

Department of Earth and Space Sciences
College of Letters and Sciences
Columbus State University

**Standards of Excellence for Evaluation of Faculty
Performance**

Annual Review, Pre-Tenure, Tenure, Promotion, and Post-tenure

Fall, 2011

The Department of Earth and Space Sciences is a multidisciplinary department that includes faculty members in astronomy, physics, geology, environmental science, pre-engineering and archaeology, and Anthropology; however, degrees are not currently offered in all of these disciplines. Many of the faculty members in our department contribute to the Masters of Science in Environmental Science, a collaborative program offered by the Departments of Chemistry, Biology and Earth & Space Sciences. Also, numerous faculty members within the department have various administrative and outreach assignments (established by the University) which need to be considered fairly when assessing their performance. Therefore, the criteria established for evaluation of faculty performance are broad enough to address the diverse activities of all members of the Department.

The main responsibility of the Department's faculty is teaching, and greater emphasis will be given to excellence in teaching when evaluating faculty performance. Additionally, professional growth and development, as well as service to and for the department, college and university will be considered for evaluation. There are many criteria listed below for evaluation in each of these three areas. Items listed under Basic Criteria are considered the minimum expectations and need to be met by all faculty. Meritorious Criteria are those achievements that demonstrate excellence and advance the goals of the department, college and university.

Weighing of performance standards for professional development and service in the annual review process and evaluation will be contingent upon the faculty member's specific assignment within the department, rank at the institution or special circumstances within the given year. For example, it is a reasonable expectation that more senior faculty, or those with partial administrative assignments, would have greater service components in their portfolio. Additionally, any faculty member might have a year in which research and publication consumes a disproportionate fraction of their efforts, resulting in less service activity.

A. Teaching Excellence

Teaching is the core mission of this institution. Columbus State University has a long history of excellence in teaching. The continued pursuit of excellence in this area is the primary goal of CSU (*Strategic Goal 1: Achieve excellence in undergraduate and graduate education to meet student and community needs.*) Therefore, standards in this area are focused on the continued pursuit of excellence in teaching.

Basic Criteria

- Complying with the university's policies such as meeting classes regularly and on time, and returning of grades for assignments and examinations in a reasonable time
- Being available to students outside class meeting time. Posting and keeping an appropriate number of office hours per week (minimum of 5 hours weekly)
- Creating a classroom environment that is professional and courteous, and which creates an optimal environment for student learning
- Submitting course syllabi for all courses taught which clearly define the topics to be covered and expected outcomes in the course consistent with the standards of the discipline
- Maintaining high standards for all courses taught
- Participating in student academic advising as assigned
- Conducting student evaluations of faculty at the end of each term

Meritorious

- Receiving a positive peer evaluation from faculty colleagues in the department
- Incorporating new technology effectively into instruction of courses
- Directing and mentoring undergraduate research through independent study
- Serving as the primary graduate research advisor
- Serving as a graduate thesis committee member
- Being nominated for or receiving a teaching award
- Demonstrating that an experience in your classroom has inspired a student to major in the discipline or to pursue related advanced studies or professional activities
- Submitting or receiving grants to improve teaching instruction and curriculum development
- Developing a new course or laboratory
- Maintaining a "cutting-edge" level of material and presentation in existing courses
- Preparing teaching materials, such as laboratory manuals, solution manuals, worksheets, handouts and class-related web-sites
- Attending workshops and conferences which are directly related to teaching and curriculum development
- Teaching an overload without compensation, or teaching expanded course sections without additional release time
- Demonstrating other meritorious teaching activities not described above (as determined and approved by Department Chair)

B. Professional Development

Professional growth and development is a vital and necessary activity for the continued success of all faculty. Therefore, faculty members are required to demonstrate an ongoing commitment to professional development, performing the activities necessary to stay current

and connected to the discipline. Columbus State University places emphasis on peer-reviewed publications as a component of this development.

In this department, authorship of a book in the discipline (by a recognized publisher), research under contracts which leads to publication of technical reports, and externally funded grants are given equal weight to peer-reviewed publications. The rationale is that all of these actions are viewed as scholarly achievements which involve methods of peer-review. Expectations for scientific research publications are contingent upon the faculty member having the appropriate research infrastructure to conduct research in his/her area of interest and startup funds for research. If appropriate facilities and/or startup funds are not available, and the faculty member is not able to carryout experiments or research, other scholarly activities and publications will be considered for the evaluation of scholarship.

Basic Criteria

- Producing 1 peer-reviewed publication or giving an important presentation at a major professional meeting with a peer-reviewed, published abstract within 5 years
- Demonstrating progress on a research project
- Submitting proposals to external funding agencies, foundations, and/or faculty development opportunities
- Presenting posters or seminars of research at local, regional, or national meetings
- Maintaining active membership in professional societies related to the discipline

Meritorious

- Producing more than 1 peer-reviewed publication or important presentation at a major professional meeting with a peer-reviewed, published abstract within 5 years
- Authoring a book or book chapters
- Obtaining extramural funding for research or scholarly activities
- Performing research under contract which leads to publication
- Participating in research work in collaboration with other institutions or federal laboratories
- Mentoring students in undergraduate or graduate research that results in publication or presentation at professional meetings, or university colloquia
- Attending professional development workshops or short courses
- Receiving faculty development grants
- Serving as a reviewer of peer-reviewed publications
- Serving as a reviewer of proposals for external funding agencies or granting organizations
- Serving as an officer in a professional organization
- Performing other meritorious professional development activities not described above (as determined and approved by Department Chair)
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C. Service

Service activities rendered by faculty play a vital role in the continuing operation and success of the department, university and community. Therefore, service activities will be considered as a key element of faculty performance.

Basic Criteria

- Actively participating in university, college or departmental committees and/or actively participating in professional or community organizations related to the discipline
- Engaging in departmental recruiting efforts

Meritorious

- Chairing university or college or department committees
- Significantly enhancing the Department's professional and educational mission
- Helping with registration during freshman orientation
- Participating in the Campus Visitation Day
- Serving as a faculty advisor for an active student organization
- Finding, reporting, proposing a solution, and implementing the proposal to fix a problem in the department
- Serving as a reviewer of textbooks for publishers
- Use of professional skills in a service setting, *e.g.* Science Fairs; Science Olympia
- Performing other meritorious service or outreach activities not described above (as determined and approved by Department Chair)