COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE PERSONNEL PROCEDURES

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 12/14/11

3. Department or College initiating proposed changes Environmental & Occupational Health (EOH)

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"). Periodic 5 year review. Streamline and update policies to current Section 600 standards.

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

**FOR DEPARTMENT PERSONNEL PROCEDURES:**

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<tr>
<th>Chair, Department Personnel Committee</th>
<th>John Schillinger</th>
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<tr>
<td>Date</td>
<td>12/14/11</td>
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<tr>
<th>Department Chair</th>
<th>Peter Bullin, Acting Chair</th>
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<td>Date</td>
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**FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:**

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<thead>
<tr>
<th>Chair, College Personnel Committee</th>
<th>Joyce Munch</th>
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<td>Date</td>
<td>12-14-11</td>
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<tr>
<th>College Dean</th>
<th>Sylvia A. Ryan</th>
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<tr>
<td>Date</td>
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<tr>
<th>Chair, Personnel Planning and Review Committee</th>
<th>发生日期</th>
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<td>Date</td>
<td>5-17-12</td>
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(for PP&R use only)

**F’12**

**F’15 (change in criteria) 2010-2017**

**Approval Date**

**Effective Date (see attached)**

**Date of Next Review**

n forms: personnel procedures cover
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. Class visits shall be conducted early enough in the academic year for use during the annual personnel cycle.

2. Candidates may request an additional visit by a representative from the Personnel Committee. An additional visit/evaluation will be in addition to, not replacing, 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 and seminar) of probationary faculty members in each year of service 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 are to be posted on Department bulletin boards, the Department’s Web page, and in classrooms advising students of their right to consult with the Personnel Committee about faculty members being considered in the retention, tenure and promotion process.

2. Students must sign up for appointments with the Department Personnel Committee.

3. Statements from students regarding faculty shall be handled in accordance with Section 600 of the Administrative Manual.

Department of EOH Personnel Policies and Procedures – Amended March 23, 2012 JS
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 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.

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 Equivalencies

A chapter in a peer-reviewed published book or monograph.

D. Publication Requirements

1. The requirement of publication for advancement to the rank of Associate Professor refers to publication since appointment as Assistant Professor.

2. At least two accepted publications are required for advancement to the rank of Professor. This refers to publications accepted since appointment as or 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 shall document his or her level of participation in the generation and publication of such research articles. This action should serve to document whether the candidate is entitled to receive the same credit that 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.

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 the following: A three-person committee containing three faculty members of senior rank elected by all department tenured and tenure-track faculty with a preferential ballot which contains all eligible tenured Associate Professors and Professors. If there are 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 by senior 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 candidates 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 their recommendation, the Department Personnel Committee will invite each faculty member under consideration to meet with them to elaborate upon material in his or her Personnel Action File and 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.
COVER SHEET FOR REVIEW OF DEPARTMENT/COLLEGE PERSONNEL PROCEDURES
RELATED TO STUDENT EVALUATIONS OF TEACHING EFFECTIVENESS

Health & Human Development (HHD)  Environmental & Occupational Health (EOH)
COLLEGE  DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R)
of your current or proposed changes to personnel procedures related to evaluation of teaching effectiveness;
please adhere to the format described below. Attach this memo as a cover sheet for any written material you
submit to PP&R. Be sure to review your current procedures to assure they are consistent with Section
612.5.2.c.(2)(b) of the Administrative Manual.

BACKGROUND INFORMATION:

1. The submitted policies are those of the College □ or the Department □ (check one)
2. Is the Department/College proposing changes to the current policies related to student evaluations of
teaching effectiveness? Yes □ No □
   2A. If not, simply state, “The Department will follow its current procedures related to student
evaluations of teaching effectiveness.”
   2B. If you are changing your current policy, state the proposed new policy in the space provided.
       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. If you wish to follow
       Section 600, you may simply state, “The Department/College will follow Section 600 policies
       related to student evaluations of teaching effectiveness.”

Attach extra pages if needed

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 a least two classes (except
internship and seminar) of probationary faculty members in each year of service 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. Faculty members who have teaching assignments during
the Spring Semester only shall be evaluated in at least two classes in the Spring Semester.

3. If there are changes, the proposed changes have been approved by the faculty of the College □
   Department □ (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

Chair, Department Personnel Committee  John Schillinger  Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Chair, College Personnel Committee  Date

College Dean  Date

Chair, Personnel Planning and Review Committee  Date