

DEPARTMENT OF SECONDARY EDUCATION
PERSONNEL PROCEDURES

Section 600 of the Administrative Manual mandates all academic personnel policies and procedures. Section 300 describes additional Departmental procedures, consistent with Section 600 of the Administrative Manual.

I. DEPARTMENTAL PROCEDURES

300 PERSONNEL POLICIES AND PROCEDURES

300.1 Consideration for Retention, Promotion and Tenure

300.1.1 The Department Chair will provide a copy of the departmental personnel procedures to new faculty members prior to or during the first month of the semester they are hired.

300.1.2 The Chair of the Personnel Committee will furnish a copy of departmental personnel procedures to each faculty member being considered for tenure, promotion and/or retention prior to or during the semester of consideration.

300.1.3 Classroom Visitations

A. Candidates for retention, tenure or promotion shall notify the Department Chair of the Personnel Committee of the class schedule, room and appropriate dates for visitation. Notification shall be on or before October 15.

B. Visits by the Department Chair shall be scheduled by the Department Chair.

C. Visits by Personnel Committee members shall be scheduled by the Personnel Committee.

D. Candidates will be notified at least one week in advance of a visit by members of the Department Personnel Committee or by the Department Chair.

E. Visitors shall observe. They shall not participate in class discussions.

F. Written reports will be based on the criteria encompassed by the teaching evaluation form currently accepted for use by the Department.

G. Upon receipt of the written report of the committee member, visited candidates may request, within five working days, an additional visit by a different committee member.

H. Reports will be distributed as follows: Original to the candidate, with copies to the Department Chair, Chair of the Department Personnel

Committee, and the Dean of the College of Education, for inclusion in the candidate's Personnel Action File in the Dean's Office.

300.2 Anonymous student evaluations will be collected at least once each academic year for all faculty. First year faculty are to be evaluated both semesters. All teaching assignments for a semester will be evaluated.

300.2.1 The Department Secretary will have the packets for the student evaluations ready by the eighth week of class or as soon as available from the Computer Center each semester.

300.2.2 The Department Secretary will inform the Secondary Education faculty of the deadline for completing student evaluations each semester.

A. Faculty follow approved Departmental instructions for the completion of student evaluation forms (see attached). Student proctors will distribute and collect forms, seal envelope, sign across the seal, and return the envelope to the appropriate faculty member as designated by the Department Personnel Committee.

B. The envelope will be returned by the Department Secretary following the established University protocol.

C. After grades have been turned in, and when available from the responsible university office, evaluation results are returned to the faculty member.

D. The evaluations will be divided between computerized forms and narrative appraisals: the computerized results shall be returned to the faculty member who will retain and submit them in the Professional Information File for an appropriate period of time (i.e., since initial appointment for those who have not been promoted yet, or since the last promotion). Copies of the results shall be placed in the Personnel Action File where they shall be retained in the Dean's Office for a minimum of five years.

E. Narrative appraisals and instructional materials may be submitted to the Personnel Committee in the Professional Information File.

300.3 Procedures for Providing Students with the Opportunity to Consult with the Department Personnel Committee

300.3.1 The Department Chair will post a notice on the Department bulletin board advising students of procedure 300.3.2. By no later than the eighth week of classes, the department faculty will be requested to read the procedures aloud in class and provide the names of all faculty under consideration for retention, promotion and tenure.

300.3.2 Students may contact or consult with the Department Chair or Department Personnel Committee as follows:

- A. Submit a written, signed statement of their views to the Department Chair. The student will attest to having received a statement of the Trustee's policy on confidentiality at the time.
- B. Meet at a student's request with the Department Chair or Personnel Committee Chair.
- C. Meet with the Personnel Committee at the scheduled time.

300.4 Equivalencies to Publication

300.4.1 The University definition per 632.4.2 applies.

300.4.2 The Department interprets "scholarly books, articles and reviews" to include contribution as an editor, as well as contributions as an author.

300.4.3 Equivalencies to publications include monographs, multimedia works, computer software, websites, externally funded grant proposals, curricular materials, and translations of major works, and shall be considered only if they are subject to external peer review and produced by a recognized professional or commercial organization engaged in the production and distribution of such materials, and if they are widely used and accepted in the field of secondary education as appropriate activities indicating the application of scholarship.

302 PEER REVIEW

302.1 Requirements

302.1.1 Each tenured faculty member shall be evaluated at least once every five years.

302.1.2 A normal evaluation for promotion satisfies this requirement.

302.1.3 Faculty members will be identified for evaluation by the Department Chair on the basis of length of time since the last evaluation.

302.2 Section of Peer Review Committee

302.2.1 Each year the Department shall elect three tenured faculty members to serve on the Peer Review Committee.

302.2.2 Individuals scheduled for peer evaluation are not eligible for such service.

302.2.3 Members of the Peer Review Committee shall elect a Chair of the Committee.

302.3 Procedures

302.3.1 Calendar of Evaluation

A. Faculty members scheduled for evaluation during an academic year shall be notified by the Department Chair by November 1 of that academic year.

B. The evaluation shall be completed before the end of the academic year.

302.3.2 Evidence to be Used in the Evaluation

A. Student evaluations of instructional performance obtained since the last review.

B. Reports from at least two classroom visits prepared by peer evaluators.

C. Additional information or evidence pertaining to instructional performance, including currency in the field, as provided by the faculty member being evaluated.

302.3.3 Evaluation Conference

A. Following the review of available materials and consideration of the Peer Review Committee, there shall be a meeting with the Peer Review Committee Chair, the tenured faculty member, and the School Dean present, to discuss the results of the evaluation. The Department Chair may be included in this meeting if the faculty member so requests.

C. During the conference, the faculty member's strengths and weaknesses will be discussed along with suggestions, if any, for improvement.

302.4 Report

302.4.1 Following the evaluation conference and prior to the end of the academic year, the Committee Chair shall provide a written summary of the evaluation to the faculty member.

302.4.2 A copy of the summary shall be placed in the faculty member's Personnel Action File.

303 RECRUITMENT AND HIRING

303.1 Search and Screen Committee

303.1.1 Composition

A. A minimum of three elected members from tenure-line faculty shall serve as the Search and Screen Committee for new positions.

303.1.2 Diversity Advocate

A. The Chair of the Search and Screen Committee, or the Chair's designee from that committee, shall serve as the Department's Diversity Advocate.

303.2 Part-Time and Short-Term Appointments

303.2.1 Screening and Ranking

A. Whenever possible, the Personnel Committee members assist the Department Chair in screening and ranking applicants for part-time positions. The Chair may appoint other tenured faculty to assist with this task if their specific expertise is needed.

B. Each member of the Personnel Committee or tenured faculty member appointed to assist, reviews part-time files, and individually ranks applicants separately for each of the courses for which they have applied.

C. If the size of the pool is unusually large, separate faculty groups may be formed to screen and rank sections of the pool.

D. The Chair independently ranks candidates in the pool and summarizes Committee and tenured faculty rankings into one overall ranking of the qualifications for each applicant for each course.

E. If applicants have taught for the Department before, their past teaching evaluations will be reviewed by persons responsible for screening and ranking the part-time pool.

303.2.2 Hiring

A. The Department Chair is responsible for selecting part-time faculty as needed for specific course openings.

B. This selection shall be guided by the qualifications of the candidate, including past teaching in the Department.

303.4 Service

When appointed for a full year, a Visiting Professor may have the opportunity to assume the same responsibilities as a full-time lecturer: (1) serving as a sponsor to students; (2) serving on committees; and (3) serving as a member of the Department in terms of voting on any item other than a personnel matter.

303.5 Evaluation

Reappointment of a Visiting Professor for each successive year shall follow the same department evaluation and review procedures as probationary faculty.