

Standards for Evaluation, Promotion and Tenure
Department of Basic Studies
(Approved Fall 2012)

The rules and procedures outlined in the promotion and tenure policies for Columbus State University are incorporated in the Standards for Evaluation, Promotion and Tenure for the Department of Basic Studies. Additional elements are included that pertain to the special tasks performed by members of the department.

Promotion and Tenure Policies

The Department of Basic Studies follows university policies and procedures for applying for tenure and promotion as outlined in the Faculty Handbook. The Department conforms to the pre-tenure schedule as outlined in the Faculty Handbook.

Requirements for Promotion and Tenure

Three categories of activity will be considered in the evaluation of faculty for promotion and tenure:

- Teaching effectiveness
- Research, and scholarly or creative engagement
- Service to the institution, profession and community

To receive the department's recommendation for promotion and/or tenure, a candidate must

- Exhibit satisfactory performance in all three areas with demonstrated excellence in two of three areas (one must be teaching) while holding his or her rank
- Provide evidence of scholarship through externally validated research or creative work such as peer reviewed publications or peer reviewed proceedings while holding his or her rank
- Make important contributions in public or professional service and in service to the university. Service may include, but is not limited to, chairing university committees, active membership on committees important to the academic functions of the university, development of programs, and administrative service to professional societies.
- In addition, because advising is such an important part of the duties of faculty in the Department of Basic Studies, the candidate must provide evidence of his/her contribution as an academic advisor. This may include proof of number of advising sessions, use of advising tools such as MAP-Works and student evaluations of their advising sessions.

Possession of the qualifications does not entitle an individual to be awarded tenure. In tenure decisions, present and anticipated staffing needs of the department and university are fully considered. Since the tenure decision involves factors which extend beyond the determination of the competence, performance and promise of the faculty members under

review, the failure to award tenure does not necessarily imply an unfavorable evaluation of the faculty member.

Requirements for Promotion for Full-time, Non-tenure Track Faculty

Teaching and advising activities are the primary duties of lecturers and non-tenure track faculty members in the department. Their teaching performance will be evaluated on the same departmental standards as tenure-track faculty. Lecturers are not eligible for the award of tenure. Lecturers who have served for a period of at least six (6) years at Columbus State University may be considered for promotion to senior lecturer. To receive the department's recommendation for promotion to senior lecturer, a lecturer must have demonstrated exceptional teaching ability and extraordinary value to the university through service to the institution, department, or community.

Annual Evaluations

Annual evaluations will be utilized to monitor the faculty member's progress toward tenure and promotion. It will be the responsibility of each faculty member to document his or her specific accomplishments, and the quality and significance of those accomplishments, in a portfolio submitted to the chair by February 15 of each year. Prior to March 31, the department chair will discuss with the faculty member in a scheduled conference the content of the faculty member's written evaluation. The faculty member will sign a statement indicating that he or she has been apprised of the content of the annual written evaluation. The results of the evaluation will be reflected in recommendations by the evaluator for merit pay increases. Only faculty receiving ratings of satisfactory performance and excellent performance will be considered for merit pay increase. The Annual Performance Review may be appealed. A faculty dissatisfied with the evaluation should appeal his or her Annual Performance Review to the Associate Provost for Academic Affairs. This written appeal, including the rationale and documentation of the nature of the complaint, must be made within ten working days of the completion of the departmental review process.

The portfolio should be organized in the following manner:

- Cover letter to the department chair outlining the goals that were achieved and those that were not met during the year.
- Current Curriculum Vitae
- Previous year's Professional Goals
- Evidence of Teaching Effectiveness
- Evidence of Advising Activities
- Scholarly Activity and Professional Development
- Service (to university, profession, and community)
- Current year's Professional Goals
- Appendix (containing all supporting documentation)

Criteria for Evaluating Teaching

Teaching effectiveness is evaluated using the following:

- Student evaluations using the standardized evaluation form provided by the university and approved by the Faculty Senate in all sections taught during the year being evaluated;
- Evidence that the faculty member maintains rigorous academic standards and that substantial student learning has been achieved. This evidence includes, but is not limited to, exit rates of eligible students in learning support courses and student success rates in subsequent core courses. The faculty member may provide additional evidence of teaching effectiveness by any of the following:
 - Faculty Development Activities in Teaching such as teaching seminars and workshops; pedagogical enhancements, training or research related to alternate delivery methods;
 - Peer evaluations of teaching by tenured faculty based on classroom observation;
 - Developing new delivery methods or instructional techniques, and/or incorporating new kinds of technology into the course delivery.

Criteria for Evaluating Research, and Scholarly or Creative Engagement

All faculty members are expected to undertake professional growth and development and to participate in appropriate faculty training activities. These should be established through consultation with the department chair and communicated through the annual goals set by the faculty member.

Tenured and tenure-track faculty are expected to attend professional meetings, conferences in the discipline, workshops, or courses each year and engage in at least one of the following activities bi-annually:

- Conducting ongoing research (such as evaluating the efficacy of course delivery methods)
- Presenting ongoing research at a professional conference
- Submission of a paper for publication in a discipline-related journal
- Completion of academic coursework related to the discipline
- Scholarship that promotes and improves student learning and achievement in K-12 schools and in the university
- Developing programs that promote student retention and progression.

To obtain an excellent rating in this area, the faculty member must successfully engage in external, peer reviewed work, such as acceptance for publication of a manuscript from a peer-reviewed journal or peer-reviewed proceedings.

Criteria for Evaluating Service to the Institution, Profession, and Community

Faculty members must regularly participate in department and university-wide faculty meetings. Except for first year faculty, tenured and tenure track faculty are expected to engage in at least one of the following:

- Serving on a College, Senate, or Institutional committee or task force
- Acting as Chair of at least one department level committee
- Conducting community outreach activities that involve the faculty member's expertise
- Working on a grant that would directly support the teaching mission of the university
- Serving as an officer or official departmental representative in a professional organization related to the discipline
- Conducting workshops or seminars that substantially enhance teaching within the department
- Serving as a referee for a scholarly publication
- Serving as reviewer of text books

Evidence of excellent performance in service could include

- Holding leadership roles in national, regional or local professional organizations
- Editing work for a scholarly journal or publication
- Serving as a member of an editorial board or professional board related to one's field.