

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

Health & Human Development
COLLEGE

Communication Disorders & Sciences
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 11-13-12

3. Department or College initiating proposed changes Department

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"). Proposed changes were initiated by the department

- (1) to update the language relevant to digital publications & equivalencies to publication;
(2) to change formatting for easier reading; (3) to specify the publication requirements for tenure & promotion (at the suggestion of the College Personnel Com.), since most other departments in the College include such specifying; (4) to change where the results of outside peer reviews of equivalencies to publication are placed (from PAF to PIF) at the suggestion of Dean Alva.

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

FOR DEPARTMENT PERSONNEL PROCEDURES:

Elizabeth J. Weber
Chair, Department Personnel Committee

11-13-12

Date

J. J. J. J.
Department Chair

12-3-2012

Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Louis Antonio
Chair, College Personnel Committee

12/03/12

Date

[Signature]
College Dean

12/03/12

Date

[Signature]
Chair, Personnel Planning and Review Committee

5-17-13

Date

(for PP&R use only)

S'13
Approval Date

F113
F116 (for change in criteria)
Effective Date (see attached)

2017-2018
Date of Next Review

Department of Communication Disorders and Sciences
Personnel Policies and Procedures
November 2012

Procedures for Establishing the Personnel Committee

1. The Committee shall be composed of three tenured Professors selected by a vote of all tenure-track faculty members in the Department. Nominees for the Committee shall be proposed by any tenure-track faculty member in the Department. Candidates for election to the Committee shall first be nominated from within the eligible faculty of the Department, but, in the event that an insufficient number of Department faculty members is eligible to serve, the Department will adhere to Section 600 in regard to the election of a tenured Professor in the Faculty Early Retirement Program (FERP). In the event that an insufficient number of Department faculty members, including any FERP faculty approved by the President, are eligible to serve, the Department will adhere to Section 600 in regard to the election of members from other academic departments.
2. The Committee shall be elected at the beginning of each Fall term and members shall serve for one academic year.
3. The three elected members of the Committee shall choose among themselves a member to serve as Committee Chair. This selection will be made immediately after the Committee has been elected. The newly elected Committee Chair will notify both the Department Chair and the College Dean of the result of this action.

Scope of the Personnel Committee's Work

The Committee shall fulfill the Personnel Committee functions as described in Section 600 of the Administrative Manual.

Teaching Effectiveness and Direct Instructional Contributions

Evidence of teaching effectiveness must include the results of class visits and student evaluations. Evidence of direct instructional contributions shall include activities and effectiveness in academic advisement and development and usage of a variety of communication media in advisement and instruction (for example, online communication through email, messaging, synchronous chat sessions, discussion boards).

Procedures for Evaluating Class Visits

1. A time period, usually the Fall semester, will be identified by the Personnel Committee as the period during which class visits will be made for retention, tenure and promotion. Scheduling of class visits shall be made by mutual agreement of the faculty member and the observer.
2. Both the Department Chair and one member of the Personnel Committee, or their designees among the senior tenured faculty of the Department, shall visit a class of each faculty member eligible for retention, tenure or promotion. Class visits will be arranged with each faculty member eligible for retention, tenure or promotion at least one week prior to the visit. A typical evaluation period will last for 50 minutes for face-to-face class visits. For online class visits, the Department Chair and one member of the Personnel Committee, or their designees among the senior tenured faculty of the Department, shall be given access to the online course to be visited for a period of not less than one week.
3. Each evaluating faculty member shall submit a written evaluation of the class performance of the faculty member eligible for retention, tenure or promotion. This letter shall be sent to the faculty member eligible for retention, tenure or promotion. The faculty member eligible for retention, tenure or promotion shall have ten days from the receipt of the letter to discuss the evaluation with the Committee, to rebut any part of the evaluation with which they disagree and to place in their Personnel Action File a written response to this evaluation. Ten days after the receipt of the evaluation by the faculty member eligible for retention, tenure or promotion, a copy of the letter will be sent to (a) the Chair of the Department, (b) the Chair of the Personnel Committee and (c) the faculty member's Personnel Action File.

Procedures for Student Evaluations

1. A student evaluation form will be used as one device for measuring teaching competence for face-to-face classes. A version of an online evaluation survey developed by the Department and administered on its behalf by the College of Extended Learning in the Department's Distance Learning program will be used for all online classes in the Distance Learning program and may also be used in the residential program in addition to any University online evaluation process. A minimum of two classes annually shall have such written student evaluations. These evaluations will typically be collected in the Fall semester in classes representative of the faculty member's teaching assignment, but may be conducted in the Spring or Summer semesters for classes only scheduled in the Spring or Summer semesters. The Department will adhere to section 600 in regard to how the classes to be evaluated will be determined.

The Department will adhere to section 600 in regard to student evaluation procedures for first year probationary faculty.

2. A two-week period in the Fall semester will be identified by the Personnel Committee as a period during which students will have the opportunity to consult with the Committee regarding the teaching performance of 3rd through 6th year probationary faculty under consideration for retention, tenure and/or promotion, or tenured faculty members under consideration for promotion. A two-week period early in the Fall semester will be similarly identified by the Personnel Committee for 2nd year probationary faculty.
3. At the start of the student consultation period, the Committee shall post a notice in the Department office and at other places in Monterey Hall inviting students to consult with the Personnel Committee about the teaching performance of probationary and/or tenured faculty members under consideration for retention, tenure and/or promotion. In this notice, students will be instructed to email or to telephone a member of the Personnel Committee or to make an appointment for a face-to-face meeting to discuss the teaching performance of probationary or tenured faculty members under consideration for retention, tenure and/or promotion. Any oral or written statements received by the Personnel Committee in the course of consultation with students will be handled according to the procedures outlined in Section 600.

Contributions to the Field of Study

A variety of research, scholarship and creative work will be used by the Personnel Committee to evaluate a faculty member's contribution to the field of study.

Publications

1. The Personnel Committee will adhere to the University's definition of a publication as described in Section 600.
2. A book, article or review which has been accepted but not yet published will be considered a publication if evidence of publication is submitted in the form of a letter of acceptance from the publisher.
3. A publication may appear in either hard copy or digital form.
4. Two authors of a publication shall be considered two first authors and receive the same credit that a single author would receive.

Equivalencies to Publication

For purposes of retention, tenure and promotion, equivalencies to publication are understood to advance knowledge, practice and pedagogy in the disciplines of speech and hearing science, speech/language pathology, audiology and closely related disciplines and may appear in either hard copy or digital form.

1. Equivalencies to publication may include the following:
 - a. chapters in books that have been published, papers in proceedings, monographs, textbooks, clinical manuals, continuing education course materials and faculty authored full-text course packs which are the equivalents of textbooks written for a specific course;
 - b. distributed educational media such as computer software, CD-Roms, DVDs, streaming internet video and other audio-video media;
 - c. external grants of a substantial nature which are awarded;
 - d. reports created for a professional accreditation process/visit;
 - e. peer-reviewed reports created for board certification by a professional organization;
 - f. international, national or state association position statements or papers which have been officially accepted and published by international, national or state associations.
2. Equivalencies to publication must be submitted to a peer-review process that is managed by the Department Chair and the Personnel Committee. In this process, work submitted by a faculty member will be reviewed by no fewer than three outside peer reviewers. Reviewers will be considered to be outside peer reviewers if they are scholars at other institutions or if they are recognized, qualified professionals, for example, members of the American Speech Language Hearing Association.

One reviewer will be selected by the faculty member eligible for retention, tenure or promotion, one reviewer will be selected by the Personnel Committee and one reviewer will be selected by the Department Chair. The results of the outside review will be provided to the faculty member eligible for retention, tenure or promotion, the Personnel Committee, the Department Chair and, after ten days, must be included in the faculty member's Professional Information File. The external review process must be consistent with the deadlines outlined in Section 600.

Publication Requirements for Tenure and Promotion

1. The publication requirement for the granting of tenure and promotion from the rank of Assistant Professor to the rank of Associate Professor is a minimum of two publications or equivalencies to publication.
2. The publication requirement for the granting of tenure and promotion from the rank of Associate Professor to the rank of Full Professor is a minimum of two publications or equivalencies to publication.
3. The publication requirement for promotion from the rank of Associate Professor to the rank of Full Professor is a minimum of two publications or equivalencies to publication since promotion to the rank of Associate Professor.

Approved: Department of Communication Disorders and Sciences
Fall 2012