

Women's Studies
Department

Arts and Sciences
College

POLICY STATEMENT CONCERNING:

ANNUAL EVALUATIONS

(Approved by Faculty Vote on)
11-19-04

PROMOTION, TENURE AND REAPPOINTMENT

(Approved by Faculty Vote on)
11-19-04

CHRONIC LOW ACHIEVEMENT STANDARDS

(Approved by Faculty Vote on)
11-19-04

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Department Head's Signature	Date
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Expires 11-2009

REAPPOINTMENT, TENURE, AND PROMOTION PROCEDURES FOR TENURE-TRACK AND INSTRUCTOR POSITIONS IN WOMEN'S STUDIES

This document describes the procedures, standards, and criteria for reappointment, mid-tenure review, and review for tenure and promotion of tenure-track faculty with full or part-time appointments in Women's Studies (WS).

Faculty Performance Evaluation Committee (FPEC)

- 1) This committee's charge is to:
 - a. assist the director by providing guidance about reappointment, mid-tenure review, tenure and promotion, including evaluation of instructional activities, research/scholarship/creative activity, and service of non-tenured faculty;
 - b. make recommendations to the director on matters of faculty evaluation (including minimal standards as described in Appendix A) relative to reappointment, mid-tenure review, tenure and promotion, and maintenance of minimum levels of productivity post-tenure.
- 2) In fulfilling its charge, the committee will:
 - a. develop and periodically update evaluation criteria and procedures, for approval by the general WS faculty;
 - b. consult the KSU University Handbook, Standards and Procedures for the College of Arts and Sciences, and Effective Faculty Evaluation: Annual Salary Adjustment, Tenure, and Promotion to ensure compliance with both unit criteria and university policies and procedures.
- 3) Composition of the Committee.
 - a. The Faculty Performance Evaluation Committee (FPEC) will consist of 3 tenured faculty elected by a vote of the WS faculty, one of whom will have a full-time appointment in WS. Each member will serve a two-year term (terms will be staggered to overlap).
 - b. No more than two members will belong to the same discipline.
 - c. The committee will elect its own chairperson.

Reappointment, Mid-tenure Review, Tenure and Promotion

- 1) Reappointment in First and Second Year

- a. Evidence of effective teaching may include syllabi, examples of student work, examinations, student (required) and/or peer evaluations, reflective self-evaluation, and a summary of revisions based on experience and input.
- b. Evidence of research/scholarship/creative activity may include any of a variety of projects related to women's studies, including grants or research awards supporting scholarly work, publication of scholarly articles in refereed journals, manuscripts or synopses of work-in-progress, products of creative activity, and the like.
- c. Publications (articles, presentations, and the like) in other disciplines will also fulfill Women's Studies publication requirements if they treat issues of gender.
- d. Evidence of service may include activities in the department or program, the college, the University, and in professional and public service.
- e. Evidence of interdisciplinarity may include any of a variety of forms in either scholarship or teaching, through such activities as interdisciplinary women's studies colloquia, courses, and seminars; presentations at conferences and regional or national professional associations focusing on women/gender, or equivalent contact with the literature (editorial board of a women's studies journal or newsletter), community service and applied research and collaborative projects/grant work with faculty from various disciplines, and ongoing contact with scholars in women's studies beyond the boundaries of any single field.

2) Standards for Mid-tenure Review (third year)

- a. Candidates must show evidence of effective teaching, including syllabi, examples of student work, examinations, student and/or peer evaluations, reflective self-evaluation, and a summary of revisions based on experience and input and the outcomes of those revisions.
- b. Candidates should have at least one refereed article accepted for publication (Publication of one article is a minimum standard for acceptance to the university's graduate faculty.). In addition, any of the various evidences of research/scholarship/creative activity used for reappointment may also be considered.
- c. Candidates should provide evidence of service, including activities in the department or program, the college, the University, and in professional and public service.
- d. Candidates should provide evidence of interdisciplinarity that may include any of a variety of forms in either scholarship or teaching, through such activities as interdisciplinary women's studies colloquia, courses, and seminars; presentations at conferences and regional or national professional associations focusing on women/gender, or equivalent contact with the literature (editorial board of a women's studies journal or newsletter), community service and applied research and

collaborative projects/grant work with faculty from various disciplines, and ongoing contact with scholars in women's studies beyond the boundaries of any single field.

3) Standards for Promotion to Associate Professor and Tenure (before or during sixth year)

- a. Candidates must demonstrate clear, sustained scholarly performance beyond the minimum for mid-tenure review that indicate a high probability of continued research productivity, with some, though not necessarily all, in a Women's Studies area. Publications (articles, presentations, and the like) in other disciplines will also fulfill Women's Studies publication requirements if they treat issues of gender. Candidates should have at least four (4) articles in refereed journals or collections or the equivalent.
- b. Candidates must show evidence of an on-going record of effective teaching, including syllabi, examples of student work, examinations, student (required) and/or peer evaluations, reflective self-evaluation, and a summary of revisions based on experience and input and the outcomes of those revisions.
- c. Candidates must show evidence of significant and on-going service contributions that include activities within at least two of the following areas: department or program, college, University, and professional and public service.

4) Standards for Promotion to Professor

- a. The rank of professor presupposes a superior record in all areas of faculty activity. The candidate is expected to demonstrate leadership in his/her assigned responsibilities. The standards for promotion to full professor are substantially higher than those for promotion to associate professor.
- b. Candidates must demonstrate significant research/creative activity since the last promotion. It is expected that the candidate's sustained scholarly performance has resulted in a national or international reputation in some area of Women's Studies. This can be demonstrated by discussions of and references to her/his work in the scholarly literature, invitations to give lectures or performances, presentations of papers or exhibits, contributions of articles to edited collections, requests to referee manuscripts, and the like. The minimum expectations since the last promotion are either: (1) a book; (2) five peer reviewed articles; or (3) a reasonable equivalent thereof. Accomplishments in other disciplines will also fulfill Women's Studies requirements if they treat issues of gender.
- c. Candidates must show evidence of an on-going record of excellence in teaching, including syllabi, examples of student work, examinations, student (required) and/or peer evaluations, reflective self-evaluation, and a summary of revisions based on experience and input and the outcomes of those revisions. Successful teaching is

measured by student evaluations, the extent to which the candidate has contributed to the teaching mission of the program, the intellectual rigor of her/his courses, special awards, pedagogical innovations, and similar considerations.

- d. Candidates must show evidence of significant and on-going service contributions that include activities within at least two of the following areas: department or program, college, University, and professional and public service. The candidate will be expected to show that s/he has regularly and willingly accepted service assignments and has successfully performed her/his duties since the last promotion.

Procedures for Annual Reappointment, Mid-Tenure Review, Tenure, and Promotion

1) Procedures for Annual Reappointment

- a. Dates and timelines for reappointment are established by the university. Non-tenured faculty are considered for reappointment during the spring semester of their first year (for year two), once during the fall and again during the spring of their second year (for years three and four), and during the spring semester in subsequent years until tenure, in accordance with university deadlines.
- b. Early in each evaluation period, the director will meet with each non-tenured faculty member and review her/his individual goals in the three areas of teaching, research/scholarship/creative activity, and service.
- c. Once goals are set and on file, they can be modified midway through the evaluation period. It is the responsibility of the faculty member to ask the Director to consider the modifications.
- d. At the appropriate time (see 1) above), the faculty member is requested to submit an "Activity Report" according to a template provided by the Program Director for review by the FPEC and, subsequently, the tenured Women's Studies faculty and the Program Director. Though teaching evaluations cannot be the sole criterion under consideration, teaching evaluations must be included from each of the faculty member's WS classes. Other evidence of teaching proficiency may include, but is not restricted to, any of the following: syllabi, tests, quizzes, and writing assignments; supplemental reading packets assembled by the instructor; letters from peer faculty who have observed the instructor's classes, and the like.
- e. The FPEC will review the materials and evaluate the faculty member's materials for compliance with the unit's criteria and standards.
- f. Following its review, the committee will prepare a written evaluative report, which will accompany the committee's recommendations.

- g. The committee will meet individually with the faculty member to answer questions about the report and to consider any requests for change that the faculty member may make.
- h. Within seven days following the meeting described in g., the Director will request the tenured faculty to review the materials and submit a written recommendation to the Director concerning the reappointment.
- i. The Director, after receiving the recommendations, will forward a recommendation to the Dean of Arts & Sciences by letter, with unedited comments from the faculty recommendations enclosed.
- j. The Director will communicate, both in writing and orally, the substance of the recommendation to both the faculty member and the tenured faculty.

2) Procedures for Mid-Tenure Review

- a. During the third year, probationary faculty undergo a mid-tenure review.
- b. The faculty member is responsible for compiling a file and submitting it to the Director at least two weeks prior to the scheduled meeting of the FPEC.
- c. The file should, in general, include the following items and information:
 - 1. documentation of instructional activity: list of courses taught; course syllabi; examinations; information on curriculum and/or course development activities; listing of advisees; listing of thesis and dissertation committees (indicating chairship where appropriate); student ratings from all course; and other relevant documentation of effective teaching;
 - 2. documentation of research/scholarship/creative activity: copies of manuscripts – published, accepted for publication (including letter from editor), or under review; drafts; research papers presented; grant proposals submitted (indicating disposition); documents related to research grants in progress; and other evidence of research/scholarship/creative efforts;
 - 3. documentation of service activity: list of institutional, professional, and public service activities, with notation of specific contribution.
- d. The FPEC will review the materials and evaluate the faculty member's materials for compliance with the standards for mid-tenure review.
- e. Following its review, the committee will prepare a written report, which will accompany the committee's recommendations.
- f. The committee will meet individually with the faculty member to answer questions

about the report and to consider any requests for change that the faculty member may make.

- g. Within seven days following the meeting described in f., the Director will request the tenured faculty to review the materials and submit a written recommendation to the Director concerning the reappointment.
- h. The Director, after receiving the recommendations, will forward a recommendation to the Dean of Arts & Sciences by letter, with unedited comments from the faculty recommendations appended.
- i. The Director will communicate, both in writing and orally, the substance of the recommendation to both the faculty member and the tenured faculty.

3) Procedures for Tenure and Promotion to Associate Professor

- a. During or before the sixth year, probationary faculty will undergo a review for tenure and promotion.
- b. The Director will provide the faculty member with the description of her/his responsibilities during the review period and this description will accompany the file throughout the review process.
- c. The faculty member is responsible for compiling a file and submitting it, with a current vita*, to the Director at least two weeks prior to the scheduled meeting of the FPEC. The faculty member must also submit a list of up to six potential outside reviewers**.
- d. The Program Director will select at least three outside reviewers who will be asked to evaluate the candidate's accomplishments in research/scholarship/creative activity. At least two of the names will be chosen from the list submitted by the candidate. The Director will provide the outside reviewers with the candidate's vita, samples of published work, a description of the candidate's responsibilities during the review period and assurance that it is our policy that the identity of authors of letters of evaluation are held in confidence. The candidate should expect that peer evaluations will not be available to her/him. These letters will become part of the file that is reviewed by the FPEC.
- e. The candidate's file should, in general, include the following items and information:
 - 1. documentation of instructional activity: list of courses taught; course syllabi; examinations; information on curriculum and/or course development activities; listing of advisees; listing of thesis and dissertation committees (indicating

chairship where appropriate); student ratings from all courses; and other relevant documentation of effective teaching;

2. documentation of research/scholarship/creative activity: copies of manuscripts – published, accepted for publication (including letter from editor), or under review; drafts; research papers presented; grant proposals submitted (indicating disposition); documents related to research grants in progress; and other evidence of research/scholarship/creative efforts;
 3. documentation of service activity: list of institutional, professional, and public service activities, with notation of specific contribution.
- f. The FPEC will review the materials and evaluate the faculty member's materials for compliance with the standards for mid-tenure review.
 - g. Following its review, the committee will prepare a written report, which will accompany the committee's recommendations.
 - h. The committee will meet individually with the faculty member to answer questions about the report and to consider any requests for change that the faculty member may make.
 - i) Within seven days following the meeting described in h., the Director will request the tenured faculty to review the materials and submit a written recommendation to the Director concerning the granting of tenure and promotion.
 - j. The Director, after receiving the recommendations, will forward a recommendation to the Dean of Arts & Sciences, by letter, with the numerical vote of the faculty and their unedited comments appended.
 - k. The Director will communicate, both in writing and orally, the substance of the recommendation to both the faculty member and the tenured faculty.

* In the vita, the faculty member should distinguish refereed from non-refereed publications and the exact citations for published work should be provided (including the original order in which authors are listed).

** The list of outside reviewers should consist of the names of highly regarded professionals in the faculty person's discipline and research specialty.

4) Procedures for Promotion to Professor

- a. In consultation with the Program Director, tenured Associate Professors may apply for promotion to Professor.

- b. The procedures are the same as in the case of promotion to Associate Professor except that the candidate, working with the Program Director, prepares a two-page statement summarizing her/his accomplishments that qualify the candidate for promotion to Professor. This statement is included in the file that is submitted to the FPEC.

- c. If the Program Director is not a full professor, s/he will, in consultation with the Dean of Arts & Sciences, appoint a full professor who is a member of the Women's Studies faculty (or from another department in the college if there is not a full professor on the Women's Studies faculty) who will fulfill the functions of the Director in the process. If there are no full professors on the Women's Studies faculty, then the promotion application will go directly to the Arts & Sciences Dean's Advisory Committee without a recommendation from Women's Studies faculty.

Appendix A

Minimal Acceptable Levels of Productivity in Teaching, Service, and Research for Women's Studies

Yearly expectations will be decided on an individual basis in accordance with the Provost's policy for each faculty member to set her/his own yearly goals depending on her/his individual assignment. General guidelines and procedures for minimal standards are as follows:

Teaching

1. All faculty will provide instruction appropriate to fulfill the mission of the Program.
2. All faculty will provide students with the following for each course they teach:
 - a. what the aims or purposes of the course are;
 - b. how the course will be organized; and
 - c. how the students will be evaluated.
3. All faculty will meet regularly scheduled classes except for:
 - a. illness, accident, or attendance at professional meetings;
 - b. occasional times where other forms of instruction are scheduled during, or in lieu of, class time such as individual conferences, a film too long to be shown during class, a workday for students to use the library.
4. All faculty will hold regularly scheduled office hours.
5. All faculty will arrange for student evaluations of teaching according to university regulations.

Research and Scholarship

Depending on one's individual assignment or rank, faculty will participate in any of the following:

- a. researching, writing, editing, and/or publishing scholarly, critical, creative, or pedagogical work;
- b. presenting such work at local, state, regional, national, or international meetings;
- c. integrating the results of research or scholarship into teaching or service;
- d. integrating new knowledge learned at professional meetings into teaching or service.

Service

All faculty will participate in departmental, college, university, professional or community service, which may include, but is not necessarily limited to, any of the following:

- a. participating on any of the Program's standing or ad hoc committees;
- b. taking on any special assignment arranged with the Director, such as advising;
- c. participating, as an officer on boards, or in other ways, in professional organizations, or publishers;
- d. providing professionally related community service.

Appendix B

Guidelines for Identifying and Handling Cases of Tenured Faculty Who Fail to Meet Minimum-Acceptable Levels of Productivity

Following section C31.5 of the University Handbook, the FPEC will make a determination of when a faculty member's overall performance falls below the minimum-acceptable level, and it will advise the Program Director accordingly. (This would normally happen as part of the annual merit evaluation process when a faculty person receives a rating of "Fails to Meet Minimum-Acceptable Levels of Productivity," but could potentially take place outside of that process.) The Director will indicate this, in writing, to the faculty member. The Director will also provide to the faculty member a suggested Course of Action for the improvement of the performance of the faculty member. This document will be developed with the advice and consent of the FPEC. The Director and the faculty member will meet together to assure that the faculty member understands and agrees with the Course of Action. Minor modifications in the course of action can be made at this time with the agreement of the Director and the faculty member. In subsequent evaluations, the faculty member will report (in writing) on activities aimed at improving performance as stipulated in the Course of Action and provide any evidence of improvement. If the FPEC determines that the faculty member has fallen below minimum standards in the subsequent year or in the third year within a five year period, unless the faculty member does not wish it, a meeting of the Program's tenured faculty will be held in order to review the FPEC's decision. After reviewing the FPEC documents and any other relevant information, with the faculty member permitted to be present, members of the tenured faculty will vote to reject or accept the evaluation of "fails to meet minimum standards." Voting will be by signed ballot, as in the tenure and promotion process. To accept, two-thirds of the tenured faculty members present (including proxies) must vote to concur with the evaluation. (The Director will not participate in the voting.) Any number short of two-thirds will indicate rejection of the evaluation. The Director will take this vote under advisement in rendering a final decision. In the event that the faculty member decides not to have the tenured faculty review her/his case, the Director will decide whether or not to accept the evaluation. In reaching this decision, the Director may seek the advice of the FPEC and the tenured faculty. If accepted, the name of the faculty member will be forwarded to the Dean.

**Procedures for Annual Merit Evaluation of Women's Studies
Tenure-track and Tenured Faculty and Instructors****

- 1) The evaluation committee will be the Faculty Performance Evaluation Committee (FPEC)
- 2) Early in each evaluation period, the director will meet with each faculty member and review her/his individual goals in the three areas of teaching, research, and service.
- 3) Once goals are set and on file, they can be modified midway through the evaluation period. It is the responsibility of the faculty member to ask the Director to consider the modifications.
- 4) Early in January of each year, all faculty members are required to submit a vita and an annual Activity Report (following a template provided by the Director), and other supporting documentation requested by the Director or included by the faculty member.
- 5) These documents are reviewed by the FPEC, in consultation with the Director, and a recommendation is made by the FPEC to the Director in which faculty are assigned an evaluation for each of their assigned areas (at least teaching, research/scholarship/creative activity, and service) and an overall evaluation, using the following scale: Exceptional Merit; Exceeds Expectations; Meets Expectations; Needs Improvement; Fails to Meet Minimum Acceptable Levels of Productivity.
- 6) The Director, based on the recommendation of the FPEC, prepares a written evaluation of each faculty member.
- 7) The Director gives a written copy of the annual merit evaluation to each faculty member.
- 8) Each faculty member makes an appointment with the Director at which the evaluation is discussed (and possibly modified by mutual agreement). In the event of a disagreement between the faculty member and the Director concerning the letter of evaluation or the rating, the faculty member has the right to append her/his viewpoint.
- 9) Each faculty member signs the evaluation, indicating that s/he had the opportunity to review it and discuss it with the Director.
- 10) The Director signs and forwards the evaluation to the Dean of Arts & Sciences.

**Faculty who are on sabbatical for any part of the evaluation period have the option of filing an Activity Report for that period or accepting the average merit evaluation from the most recent three evaluation periods.