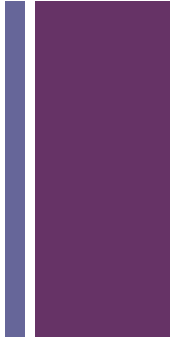




Reappointment, Promotion, Tenure Workshop

This document is being made available as recollection of what was shared at the faculty workshop. This document is not the guiding document on personnel action. The MSCA contract is the guiding document.



Key Documents

- **Contract Article VIII**
- **Appendix A-1 (A-2 for Librarians)**
- **Personnel Calendar**



Why Evaluations?



- Article VIII of the MSCA contract states that evaluations are conducted for the purposes of:
- Making personnel decisions;
- Encouraging and assessing professional and pedagogical experimentation;
- Assisting members of the academic community in the improvement of performance.



First-Year Reappointments

- Classroom Observation by Chair
 - For Librarian, observation by Library Program Area Chair
 - Review by Dean
 - VPAA/Provost concurs with the Dean or conducts a separate evaluation
 - Suggest begin collecting documents now in areas of teaching, advising, continuing scholarship, professional activities and when appropriate, alternative assignments

+ 2nd and 4th Year Reappointments

- Submit Comprehensive Dossier
 - For 2nd year—materials since hire
 - For 4th year—materials since submission of 2nd year dossier (two- year review period)
 - Address all areas (teaching, advising, continuing scholarship, professional activities and when appropriate, alternative assignments)
- Evaluation by PEC
- Evaluation by Chair
 - For Librarian, evaluation by LPAC
- Review by the Dean
- VPAA/Provost concurs with the Dean or conducts a separate evaluation

+ 3rd and 5th Year Reappointments

- The materials to be submitted by the faculty member...shall only be a narrative by the faculty member (describing his/her teaching effectiveness; academic advising; continuing scholarship; other professional activities, and alternative professional responsibilities, if any)
- The Dean and VPAA will also review student evaluations and classroom observations conducted by the Department Chair, which are in your personnel file
- While you do not submit Appendix A-1, please identify categories in which you choose to be evaluated
- No PEC
- Evaluation by Chair/ LPAC
- Review by Dean
- VPAA/Provost concurs with the Dean or conducts a separate evaluation
- Faculty member will provide documents for statements made in subsequent dossier (4th year and tenure dossiers respectively)

+ Promotion and Tenure

- In your dossier—include materials from time of hire as tenure-track faculty member to date of submission of dossier for tenure and initial promotion
 - For subsequent promotions—submit materials from time dossier was submitted for last promotion to date of submission
- Evaluation by PEC
 - Required for promotion candidates and tenure candidates (if the candidate has met the eligibility criteria for promotion)
 - Tenure candidates who do not meet the above criteria can choose to be evaluated by a PEC, or not
- Evaluation by Chair/LPAC
- Review and recommendation by committee on promotions or committee on tenure
- Review by the Dean
- VPAA/Provost concurs with the Dean or conducts a separate evaluation
- VPAA/Provost recommends to President
- President recommends to Trustees (tenure only), but approves promotion and tenure applicants

This document is not the guiding document on personnel action. The MSCA contract is the guiding document.



New—Promotion with Tenure



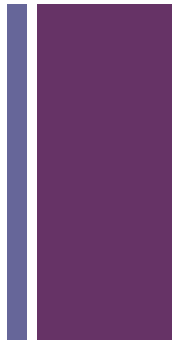
- Beginning with evaluations in academic year 2015-2016, whenever a unit member at the rank of Assistant Professor/Assistant Librarian/Associate Librarian is a candidate for tenure and has satisfied the time in rank and years of experience requirements for promotion to the next higher rank, the unit member shall be considered for tenure with promotion. The unit member must satisfy the requirements of Article IX and must demonstrate meritorious performance.
- Candidates submit only one portfolio, which takes the traditional tenure path (no separate review by the committee on promotions).

+ Eligibility for Tenure +

- The eligibility criteria for Associate Professor are (Article XXb1(c):
 - a terminal degree from an institution or institutions accredited at the level of such degree in the academic or professional discipline to be taught;
 - ii. six (6) years of full-time experience in teaching, at least three (3) of which must have been at an accredited two-year or four-year college or university; and
 - iii. in the case of promotion, not less than three (3) years of full-time employment at the rank of Assistant Professor (or higher) at an accredited four-year college or university and meritorious performance as demonstrated by the candidate's evaluations...
- Thus, only those who have taught full-time prior to being on the tenure track would meet these criteria.



Peer Evaluation Committees



- PECs are formed within the department. Two tenured members are elected by faculty while an optional third member is chosen by the faculty member being evaluated.
- PECs are used in:
 - 2nd Year Reappointment
 - 4th Year Reappointment
 - Promotion
 - Tenure (if the candidate has met the eligibility criteria for promotion—see Article XX, section B (faculty) or D (Librarians))
 - A candidate for tenure (who does not meet the above criteria) can elect to have a **PEC—not required***
 - Department Chair evaluation as Chair



ARTICLE VIII – EVALUATIONS CRITERIA

(address materials in a few minutes)

Teaching

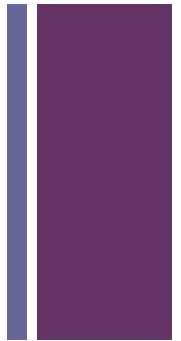
(applies to everyone but librarians)

A. CRITERIA FOR EVALUATIONS

1. Criteria for the evaluation of full-time faculty

The following criteria shall be used in the evaluation of all full-time members of the faculty:

- a. i. **teaching effectiveness**, including pedagogical experimentation, as exhibited in lectures, seminars, internships, independent studies and other instructional settings;





Academic Advising



- **ii. academic advising, as prescribed in Section A(3) of Article XII**
- **If assigned more than thirty advisees at the commencement of an academic semester, the faculty member may elect to treat advising as a contribution to the professional growth and development of the university community**
- **Advising does not need to be addressed in 1st year or by librarians—but everyone else does need to address (including PTR)**

+ Librarians

- Direct observation of the librarian's performance instead of a Teaching Evaluation or Assessment of Advising
- Criteria include:
 - Effectiveness in performing assigned responsibilities
 - Effectiveness in rendering assistance to students, faculty and the academic community
(instead of an evaluation of teaching and advising)

+ Continuing Scholarship

- b. i. continuing scholarship, including:

(A) contributions to the content of the discipline;

***for librarians—contributions to the content and pedagogy of the discipline through the development of library programs or library services**

(B) participation in or contributions to professional societies and organizations;

(C) research as demonstrated by published or unpublished work (or, where applicable, artistic or other creative activities); and

(D) work toward the terminal degree or relevant post-graduate study.



Broad Choice within Categories



- **Nothing in this paragraph (b)(i) shall be deemed to require any member of the faculty to engage in all or in any particular one of the activities that constitute continuing scholarship; and no member of the bargaining unit shall be denied a personnel action by sole reason of his/her not having engaged in any one or another of such activities. In evaluating each member of the faculty it shall be the responsibility of those charged with doing so to assess the quality, significance and relevance of that faculty member's continuing scholarship.**



Broad Choice within Categories



- Nothing in this paragraph (b)(i) shall be deemed to require any member of the faculty to engage in all or in any particular one of the activities that constitute continuing scholarship; and no member of the bargaining unit shall be denied a personnel action by sole reason of his/her not having engaged in any one or another of such activities. **In evaluating each member of the faculty it shall be the responsibility of those charged with doing so to assess the quality, significance and relevance of that faculty member's continuing scholarship.**

+ Professional Activities

- ii. other professional activities, which by way of example shall include such matters as **public service**, and **contributions to the professional growth and development of the college community** (which contributions may include (x) service on inter-institutional and system-wide committees, (y) service as a program area chair without a reduction of workload pursuant to Article XII, Section D, and (z) **academic advising of students in excess of thirty (30)** assigned at the beginning of the semester);
- Applies to everyone except those in 1st year



Alternative Assignments



- iii. such responsibilities, if any, as may be assumed by a faculty member in lieu of, in whole or in part, the normal faculty instructional workload in academic subject areas by serving as a Department Chair pursuant to Article VI, by performing services in a counseling center, facility or program pursuant to Section A(3)(b) of Article XII, by discharging any alternative professional responsibilities pursuant to Section D of Article XII (including service as a program area chair if accompanied by a workload reduction), and/or by undertaking any program of professional development pursuant to Article XIV.
- Teaching in GCE as part of day load, serving as a graduate chair, or undergraduate program manager will also be considered in this area if done for course release
- Applies to everyone except those in 1st year

+ Materials to be used in the conduct of evaluations...

* Written self-evaluation

- A narrative for each section explaining how the materials provided meet each standard will be very helpful

+ Teaching Effectiveness

- Student evaluations—SIR IIs
- Classroom observations
 - Chair
 - PEC (for Reappointment in the 2nd and 4th years and for promotion)
 - A candidate for tenure may request a PEC
- Course documents

For each course taught by the faculty member during the review period, there shall be submitted by the faculty member a course outline, including a syllabus and, where used, a bibliography

*Many faculty include a letter or statement of Teaching Philosophy

- All provide this except for librarians and first-year faculty

+ Academic Advising



*Again, some include a statement regarding their philosophy or approach to advising

- It is helpful to include the number of advisees
- Other documentation of advising
- There shall be considered in the conduct of an evaluation any documents or records that are descriptive of the faculty member's academic advising, including, where applicable, any documents or records pertaining to the faculty member's advising in excess of thirty (30) students

+ Librarians



- Direct observation of the librarian's performance by the Library Director or LPAC

+ Continuing Scholarship, Professional Activities, Comprehensive Resumé

- Each full-time faculty member shall indicate **on Appendix A-1** the continuing scholarship, other professional activities and, when applicable, alternative responsibilities in which he/she has engaged, together with **appropriate supporting documentation**. Each full-time faculty member shall also complete and submit the **resumé form** as set forth in **Appendix B-1** and shall ensure that there are, in his/her official personnel file, current official transcripts of his/her course work
- Examples



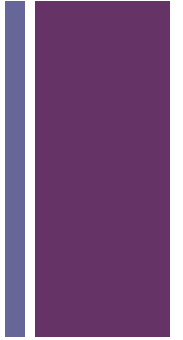
Additional Evaluation Reports (Alternative Assignments)



- Where applicable, there shall be used any evaluation reports that pertain to the performance of other professional responsibilities of the kind referred to in Section A(1)(b)(iii) of this Article VIII. This paragraph (d) shall be of no application in the case of any responsibilities discharged by any faculty member in his/her capacity as an officer of the Association or of the Massachusetts State College Association.



Recommendations for the Dossier



- Clearly and logically organized
- ONLY materials during period of review
- Documentation for all areas checked
- Choose the best place for an event or item

+

Thank you for your attention
and patience...

■ Questions???