



Post-Tenure Review 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-C
- Appendix A-1 (A-2 for Librarians)
- Personnel Calendar

+ PTR

- Review period—lesser of all academic years since he/she first held tenure or since most recent post-tenure review
- The following materials shall be submitted for and considered in post-tenure review of each member of the bargaining unit...
 - “all the materials that are described in Section D(1) (in the case of faculty) or Section D(3) (in the case of librarians) of Article VIII of this Agreement”
 - “a statement in which the member of the bargaining unit addresses, with reference to the criteria depicted in section A(1) (in the case of faculty) or Section A(3) (in the case of librarians) of Article VIII of this Agreement, his/her academic and professional activities, including his/her continuing scholarship during the period of review.”
 - Same as for all other dossiers
- Evaluation by Deans (as delegated by the Provost/VPAA)

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

- (can appeal to President who makes the final decision)





PTR



- There are only three options under the post-tenure review system:
- No increase warranted
- 3%
- 6%



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 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.**

+ 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);

+ 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.

+ 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-one course only
- 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.

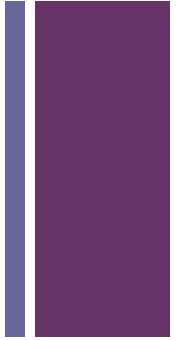
*Many faculty include a letter or statement of Teaching Philosophy

+ 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.



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

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Thank you for your attention
and patience...

■ Questions???