olympiad, recruitment efforts at local and regional high schools, and participating in elementary school tours of the department and its facilities. The department has been developing contacts for recruitment efforts at community colleges in Washington. The Department Chair will be responsible for the recruitment program and will assign faculty and staff as needed.

Faculty from universities with active and successful recruitment programs report that the best source of majors is in general education courses. The Geology Department has developed a recruitment strategy aimed at the Geology 100 class, including restructuring the class and targeting potential majors. The plan was implemented in Fall Quarter 1997. Faculty members who participate in the GECR classes are also encouraged to introduce students to geology as a profession. This effort could include guest lectures by other faculty members, tours of the department, and providing students with program literature.

Geology Department Advisory Board:

The Geology Department Advisory Board (see Appendix) is made up of alumni, representatives of major regional employers, local, state and federal agencies (U.S. Geological Survey, Washington Division of Natural Resources, Washington Department of Ecology, and Spokane...
County Public Works), Spokane Community College faculty, and may include a current student and an EWU Emeritus faculty member.

The Board’s mission is to advise the department on curriculum changes as needed to improve the quality of the program and employability of our graduates. It will advise the department on end-of-program assessment and the needs relative to registration and licensing in the State of Washington. The Board will aid in identifying internship and employment opportunities for Geology students and outside speakers who can enrich the educational experience at EWU.

GOVERNANCE AND ADMINISTRATION OF THE DEPARTMENT

Role and Duties of the Department Chair

The Department Chair shall fulfill all duties specified in the Collective Bargaining Agreement (Chapter IIC) and the College Plan. The term of office for Geology Department Chair shall normally be four years. The Department Chair shall be nominated by a majority vote of the faculty at a departmental meeting with the college Dean in attendance to certify the results. The Geology Chair position is 50% time, thus the Department Chair shall divide his/her time equally between departmental administration and teaching. September 1 will be the initial date of appointment of a new Geology Chair. In the event that the Chair is on leave or otherwise unavailable to fulfill his/her duties, an acting Chair shall be appointed from among the full-time faculty.

The Geology Chair is acknowledged as the official spokesperson on all matters pertaining to this department, and as such, should reflect the majority opinion of the faculty. Geology faculty should be consulted on departmental procedures and kept informed of current issues at regularly scheduled bi-weekly meetings or more often as needed to conduct department business. The Chair should also take a leadership role in encouraging teaching excellence, scientific research which includes support for students generated from grant funds, and promotion of faculty strengths to the administration.

The specific responsibilities of the Department Chair are outlined in the By-Laws and the College Plan (see Appendix). In addition, the Chair will select faculty members to serve on committees, as student advisers, or in other capacities as needed upon mutual agreement. Such departmental responsibilities should be divided equitably among the faculty members, who will be expected to accomplish assigned tasks in a timely manner and give full cooperation to the Chair in meeting obligations to the administration. Members should be selected by the Chair during the first or second regularly scheduled faculty meeting in the fall quarter. An alternate member may be selected by the Chair to serve when a regular member cannot attend due to professional leave or other unavoidable absences. The term for each faculty member in these standing committees is set by the Chair.
Role and Duties of the Faculty

Governance

Voting membership for departmental governance is held by all active tenured and tenure-track faculty. Active faculty are those who hold (0.5-1.0 FTE) appointments including those on leave.

The Department of Geology concurs with the policies and procedures of the university and those of the college personnel committee. To this end, an average weight of 55% is given to teaching, 30% to scholarship, and 15% to university or community service. Weights may be shifted by 5% according to the relative strengths and interests of individual faculty members, as articulated in their faculty activity plans.

Teaching

The department recognizes the education of students as its principal function and adopts the standards set forth by the SMT College Personnel Committee articulated in the College Plan. Each faculty member is expected to meet classes regularly and use student evaluation forms to assess teaching effectiveness. Teaching duties also include curriculum development to provide students with new, innovative learning experiences. Faculty members involved in special education projects are expected to pursue grantsmanship for any necessary external funding of the projects. All faculty shall keep a minimum of four weekly office hours per quarter and be available to students on an appointment basis.

Each faculty member is expected to provide the students with a syllabus outlining expectations, course policies, and any other information considered relevant. The syllabus will be posted on the web and/or handed out during the first week of the quarter. Assignments will be graded in a timely manner and returned to the students as soon as possible.

The Integrated Studies and Honors programs are designed to offer a unique collaborative and interdisciplinary learning experience in which students explore human interactions and the natural world. The department affirms its commitment to the Integrated Studies and Honors programs and will assure its faculty that participation is strongly encouraged and that participation counts toward the teaching allocation for evaluation. The Geology Department faculty will be involved increasingly in this comprehensive undergraduate experience. Individual faculty expertise and interest will be combined with those of other university faculty to present course content that is broad and thematic.

Finally, the department will strive to meet or exceed the college-set goal of an average FTES/FTEF ratio of 19:1 and a departmental average of 36 contact hours per faculty, as outlined in the Collective Bargaining Agreement.

Scholarship
The Geology Department encourages its faculty members to be professionally active in their field of research, as outlined in their individual faculty activity plan. The activity plan may place less emphasis on scholarship, as agreed between the faculty member and the department. According to the Collective Bargaining Agreement and the College Plan, the minimum annual development allocation of $900 per probationary and tenured faculty member is budgeted for 2000-2001 and $1,200 for 2001-2002 and 2002-2003. Demonstrated scholarship by probationary faculty is required and will be considered in the weighting for tenure and promotion.

Professional and scholarly activity includes research and incorporation of the knowledge gained into both the scientific and teaching disciplines. Research includes the application for grants, presentation of data at professional meetings, and publications. Professional activity may also include contractual consulting, contributions to textbooks, peer review activities, and participation in scholarly conferences, workshops, and field courses. Membership on national and international commissions and committees is also encouraged. Pedagogical research is also respected and encouraged as part of the department's educational mission. This includes courses pertaining to teaching techniques, course content and enhanced presentation techniques.

Service

Each faculty member is expected to contribute to the effective operation of the shared governance system. This includes committee and council membership at the university, college and departmental levels. Community service is also highly encouraged and may consist of a variety of instances where faculty expertise is shared with the broader community. Within the department, standing committees will be responsible for collecting and evaluating data pertaining to departmental matters, as directed at a regularly scheduled faculty meeting by the Chair, and in presenting recommendations to the faculty and Chair for their approval. The committees will work in close consultation with the rest of the faculty. The Chair should direct committees in writing or via department meeting minutes as to issues to be addressed. Committee reports are to be written and submitted to the Chair for possible additional written comment, and then submitted to the faculty for action at a regularly scheduled departmental meeting. The Chair, or faculty member(s) selected by the Chair, will pursue implementation of the departmental decision(s). The Chair will consult with the faculty on major departmental matters and provide a budget overview for departmental review and comment each fall and spring quarter.

1. Curriculum and Planning Committee (2-4 members)
   a. New courses and course revisions
   b. Catalog revisions
   c. New programs and program revisions
   d. Teacher education program
   e. Graduate program
   f. Acquisition, status, and maintenance of major support equipment

2. Department Personnel Committee (DPC) (3 tenured members elected each September)
a. Review and recommendation for hiring, retention, promotion, tenure, and termination
b. Review and recommendation on release time, sabbatical leaves, etc.
c. Faculty Activity Plans and merit evaluation

3. Assessment Coordinator
   a. General Education Core Requirements
   b. Degree majors
   c. Update assessment plans

4. Recruitment and Student Advising
   a. All faculty are expected to recruit and advise students. Faculty will share responsibility to advise majors and minors in Geology and Earth Science. Faculty will identify which degree majors and minors they will serve as advisers for in their faculty activity plans.

5. Geology Club Adviser
   a. Adviser to Geology Club
   b. Coordinate speaker series

6. Library Representative
   a. Represent the department on all library matters
   b. Library acquisitions
   c. Library budget

7. Computer Representative and Webmaster
   a. Represent the department on all computer matters
   b. Recommendations on hardware and software decisions
   c. Maintain department web server

8. USGS Cooperative Agreement Coordinator
   a. Establish room and equipment needs
   b. Recommend students for part-time employment
   c. Negotiate annual renewal in a timely manner, establish budgets and cost-sharing agreement
PERSONNEL POLICIES

Recruitment, Retention, Promotion And Tenure

Purpose

This section establishes a uniform policy regarding recruitment, retention, promotion, tenure and merit, providing specific criteria for evaluation of faculty in the Department of Geology, as required in the College Plan.

Faculty Recruitment

The Geology Department’s faculty recruitment strategy is based on the department’s mission and commitment to cover the expertise needed for course offerings in the major. Prior to the announcement of a faculty vacancy, there will be agreement within the department of how the position relates to the department’s future needs. The department will also discuss expectations concerning the professional work of the faculty member being recruited as well as resources to be provided to help the faculty member meet departmental expectations. There will also be agreement between the department and Dean on rank, salary, and eligibility for tenure of the new faculty member. Recruitment efforts will include a notice of the vacancy within the department, the expertise required, the qualifications, including academic and demonstrated teaching expertise, a statement on being an equal opportunity employer. This notice will be published in “Positions Available” sections of geological information publications. Each faculty member at the time of appointment will be informed of the performance expectations and criteria for performance for retention, tenure and promotion. Both research and instructional expectations will be made clear at the time of hiring. The Department Chair or the Chair’s designee will coordinate new faculty recruitment.

Faculty Activity Plan and Promotion Plan

(1) Faculty Activity Plan for Tenure and Associate Professor Rank

All newly hired faculty, whether tenure-track, term, or faculty associates, will prepare a Faculty Activity Plan establishing specific criteria for retention, tenure and promotion, including expectations for teaching, scholarship and service in accordance with the CBA (II. B. 3). Standards for term or associate faculty will be specific to the position, while those for tenure-track faculty will be based on the criteria outlined in this document and the College Plan. Such letters must receive the approval of the DPC, the Department Chair, and Dean. Each new faculty member will receive a copy of college promotion policies and a copy of the Collective Bargaining Agreement. The Faculty Activity Plan will also be used for merit consideration for non-tenured faculty.

(2) Promotion Plan for Full Professor Rank
Upon the granting of tenure and promotion to associate professor, each faculty member will prepare a Faculty Activity Plan to achieve the rank of full professor. Expectations will be based on criteria outlined in this document and the College Plan. The plan must be approved by the DPC, Department Chair, and Dean.
Procedures for Evaluating Probationary Faculty

According to the College Plan, peer evaluation should be subdivided into testimonial evidence and documentary evidence. The duties of the Department Chair and DPC concerning testimonial evidence are stated in the Collective Bargaining Agreement, and the College Plan. In order to mentor faculty and evaluate their presentation and course content, at least one of the faculty members on the DPC or the Chair will attend a lecture or laboratory session of each of their courses every quarter during the regular academic year. At the end of each quarter, written evaluations will be prepared by the DPC and the Chair, including strengths and any recognized weaknesses, along with suggestions for improvement. These will be discussed with the candidate.

Evaluation

During the 6-year probationary period, DPC and student evaluations will take place quarterly for a faculty member on a probationary appointment, with the following minimum requirements. Relative weighting will be as discussed under “Role and Duties of Faculty.”

- **Teaching effectiveness:** Student evaluation scores averaging at least 3.0 (good), out of a possible 6, where 1 is excellent and 6 is very poor.
  - Peer evaluations from tenured department faculty based on classroom, laboratory and/or field trip observations.
  - Unsolicited and non-anonymous written evidence from students, including letters and emails.

- **Professional activity:** Published in refereed journal or equivalent publication; i.e., U.S. Geological Survey Bulletin, Professional Paper, etc.
  - Grant applications to support scholarly activities. Other activities are listed above under scholarship.

- **Service:** Service on department and university committees. Service to the non-university community.

Recommendations by the DPC and the Department Chair will be sent forward to the Dean, and evaluation material placed in the faculty member's file.

Third year evaluation

In accordance with the timetable announced by the senior vice president and provost for the evaluation of individuals in their third year of tenure-credit experience, all probationary faculty shall receive a cumulative review of progress for purposes of retention. The Faculty Activity
Plan shall remain consistent through this period, subject to changes mutually agreed upon by the probationary faculty, DPC, the Department Chair, and the Dean.

The third year evaluation may result in any one of the following recommendations:

1. Continuation of probation with a three-year contract
2. A one-year term contract
3. A one-year terminal contract

DPC recommendations, plus those of the Department Chair, are forwarded to the Dean, and evaluation material placed in the faculty member's file.

Promotion

Year Six Evaluation: Promotion to Associate and Granting of Tenure

In accordance with the timetable announced by the senior vice president and provost for the evaluation of individuals in their sixth year of tenure-credit experience, the DPC will conduct an evaluation specific for tenure and concurrent promotion to associate professor. Strict attention is given to the candidate's Activity Plan which gives the specific criteria for a positive tenure recommendation. For the purposes of tenure and promotion, the department recognizes, as a terminal degree, Ph.D. in Geology or related field, i.e., Geological Engineering.

Upon completion of this evaluation the DPC will choose between the two following recommendations:

1. Granting of tenure and promotion to Associate Professor
2. Offer of a one-year terminal contract

Recommendations by the DPC and Department Chair are forwarded for approval by the Dean and Senior Vice President and Provost for submission to the President and Board of Trustees.

Promotion from Associate to Full Professor

Relative weighting will be as discussed under “Role and Duties of Faculty” and as defined in the Faculty Activity Plan. The DPC will take into consideration any unusual circumstances.

Teaching effectiveness: Maintain at least a 2.5 overall average for student evaluations.

Professional activity: Continues to publish in recognized publications, to seek grant opportunities to support students and scholarly activities, and perform other activities as identified in the Faculty Activity Plan.
Service: Continues to serve on departmental, college, and university committees. Active in professional geological organizations and in service to the non-university community.

In addition to the above minimum requirements, other specific assignments unique to individuals, and as agreed to by those individuals will be in the candidate’s Activity Plan and will become a part of the minimum requirements.

Faculty Activity Plans

1. After an individual receives tenure and throughout his/her career, the individual faculty member and the department will develop a mutually agreed upon Faculty Activity Plan. This plan will focus on the continued professional growth of the faculty member and the desired future contributions to the member’s academic unit. The Faculty Activity Plan for tenured faculty is for goal setting purposes, merit evaluation, and is the basis for receiving authorized faculty development funds. The Dean receives a copy for informational purposes only.

2. Every three years each faculty member will participate in a regular career support peer review of their Faculty Activity Plan. The purpose of this review is to provide a positive and systematic procedure for faculty development in the context of the department plan, and annual updates will be used to determine annual merit salary awards. This review will consist of the other active faculty members of the department and the Department Chair.

3. Peer review shall be used in a manner consistent with the Collective Bargaining Agreement.

Merit and Evaluation of Faculty Activity Plans

All active faculty members will be evaluated via their Faculty Activity Plans for merit and any other evaluation of the faculty member’s performance as called for by the Collective Bargaining Agreement, by the Department Chair and the Department Personnel Committee.

Merit will be determined by the Chair of the Geology Department based on the faculty member’s teaching, research and other professional activities, and public service related to the faculty member’s expertise in geology or related sciences. Faculty will receive a memo at least two weeks prior to the deadline requesting them to submit no more than a two-page summary of achievements made from September 1 of the previous year to September 1 of the current year.

Faculty will submit a two-page summary of their activities to the Chair for merit consideration. The Chair will evaluate the summary and recommend merit allocation, and the Department
Personnel Committee will review the Chair’s recommendation. The Chair will then inform faculty of their award in writing and forward the written recommendation to the Dean.

**Classified Staff**

Before a classified staff position is filled, a position description detailing the job characteristics, qualifications and duties will be written by the supervisor and approved by the appropriate head. Input shall be sought from all faculty and staff who will be utilizing the services of the new staff member.

Staff members will have an annual review with their supervisor. At this time, any changes in the job description shall be agreed upon, and written expectations will be set for factors necessary to achieve high performance ratings on the performance evaluation form, as delineated in the EWU/WFSE agreement.

**Emeritus Faculty**

All tenured faculty are eligible to be recommended for Emeritus faculty status upon written announcement of their retirement from active duty. Emeritus recommendation will be by a majority vote of the active faculty in a department meeting. The Department Chair will make the recommendation to the Dean.
PROGRAMS AND CURRICULA

Undergraduate Program

The Bachelor of Science program prepares students for careers leading toward registration and licensing professional geologists in the State of Washington and provides the basis for admission to graduate school. Senior students in the B.S. program are required to take an approved field camp.

The B.S. environmental option is designed to prepare students for registration and licensing in the State of Washington for work in environmental geology and as a dual major with the B.S. in Environmental Science. Students selecting this option should consult the faculty adviser early in their program to select courses suitable for the specific career they wish to pursue. Field camp is recommended but not required for this option.

The Bachelor of Arts serves students interested in geology-oriented fields which do not require the full range of professional training. Employment opportunities include such varied possibilities as park naturalist, environmental consultant, urban and regional planner, or geological technician.

Graduate Program

The graduate program is currently banked. Individual faculty may accept an occasional graduate student as an individual responsibility, and advise and mentor that student to completion.

Faculty participating in the graduate program should be recommended for graduate faculty status. Recommendation to graduate faculty status will be made by a majority vote of the tenured faculty in the department as an agenda item at a regularly scheduled Geology Department meeting. Graduate faculty are expected to have an active program of research.

Admission to the Master of Science program in Geology includes those procedures required by the Graduate School as well as departmental requirements of a completed application form, a letter of professional intent and recommendations for the candidate’s academic competence skills from faculty members familiar with the candidate’s ability. Typically, applicants will have completed an undergraduate degree in Geology. A post-baccalaureate program is an option for those who have not.

Minimum admission standards to the graduate program include a 3.0 grade point average over the last 90 graded quarter credits. Students are required to have the equivalent of a B.S. in Geology, and those that do not meet this criterion must make up the deficient coursework.

An exam covering the breadth of a general geology background will be administered to all new graduate students. The exam will include one or more questions written by each faculty member, representing the broad curriculum. Each faculty member will grade their individual
questions. Students must receive a minimum of 70% on this exam before being allowed to apply for candidacy. A candidate who receives less than 70% will be allowed to repeat the exam once. A student who fails a second time will be encouraged to pursue other endeavors.

Upon successful completion of all coursework and a thesis, the candidate will schedule a thesis defense. The faculty committee overseeing the thesis and thesis defense will include two members of the Geology Department and graduate school representative. These three faculty will be the only ones who will vote on whether the candidate passes or fails the thesis defense. The thesis defense will consist of two parts. The first part, open to the public, will include a presentation of the thesis by the candidate and a question and answer period. The second part will be a closed session including only the candidate, the committee members, and any other interested faculty. Questioning in both sessions will concentrate on the thesis topic, although general questions are also encouraged.

OUTCOMES ASSESSMENT

Outcomes assessment is a department’s means of establishing accountability. It also involves the gathering of credible evidence as to the degree the department is achieving its mission. In the College of Science, Mathematics, and Technology, measurements of student outcomes as well as non-student outcomes (e.g., faculty productivity) will be addressed. The Geology Department has established an assessment procedure as described in the Assessment Plan. The Assessment Coordinator oversees the plan and its administration.

The department will conduct alumni and employer surveys every five years. The department will modify the questions for each survey in order to improve the information value of the results. Survey results will be shared by the faculty, who will seek to improve performance where deemed necessary by the results of the survey.

STUDENT POLICIES

Upon entering the Geology program, students shall identify and visit with their undergraduate adviser or the Department Chair. A tentative program for the student will be planned at this time. Students will be encouraged to return to the adviser any time questions or problems arise. The department will maintain a current Geology Student Handbook to aid students in their planning.

Every fall, approximately three to four weeks into the quarter, the department will hold an orientation meeting with the students. This meeting is a chance for the students to meet the faculty and each other, and to be informed of what is happening in the department. Most specifically, they will be informed of the Geology Club, department scholarships, and job opportunities.
The Geology Club is run by and for the students. A faculty member shall serve as adviser to the club and shall pass information and requests between the club and the faculty and to help facilitate department-club activities, especially outside speakers.

Geology scholarships, such as the Weissenborn and Rock Rollers, shall be announced to students in classes. In addition, notices shall be prominently posted in the hallways at least two weeks before the application deadlines.

Students are expected to follow the Student Conduct Code and the Student Academic Integrity Policy. If a student has a grievance against a faculty member or teaching assistant, the student shall first discuss the problem with that person. If the student is dissatisfied with the result of the discussion, they should request meetings with other individuals, following up the chain of command from teaching assistant to faculty member to Department Chair to Dean. Grievance and grade complaint procedures are defined in the Student Handbook and EWU policies and procedures regarding student life.
DEVELOPMENT/ALUMNI RELATIONS

Our biggest effort toward maintaining contact with our alumni is an annual departmental newsletter or letter from the Department Chair. We shall have a goal of having it in press no later than the beginning of spring quarter for each academic year.

We shall continue to maintain good relations with interested members of the community, such as the Rock Rollers Club, by responding to their requests for speakers or information in a timely manner. We will continue to promote ourselves as a resource available to the community at every opportunity.

EVALUATION AND UPDATING OF DEPARTMENT PLAN

This document was written to comply with requirements of the Collective Bargaining Agreement and serves to detail department policies and procedures. As new policies and procedures are created and old ones modified, this plan will need to be updated. Also, the department’s goals will need to be periodically changed to ensure consistency with college and university goals and objectives.

Modification of this plan will require a majority vote of the faculty of the Department of Geology following a thorough review of the proposed changes with the faculty and staff. All faculty and staff will be notified immediately each time a change is made.

Eastern Washington University’s procedures for academic review (e.g., by the HECB or NASC) are detailed in appendices to the College Plan.
APPENDICES
APPENDIX I

HISTORY OF THE DEPARTMENT

The first geologist/geomorphologist at Eastern was Dr. Otis W. Freeman (1924), later President Freeman (1951-53), who was well known in the Northwest for his work in geomorphology. There were no serious attempts to form a Department of Geology in the 40s and 50s although William L. Wilkerson (mineralogy) was hired in 1958 to teach in the Earth Science program of the Geography-Geology Department. Mr. Wilkerson was responsible for developing the first program in geology and was instrumental in designing the geology lab space for the new Science Building, which was completed in 1962. The geology offerings were increased considerably when Dr. William D. Tidwell (paleobotany) was hired for the 1965-66 academic year. Dr. Tidwell relocated to BYU at the end of the year. Dr. William N. Orr (paleontology) was hired for the 1966-67 year which was when the first official geology graduate began his studies. Dr. Orr relocated to the University of Oregon at the end of the year.

Dr. James R. Snook (structural geology/metamorphic petrology) and Dr. Ernest H. Gilmour (paleontology/carbonate petrology) joined the Department of Geography and Geology in 1967, bringing the total geology staff to three. With the employment of Dr. Eugene P. Kiver (geomorphology) in 1968, the four geology faculty requested the formation of a separate Department of Geology. The request was granted and the department was allocated two additional positions. Dr. Martin D. Mumma (sedimentation/micropaleontology) and Dr. Felix E. Mutschler (geophysics/igneous petrology) were added to the department in 1969-70, and Dr. Robert R. Hiltabrand (geochemistry) and Dr. William K. Steele (geophysics) were added in the 1970-71 academic year.

Dr. Snook was elected Chair for a three-year term when the department became a separate entity in 1968. During his term as Chair, the department initiated a summer field camp in eastern Washington, sought and received approval of the Master of Science degree, and started a tradition of spring field trips which remains to this day. The department office was centralized on the second floor of Science Hall, and a three-quarter-time secretary, Debbie Kleinhesselink, was hired.

In the fall of 1971, Dr. Stephen J. Kridelbaugh (geochemistry) was hired as a visiting assistant professor to replace Dr. Hiltabrand, who relocated to another job. Dr. Kiver was elected as Chair to replace Dr. Snook. During Dr. Kiver’s tenure as Chair, the geology curriculum was changed to require two quarters of physical geology and a strengthening of the petrology courses. This was a period of time in which the department benefited from a number of individual faculty grants and publication of many articles by faculty members. Sharon (Cross) Doty served as the department secretary in 1971-72, and Candy (Peterson) Oswald was hired in 1972. Ms. Oswald still serves as secretary today.

Dr. Mumma became Chair in 1974 and the department hired Dr. Erik H. Erikson (geochemist), who resigned after two years to accept a job in industry. In 1975-76, the Department of Geology moved into the renovated offices and classrooms on the first floor of Science Hall where it still resides. In order for our students to work in geology during the summer, the department
instituted a spring field methods and field geology program in southern Nevada. The students successfully petitioned the American Institute of Mining Engineers for student chapter status. From 1975 through 1980, the department received 13 grants and contracts from the U.S. Bureau of Mines to collect data on mineral locations and availability throughout the world. Approximately 25 graduate students were supported by these grants and contracts each year.

In 1976, Dr. Gilmour was elected Chair and Dr. Mohammed Ikramuddin (geochemist), arrived on campus. Geochemistry provided a major area of specialization for graduate work at Eastern and continues to do so today.

Mr. Wilkerson retired in 1979 and the department hired Dr. Gail Wiggett (mineralogy) who returned to California at the end of one year. In 1980, the department hired Dr. Charles W. Walker (clay mineralogy/x-ray diffraction) to replace Mr. Wilkerson. Dr. Walker’s contract was not renewed. Dr. Mumma resigned to accept a position in private industry. The department hired Larry G. Hanson to fill Walker’s position. In fall 1981, Chuck Strout was hired to fill a newly-created scientific instructional technician position. Mr. Strout still serves in this position today.

In 1983, the department hired Dr. Linda B. McCollum (petroleum geology/stratigraphy) and Dr. Russell C. Boggs (mineralogy), bringing the total number of faculty to nine for the first time in its history. Dr. McCollum initiated the alumni geology newsletter. Mr. Hanson resigned in June 1984 to accept a position in Oregon, and the department hired Dr. John P. Buchanan (sedimentation/hydrogeology) in fall 1984.

Dr. Gilmour resigned as Department Chair in 1987 and assumed university administrative duties for the next four years. Dr. Mutschler became Chair in 1987; Dr. Kiver in 1989; and Dr. Mutschler again in 1991. During this period, the department established a relationship with the U.S. Geological Survey, at both Eastern and the USGS offices in Spokane, and Eastern students continue to work as interns with Survey geologists on various projects. It was also during this period that employment possibilities in the minerals industry and the petroleum industry waned, and the area of environmental geology became the best opportunity for employment. Dr. Buchanan used his computer capabilities and retrained in the area of groundwater to establish a very active graduate program in groundwater and contaminant transport. Drs. Steele and Ikramuddin added courses in environmental geology and a capstone requirement to the program. Dr. McCollum, with the aid of a two-year NSF Research to Undergraduate Institutions grant, offered a summer field and fall class aimed at involving undergraduate students in faculty research.

In 1993, Dr. McCollum was elected Chair and added environmental geology and geotechnical options to the B.S. degree and strengthened the geology minor. The Science Building renovation was completed.

Dr. Snook retired January 1, 1993, and Dr. Mutschler retired December 31, 1995. Dr. Boggs resigned in 1995. Dr. Kiver went on a half-time teaching appointment starting fall 1996. Dr. Jennifer A. Thomson (mineralogy/metamorphic petrology) was hired in fall 1996. Raymond W. Tekverk and Jan E. Fay taught courses for the department during the 1995-97 academic years. In
summer of 1997, Dr. James Hoffman resigned his position as Provost to return to teaching as a member of the Geology Department. Dr. Steele resigned in spring 1998.

In September 2000, Dr. Hoffman became Chair and Dr. McCollum returned to teaching and research. Dr. Ted Doughty was hired as the department’s structural geologist.