

To: EOU Faculty Senate

From: FPC, Jodi Varon, Chair

Date: June 1, 2010

Subject: Summary of Comments Concerning Proposed Revisions to the Faculty Reappointment, Tenure, and Promotion Handbook (RTP Handbook)

Fall term 2009 the FPC was charged by the Provost with reviewing and receiving comments from its constituents regarding proposed changes to the RTP Handbook.

The members of the FPC raised questions with constituents and deans of CAS, ED, BUS, and Library, and received the following comments throughout the year from CAS constituents, CAS Dean Marilyn Levine, and Library Dean Karen Clay. You can also review the proposed changes to the RTP Handbook document provided by the Provost on the Faculty Senate website under Documents: "Proposed Revisions to Faculty Reappointment, Tenure, and Promotion Handbook (FPC) 02/12/10."

- CAS voted unanimously to strike from II.A.4b.4 (Tenure Track Appointments) "4. A primary consideration for tenure is the collegiality of the candidate."

- CAS Dean Levine suggests the following changes (in bold and blue). Words in red are suggestions from the Provost. I have both duplicated and paraphrased Dean Levine's e-mail post of 02/22/2010 here:

for Tenure review, section 6:

6. *Direct Evaluation of Instruction for On Campus and On Site* – In addition to maintaining a Teaching Portfolio as specified in the preceding section, faculty being considered for promotion and/or tenure shall be observed and peer-evaluated directly in the classroom and have personnel committee interviews of selected alumni who have taken courses from the professor.

i. Classroom Observations. The direct classroom observations will take place in the year prior to the promotion or tenure decision. At a minimum, two unannounced classroom visits are to be made by three different individuals: the College Dean **OR DESIGNEE**, a faculty peer selected by the person being evaluated, and a faculty peer selected by the College Dean **OR DESIGNEE**.

for Tenure review, II.E.8.Step 5: College-Level Review:

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The Deans of the Colleges will then consult with their College Personnel Committees and, after that, write a comprehensive evaluation of each candidate based upon the four major categories taking into consideration the faculty member's past assignments and future potential as well as tenure criteria and general considerations. The CPC may concur with the Dean of the College or, if not, they must submit a separate evaluation(s). The results of the peer evaluation of teaching and the survey of alumni become part of the portfolio at this step (see [Policy on the Evaluation of Instruction](#)).

Dean Levine notes that she usually waits until she has received comments from the CPC regarding candidates before she writes her letters. She would like to see flexibility for the dean written into the Step 5 language regarding the communication between the CPC and the Dean.

▪Library Dean Karen Clay suggests the following changes. Dean Clay's suggestions are in red, and I have copied draft changes here from Dean Clay's e-mail post of 02/22/2010:

▪Dean Clay writes: These revisions are based on the Librarians' LOA in the 2005-2007 AAP contract, and have been developed in consultation with the librarians to ensure that they reflect the full spirit of the LOA. I'm outlining the revisions in red so you can see what they are, but they should not be in red in the revised promotions and tenure handbook, because they do not constitute changes that require discussion and input from across campus; rather they are changes that ensure we remain compliant with the AAP contract.

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Original:

c. General Considerations for Promotion

Effective teaching is the most important criterion to advancement. Under no circumstances will promotion be granted to one whose principal duties include instruction unless there is clear documentation of ability and diligence in the teaching role. Consideration of all promotions will involve evaluation of instruction through review of course reaction surveys, the teaching portfolio, peer evaluation of instruction, and surveys of alumni, each conducted as specified in the Evaluation of Teaching section.

1. Advancement in rank should reflect continuing professional contribution to teaching and learning.

Revised:

c. General Considerations for Promotion

Effective teaching **or librarianship** is the most important criterion to advancement. Under no circumstances will promotion be granted to one whose principal duties include instruction unless there is clear documentation of ability and diligence in the teaching role. Consideration of all **teaching faculty** promotions will involve evaluation of instruction through review of course reaction surveys, the teaching

portfolio, peer evaluation of instruction, and surveys of alumni, each conducted as specified in the Evaluation of Teaching section.

1. Advancement in rank should reflect continuing professional contribution to teaching **or librarianship** and learning.

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Original:

2. Full Professor Promotion Review. Promotion to Professor requires the candidate to have demonstrated outstanding performance as a teacher and scholar. In addition to the degree requirements for an Associate Professor, the candidate should ordinarily:

- Have demonstrated above-average ability as a teacher.
- Be able to conduct courses for our students at all levels.
- Be able to direct research or creative work by students.
- Demonstrate solid commitment to the broad discipline.
- Demonstrate recognized professional attainment within the field of specialization involving clear external evaluation and/or recognition normally beyond the State or northwest region.
- Demonstrate a dedication to teaching and learning that assures a continuing commitment.
- Generally has about 12 to 15 years of college-level teaching experience. Exceptions: "that only in a *very rare* and *uniformly exceptional*, and *extraordinarily well-documented* case should a faculty member be consider for promotion to Professor prior to the 12th year of service." The operative words are "very rare," "uniformly exceptional," and "extraordinarily well-documented." "Uniformly exceptional" is interpreted to mean exceptional achievement in each of the four areas of review. "College-level teaching" refers to full-time teaching with complete responsibility for the courses being taught; experience as a graduate teaching assistant is not relevant. [The initial Notice of Appointment for tenure-related appointments will clearly state whether any years of teaching prior to the initial appointment at Eastern are to be included in calculating the applicability of this criterion.]

Revised:

2. Full Professor Promotion Review. Promotion to Professor requires the candidate to have demonstrated outstanding performance as a teacher **or librarian** and scholar. In addition to the degree requirements for an Associate Professor, the candidate should ordinarily:

- Have demonstrated above-average ability as a teacher **or librarian**.
- Be able to conduct courses for our students at all levels, **or be able to play an active role in the development and enhancement of library services**.
- Be able to direct research or creative work by students.
- Demonstrate solid commitment to the broad discipline.
- Demonstrate recognized professional attainment within the field of specialization involving clear external evaluation and/or recognition normally beyond the State or northwest region.
- Demonstrate a dedication to teaching **or librarianship** and learning that assures a continuing commitment.

- Generally has about 12 to 15 years of college-level teaching **or librarianship** experience. Exceptions: "that only in a *very rare* and *uniformly exceptional*, and *extraordinarily well-documented* case should a faculty member be consider for promotion to Professor prior to the 12th year of service." The operative words are "very rare," "uniformly exceptional," and "extraordinarily well-documented." "Uniformly exceptional" is interpreted to mean exceptional achievement in each of the four areas of review. "College-level teaching" refers to full-time teaching with complete responsibility for the courses being taught; experience as a graduate teaching assistant is not relevant. [The initial Notice of Appointment for tenure-related appointments will clearly state whether any years of teaching prior to the initial appointment at Eastern are to be included in calculating the applicability of this criterion.]

P. 16 –

Original:

- **Practice of Librarianship**
 - effective interaction with library users
 - positive working relationships and effective communication with other members of the University community
 - provision of access to the information in the research and instructional collections of the University and other resources
 - advancement of the University's educational and research mission through the development of instructional and research collections
 - independence and initiative in meeting the goals of the library
 - skill in attracting, training, developing and effectively supervising staff
 - formation and implementation of the Library's policies and procedures
 - commitment to professional service

Revised:

- **Practice of Librarianship**
 - effective interaction with library users
 - positive working relationships and effective communication with other members of the University community
 - provision of access to the information in the research and instructional collections of the University and other resources
 - advancement of the University's educational and research mission through the development of instructional and research collections
 - independence and initiative in meeting the goals of the library
 - **skill in anticipating and facilitating new uses of research and data in response to evolving patterns of information dissemination**
 - formation and implementation of the Library's policies and procedures
 - commitment to professional service

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Original:

3. Library Personnel Committee

- a. Composition. The Library Personnel Committee shall consist of at least five members including: two librarians, each with at least five years service, one faculty member from each major academic unit, i.e., Colleges of Education and Business, College of Arts & Sciences. Librarians shall be ineligible to serve on the Library Personnel Committee during their review year.
- b. Election. Five members of the Committee will be elected by their peers (Librarians will elect their two representatives, each College will elect its own representatives.)
- c. Terms of appointment. Members of the Library Personnel Committee shall serve for two year terms. They may be reelected.
- d. The Library Personnel Committee may ask a tenured Librarian from another University for consultation on Library Faculty evaluations.

4. **The Librarians shall request that a librarian serve on the Faculty Personnel Committee (FPC).** If a Librarian is not selected to serve on the FPC, the librarians will nominate a tenured librarian to serve in an advisory capacity.

Revised: (note: revisions below are intended to make this section analogous to college personnel committees as outlined in the EOU constitution, section II, COLLEGES.)

3. Library Personnel Committee

- a. Organization. The Library shall elect a Library Personnel Committee. The structure of the Library Personnel Committee shall be decided by the Library.
- b. Membership.
 1. Only tenured faculty may be elected to and serve on College Personnel Committees. If there are insufficient tenured librarians to sit on the committee, the Library may substitute a librarian with at least 5 years experience, or tenured faculty members from other Colleges. Faculty shall be elected to two-year terms.
 2. The Library may ask a tenured Librarian from another University for consultation on Library Faculty evaluations.
 3. No librarian shall serve on the Library Personnel Committee in a year when that individual is being considered for promotion.
 4. The Library Personnel Committee shall select its own Chair from its members.
- c. Duties and Responsibilities.
 1. The Library Personnel Committee shall review faculty personnel matters of tenure, promotion, merit, post-tenure review, continuing review, sabbatical leave, and termination. Committee decisions shall be forwarded to the Library Director and to the Faculty Personnel Committee.
 2. The Library Personnel Committee may also review such policy issues as evaluation, salary, tenure, and promotion as it deems appropriate. Recommendations shall be made to the Library Director.

4. **Remove entirely – already covered in Constitution, section V. UNIVERSITY COMMITTEES**