

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES**

HND
COLLEGE

EOH
DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the change(s) you propose to your personnel procedures, please adhere to the format described below, and also fill out the Background Information. Attach this memo as a cover sheet for the written material you submit to PP&R. PP&R assumes that the initiating Department or College Committee has determined that the proposed new or revised procedures are consistent with Section 600 and with the Collective Bargaining Agreement.

FORMAT: Please use a complete copy of your existing procedures as the starting point for the proposed revisions that you submit to PP&R for approval. Strike over any text that you wish to have deleted from your written procedures, and/or underline any text that you wish to have added to your written procedures.

BACKGROUND INFORMATION:

- Are proposed changes those of College or Department procedures? (check one)
- Date that current proposed changes were sent forward _____
- Department or College initiating proposed changes EOH
- Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department in response to a request from the College Personnel Committee, which felt that existing promotion criteria were too rigorous"). _____

The proposed changes were suggested by PP&R in order to be more consistent with other departments. It was felt that some of the material repeated what was already available.

- The proposed changes have been approved by the faculty of the College or Department . (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES:

<u>Signature on file.</u>	<u>8-28-07</u>
Chair, Department Personnel Committee	Date
<u>Signature on file.</u>	<u>8-28-07</u>
Department Chair	Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

<u>Signature on file.</u>	<u>8/29/07</u>
Chair, College Personnel Committee	Date
<u>Signature on file.</u>	<u>8/29/07</u>
College Dean	Date
<u>Signature on file.</u>	<u>8/29/07</u>
Chair, Personnel Planning and Review Committee	Date

(for PP&R use only)		
<u>8/07</u>	<u>F'07</u>	<u>F'11</u>
Approval Date	Effective Date (see attached)	Date of Next Review

DEPARTMENT OF ENVIRONMENTAL & OCCUPATIONAL HEALTH PERSONNEL POLICIES & PROCEDURES

Approved April 2007

I. Required Statement of Procedures

A. Procedures for Classroom Visitation.

1. Class visitation. The Personnel Committee and Department Chair in consultation with the candidates will determine mutually agreeable dates for classroom visitations. Two members of the Department Personnel Committee and the Department Chair shall visit all faculty members under consideration for retention, promotion and tenure in their classroom.
2. Candidates may request an additional visit by the Personnel Committee.
3. The Personnel Committee and the faculty member will develop procedures for evaluating virtual classes and distance learning courses.

B. Procedures for collecting, processing, and interpreting written student evaluations of teaching effectiveness.

The student evaluation of instruction instrument adopted by the Department is to be administered to the classes of all faculty members during the Fall Semester and all probationary faculty members in the Spring Semester. Tenured faculty may request that the student evaluation of instruction be administered in the Spring Semester.

II. Procedures for providing students the opportunity for consultation.

- A. Notices are to be posted on all Department bulletin boards, the Department's Web page, in classrooms and by other appropriate methods of communication, advising students of the day and hour that they may consult with the Department Chair and/or the Personnel Committee about faculty members being considered in the retention, promotion and tenure process.
- B. Students must sign-up for appointments with the Department Chair and the Department Personnel Committee.
- C. Student consultations with the Department Chair and members of the Department Personnel Committee shall be conducted at a university location other than the department complex.
- D. Statements from students regarding faculty shall be handled in accordance with Section 600 of the Administrative Manual.

- E. Faculty members have the right to review and respond to negative written statements in accordance with Section 600 of the Administrative Manual.
- E. The Personnel Committee will review summary statements during its deliberations.

Optional Procedure Permitted by Section 600

A. Acceptable Terminal Degree

The Department normally requires a doctorate as the terminal degree.

B. Definition of Publication

The following criteria clarify the definition of publication and shall be acceptable evidence of publication:

1. An article published in a refereed, peer reviewed professional or other scholarly journal, or a letter of acceptance from journal with a draft of the submitted article.
2. A peer reviewed published scholarly book or monograph.
3. A chapter in a peer reviewed published book or monograph.

The Personnel Committee shall review the candidate's portfolio of publications, and research activity, to determine a pattern of scholarship that indicates the potential for continued creative activity.

C. Publication Requirements

1. The requirement of publication for advancement to the rank of Associate Professor refers to publication since achieving the rank of Assistant Professor.
2. At least two publications are required for advancement to the rank of Professor. This refers to publications appearing since promotion to Associate Professor. A given publication cannot be counted for promotion to both Associate and full Professor.
3. Reviews of books and monographs, and editorial service for a professional/scholarly journal are not considered as publications or equivalencies to publication. These activities should be listed under professional contributions.
4. A co-author shall receive the same credit for a publication as a single author does. In the case of three or more co-authors, the faculty member under

review may elect to document his or her level of participation in the generation and publication of such research articles. This action should serve to document that the candidate is entitled to receive the same credit as a single author does.

5. Publications should relate to the author's field of professional expertise and competence.
6. Revision of previously published materials shall not be counted as a publication.

D. Additional promotion criteria

1. Clarification of the term "Community Service"
Community Service involves contributions of unpaid "services" to community agencies and organizations that draw upon the academic expertise and professional competence of the candidate.
2. Clarification of the Term "Effective Participation"
"Effective participation" should be documented by the candidate to reflect elements such as: the nature of the committee assignment, the expenditure of time, the nature of the contribution made by the candidate, and the significance of this involvement as it contributes to the good of the university.

III. Miscellaneous Policies and Procedures

- A. Each candidate for retention, promotion and tenure shall be reviewed in accordance with the Provisions in Section 630-649 of the Administrative Manual.
- B. The Personnel Committee shall consist of the following: A three-person committee containing three Professors elected by all department tenured and tenure-track faculty with a ballot which contains all eligible tenured Associate Professors and Professors. If there is not a sufficient number of Professors available within the EOH Department, then faculty from closely related departments will be asked to serve, in accordance with Section 600.
- C. The focus of the Personnel committee will be one of mentoring by senior faculty followed by a peer review evaluation focus. This mentoring will include but not be limited to the development of the faculty's PIF (Personal Information File), classroom visitation review, selection of pertinent materials for review and general information about the process of peer review. The mentoring will continue through the personal interview where elaboration about submitted materials for clarification and presentation occurs. Following the personal interviews the Committee will begin the peer review process as required in Section 600 of the Administrative Manual.

- D. Each year the Personnel committee will submit these policies to the faculty for continued evaluation and approval.
- E. Preparation
 - 1. After notification to the Department Personnel Committee concerning the names of those candidates eligible for retention, promotion and tenure by the Associate Vice-President for Faculty Affairs, the Personnel Committee shall adopt a calendar by which the retention, promotion and tenure process can be implemented.
 - 2. The Personnel Committee shall provide these procedures and the calendar to all Department faculty members for their information.
- F. Evaluation of academic responsibility areas: Professional Preparation; Teaching Effectiveness and Direct Instructional Contributions; Contributions to the Field of Study; Contributions to the University and Community and Professional and Personal Responsibilities.
 - 1. Supportive materials provided by the candidate in the Professional Information File will be reviewed.
 - 2. Consultation with tenured colleagues whenever possible will take place, consistent with Section 600.
 - 3. Prior to submitting their recommendation, the Department Personnel Committee will invite each faculty member under consideration to meet with them to elaborate upon material in their Personnel Action File and the Professional Information File, or to answer questions that may exist. The focus of presentation and questions shall be the criteria as outlined in the Academic Personnel Policies and Procedures.