

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

HHD

ENV & OCCUP HEALTH

COLLEGE

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 11/8/2016
- Department or College initiating proposed changes Environmental and Occupational Health
- 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"). Proposed changes were initiated and proposed by the department faculty.
The purpose of the changes were to add Significant Scholarly and Creative Contributions, clarify some sections, and add post-tenure review procedures.



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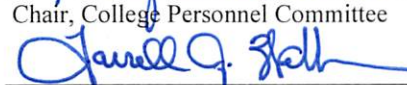

Office of
Faculty Affairs

- For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: 11 / 8 / 2016
- For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes: 11 / 8 / 2016

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

 Nicotia J. Sullivan 11-8-16
Chair, Department Personnel Committee Date
 Peter Bellin 11-8-16
Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

 12-19-16
Chair, College Personnel Committee Date
 19-DEC-2016
College Dean Date
 6/5/17
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)	F'17	F'21
<u>S'17</u>	F'20 Effective Date (change in criteria)	<u>F'21</u>
Approval Date	Effective Date (see attached)	Date of Next Review

Revised 10.16

DEPARTMENT OF ENVIRONMENTAL & OCCUPATIONAL HEALTH PERSONNEL POLICIES & PROCEDURES

Revised May 11, 2017

I. Teaching Effectiveness and Direct Instructional Contributions

A. Procedures for Class Visits

1. Class visits. The Department Personnel Committee and Department Chair in consultation with the candidates will determine mutually agreeable dates for class visits. Two members of the Department Personnel Committee (or designees) and the Department Chair (or designee) shall visit all faculty members under consideration for retention, tenure and promotion in their class at least once.
2. Candidates may request an additional visit by a representative from the Personnel Committee. An additional visit/evaluation will be in addition to, not a replacement for, an original visit/evaluation.

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 at least two classes of all faculty members during the Fall Semester. Student evaluations of at least two classes (except internship, seminars, and Graduate Comprehensive Exam) of probationary faculty members at this University shall be administered in both Fall and Spring semesters. Tenured faculty may request that the student evaluation of instruction be administered in the Spring Semester.

C. Procedures for student consultation.

1. Notices advising students of their right to consult with the Personnel Committee about faculty members being considered for retention, tenure and promotion process are to be posted on Department bulletin boards, the Department's Web page, and in classrooms.
2. Students must sign up for appointments with the Department Personnel Committee or can attend an open meeting session with the Department Personnel Committee.
3. Statements from students regarding faculty shall be handled in accordance with Section 600 of the Administrative Manual.

4. Faculty members have the right to review and respond to written statements in accordance with Section 600 of the Administrative Manual.

II. Contributions to the Field of Study

- A. The Department 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 scholarly and creative contribution.

- B. Definition of Publication

1. An article published in or accepted by a refereed professional or other refereed scholarly journal. Evidence of articles accepted but not yet published shall consist of a letter of acceptance from the journal along with a draft of the submitted article.
2. A peer-reviewed published scholarly book or monograph.

- C. Definition of Other Significant Scholarly and Creative Contributions

While the Department emphasizes the preference for peer-reviewed journal articles, the following Significant Scholarly and Creative Contributions may be considered on a case-by-case basis:

1. A chapter in a peer-reviewed published book or monograph
2. Principal Investigator or Co-Principal Investigator on an external funded grant application.

- D. Professional Symposia or Workshops

While the Department emphasizes the preference for peer-reviewed journal articles, in addition to the other acceptable contributions listed in II.C, the Department recognizes the scholarly work required to organize and direct academic symposia or workshops. Significant scholarly and creative contributions will therefore include the work as Director or organizer of no less than four (4) one-day (or more) academic/professional symposia or workshops including the publication of proceedings of the symposia or workshop.

- E. Publication and Scholarly Achievement Requirements

1. The candidate should demonstrate continued growth as a recognized scholar and contributor to their field of study.
2. The requirement of one publication (or Significant Scholarly and Creative Contribution) for advancement to the rank of Associate Professor refers to publication since appointment to the rank of Assistant Professor whether or not the candidate is also being considered for tenure.
3. At least two publications (or Significant Scholarly and Creative

Contributions) are required for advancement to the rank of Professor whether or not the candidate is also being considered for tenure. This requirement refers to publications accepted since appointment or promotion to Associate Professor. A given publication cannot be counted for promotion to both Associate and Professor.

4. Reviews of books and monographs, and editorial service for a professional/scholarly journal are not considered publications or significant scholarly creative contributions. These activities should be listed under professional contributions.
5. A co-author of a two-author publication shall receive the same credit for a publication of a two-author publication as a single author does. When citing co-authored or multi-authored publications, include a statement that explains the level and nature of the candidate's contribution to that publication using the College's disclosure form.
6. The candidate shall describe the peer review process by which material was evaluated and accepted for each significant scholarly or creative contribution.
7. Publications should relate to the author's field of professional expertise and competence.
8. Revision of previously published materials shall not be counted as a publication.

III. Contributions to the University and Community

A. 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.

IV. Miscellaneous Policies and Procedures

- A. Each candidate for retention, tenure and promotion shall be reviewed in accordance with the Provisions in Section 600 of the Administrative Manual.
- B. The Personnel Committee shall consist of three faculty members of senior rank, elected by all department tenured and tenure-track faculty with a ballot which contains the names of all eligible tenured Associate Professors and Professors. If there is not a sufficient number of faculty members of senior rank available within the EOH Department, then faculty from closely related departments will be elected to serve, in accordance with Section 600.
- C. In addition to the peer review evaluation process, the focus of the Personnel Committee will be one of mentoring probationary faculty. This mentoring will include but not be limited to the development of the faculty's PIF (Professional Information File), class visit reviews, selection of pertinent materials for review and general information about the process of peer review.

D. Preparation

1. The Personnel Committee shall adopt a calendar by which the retention, tenure and promotion process can be implemented in order to meet the dates set by section 600.
2. The Department shall provide these personnel procedures to all Department faculty members for their information as provided for in section 600.

E. 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 Responsibilities.

1. Committee members shall review the candidate's Personnel Action File (PAF) as well as supportive materials provided by the candidate in the Professional Information File (PIF).
2. Consultation with tenured colleagues within the Department will take place whenever possible.
3. Prior to submitting its recommendation, the Department Personnel Committee will invite each candidate under consideration to meet with the Committee to elaborate upon material in the candidate's Personnel Action File and Professional Information File, or to answer questions that may exist. The focus of the presentation and questions shall be the criteria as outlined in section 600.