

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

Humanities
COLLEGE

Women's Studies
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:

1. Are proposed changes those of College or Department procedures? (check one)
2. Date that current proposed changes were sent forward _____
3. Department or College initiating proposed changes Department of Women's Studies
4. 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"). _____

These proposed modifications in evaluating contributions to the field of study can more appropriately mirror the interdisciplinary strengths, creative and non-traditional as well as traditional scholarships of the WS faculty and represent the changes needed as our department has grown.

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

FOR DEPARTMENT PERSONNEL PROCEDURES:

Signature on file. _____ Date 4/11/07
Chair, Department Personnel Committee

Signature on file. _____ Date 4-11-07
Department Chair

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Signature on file. _____ Date 4/11/07
Chair, College Personnel Committee

Signature on file. _____ Date 4-12-07
College Dean

Signature on file. _____ Date 8-07-07
Chair, Personnel Planning and Review Committee

(for PP&R use only)

<u>5/07</u> Approval Date	<u>5/07</u> Effective Date (see attached)	<u>5/11</u> Date of Next Review
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Women's Studies Department

Department Personnel Criteria (12-15-06)

The Women's Studies Department follows the criteria set forth by Section 630-639 for Probation, Tenure and Promotion. In addition, the following criteria are presented to supplement Section 600 of the *Administrative Manual* in the review of Women's Studies Faculty for the Retention, Tenure and Promotion (RTP) process. Along with the broad categories identified in Section 600, the faculty members of the Women's Studies Department have approved the following as illustrative of the types of activities that should be duly acknowledged in the RTP review process.

Procedures for Evaluating Teaching Effectiveness

The department will follow the procedures for evaluating teaching effectiveness, as stipulated in **Section 600: Procedures for evaluating teaching effectiveness**.

Procedures for classroom visitations: All faculty members under consideration for reappointment, tenure, and/or promotion will be visited at least once each academic year by the Department Chair and one representative of the Department Personnel Committee.

Procedures for collecting and processing student evaluations: Student evaluations will be administered for each faculty member in at least two classes per year, beyond the first year.

Procedures for interpreting student evaluations: The Department Personnel Committee and the Department Chair will review the evaluations and synthesize the results.

Student Consultation Procedures: Announcement of the candidate's upcoming evaluation will be made in Women's Studies classes and posted throughout the department and the Women's Resource & Research Center in advance of the consultation date. Students will be given the opportunity to consult with the Department Personnel Committee regarding the teaching performance of the candidate consistent with the procedures in Section 600.

Teaching Effectiveness and Direct Instructional Contributions

In addition to the criteria stipulated in Section 600, the department will afford special recognition to the following:

1. Pedagogical approaches and strategies that provide evidence of innovative approaches to teaching, learning and assessment activities, especially as they complement feminist/womanist pedagogies.
2. Introducing to students perspectives and points of view that may have been under-emphasized in their primary and secondary education.
3. Teaching courses or workshops, or presenting pedagogical talks, in universities in other parts of the U.S., as well as in other countries, shall be given special recognition.

Contributions to the Field of Study

This section comprises both equivalencies to publication and contributions to the field of study, which are subject to external peer review:

1. Equivalencies to Publications: In addition to the stipulations in Section 600, the Women's Studies Department deems the following to be considered as *equivalent to publication*:
 - a. Peer-reviewed contribution in artistic or creative works or presentations such as documentaries, video projects, television and motion pictures, radio productions and other artistic work in broadcasting. We understand that creative scholarships that have been broadcast and/or mass distributed have undergone peer reviews by the entertainment industry agent, or organization for which the product was produced or show-cased. Creative work that has not been broadcast or mass distributed, but has been produced for educational purposes should be submitted with three accompanying external peer evaluations of the work in order to be considered equivalent to publication.
 - b. Completed journal articles and books that are accepted for publication, and forthcoming, are equivalent to publication.
 - c. Research-based technical reports or policy documents accepted and disseminated by government entities (e.g., task forces, commissions), professional (e.g., foundations) or community-based organizations for use by, and made accessible to the public when submitted for external peer review. External peer review shall consist of review by a three-person external peer review committee jointly selected by the candidate and the Personnel Committee.

2. Other Considerations to Contributions to the Field of Study: The Department of Women's Studies values scholarly contributions/activities in addition to publication. Examples include the following:
 - a. The work of faculty who serve as editors of peer-reviewed special journal issues and anthologies.
 - b. Book reviews published in peer-reviewed journals.
 - c. Invited lectures or presentations at professional conferences
 - d. Grant awards that are peer-reviewed
 - e. Peer-reviewer of manuscripts for journals or academic book publishers
 - f. Research proposal refereeing for granting agencies

Contributions to the University and Community

The Women's Studies Department will follow the criteria for assessing contributions to the university and community, as stipulated in **Section 600 Contributions to the University and Community**. This section defines Contributions to the University to "include active membership on committees at the Department, College, or University level, student advisement, and such other responsibilities" In addition, the Women's Studies Department defines university and community contributions that merit special recognition as including the following:

1. Incorporating grass-roots, community service-learning components into classes that directly provide service to women and girls, feminist causes, etc.
2. Organizing community events, conferences, seminars, workshops on gender-related issues at the local, national and international level.
3. Consultation on media projects, manuscripts, and/or consultation for foundations and organizations related to the field of study.