

CALIFORNIA UNIVERSITY

O F P E N N S Y L V A N I A

**Statement on
Tenure Policies and Procedures**

Effective _____

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CONTENTS

- I. The Meaning of Academic Tenure
- II. The Tenure Process
- III. Minimum Qualifications
- IV. Timetables
 - A. September Appointment: Due Dates
 - B. January Appointment: Due Dates
- V. Jurisdictional Responsibilities
 - A. The Candidate
 - B. The Department Chairperson and the Department Tenure Committee
 - 1. Department Tenure Committee
 - 2. Department Chairperson
 - C. Dean or Appropriate Manager
 - D. The University-Wide Tenure Committee
 - E. The President of the University
- VI. Categories
 - A. Teaching Faculty
 - B. Faculty Whose Basic Responsibilities Lie Outside of the Classroom
 - C. Faculty with Mixed Workloads
 - D. UWTC and UWPC Combined Submission
- VII. Procedural Guarantees and Affirmative Action
- VIII. Disclaimers and Disclosures
- IX. Appendices
 - A. Dossier Information
 - B₁. Supplemental Material
 - B₂. Teaching Faculty: Attestation
 - B₂. Faculty Whose Basic Responsibilities Lie Outside of the Classroom: Attestation
 - C. Teaching Faculty: UWTC Tabulation Score Sheet (Part I)
 - D. Faculty Whose Basic Responsibilities Lie Outside of the Classroom: UWTC Tabulation Score Sheet (Part I)
 - E. Teaching Faculty & Faculty Whose Basic Responsibilities Lie Outside of the Classroom: UWTC Tabulation Score Sheet (Parts II & III)

I. THE MEANING OF ACADEMIC TENURE

Tenure means faculty members may hold their appointments without removal except for just cause as set forth in Article 15 or elsewhere within the current Collective Bargaining Agreement (CBA).

II. THE TENURE PROCESS

The guidelines for the University-Wide Tenure Committee (UWTC) and the Candidate for Tenure are based on the Agreement in effect between The Association of Pennsylvania State College and University Faculties (APSCUF) and The Pennsylvania State System of Higher education (PASSHE). These guidelines are intended to elaborate on the categories and criteria and procedures provided by the CBA.

This document has been developed to ensure that candidates and all others involved in the tenure process receive the same instructions and information. The procedures were established and designed to ensure fair and equitable treatment of all applicants.

This document also describes the process of tenure for teaching faculty, faculty whose basic responsibilities lie outside of the classroom, and faculty with mixed workloads.

III. MINIMUM QUALIFICATIONS

The CBA establishes a probationary period of five (5) full academic years at the University (from the most recent date of appointment). “No FACULTY MEMBER will be granted tenure unless they have met the minimum qualifications for the rank of assistant professor as set forth in applicable laws” (CBA, 2020, para. 2).

Minimum qualifications for the award of tenure are those set forth in Act 182 for the rank of Assistant Professor:

1. Four years of full-time, college-level teaching experience, and;
2. Master’s degree plus ten hours of graduate credit.

Candidates meeting minimum qualifications may apply for tenure after four and one-half (4½) year of service.

IV. TIMETABLES*

The tenure review process occurs on an annual cycle. A candidate who fails to inform the President of an intent to apply for tenure and/or submit supporting materials by the dates stipulated in the CBA shall not be considered for tenure.

A. September Appointment: Due Dates

1. October 1 President sends correspondence to candidate, appropriate chairperson, and UWTC indicating that probationary period is ending, and that applicant must apply for tenure to continue employment.
2. December 31 Candidate sends correspondence to the President and appropriate

department chairperson indicating an intent on applying for tenure. Candidate's letter to the President shall include a statement of the reason why the faculty member believes tenure should be granted. If a fifth-year probationary candidate fails to apply for tenure, the sixth year of employment shall be a terminal year. The Department's Tenure Committee will notify their candidates of the Department's deadline for dossier submission.

3. February 15 Department chairperson ensures candidate's dossier is delivered to the Dean or Appropriate Manager. Department chairperson and department tenure committee recommendations should be sent to the Dean or Appropriate Manager.
4. March 8 The Dean or Appropriate Manager will deliver the Dean/Manager recommendation along with supporting materials to the UWTC.
5. April 21 UWTC completes review of candidates and forwards recommendations to the President.
6. May 31 President or President's designee informs candidate of tenure decision.

B. January Appointment: Due Dates

1. February 1 President sends correspondence to candidate, appropriate chairperson, and UWTC indicating that probationary period is ending, and that applicant must apply for tenure to continue employment
2. May 1 Candidate sends correspondence to the President and appropriate department chairperson indicating an intent on applying for tenure. Candidate's letter to the President shall include a statement of the reason why the faculty member should be granted tenure. If a fifth-year probationary candidate fails to apply for tenure, the sixth year of employment shall be a terminal year. The Department's Tenure Committee will notify their candidates of the Department's deadline for dossier submission.
3. October 1 Department chairperson ensures candidate's dossier is delivered to the Dean or Appropriate Manager. Department chairperson and department tenure committee recommendations should be sent to the Dean or Appropriate Manager who will have them placed in the candidate's dossier.
4. October 21 The Dean or Appropriate Manager will deliver the Dean/Manager recommendation along with supporting materials to the UWTC.
5. November 21 UWTC completes review of candidates and forwards recommendations to the President.

6. December 31 President or the President's designee informs candidate of tenure decision.

*If any of the above dates fall on a weekend or holiday, the material is due on the next full workday.

V. JURISDICTIONAL RESPONSIBILITIES

A. THE CANDIDATE

1. While it is the responsibility of the University-Wide Tenure Committee to clarify and make known to the university community at-large the current laws and procedures governing tenure, it remains at the same time the responsibility of the candidate to inform himself/herself of these laws and procedures. A failure to meet the duties and responsibilities as stated in the Collective Bargaining Agreement shall preclude consideration for tenure.
2. The candidate shall initiate the tenure procedure by obtaining such forms and written instructions designed for administering the tenure system from the Chairperson of the University-Wide Tenure Committee and by submitting an application and supporting materials to the relevant Department Chairperson by the deadline in the Collective Bargaining Agreement. The Department Chairperson shall then immediately notify the Department Tenure Committee.
3. A candidate who chooses to exercise the right of self-representation, to come before the University-Wide Tenure Committee and speak, shall be given the opportunity to do so.
4. The candidate shall bear all the responsibility of accurately portraying all the information the candidate offered in support of tenure, and shall be prepared to clarify or substantiate any of the items submitted, if so requested by the Dean or Appropriate Manager, Department Chairperson, the Department Tenure Committee, the University-Wide Tenure Committee (including any Special Sub-Committees), or the President of the University.
5. The candidate will provide the University-Wide Tenure Committee only with probationary period artifacts/evidence. Outdated documentation will not be considered. The candidate may provide artifacts/evidence from previous colleges/universities for years recommended by the Department and approved by the President (see 6. below).

6. If recommended by the Department, the candidate may request that the President approve credit for prior years of service as outlined in the Collective Bargaining Agreement.

B. THE DEPARTMENT CHAIRPERSON AND THE DEPARTMENT TENURE COMMITTEE

The Department Chairperson and the Department Tenure Committee play an important role in the evaluation of a candidate's teaching proficiency, and it is therefore their responsibility to continually seek and use methods and techniques of evaluation that are as fair, unbiased, and as objective as possible.

As the departmental recommendations measurably affect the candidate's recommendation for tenure by the University-Wide Tenure Committee, the Department Chairperson and the Department Tenure Committee should render their recommendations only after a thorough examination of those factors which pertain to the candidate's fulfillment of all the categories in the Collective Bargaining Agreement, specifically effective teaching, scholarly growth and professional development, and service to the University and/or the community. The Department Chairperson and the Department Tenure Committee should therefore focus upon the use of evaluation techniques and evidence which will demonstrate the applicant's teaching abilities accurately.

If a department determines to assign significance to a specific piece of evidence, this matter must be related to an evaluative Category. The Department Committee shall establish an order of importance among the Categories used and this order shall be clearly stated and substantiated.

If a Department Chairperson or a Department Tenure Committee does not submit a recommendation by the deadline in the Collective Bargaining Agreement, the applicant's dossier may still be submitted to the University-Wide Tenure Committee by the applicable deadline.

1. DEPARTMENT TENURE COMMITTEE

The governing rules and responsibilities of the Department Tenure Committee shall include, but not be limited to, the following:

- a. *The Department's regular, full-time faculty shall meet early in the fall semester and, by October 1 through democratic elections elect a Department Tenure Committee consisting of no fewer than three tenured faculty members. In the event that an insufficient number of tenured faculty members remain to form a department committee, the procedure identified in Article 12, Section C, 1, a of the Collective Bargaining Agreement shall be utilized to form a department committee.*
- b. *The Department Chairperson shall not be a member of the committee.*
- c. *No faculty members shall serve on department tenure committees when they or a member of their immediate family or a person sharing residence with them are applicants for tenure. Immediate family is defined as spouse/domestic partner, child, stepchild, parent, brother, sister, stepparent, parent-in-law, brother-in-law, or sister-in-law.*
- d. *The department committee will establish the deadline for dossier submission to the department and notify the candidate(s) of this deadline. The department committee will review all of the evidence available and shall submit a detailed recommendation for each applicant in writing to the Dean or Appropriate Manager. This recommendation is to contain specific references to the evidence considered by the committee on the basis of which the recommendation was made.*
- e. *Before the department committee makes its recommendations the candidate for tenure shall be advised by the department committee of the right to appear before the committee in person.*
- f. *The department committee will inform all candidates of the recommendation of the committee. It shall be the further responsibility of the committee to provide the candidate with the reasons for the recommendations.*
- g. *The department committee shall be responsible for the authentication of all documents in the application.*

h. The Department Chairperson and the Department Tenure Committee shall comply with and be bound by the Guarantees and Equal Employment obligations, as stated in VII. PROCEDURAL GUARANTEES AND AFFIRMATIVE ACTION of this STATEMENT ON TENURE POLICIES AND PROCEDURES.

2. DEPARTMENT CHAIRPERSON

The governing rules and responsibilities of the Department Chairperson shall include, but need not be limited to, the following:

a. Conduct the election of the Department Tenure Committee.

b. Convene the first meeting of the Department Tenure Committee and conduct the election of a Committee chairperson.

c. Receive the supporting documentation from department faculty members applying for tenure and immediately notify the Department Committee.

d. Review all of the evidence available and make a recommendation to the University-Wide Committee. This recommendation shall contain specific references to the evidence considered by the Department Chairperson on the basis of which the recommendation is made.

e. Before the Department Chairperson makes a recommendation, the candidate for tenure shall be advised of the right to meet with the department chairperson in person.

f. The Department Chairperson shall inform all candidates of recommendations made. It shall further be the responsibility of the Department Chairperson to provide the candidates with the reasons for the recommendations.

g. The Department Chairperson shall submit the full list provided by the department committee, together with the Chairperson's recommendation, in writing, with respect to each applicant, to the Dean or Appropriate Manager, and a copy of the full list shall be forwarded to the President. If the Department Chairperson fails to submit a recommendation to the Dean or Appropriate Manager by the appropriate date, the applicant may submit the application and the supporting material directly to the Dean or Appropriate Manager.

h. Department chairpersons cannot evaluate their own applications for tenure, nor can they evaluate any tenure applications when the applicants are immediate family members or persons sharing residence with them. Immediate family is defined as spouse/domestic partner,

child, stepchild, parent, stepparent, parent-in-law, brother, sister, brother-in-law, or sister-in-law. A department chairperson shall also not be permitted to participate in the review of any applications if the applicant is an immediate family member or a person sharing residence with the Chairperson. The department shall select another faculty member in the department acceptable to the department and management to substitute for the department chairperson.

i. The Department Chairperson and the Department Tenure Committee shall comply with and be bound by the Guarantees and Equal Employment obligation, as stated in VII. PROCEDURAL GUARANTEES AND AFFIRMATIVE ACTION of this STATEMENT ON TENURE POLICIES AND PROCEDURES.

C. DEAN OR APPROPRIATE MANAGER

The Dean or Appropriate Manager will submit a recommendation along with the application and supporting materials to the University-Wide Tenure Committee following the applicable schedules on pages 3-4.

D. THE UNIVERSITY-WIDE TENURE COMMITTEE

During the process of evaluating and recommending candidates for tenure, the University-Wide Tenure Committee, being the largest and most diversified participating body, represents a discriminating and therefore highly valuable element in this procedure. It is the responsibility of this committee to ensure that each candidate for tenure be treated as fairly as possible, and in accordance with the regulations set forth in the Collective Bargaining Agreement, and the Guidelines submitted by the State Committee on Tenure. In view of the importance of these mandates, the following governing rules shall prevail:

1. Before the start of the Fall Semester, the APSCUF Executive Committee shall implement a campus-wide nominating process for that year's vacancies in which all tenured members of the bargaining unit will be eligible.
2. Membership on the University-Wide Tenure Committee is a 2-year term of office with the members having a staggered term of office.
3. After nominations are completed, a campus-wide election shall be held for the establishment of a University-Wide Tenure Committee (UWTC) whose membership will consist of ten (10) tenured faculty members, with up to three (3) alternates elected; however, in the event that fewer than 10 tenured faculty members shall have been elected, then the committee may function with no less than five members. No more than one member from the same Program can serve on the UWTC at the same time. All regular faculty can vote.

4. Any current member of the University-Wide Tenure Committee shall be eligible for election to office.
5. The University-Wide Tenure Committee, through democratic elections and for a one (1) year term, shall elect from its membership the following officers:
 - a. *CHAIRPERSON*
 - b. *SECRETARY*
6. The committee shall oversee the publication and distribution to all members of the bargaining unit of the approved statement of tenure policies and any subsequently adopted implementation procedures.
7. No faculty member shall participate or serve on a departmental or University-Wide Tenure Committee when a candidate or when a member of the immediate family is a candidate.
8. The President or the President's designee will supply a list of candidates available for tenure to the University-Wide Tenure Committee Chair.
9. The University-Wide Tenure Committee shall review all tenure candidate dossiers and submit its recommendations for tenure to the President. The University-Wide Tenure Committee shall notify all candidates of their standing.
10. Before the University-Wide Tenure Committee makes its recommendations, the candidate for tenure shall be advised by the committee of the right to appear before the committee.
11. At the President's request, the recommendations given to him/her will be supported in sufficient detail to enable him/her to know the grounds upon which the committee reached its conclusion in each case.
12. Recommendations for tenure which come to the University-Wide Tenure Committee from the Dean or Appropriate Manager, the Department Chairperson, and Departmental Tenure Committee, shall be based on the known categories and specifically identified evidence. The University-Wide Tenure Committee shall then forward the full list, together with its recommendations, to the President or the President's designee.

13. University-Wide Tenure Committee members shall be personally responsible for:
- a. *Treating all information with confidentiality.*
 - b. *Attending all official University-Wide Tenure Committee meetings.*
 - c. *Evaluating each candidate's material using the applicable tabulation score sheets.*
 - d. *Attending all the oral hearings of each candidate.*
 - e. *Voting for each candidate by secret ballot.*
 - f. *No University-Wide Tenure Committee member shall be allowed to vote for a candidate without having reviewed the candidate's dossier.*
 - g. *Information, testimony, or other evidence, apart from that supplied by the applicant, the Dean or Appropriate Manager, the Department Chairperson or the Department Committee, may be considered by the committee, but will not be entertained unless submitted at the request of the University-Wide Tenure Committee. In the event information, testimony, or other evidence, apart from that supplied by the applicant, is considered, the candidate shall be provided with a copy of all such information, testimony, or other evidence, and shall be provided with an opportunity to respond in writing prior to the committee's recommendation.*
 - h. *The University-Wide Tenure Committee may ask for clarification if they have questions on the recommendations made by the Dean or Appropriate Manager, the Department Chairperson and/or Department Committee. The University-Wide Tenure Committee may then evaluate the Dean or Appropriate Manager's, the Department Chairperson's and/or Department Committee's recommendations and make its own evaluation.*

E. THE PRESIDENT OF THE UNIVERSITY

The President of the University or the President's designee is the final recipient of the evaluations from the Dean or Appropriate Manager, the Department Chairperson, the Department Tenure Committee, and the University-Wide Tenure Committee. Once tenure recommendations are made, the President or the President's designee may assume that a valid screening and evaluation process has been made by the University-Wide Tenure Committee.

In the event that the President or the President's designee rejects a recommendation of the University-Wide Tenure Committee the UWTC committee chair can make a written request that the reasons for the denial be provided to the committee.

Tenure granted by the President will be effective the beginning of the next academic term in accordance with the CBA.

The President of the University shall be bound by the Guarantees and Equal Employment obligations, as stated in VII. PROCEDURAL GUARANTEES AND AFFIRMATIVE ACTION of this STATEMENT ON TENURE POLICES AND PROCEDURES.

VI. CATEGORIES

The evaluation categories which are to be used to review a candidate's application are established in the Collective Bargaining Agreement and reflected in the Tabulation Score Sheets. Similarly, the Collective Bargaining Agreement lists some examples of data upon which judgements can be made of the candidate's performance relative to the given categories to be evaluated. When evaluating the data, the evaluators should give greater weight to the quality of performance reflected in the data, than to the quantity of data.

The candidate shall provide the University-Wide Tenure Committee with a dossier that is organized in the same order as the applicable Tabulation Score Sheet(s). The candidate may choose to submit a printed version of the dossier or an electronic version of the dossier. The printed version of the dossier may consist of up to three binders, not to exceed 300 pages total (excluding student evaluations). Student evaluations may be included with the teaching materials or submitted in a separate (4th) binder. The electronic version of the dossier must use the UWTC approved format, including the limitation of 300 pages total (excluding student evaluations).

Artifacts/evidence included in the dossier provided to the University-Wide Tenure Committee will only include material from the probationary period. Outdated documentation will not be considered. The candidate may provide artifacts/evidence from previous colleges/universities (if applicable) only within the number of years specified under Minimum Qualifications (Section III) and for years of prior service approved for consideration by the Department and the President.

A. Teaching Faculty: Teaching effectiveness is the most important category for a tenure judgment.

Additional categories may be adopted by any evaluating body subject to the prior approval of the University-Wide Tenure Committee, Local Meet and Discuss, and State Meet and Discuss.

B. Faculty Whose Basic Responsibilities Lie Outside of the Classroom: When evaluating the dossiers of faculty whose basic responsibilities lie outside of the classroom, the categories to be considered are different. For these faculty, instead of evaluating effective teaching, the applicants shall be evaluated based on the quality of their fulfillment of the duties and responsibilities of their positions. For these faculty, “the duties and responsibilities of the position” is the most important category for a tenure judgment. All job descriptions relevant to the review period for tenure will be provided for faculty whose basic responsibilities lie outside of the classroom to assist the committee in evaluating their performance.

C. Faculty with Mixed Workloads: Candidates with a mixed workload (any number of assigned WKE credits) should include 2 sections in their first binder: Part I of the Tabulation Score Sheet for teaching faculty and Part I of the Tabulation Score Sheet for faculty whose basic responsibilities lie outside of the classroom. The candidate submits only one Continuing Scholarly Growth and Professional Development binder and one Contributions to the University and/or Community binder to the University-Wide Tenure Committee. The candidate *must* indicate the percentage of the workload dedicated to teaching and responsibilities outside of the classroom.

D. UWTC and UWPC Combined Submission: Candidates may apply concurrently for tenure and promotion and follow applicable Tabulation Score Sheet(s). In addition, candidates shall provide a separate section at the beginning of Part I that includes UWTC Supplemental Materials (see Appendix B₁).

VII. PROCEDURAL GUARANTEES AND AFFIRMATIVE ACTION

It shall be the responsibility of each evaluating body to apply equal and corresponding consideration in all matters of judgment and treatment, to all faculty candidates.

The candidate shall have the right of free access to copies of all documents reviewed by the Dean or Appropriate Manager, Department Chairperson, Department Tenure Committee, and/or the University-Wide Tenure Committee (including the Special Sub-Committees), along with a log of sources of information considered by each committee.

Your right to grieve a final tenure decision is addressed in Article 5 of the CBA.

California University of Pennsylvania recognizes its statutory, contractual, and moral obligations to advance equal employment opportunity through Affirmative Action and has instituted procedures to ensure that these commitments are fulfilled to the maximum feasible extent at each level of the Academic and Administrative Tenure

Process. Any concerns or problems at any level of the process shall be reported to the University's Special Assistant for Equal Employment and Educational Opportunity (EEEE) for guidance or investigation as needed. The sharing of procedures employed, recommendations made, and supporting data used at each level of the process with the campus affirmative action officer is necessary so that he or she may provide rapid, informed feedback to the decisions making bodies and individuals concerning any perceived areas of difficulty.

VIII. DISCLAIMERS AND DISCLOSURES

It has been the constant intent, throughout this Statement on Tenure Policies and Procedures, to provide a corporality of both the spirit and letter of tenure regulations, as set forth in the Collective Bargaining Agreement (CBA). Although every effort has been made to equitably represent each participating body in the tenure proceedings, this statement shall not be regarded as a permanent and rigid document.

It becomes then, the ethical responsibility and prerogative of each party to continually seek (within its jurisdiction) those reforms and changes necessary to consistently provide this document with the most thorough, equitable, efficient, contemporary, and meaningful tenure evaluation means and methods.

This statement is intended to elaborate on the categories, criteria, and procedures provided by the current CBA as outlined for performance review and evaluation of faculty and procedures for granting tenure. Changes in the CBA may result in modification of its contents.

This statement was prepared by the University-Wide Tenure Committee and approved by the University Meet and Discuss Committee. ⁽³⁾ This policy cannot be modified or changed in any way without approval of those modifications or changes at local and state meet and discuss. ⁽⁴⁾

APPENDIX A

DOSSIER INFORMATION

1. Dossier may be submitted in an electronic or hard (paper) copy format
2. Dossier is separated into 3-main sections
 - a. Part I
 - b. Part II
 - c. Part III
3. General dossier considerations:
 - a. Size: 3-inch binders (max)
 - b. Label:
 - i. Binder spines with Last Name and Binder Number (1, 2, 3)
 - ii. Binder covers with Full Name and UWTC Binder Number (e.g. 1 of 3, 2 of 3, 3 of 3)
 - c. Dividers: used to separate sections within binders
 - d. Begin first binder with the requested UWTC Supplemental Materials (Appendices B₁ and B₂)
 - e. Organize the remaining dossier in the same order as the applicable Tabulation Score Sheets (Appendices C, D, and E).
 - f. Begin the subsections of Parts I, II, and III with a brief summary of your supporting documentation/artifacts.
4. Please provide the University-Wide Tenure Committee only with probationary period artifacts/evidence. Outdated documentation will not be considered. The candidate may provide artifacts/evidence from previous colleges/universities (if applicable) only within the number of years specified under Minimum Qualifications (Section III).
5. Please make sure your chairperson has completed Appendix B₁ and B₂.
6. If you have a mixed workload, then your first binder should include 2 sections, Part I of the Tabulation Score Sheet for teaching faculty and Part I of the Tabulation Score Sheet for faculty whose basic responsibilities lie outside of the classroom. Also indicate the percentage of workload dedicated to teaching and responsibilities outside of the classroom. You may submit only one section of Part II and one section of Part III in the remainder of your dossier.
7. A printed dossier may consist of up to three binders, not to exceed 300 pages total (excluding student evaluations). Student evaluations may be included with the teaching materials or submitted in a separate (fourth) binder.

8. Department chairperson ensures candidate's dossier is delivered to the Dean or Appropriate Manager along with the chairperson and department tenure committee recommendations.
9. If you desire to submit an electronic dossier, please contact the UWTC Chair to determine the accepted electronic format. Applicants submitting electronic dossiers must notify their department chair and the department tenure committee. Electronic dossiers are not to exceed 300 pages total (excluding student evaluations).
10. If you have any questions, please do not hesitate to contact any member of the University-Wide Tenure Committee. See current listing of the UWTC members on the UWTC website.

APPENDIX B₁

UWTC SUPPLEMENTAL MATERIAL

Included the following UWTC supplemental material at the beginning of the first binder:

- | | Yes | No |
|---|-----|-----|
| 1. A copy of the President's letter indicating that the candidate is eligible for tenure. | [] | [] |
| 2. A copy of the candidate's letter to the President requesting tenure. | [] | [] |
| 3. Letter of recommendation/non-recommendation from Departmental Chairperson. | [] | [] |
| 4. Letter of recommendation/non-recommendation from Departmental Tenure Committee. | [] | [] |
| 5. Letter of recommendation/non-recommendation from Dean or Appropriate Manager. | [] | [] |
| 6. A copy of the candidate's letter of appointment. | [] | [] |
| 7. A copy of the candidate's official job description, as advertised. | [] | [] |
| 8. A current copy of the candidate's curriculum vitae. | [] | [] |

APPENDIX B₂

TEACHING FACULTY: ATTESTATION

Candidates shall take this form to their Department Chairpersons and have them return the completed form to the candidates for inclusion in the tenure dossier.

As chairperson of the department of _____ I hereby certify that
_____ meets the following requirements.
(candidate's name)

	Yes	No
Preparation and meeting of classes.	_____	_____
Academic advisement of students.	_____	_____
Holding office hours at least five (5) hours per week on no fewer than three (3) different days of the week.	_____	_____
Fair evaluation of students and prompt reporting on student achievement.	_____	_____
Participation in group deliberations which contribute to the growth and development of the students and the University.	_____	_____
Acceptance of those reasonable duties assigned within the fields of competence.	_____	_____
Attempt honestly in good conscience to preserve and defend the goals of the University without being restricted in the right to advocate change.	_____	_____
Demonstrates a professional and collegial attitude.	_____	_____
Communicates ideas and recommendations effectively.	_____	_____

Department Chairperson

Date

If you do not certify a candidate in a particular category, please submit a written explanation. If, after receiving the form from the Chairperson, the candidate disagrees with the Chairperson's assessment, the candidate should provide sufficient documentation to allow the Committee to make an objective decision.

APPENDIX B₂

**FACULTY WHOSE BASIC RESPONSIBILITIES
LIE OUTSIDE OF THE CLASSROOM: ATTESTATION**

Candidates shall take this form to their Department Chairpersons and have them return the completed form to the candidates for inclusion in the tenure dossier.

As chair of the department of _____, I hereby certify that

_____ meets the following requirements.
(candidate's name)

	Yes	No
Performs ancillary duties effectively	_____	_____
Makes decisions rationally, fairly, and promptly.	_____	_____
Accepts responsibility and is helpful and cooperative with staff.	_____	_____
Prompt and defensible in use of scheduled work hours.	_____	_____
Participation in group deliberations which contribute to the growth and development of the students and the University.	_____	_____
Attempt honestly in good conscience to preserve and defend the goals of the University without being restricted in the right to advocate change.	_____	_____
Demonstrates a professional and collegial attitude.	_____	_____
Communicates ideas and recommendations effectively.	_____	_____

Department Chairperson

Date

If you do not certify a candidate in a particular category, please submit a written explanation. If, after receiving the form from the Chairperson, the candidate disagrees with the Chairperson's assessment, the candidate should provide sufficient documentation to allow the Committee to make an objective decision.

APPENDIX C

**TEACHING FACULTY
UWTC – TABULATION SCORE SHEET**

The following is the required arrangement for each applicant’s dossier. Consider summarizing each of the following at the beginning of each section, followed by supporting documentation/artifacts. Note that the range of scores in each section are intended only as guidelines.⁽⁴⁾

PART I: EFFECTIVE TEACHING AND FULFILLMENT OF PROFESSIONAL RESPONSIBILITIES

	<u>Scores</u>
1. Student evaluations _____	0-5
2. Quality of course syllabi prepared by candidate _____	0-3
3. Reports of classroom visitations and peer evaluations _____	0-3
4. Quality of course examinations and major assignments _____	0-3
5. Effectively incorporates instructional technology in student learning _____	0-3
6. Develops new, scholarly, or practical proposals as a result of systematic investigation. Includes development of a course or program that is based upon original concepts that add new direction to the program or department (provide documentation of scholarly research in the development, implementation, and evaluation of the course or program) _____	0-4
7. Analyzes and revises existing programs and services to meet changing university goals _____	0-3
8. Encourages student engagement in discipline-specific activities (e.g. participation in student research or student attendance at professional conferences) _____	0-3
9. Keeps current with discipline-specific teaching theory and practice _____	0-3
10. See NOTE 1	

APPENDIX D

**FACULTY WHOSE BASIC RESPONSIBILITIES
LIE OUTSIDE OF THE CLASSROOM
UWTC – TABULATION SCORE SHEET**

The following is the required arrangement for each applicant’s dossier. Consider summarizing each of the following at the beginning of each section, followed by supporting documentation/artifacts. Note that the range of scores in each section are intended only as guidelines.⁽⁴⁾

**PART I: EFFECTIVENESS OF THE DUTIES OF THE POSITION AND
FULFILLMENT OF THE PROFESSIONAL RESPONSIBILITIES**

	<u>Scores</u>
1. Supervisor’s evaluations _____	0-4
2. Peer evaluation _____	0-4
3. Performs responsibilities as defined in the job description promptly, efficiently, and effectively _____	0-15
4. Communicates ideas and recommendations effectively _____	0-3
5. Develops new, scholarly, or practical proposals as a result of systematic investigation (Provide documentation of scholarly research in the development, implementation and evaluation of the proposal) _____	0-2
6. Analyzes and revises existing programs and services to meet changing university goals _____	0-2
7. See NOTE 1	

APPENDIX E

**TEACHING FACULTY & FACULTY WHOSE
BASIC RESPONSIBILITIES LIE OUTSIDE OF THE CLASSROOM
UWTC – TABULATION SCORE SHEET**

**PART II: CONTINUING SCHOLARLY GROWTH & PROFESSIONAL
DEVELOPMENT**

		<u>Scores</u>
1. Attendance at workshops, institutes, or short courses related to the discipline and professionally recognized	_____	0-1
2. Planning/organization of professionally recognized workshops, institutes, short courses, presentations, performances, or exhibits that enhance professional development. This includes supporting scholarly growth of ones' peers.	_____	0-2
3. Publications, performances, and exhibits. Rated by a hierarchy of the number and quality of the outlets used.	_____	0-2
4. Invited papers, presentations, exhibits, performances, panel discussions, and juried shows. Rated by a hierarchy of the number and degree of professional importance.	_____	0-2
5. Testimony of experts in the discipline or related discipline, including honors, awards, and/or letters of recommendation.	_____	0-2
6. Professional consultant activities, including competitive grant projects demonstrating professional expertise and skills in the discipline. Rated by a hierarchy of the number and degree of professional importance.	_____	0-1
7. The terminal degree in the discipline (submit all transcripts)	_____	0 or 2
8. Dynamic participation as an office holder, presentation reviewer for professional events, service as an editor or manuscript reviewer for professional organizations related to the discipline.	_____	0-2
9. Graduate work beyond the terminal degree related to the discipline.	_____	0-1
10. See NOTE 1		

PART III: CONTRIBUTIONS TO THE UNIVERSITY AND/OR COMMUNITY

	<u>Scores</u>
1. Significant contribution to university committees and self-governance.	_____ 0-3
2. Special individual assignments.	_____ 0-3
3. Significant contribution to departmental committees.	_____ 0-2
4. Significant contribution to any student organizations or related student activities.	_____ 0-2
5. Development of proposals which benefit the university, including lectures and consultations at the university	_____ 0-3
6. Participation in community work in a professional/personal capacity.	_____ 0-2
7. See NOTE 1	

NOTE 1:

In addition, other categories used to evaluate the applicants are found in the Collective Bargaining Agreement (CBA), Article 12, the entire Section B. 1, 2, 3. These categories shall serve as the uniform system-wide basis for the evaluation of FACULTY MEMBERS at each UNIVERSITY. Evidence relevant to any of the items listed in the three categories found in the CBA should be submitted using the exact numbering system used in the CBA in the appropriate part of your dossier.