

Eastern Washington University
College of Arts, Letters, and Education
Policies and Procedures

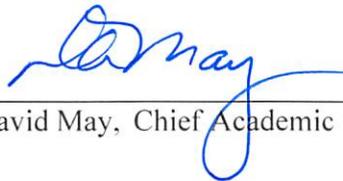
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April 21, 2020

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SECTION 1

1.1 PREAMBLE

The purpose of this document is to provide direction and guidance to the College of Arts, Letters, and Education (CALE) and its various departments and programs with regard to the policies and procedures critical to the college's operations.

The College Policies and Procedures (CPP) have been developed specifically for the college, and they conform and are subordinate to Eastern Washington University Policies and Procedures and the EWU/UFE Collective Bargaining Agreement (CBA).

Upon approval by the voting college faculty, the college's Dean, and the Chief Academic Officer, this document will take effect and be distributed to all faculty and staff in the college. Also, these policies and procedures will in turn serve as the basis for departmental policies and procedures (DPP) documents.

The original CPP will be kept in the Dean's Office and on the college website. Each person formally involved in the hiring and promotion process will be sent the link to the college website; all new faculty members shall be sent the link to the college website by the first day of appointment.

The CPP will be revisited and revised when the current CBA (2019-2022) expires and a new CBA is renegotiated and ratified by the UFE membership and the EWU Board of Trustees. This document may also be revised to reflect changes in university policies and/or departments and programs or university-level alterations.

1.2 MISSION

The College of Arts, Letters, and Education integrates discovery, creativity, personal reflection, and professional exploration to encourage holistic development of the mind, body, and spirit.

CALE achieves this mission by

- providing opportunities for creativity, intellectual development, and professional training;
- supporting research and innovation, collaboration, and life-long learning;
- immersing students in the humanities and human development;
- engaging in interdisciplinary conversations, local and global relationships, and critical thinking; and
- building an appreciation for the arts and world cultures.

1.3 VISION

- The College of Arts, Letters, and Education is the heart of EWU. We envision a future of leaders, innovators, and creators who elevate the human experience and change the world for the better.

1.4 VALUES

The College of Arts, Letters, and Education is dedicated to the following key values:

- collaboration among all,
- development and wellness of the whole person,
- local and global engagement,
- scholarly excellence, and
- social responsibility.

SECTION 2

2.1 COLLEGE ORGANIZATION

The college includes six departments: Art, Education, English, Modern Languages and Literatures, Music, and Theatre and Film.

2.2 DEPARTMENT POLICY AND PROCEDURES (DPP)

Each department maintains a set of policies and procedures consistent with the CPP and the CBA. Department Policies and Procedures shall be consistent with and supportive of the university and college missions and will follow the same order as the CPP. Appendix C specifies elements for inclusion.

2.3 ROLE OF THE DEPARTMENT CHAIR

The Chair is expected to represent the department to the college and university and also to represent the college and university to the department, as well as to actively support the mission, vision, and values of the institution and to manage the human and fiscal resources of the department in order to maximize the department's ability to contribute to student success. The Chair is also expected to provide department leadership for achieving excellence in instruction and scholarship, as well as equity and due process in department decision-making. The Chair's line of administrative operation is through the Dean, although working directly with other Deans, Chairs, program directors and coordinators, may also be appropriate.

2.4 STANDING COLLEGE COMMITTEES

2.4.1 COLLEGE PERSONNEL COMMITTEE (CPC)

The primary purpose of the CPC is to review college promotion and tenure files and provide a recommendation to the Dean regarding promotion and tenure.

MEMBERSHIP AND TERMS

The College Personnel Committee (CPC) shall ideally represent all departments in the college. College members who apply for tenure or promotion may not serve on the CPC. Membership on the CPC will be for three years, with two members being replaced each academic year. A CPC member on professional leave during the third year of the term shall withdraw from the committee, thus completing the appointment. A CPC member on professional leave during the second year of the term will give way to an interim before returning to serve a third and final year.

ELECTION PROCEDURES

The Dean's Office will collect the names of tenured faculty who are willing to serve by the end of the third week of the fall quarter. Faculty can nominate themselves or others and are invited to offer a statement of qualifications that will be distributed by the Dean's Office. The election itself will be conducted by the end of the fourth week of the fall quarter, and the results, with exception of the names of those elected, will be confidential. Eligibility to vote in electing the CPC is limited to faculty members whose activity falls under the purview of the CPC. This includes tenured, tenure-track, lecturers and senior lecturers.

PROMOTION AND TENURE REVIEW

The CPC committee shall review the recommendations after the preliminary review by any subcommittees and forward a recommendation from the entire committee. The responsibilities of the CPC include:

- the CPC shall elect a Chair, establish membership in the Associate and Professor subcommittees, if applicable, and schedule meeting dates;
- committee members shall read the files of all assigned candidates and make an independent assessment of whether the candidate has fulfilled the requirements of the FAP in each category;
- the CPC shall meet after all the members have finished evaluating the candidates and will attempt to reach a consensus on each individual candidate;
- when deliberations are complete, the committee shall report its recommendation in a statement that articulates whether the candidate fulfilled each aspect of the FAP, and prepare the materials to be forwarded to the Dean.

2.4.2 DEPARTMENT PERSONNEL COMMITTEE (DPC)

MEMBERSHIP AND TERMS

The primary purpose of the Department Personnel Committee is to review department faculty evaluation, promotion, and tenure files, provide recommendations to the Dean regarding faculty progress toward FAP

requirements for promotion and tenure, and to review initial and subsequent FAPs submitted by faculty. DPCs should be chosen by the third week of the fall quarter of each academic year. Membership on the DPC will be for three years, with terms of committee members overlapping if possible. A DPC member on professional leave during the third year of the term shall withdraw from the committee, thus completing the appointment. A DPC member on professional leave during the second year of the term will give way to an interim before returning to serve the third and final year.

ELECTION PROCEDURES

DPPs shall specify DPC election procedures. Names of faculty elected to the DPC must be submitted to the Dean's Office by the end of the fourth week of fall quarter.

EVALUATION, PROMOTION AND TENURE REVIEW

It is the responsibility of the DPC to

- engage in open, frequent, and candid communications with the faculty member in a manner that will assist in the preparation of a complete and accurate evaluation or promotion file;
- ensure that the faculty provide all the material that the file requires and that accomplishments are in the appropriate areas;
- ask the faculty member for supporting material whenever clarification is warranted;
- provide information about the range (national, regional, local) and stature of the faculty's scholarly or creative work;
- write letters of evaluation that explain how well the candidate has fulfilled the faculty activity plan.

Committee members should abstain from a recommendation only in *very unusual* circumstances such as conflict of interest or nepotism.

2.4.3 COLLEGE ASSESSMENT COMMITTEE (CAC)

The College Assessment Committee (CAC) shall consist of one faculty member from each department and may include others with special expertise. A Chair and a note taker will be established each academic year. The responsibilities of the CAC will be in accordance with the EWU University Assessment Plan.

2.5 ADVISORY BOARDS

The college currently does not have any advisory boards. If college advisory boards are created during the period of this CPP, they will follow applicable university guidelines, policies, and procedures.

SECTION 3

3.1 COLLEGE GOVERNANCE

The college aims to 1) promote transparency about important college matters with faculty and with EWU administration, 2) involve faculty in decision-making processes, and 3) involve faculty in the college's strategic priorities.

3.2 PROCEDURE FOR VOTING

College voting and elections shall be conducted through a confidential process that ensures anonymity.

3.3 PROCEDURE FOR REVISIONS TO COLLEGE POLICIES AND PROCEDURES

For any substantive changes to the CPP, a CPP committee will be comprised of one regular faculty member (tenured or tenure-track) per department who is selected by the department Chair. In cases in which a Chair does not or cannot make an assignment, the Dean will request a volunteer from the faculty for that department. The CPP committee will be responsible for drafting revisions to this document and making a recommendation to the Dean about changes that need to be made. A new draft will be ratified by a simple majority vote by the faculty, and the subsequent approval of the Dean and Chief Academic Officer. The revised version of the CPP will be posted on the college website and the Dean's office will share the link to college website with all the college faculty and staff.

3.4 PROCEDURE FOR REVISIONS TO DEPARTMENT POLICIES AND PROCEDURES

Modifications of the DPP will require approval of its faculty as indicated by a majority vote following a thorough review of proposed changes. Changes to the DPP should not occur more than once a year. All departmental faculty will be notified immediately in writing each time change is made.

3.5 PROCEDURE FOR THE CONFERRING OF EMERITUS STATUS

Emeritus status may be awarded to a Full Professor who has fully retired and meets the following criteria:

- a record of excellence in teaching, service, and research while at the university;
- significant contributions to the functioning of the department, college, or university; and
- the respect of colleagues and students with whom the candidate worked.

Departmental requirements for emeritus status shall be included in DPPs and shall require a majority vote of the tenured and tenure-track faculty in the department and the concurrence of the Dean and approval by the Provost and President.

3.6 PROCEDURE FOR FACULTY DEVELOPMENT FUNDS

Professional development funds are distributed to departments shortly after the beginning of the fiscal year by the Dean's Office. The DPP may stipulate a plan for the distribution of any unused professional development funds by the end of the fiscal year. Unspent professional development funds lapse on June 30 of each year and are allocated for faculty professional development and should not be spent for other departmental needs.

3.7 PROCEDURE FOR OVERLOAD REQUESTS

Overload includes work at EWU; work outside of Eastern is covered by University Policy 901-01, Ethical Standards. The following policy governs overload within CALE:

- faculty cannot be compensated for work performed at EWU while on paid professional leave;
- departments/programs should submit memos requesting overloads in a timely manner; and
- department Chairs will forward overload requests to the Dean, who will then forward any approved requests to the Chief Academic Officer for final action.

3.8 PROCEDURE FOR WORKLOAD CREDIT EQUIVALENCIES

Any guidance for faculty members regarding workload credit equivalencies for courses where contact hours do not equal credit hours shall be described in the DPPs. Such guidance may support agreement between the faculty member, department chair, and dean. Credit equivalencies shall be reviewed on an annual basis. Modifications require the mutual agreement of faculty, the Chair, and the Dean. A copy of the update shall be provided to the Dean's office.

SECTION 4

4.1 FACULTY RESPONSIBILITIES AND FACULTY ACTIVITY PLANS

Faculty responsibilities are defined in the CBA to include teaching, scholarship, and service. The guidelines below establish college standards for the creation of the Faculty Activity Plan or, if a lecturer, the Letter of Appointment, which generally includes only teaching. See Appendix C for FAP Templates based on rank.

4.1.1 TEACHING DOCUMENTARY EVIDENCE

The college adopts no extension to CBA guidelines.

4.1.2 SCHOLARLY AND/OR CREATIVE ACTIVITIES DOCUMENTARY EVIDENCE

The college expects the tenure-track faculty it retains, tenures, and promotes to engage in professional activity that contributes to conversation in a discipline represented in the college. Each department shall specify the types of scholarly and/or creative activities and accomplishments that qualify as evidence. Departments shall also articulate how the quality and rigor of scholarly and/or creative activities will weigh (if they are weighted) and qualify for retention, tenure, promotion and post-tenure review. Whether a particular scholarly or creative activity will be accepted and how it will be weighed should be explicit throughout the FAP development process.

The examples below are most applicable to traditional academic disciplines. Art, Music, Theatre, and Film may not always overlap with the following examples. Each department should specify requirements for scholarly and/or creative activity in the DPP. Departments for which traditional academic modes of scholarly and/or creative activity are not appropriate should publish equivalencies to the examples in the list below, *particularly with regard to equivalencies for refereed publications.*

CALE recognizes three examples of such activities:

- Written scholarly or creative work
 - a. books (excluding those published by vanity presses),
 - b. articles in refereed publications or the foreign equivalent, as established by the DPP (of these publications, the lower the acceptance rate, the higher the status),
 - c. chapters in a scholarly or creative book,
 - d. edited volumes, and
 - e. reviews in scholarly journals.

Faculty members must include publication information for these works in retention, tenure, and promotion evaluation materials. Each DPP will articulate the metrics used to determine the selectivity of a publication.

- Grants and sponsored research.

Funded grants will have significantly higher status than unfunded proposals with external, highly competitive, high-value grants having more value than less competitive or internal grants. For proposals with multiple stages of evaluation, candidates should indicate which stage (of how many) a proposal reached if it was not funded. Faculty members must include information about the competitiveness of such grants. DPPs will define criteria for what types of grants (regional, national, federal, etc.) count toward promotion and how they are weighed; they will also set parameters for evaluating collective grants.

- Oral presentations.

Presentations given in competitive international and national forums are the most highly valued of this category. Competitiveness is gauged, in part, by the acceptance rate of proposals and whether a conference is refereed. Regional, state, and local presentations are valued less highly than those at the national level.

4.1.3 SERVICE DOCUMENTARY EVIDENCE

Tenured and tenure-track faculty are expected to engage in public service and in service to the university. Exact service expectations are defined in the DPPs and in the FAP.

4.1.4 PREPARING THE EVALUATION/PROMOTION FILE

The faculty member should meet with the Chair to clarify any problems of interpretation that might arise. The faculty should organize the evaluation file or promotion worksheet/annotated FAP according to the university guidelines and the CALE "Checklist." The Dean's Office shares the appropriate checklists and worksheets with faculty who are scheduled for evaluation or promotion. In the case of tenure-track and tenured faculty, all the representative professional activity materials should be submitted in full, except books, which may be represented by samples, summaries, or reviews. Reference to additional materials should be presented in the

form of annotated bibliographies, where appropriate.

4.2 EVALUATIONS AND PROMOTIONS

Retention does not guarantee subsequent reappointment or the granting of tenure; the granting of tenure does not guarantee future promotion. Tenure-track faculty members have expectations in all three areas of the FAP: teaching, research and service. Performance reviews for probationary and special faculty evaluations will adhere to the following guidelines:

- at the time of appointment, during the FAP creation process, and with each evaluation for tenure, faculty will be informed by the Chair about performance expectations and criteria for retention, tenure, and promotion;
- performance reviews are a continuing, constructive process with the goal of assisting faculty to reach higher levels of professional competency;
- performance reviews shall include consideration and evaluation of any areas of the FAP requiring special attention in the candidate's pursuit of tenure and promotion;
- DPC and Chair recommendations for any personnel actions will be forwarded to the Dean, preferably after the Chair discusses the performance review with the faculty member; and
- evaluations of tenure-track or tenured faculty in the area of scholarship and service are cumulative and cover the period from the start of the current FAP to the time of evaluation.

4.2.1 PROMOTION FROM LECTURER TO SENIOR LECTURER

CALE adopts no extension to CBA guidelines.

4.2.2 PROMOTION FROM ASSISTANT PROFESSOR TO ASSOCIATE PROFESSOR

The recommendation to promote an Assistant Professor to Associate Professor rests on the candidate meeting the terms of the FAP and demonstrating the qualifications for promotion to Associate Professor. The terms of the FAP will require that the candidate demonstrate

- evidence of effectiveness in teaching, curriculum development, and student advising;
- a record of continuous scholarly and/or creative accomplishment indicative of a growing reputation for contributions to the discipline or professional field and predictive of ability to achieve future disciplinary recognition through appropriate external review processes; and
- significant service achievements.

An Assistant Professor who spends a portion of the evaluation period serving in other approved duties shall receive consideration of these duties toward promotion as articulated in the FAP, which may be revised to reflect these duties.

4.2.3 PROMOTION FROM ASSOCIATE PROFESSOR TO FULL PROFESSOR

The rank of Professor signifies the highest level of professional accomplishment and is not conferred without a thorough consideration of performance. The decision to promote an Associate Professor is based on the candidate meeting the terms of the FAP and demonstrating the qualifications for promotion to Professor. The terms of the FAP will require that the candidate demonstrate the same types of evidence as for promotion to Associate Professor, except in the area of scholarship/creative work which now will take the form of

- a record of significant scholarly and/or creative accomplishment in the discipline or professional field,
- appropriate external disciplinary peer recognition, and
- evidence predictive of continuing contribution.

An Associate Professor who spends a portion of the evaluation period serving as Chair or other approved duties shall receive consideration of these duties toward promotion as articulated in the FAP, which may be revised to reflect these duties. There is no maximum time limit for achieving this rank.

4.3 CRITERIA OF EVALUATION: TEACHING EFFECTIVENESS

Each DPP will specify the criteria for effective teaching. The DPP should use a standard numerical scale of 1 to 5 (with "5" representing excellence) on student evaluation forms, and further specify a numerical standard for effective teaching on that scale that is commensurate with the university's expectation of excellence in teaching. The DPP will also emphasize that all exchanges with students, both in and outside the classroom, will be supportive and respectful.

4.3.1 EVALUATION OF TEACHING

Evaluation of teaching should adhere to the following guidelines:

- course evaluation forms are administered to all classes (except for summer) taught by the faculty of the college regardless of tenure, rank, or position status;
- Student Evaluation Forms must be administered within the last two weeks of classes;
- the instructor shall not be present when evaluations are administered or collected; and
- departments must have a standardized policy for the administration, tabulation, and expeditious distribution (back to faculty) of evaluation forms that guarantees student anonymity.

4.3.2 EVALUATION FORMS

Summaries of student course evaluations should

- be presented in a format that displays the average for each question, as well as the average for the overall score disaggregated for each course section;
- group together courses taught in the same quarter;
- indicate the number of responses and students enrolled; and
- provide student comments in their entirety for each course.

The reporting form or summary printout for each course will be included in the evaluation and promotion file. The Department Chair and/or DPC may comment on comparative averages within the department.

4.3.3 PEER OBSERVATIONS

The DPP shall specify any protocol for peer observations that extends CBA requirements. Departments will provide the faculty member with a copy of departmental peer-evaluation procedures in a timely manner. Results of peer evaluations will be communicated to Chairs. If peer observations note any areas of concern, the Chair will address them with the faculty member no later than week four of the subsequent quarter.

4.3.4 ADVISING

Faculty will advise students and majors on department, College and University requirements, career opportunities, and any additional discipline-specific requirements. The DPP will specify advising responsibilities as well as describe exceptional advising duties.

4.4 CRITERIA OF EVALUATION: SCHOLARLY AND/OR CREATIVE ACTIVITY

Scholarly and/or creative activity requires active engagement with one's discipline or field. The search for new knowledge, the expression of creative talent, and the dissemination of existing knowledge in one's discipline and/or on issues and problems within society are all aspects of this activity. Scholarly and/or creative activity enables faculty members to acquire and maintain expertise within disciplines and, where appropriate, across disciplines. It enhances faculty ability to engage students both in gaining knowledge of disciplines and in developing the skills by which that knowledge is acquired. The minimum number of activities is listed below. Departments may set higher standards in the DPP.

Requirement for tenure and promotion to Associate Professor:

A minimum of ten activities, or the weighted equivalent as outlined by the DPP and approved by the DPC. At least two of the activities must be at least the status equivalent of a refereed article.

Requirement for promotion to Professor:

A minimum of fifteen activities, or the weighted equivalent as outlined by the DPP and approved by the DPC, *in addition* to those completed for tenure and promotion to associate. At least two of the activities completed for promotion to Professor must be the equivalent of a refereed article.

Requirement for Continuing Full Professors:

Continuing tenured faculty are to accomplish a minimum of 5 scholarly and/or creative activities during the FAP period.

4.5 CRITERIA OF EVALUATION FOR SERVICE EFFECTIVENESS

Evidence of Public Service to the Community and to the Profession may include

- discipline-connected community outreach that results in social or cultural benefits;
- consultation to government, industry, NGOs, and non-profits;
- active membership or contributions in professional organizations;
- other activities contributing to service in the profession or discipline; and
- other service recognized by the department.

Evidence of University Service may include

- active and continuing membership in, contribution to, and leadership of departmental, college, and university level-committees, and official task forces or ad hoc committees;
- active support and advising of campus groups and/or organizations;
- contributions in an administrative capacity; and
- other service recognized by the department.

4.6 EVALUATION AND PROMOTION FILE CONTENTS

The Dean's Office shares appropriate checklists and worksheets with faculty who are scheduled for evaluation.

The evaluation/promotion file contents generally include

- a checklist for the standard format;
- a copy of the approved FAP (except for lecturers);
- a current vita;
- a self-assessment by the faculty member of performance over the evaluation period (an evaluation Worksheet or an Annotated FAP may require narratives that describe the work done in each category; this should include actual accomplishments and be evaluative, developmental, and reflective);
- reflective statements of teaching, scholarship and/or creative work, and service preceding each appropriate section that explain the significance of the candidate's accomplishments in each area as well as any unusual features;
- Evidence of Excellence in Teaching;
- Evidence of Scholarly and/or Creative Work through electronic copies of articles, grant applications, and books (cover, publisher's data, table of contents and first chapter) as well as any other e-documentation (conference programs, flyers advertising presentations, etc.);
- Evidence of Service through samples of committee work, letters from committee Chairs or community service leaders, and other relevant documentation, such as programs or websites; and
- prior accomplishments if the faculty member deems them necessary to establish continuity of activity (these should be clearly labeled as originating prior to the last review).

SECTION 5

5.1 RECRUITMENT

The guiding principle in the college will be to hire, support, and retain the best-qualified faculty.

5.2 REQUESTS FOR REGULAR OR SPECIAL FACULTY POSITIONS

The Dean's Office will invite position requests for full-time tenure track and/or full-time lecturer positions in conjunction with the Chief Academic Officer. Department Chairs should lead unit discussions of requests within the context of fiscal management and with attention to the most critical needs of the unit, other partnering units (if appropriate), and the college and university. Chairs should develop requests in light of the impact of the potential hire on the unit's instructional coverage, program enhancement, balance of faculty ranks, diversity, research activity, and external partnership development. Requests for permission to hire will be reviewed in light of strategic goals and should address these goals in a summary that establishes the major elements of the position and the criteria for evaluating candidates.

5.2.1 JUSTIFICATION

The position request will include a Justification of the Position, Job Summary, Minimum and Preferred Qualifications (if any), Term of Appointment, and Projected Workload. The position request is then sent to the Dean's Office. The Dean determines which CALE requests to communicate to the Provost for approval.

5.2.2 SEARCH COMMITTEE

A search committee will consist of at least three full-time, tenured/tenure-track faculty. Non-voting special faculty may participate in search committees, but must not be required to do so. If three full-time tenured/tenure-track faculty are not available, a request must be submitted to the Dean for approval to include voting non-full-time tenured/tenure-track faculty on the search committee. In the event that a Department is unable to obtain a functioning Search Committee, the Dean has final approval of the members selected for the search committee and may appoint and replace committee members. The search committee will work with the Dean's Office and Human Resources to post the advertisement and review applications.

5.2.3 EVALUATION AND SELECTION OF CANDIDATES

The procedure for evaluating and selecting final candidates must be a fair and open process that is consistent with the published criteria and that applies equally to all candidates, including internal applicants.

- Departments and programs shall provide an opportunity for candidates to interact with students, faculty, and members of the college administration as a part of the on-campus interview. Search committees will collect any written comments from faculty, students, or staff about candidates. A formal recommendation to the Dean by the search committees will rank candidates, articulating the strengths and weaknesses of each candidate who is deemed acceptable.
- The Dean will consult this ranking before submitting a Recommendation to Hire to the Provost.
- Upon approval by the Provost, the Dean will speak with the candidate about the conditions of hire, including any variations to the standard terms, which must be approved by the Chair, the Dean, and the Chief Academic Officer.

5.3 QUARTERLY FACULTY

The DPP shall describe department policy for recommending quarterly faculty assignments to the Chair, who is responsible for recommending quarterly faculty hires to the Dean. The decision of the Dean will consider whether the department's quarterly-faculty budget allocation will support the hire. No hire can be completed without receipt of the candidate's vita by the Dean. Requests for quarterly faculty must be presented in memo form by the Department Chair and must include the items listed in the CALE template "Quarterly Faculty and Overload Appointments: Hiring Process, Time Line, and Required Information" or a subsequent document.

APPENDIX A: COLLEGE HISTORY

The College of Arts, Letters, and Education at Eastern Washington University was formed on July 1, 2010. The creation of the college was in response to a severe budget cut, in which a college consolidation initiative was proposed to reduce EWU's colleges from six to four. This initiative was anticipated to result in a potential savings of \$500,000 in administrative costs.

After reviewing recommendations of the College Consolidation Task Force, the Faculty Senate, and numerous comments and suggestions throughout the university, President Rodolfo Arevalo announced on January 20, 2010 that two departments from the College of Education and Human Development would merge with the College of Arts and Letters.

At the time, the College of Arts and Letters included five departments: Art, English, Modern Languages & Literatures, Music, and Theatre/Film and encompassed 69 graduate, undergraduate majors, minors, certificates and endorsements. The College of Education and Human Development included Education and Physical Education, Health and Recreation, and encompassed 31 graduate, undergraduate majors, minors, certificates and endorsements. In 2019, PEHR moved to the College of Health Sciences and Public Health.

In 2020, the college offers a wide variety of academic programs ranging from the Arts, Language and Literature, to Education. CALE is proud to be the most unique and diverse academic unit at Eastern Washington University. As a community of scholars, teachers, and learners, we are committed to education that develops excellence in communication and critical thinking, that fosters creativity and an appreciation of the arts, and that celebrates the life of learning. In an increasingly interconnected world, we value the diversity of people, ideas, and experiences. Our students learn the skills to become leaders, responsible citizens, and successful professionals.

APPENDIX B: ALL OTHER JOB DUTIES

B.1 THE COLLEGE DEAN

The University has a number of different academic units that report to a Dean: e.g. Departments, Schools, and Library. Each academic department differs in its mission; as a consequence, the responsibilities and their importance will differ between academic departments. The Dean is the chief administrative officer of an academic college and reports to the Provost and Vice President for Academic Affairs. Reporting directly to the Dean are personnel such as the Associate Dean, Director of Assessment (CALE), the CALE Administrative Specialist, the CALE Financial Officer (Senior Budget & Administrative Services Manager), the Director of Get Lit!, and Department Chairs.

The basic responsibilities of the Dean include

- providing effective and efficient administration of the College/School/Library and its programs, including the development and implementation of plans for the College;
- effectively and efficiently managing the financial and human resources of the College;
- being an active and collaborative participant in the setting of University policy through involvement in the President's Cabinet;
- being an active and collaborative participant in the setting of Academic policy through involvement in the Academic Affairs Council;
- improving the quality of the educational services offered by the College through the development of processes that encourage improvements in academic programs and research and scholarship, including but not limited to faculty and staff development, grants and contracts, assessment programs, internships, and scholarly opportunities for faculty and students;
- participating in the University governance process such as serving on committees and task forces as appropriate, which include search, program development and review, and strategic and ongoing institutional planning committees;
- maintaining a personal professional development plan;
- building partnerships with external constituencies such as alumni, private and public organizations;
- articulating and promoting the University's mission and objectives;
- seeking feedback on the success of the institution's academic programs;
- regularly convening Chairs for purposes of planning and the sharing of information;
- identifying unmet educational needs; and
- participating effectively in University fund raising activities.

B.2 DEPARTMENT PROGRAM DIRECTORS/COORDINATORS

Faculty Program Directors and Coordinators provide administrative curricular support to the Department Chair. The Chair in each department may recommend to the Dean a faculty member to serve as Program Director. Such cases are relevant only when programs are of such size or complexity so as not to be manageable by the Chair or in cases where separate budget lines are designated.

In non-self-support programs, the role of Program Director should rotate evenly among tenured faculty members within a program. Definition of the role and the length of term for Directors will be articulated in each DPP. Program Directors do not supervise program faculty. Faculty supervision within the department is the Chair's responsibility. Chairs will evaluate Program Directors annually in their directorial roles. The DPP will articulate the criteria for such evaluations.

APPENDIX C: ELEMENTS OF DEPARTMENT POLICIES AND PROCEDURES DOCUMENTS

The following inventory lists elements to include in a DPP. Any such elements will prescribe elaborations or extensions of governing policies. No DPP policy may contradict or supersede the CPP, the CBA, EWU Policies and Procedures, or Washington Administrative Codes. Any contradiction defers to the prior documents.

DEPARTMENT GOVERNANCE

1. a department mission statement;
2. procedures for selection of Department Chair;
3. any department specific roles and duties of Department Chair;
4. procedures for DPC selection, election, and responsibilities;
5. faculty voting procedures for other matters;
6. procedures for recommending emeritus status
7. a process for annual review of departmental budgeting methods, decisions and allocations;
8. a plan for the distribution of unused faculty development funds by the end of the fiscal year;
9. procedures for selection of graduate faculty status (in alignment with GAC), if applicable;

FACULTY RESPONSIBILITIES

10. procedures for faculty attendance (i.e.: reporting absences, how classes are made up or covered);
11. standards for faculty accessibility to students such as office hours and availability for advising;
12. description of advising responsibilities and of what qualifies as exceptional advising duties;
13. faculty responsibility in student recruitment and career planning;
14. standards for what constitutes excellence in teaching for retention, tenure and/or promotion, as well as how to evaluate quality of instruction;
15. procedures for peer observations;
16. types of professional research activities and other accomplishments that qualify as evidence of scholarship and/or creative activity;
17. parameters for establishing the status, quality, and equivalent weight of research activity;
18. types and levels of service;
19. parameters for establishing the status, quality, and equivalent weight of service;
20. a detail of the type of documentation that should be presented for evaluation;

FACULTY APPOINTMENTS

21. a faculty recruitment strategy that delineates how new positions fit the department's mission;
22. a policy and process for recommending quarterly faculty appointments;
23. the required terminal degree for a position within the department if not a doctorate (Departments will need to define what degree is appropriate and have it approved by both the Dean and the Chief Academic Officer);
24. procedure for faculty appointments with tenure;

APPENDICES

25. a department history;
26. an inventory of formula-driven and negotiated credit courses and their workload equivalents;
27. standards for syllabi, including required and recommended elements; and
28. FAP templates (optional).

APPENDIX D: SYLLABI ELEMENTS

Courses in The College of Arts, Letters, and Education will offer a syllabus with the following elements. Departments may require additional elements in the DPP. The order of elements is determined by faculty, who may add elements as necessary.

Course Number and Title, Credits, quarter and year;

Location and Meeting times (if face to face or hybrid): Room # and Days/times;

Instructor: Name, email, and office phone;

Office Hours: List times of availability to students. If an online class, describe how you will handle office hours (in person, by email, phone, via Zoom, etc.);

Course Description: Paste the course description exactly from the catalog; add additional language as necessary. Describe instructional delivery method (Lecture, Lecture/Lab, etc.). It's helpful to list the methods that will deliver content (e.g., lecture, small group work, hands-on experiments, videos, etc.)

Prerequisites and Requirements: List prerequisites exactly as listed in the course catalog. Include the requirements the course satisfies (within program, as part of Gen Ed, university requirement, etc.). Including cross-listed courses is recommended.

Course Learning Outcomes: List the student learning outcomes as defined in the program assessment plan, including major CLOs and discretionary CLOs (course outcomes must align with program outcomes and, if the class is part of the BACR program, the BACR outcomes).

Content Advisory: Include a content advisory when appropriate. As possible, stipulate that alternative assignments or activities will be negotiated if a student needs to avoid any content.

Schedule: Format is open. As much as possible, assign reading and other assignments explicit dates in the schedule, with the acknowledgement that adjustments may occur as the course progresses. Provide students with regular updates as needed. Including EWU holidays is recommended.

Technical Requirements: If you plan to use Canvas or other online or technical platforms, list them along with information about where students can access technical assistance. This section is particularly important for online and hybrid classes. The EWU website lists all of the student support services in IT.

Required Text: List any required texts or other material here. List any additional resources you recommend, and if you will be providing course reading packets.

Assignments: Describe key assignments as appropriate for students to understand expectations. Indicate date, time and location for final exam, if applicable.

Evaluation: Describe how assignments will be scored and weighted.

Attendance policy: Address chronic lateness or excessive absence policies.

Student Conduct: List expectations about conduct in the classroom (e.g. respectfulness, smart phone use, whether eating is permitted, etc.) or in group conversation/video session in the case of online or hybrid classes.

Policy for accepting late work: Include a policy for accepting late work and whether students can make up missed assignments/labs.

The following elements are required by EWU or the State of Washington (links are subject to change):

Academic Integrity: Academic Integrity is the cornerstone of the university. Any student who attempts to gain an unfair advantage over other students by violating the Academic Integrity policy may be reported to the university and may receive a sanction up to and including F for the course, suspension, or expulsion from the university. EWU policy: <https://sites.ewu.edu/policies/policies-and-procedures/wac-172-90-student-academic-integrity-3/>

Emergency Information: Campus-wide emergency response procedures can be found here: <https://access.ewu.edu/police/comprehensive-emergency-management-plan/emergency-response>. In the event of the following dial 911: Life/property in immediate danger, smoke or fire, crimes in progress, rescue or emergency medical assistance is needed.

DSS Accommodation: Eastern Washington University is committed to providing support for students with disabilities. If you already have an accommodation plan through Disability Support Services (DSS), please let me know as soon as possible if you would like to use your approved accommodations in this class. If you do not have an accommodation plan, but have a temporary health condition or permanent disability that may require an accommodation, please contact DSS at dss@ewu.edu or 509-359-6871. You can also visit their website at: <https://inside.ewu.edu/dss/>.

Religious Holiday Accommodation: If you would like to request an accommodation for reasons of faith or conscience, please refer to EWU's policy on Holidays and Religious Accommodations available at: <https://inside.ewu.edu/policies/>. Accommodations must be requested within the first two weeks of this course using the Holidays and Religious Accommodations Request available at: <https://inside.ewu.edu/student-life/resources/holidays-and-religious-accommodations-request/>.

Equal Opportunity Statement: Eastern Washington University does not discriminate on the basis of race, color, creed, religion, national origin, sex, pregnancy, sexual orientation, gender identity/expression, genetic information, age, marital status, families with children, protected veteran or military status, HIV or hepatitis C, status as a mother breastfeeding her child, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability, as provided for and to the extent required by state and federal laws.

Affirmative Action Statement: Eastern Washington University adheres to affirmative action policies to increase the number and retention of students and employees from historically underrepresented groups.

Title IX and Mandatory Reporting: Eastern Washington University recognizes the inherent dignity of all individuals and promotes respect for all people. Sexual misconduct will NOT be tolerated at EWU. If you have been subjected to sexual misconduct, we encourage you to report this matter promptly. As a faculty member, I am interested in promoting a safe and healthy environment, and should I learn of any sexual misconduct I must report the matter to the Title IX Coordinator. Should you want to report to a confidential source you may contact the following:

- Sexual Assault Family Trauma (SAFeT) – 509-624-7273 – 24 hours
- YWCA Domestic Violence Crisis Line – 509-326-2255 – 24 hours
- Suicide and Mental Health – 509-838-4428 – 24 hours
- Employee Assistance Program (EAP) – 360-407-9490 (employees)
- Counseling and Psychological Services (CAPS) – 509-359-2366 (students)

Student centers (optional): List resources available to students including the Writers Center, the Learning Commons (Plus groups, tutoring service, etc.), the Pride Center, the Multicultural center, etc.

APPENDIX E: FAP TEMPLATES AND COLLEGE EVALUATION WORKSHEET TEMPLATES

Dependent on the needs of the university, college, and department, the enclosed FAP templates and college evaluation worksheet templates are subject to change. The templates only include the basic outline of the FAP. It is encouraged for departments to create their own specific templates. The Dean's Office will notify faculty of any significant changes to CALE templates.

APPENDIX E.1: SENIOR LECTURER FAP TEMPLATE

College of Arts, Letters, and Education FACULTY ACTIVITY PLAN

Current Rank: Senior Lecturer

Submitted by: XXXXXX

Department: XXXXXX

Year of Hire: XXXX

Year Promoted: XXXX

Date Written: September X, 20XX

To cover the period of: September 20XX – August 20XX

The Faculty Activity Plan (FAP) was developed through consultation with the XXXXXX department Chair and departmental personnel committee and in accordance to guidelines stated in the EWU & UFE Collective Bargaining Agreement (CBA) and the College of Arts, Letters & Education Policy and Procedures (CALE P&P). This FAP will be used for evaluation and retention of XXXXXX and covers the X-year contract period of September 20XX – August 20XX.

TEACHING

XXXXXX teaching load will typically be 45 credit hours over the academic year unless modified by mutual agreement among faculty member, Department Chair and Dean.

Enter expectations and performance measures here. This should align with the College and Department Policy and Procedures.

SIGNATURES

The following agree to the Faculty Activity Plan submitted by XXXXXXXX. According to the requirements set forth in the CBA, the CALE P&P, and the Department P&P, this FAP covers the X-year period and is intended for evaluation and retention.

The expectations set forth above are subject to modification according to the principles articulated in the UFE/EWU Collective Bargaining Agreement and the policies of the college. It is understood that modifications will be negotiated in a mutually agreeable manner between the faculty member and university administration.

XXXXXXX, Senior Lecturer

Date

Chair, Department Personnel Committee

Date

Chair, XXXXXX Department

Date

Dean, College of Arts, Letters & Education

Date

APPENDIX E.2: ASSISTANT PROFESSOR FAP TEMPLATE

College of Arts, Letters, and Education
FACULTY ACTIVITY PLAN

Current Rank: Assistant Professor
Submitted by: XXXXXX
Department: XXXXXX
Year of Hire: XXXX
Year Promoted: XXXX
Date Written: September X, 20XX
To cover the period of: September 20XX – August 20XX

The Faculty Activity Plan (FAP) was developed through consultation with the XXXXXX department Chair and departmental personnel committee and in accordance to guidelines stated in the EWU & UFE Collective Bargaining Agreement (CBA) and the College of Arts, Letters & Education Policy and Procedures (CALE P&P). This FAP will be used to evaluate XXXXXX for the granting of tenure and promotion to Associate Professor and covers the 6-year probationary period of September 20XX – August 20XX.

TEACHING

XXXXXX teaching load will typically be 36 credit hours over the academic year unless modified by mutual agreement among faculty member, Department Chair and Dean.
Enter expectations and performance measures here. This should align with the College and Department Policy and Procedures.

SCHOLARLY AND/OR CREATIVE ACTIVITIES

Enter expectations and performance measures here. This should align with the College and Department Policy and Procedures.

SERVICE

Enter expectations and performance measures here. This should align with the College and Department Policy and Procedures.

SIGNATURES

The following agree to the Faculty Activity Plan submitted by XXXXXXXX. According to the requirements set forth in the CBA, the CALE P&P, and the Department P&P, this FAP covers the 6-year period and is intended to lead to tenure and promotion to Associate Professor.

The expectations set forth above are subject to modification according to the principles articulated in the UFE/EWU Collective Bargaining Agreement and the policies of the college. It is understood that modifications will be negotiated in a mutually agreeable manner between the faculty member and university administration.

XXXXXXX, Assistant Professor

Date

Chair, Department Personnel Committee

Date

Chair, XXXXXXXX Department

Date

Dean, College of Arts and Letters

Date

APPENDIX E.3: ASSOCIATE PROFESSOR FAP TEMPLATE

College of Arts, Letters, and Education
FACULTY ACTIVITY PLAN

Current Rank: Associate Professor
Submitted by: XXXXXX
Department: XXXXXX
Year of Hire: XXXX
Year Promoted: XXXX
Date Written: *September X, 20XX*
To cover the period of: *September 20XX – August 20XX*

The Faculty Activity Plan (FAP) was developed through consultation with the XXXXXX department Chair and departmental personnel committee and in accordance to guidelines stated in the EWU & UFE Collective Bargaining Agreement (CBA) and the College of Arts, Letters & Education Policy and Procedures (CALE P&P). This FAP will be used to evaluate XXXXX for the granting of tenure and promotion to Professor and covers the 4-year period of *September 20XX – August 20XX*.

TEACHING

XXXXXX teaching load will typically be 36 credit hours over the academic year unless modified by mutual agreement among faculty member, Department Chair and Dean.
Enter expectations and performance measures here. This should align with the College and Department Policy and Procedures.

SCHOLARLY AND/OR CREATIVE ACTIVITIES

Enter expectations and performance measures here. This should align with the College and Department Policy and Procedures.

SERVICE

Enter expectations and performance measures here. This should align with the College and Department Policy and Procedures.

SIGNATURES

The following agree to the Faculty Activity Plan submitted by XXXXXXXX. According to the requirements set forth in the CBA, the CALE P&P, and the Department P&P, this FAP covers the 4-year period and is intended to lead to promotion to Full Professor.

The expectations set forth above are subject to modification according to the principles articulated in the UFE/EWU Collective Bargaining Agreement and the policies of the college. It is understood that modifications will be negotiated in a mutually agreeable manner between the faculty member and university administration.

XXXXXXX, Associate Professor

Date

Chair, Department Personnel Committee

Date

Chair, XXXXXXXX Department

Date

Dean, College of Arts and Letters

Date

APPENDIX E.4: FULL PROFESSOR FAP TEMPLATE

College of Arts, Letters, and Education FACULTY ACTIVITY PLAN

Current Rank: Full Professor

Submitted by: XXXXXX

Department: XXXXXX

Year of Hire: XXXX

Year Promoted: XXXX

Date Written: September X, 20XX

To cover the period of: September 20XX – August 20XX

The Faculty Activity Plan (FAP) was developed through consultation with the XXXXXX department Chair and departmental personnel committee and in accordance to guidelines stated in the EWU & UFE Collective Bargaining Agreement (CBA) and the College of Arts, Letters & Education Policy and Procedures (CALE P&P). This FAP will be used to evaluate XXXXX for post-tenure review and merit consideration. This FAP covers the 5-year period of September 20XX – August 20XX.

TEACHING

XXXXXX teaching load will typically be 36 credit hours over the academic year unless modified by mutual agreement among faculty member, Department Chair and Dean.

Enter expectations and performance measures here. This should align with the College and Department Policy and Procedures.

SCHOLARLY AND/OR CREATIVE ACTIVITIES

Enter expectations and performance measures here. This should align with the College and Department Policy and Procedures.

SERVICE

Enter expectations and performance measures here. This should align with the College and Department Policy and Procedures.

SIGNATURES

The following agree to the Faculty Activity Plan submitted by XXXXXXXX. According to the requirements set forth in the CBA, the CALE P&P, and the Department P&P, this FAP covers the 5-year period and is intended for post-tenure review.

The expectations set forth above are subject to modification according to the principles articulated in the UFE/EWU Collective Bargaining Agreement and the policies of the college. It is understood that modifications will be negotiated in a mutually agreeable manner between the faculty member and university administration.

XXXXXXX, Professor

Date

Chair, Department Personnel Committee

Date

Chair, XXXXXXX Department

Date

Dean, College of Arts and Letters

Date

APPENDIX E.5: COLLEGE EVALUATION WORKSHEET

College of Arts, Letters, and Education Lecturer Self- Evaluation Worksheet

Name: XXXXX

Rank: Lecturer

Department /Program: XXXXX

Reason for Evaluation: Annual Evaluation or Promotion

Evaluation Period: 20XX-20XX

Years in current rank: XX

Degrees: XXXXX

TEACHING

Enter a brief Teaching Philosophy Statement here

Evidence Submitted (Teaching Folder)

1. Student Evaluations

- Departmental Standard:
- Average Scores for Each Course:
- Other Measures:
- File Names:

2. Peer observations

- Summary:
- File Names:

3. Syllabus

- Summary
- File Names:

4. Other

- Summary
- File Names:

5. Overall Self-Evaluation of Teaching (*Short Description, 1 to 2 paragraphs*)

- Summary:
- File Names not listed in other teaching areas:

APPENDIX E.6: COLLEGE EVALUATION WORKSHEET

College of Arts, Letters, and Education
Senior Lecturer Self- Evaluation Worksheet/Annotated FAP

Name: XXXXX

Rank: Senior Lecturer

Department/Program: XXXXX

Reason for Evaluation: Evaluation – In Final Year of FAP

Evaluation Period: 20XX-20XX

Years in current rank: XX

Degrees: XXXXX

TEACHING

Cut and paste the teaching requirements from the FAP into this section

Enter a brief Teaching Philosophy Statement Here

Evidence Submitted (Teaching Folder)

- 1. Student Evaluations**
 - Departmental Standard:
 - Average Scores for Each Course:
 - Other Measures:
 - File Names:
- 2. Peer observations**
 - Summary:
 - File Names:
- 3. Syllabus**
 - Summary
 - File Names:
- 4. Other**
 - Summary
 - File Names:
- 5. Overall Self-Evaluation of Teaching** (*Short Description, 1 to 2 paragraphs*)
 - Summary:
 - File Names not listed in other teaching areas:

APPENDIX E.7: COLLEGE EVALUATION WORKSHEET

College of Arts, Letters, and Education
Tenured & Tenure-Track Self-Evaluation Worksheet/Annotated FAP

Name: XXXXX

Rank: XXXXX

Department /Program: XXXXX

Reason for Evaluation: XXXXX

Evaluation Period: XXXXX

Years in current rank: XX

Years of Professional Experience: XX

Degrees: XXXXX

A. TEACHING

Cut and paste the teaching requirements from the FAP into this section

Evidence Submitted (Teaching Folder)

1. Student Evaluations

- Departmental Standard:
- Average Scores for Each Course:
- Other Measures:
- File Names:

2. Peer observations

- Summary:
- File Names:

3. Advising

- Summary:
- File Names:

4. Overall Evaluation of Teaching (*Short Description, 1 to 2 paragraphs*)

- Strengths
- Weakness
- File Names not listed in other teaching areas:

B. SCHOLARSHIP AND/OR CREATIVE ACTIVITY

Cut and paste the scholarship/creativity activity requirements from the FAP into this section

Evidence Submitted (Scholarship & Creative Works Folder)

1. Books (Scholarly, Academic Texts etc.)

- Summary:
- File Names:

2. Articles (Refereed, Invited, Book Reviews, In-house, Submitted, Other, etc.)

- Summary:
- File Names:

3. Chapters and/or Volumes

- Summary:
- File Names:

4. Reviews in Scholarly Journals

- Summary:
- File Names:

5. Creative Works (Musical Compositions, Plays, Films, Video, Photography, Painting, Sculpture, etc.)

- Summary:

- File Names:
- 6. Grants, Contracts, Sponsored Research** (*Include both submitted, funded and type*)
 - Summary:
 - File Names:
- 7. Oral Presentations** (Refereed, Invited, Submitted, Other, etc.)
 - Summary:
 - File Names:
- 8. Overall Evaluation of Scholarship and/or Creative Activity** (*Short Description, 1 to 2 paragraphs*)
 - Strengths/Weakness
 - File Names not listed in other Scholarship and Creative Activity areas:

C. SERVICE

Cut and paste the Service requirements from the FAP into this section

Evidence Submitted (Service Folder)

- 1. Public Service** (Community Service: Engaged, disciplinarily-connected community outreach that results in social or cultural benefits, Consultation to government, industry, NGOs, and non-profits, other service recognized by the department) and (Professional Service: Active membership or contributions in professional organizations, Other activities contributing to service to profession or discipline, other service recognized by the department).
- 2. University Service** (Department, College, University level, official task forces or ad hoc committees, Sponsorships of campus groups and/or organizations, other service recognized by department)
- 3. Overall Evaluation of Service** (*Short Description, 1 to 2 paragraphs*)