

Southern Utah University
College of Engineering and Computational Sciences
Department of *Aviation Sciences*
Department Evaluation Criteria

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Department Evaluation Criteria

Introduction

According to the Faculty Evaluation, Promotion, and Tenure policy, SUU Policy 6.1 (Policy), each Department at Southern Utah University will create and maintain a document containing Department Evaluation Criteria (DEC). According to Policy, each DEC describes “standards and expectations for Promotion and Tenure and Good Standing for Non-Tenure-Track, Tenure-Track, Tenured Faculty, and Academic Administrators.” This document contains the DEC for the Department of *Aviation Sciences* (Department).

The Definitions section of the Policy defines other terms, articles, components, ratings, participants, and bodies related to this DEC.

Subpart A: Department Evaluation Criteria Committee

I. Committee Membership

The composition, criteria, and member eligibility of the P&T Committee (Committee) are outlined in the Policy. The Committee will consist of the minimum number of eligible members as outlined in the Policy. One Committee member will serve as Committee Chair (Chair). The number of normal committee members will not exceed five. The Committee must include an Alternate Committee Member (Alternate) for cases where a Conflict of Interest may exist. The Department Chair may not serve as a Member of the Committee.

II. Committee Election Procedures

The Committee selection will occur according to the procedures outlined in the Policy and supplemented by this DEC. Each voting faculty member within the Department will have one ‘yes’ or ‘no’ vote to elect each proposed member of the Committee. The election of each Committee member will require a minimum 60% affirmative vote. In the case of a voting default, the Department will follow the procedures in Policy and section V of this subpart.

III. Terms of Service

Each Committee Member (Member) will serve a three year term on the Committee. Individual terms may terminate early if such action is in the best interest of the Member or Department. Member replacement will occur as members vacate the Committee. Vacating Members will be replaced following the Committee Election Procedures described in Section II of this subpart. According to Policy consecutive membership is not allowed. Each vacating Member must refrain from membership in the Committee for a minimum period of one year.

IV. Committee Voting Procedures

Each action taken by the Committee requires a Committee Vote (Vote). Each voting Member of the Committee is allowed one vote per action brought before the Committee. The

Committee will vote on actions as described in Policy, including, but not limited to, annual Faculty Engagement and Contribution Reports (FEC), applications for Mid-Point Review, applications for Promotion and/or Tenure, applications for Five-Year Review, and other promotion and tenure matters within the purview of the Committee. Each action of the Committee will be ratified by a simple majority vote.

V. Insufficient Number of Eligible Committee Members

In the case of a voting default or insufficient qualified candidates to complete the Committee the Department Chair, in coordination with the Dean of the College of Engineering and Computational Sciences (Dean) and Policy, will determine the appropriate constitution of the Committee.

Subpart B: Evaluation Criteria System

I. Objective Criteria

All faculty members are expected to earn at least 100 FEC points per year. Faculty are allowed to fall under this benchmark with the knowledge that they will receive Development Required status for that years' FEC report. This action is intended to ensure these faculty members are supported appropriately by the department mentorship team. Faculty are also allowed to exceed 100 earned points, though the mentorship team should take care to develop an FEC Plan that is reasonably attainable and appropriate.

The 100-point benchmark is broken up into three main categories, Teaching Effectiveness, Scholarly/Creative Contributions, and Service/Leadership Contributions. Each category has a suggested yearly point range to be used for planning purposes. Individual FEC Plans or Reports do not need to fall within these ranges every year, allowing faculty flexibility. However, for the awarding of Tenure and/or Rank Advancement, a minimum level of points in each category are required, along with the appropriate number of years of service, and achievement of the required Key Contributions. The Mentorship Team should take great care in assisting faculty in their yearly planning as well as in formulating a plan that efficiently works towards tenure and/or rank advancement.

II. Subjective Interpretation of Criteria

The minimum requirements contained herein are subject to reasonable interpretation by the Committee and those involved in the evaluation process. Specifically, evaluative entities may decide to credit excessive points earned in one category for deficiencies in other categories. Generally, evaluative entities may execute any similar adjustment in favor of faculty subject to this DEC. Any subjective application of these standards will require justifiable cause and a successful Committee vote as described in Subpart A, Section IV or administrative action allowed by Policy.

Subpart C: Non-Tenure Track Advancements

I. NTT Junior Faculty

Each new faculty hire begins with a status of Junior Faculty. Policy describes the requirements and expectations of Junior Faculty.

a. Alignment and Integration Meeting

Each NTT Faculty must schedule and attend alignment and integration meetings with their immediate supervisor according to the requirements described in Policy. Junior Faculty will record all information required by Policy in the Faculty Dashboard.

b. Mentoring

Supervisors will assign mentors to Junior Faculty as described in Policy. Each Junior Faculty will meet with their assigned mentor according to Policy and appropriately document mentor meetings in the Faculty Dashboard. According to Policy, mentors are required until the successful completion of the Mid-Point Review, and optional afterward.

II. NTT Lecturer Mid-Point Review

a. Expectations & Standards

Lecturers have the primary responsibility for effective teaching while maintaining currency in their field and a secondary responsibility for Departmental participation (SUU Policy 6.1). Due to high teaching loads, there are no expectations or requirements for Non-Tenure Track (NTT) faculty to conduct scholarly or creative activities. However, Lecturers must maintain currency in their field. Maintaining currency may consist of service and leadership activities or scholarly and creative activities.

i. *Teaching Effectiveness*

This category is the most prominent category of contributions for lecturers. Student Feedback Reports are required components of this category. Faculty must include all student feedback reports for all semesters during each evaluation period. Contributions in this category consist of the following:

1. Minimum teaching load
2. Student Feedback Reports (required)
3. Peer evaluations
4. Instructional delivery/design
5. Course management skills
6. Letters from colleagues
7. Other pre-authorized activities related to teaching

ii. *Service/Leadership*

Each faculty member must demonstrate effectiveness in leadership and service. Contributions in this category may consist of any of the following:

1. Volunteer Mentoring

2. Professional service
3. Departmental participation
4. Community service related to professional expertise
5. Other pre-authorized service or leadership activities

iii. Scholarship/Creative Activity

Lecturers may choose to incorporate scholarly or creative activities into their faculty contributions. Substantial flexibility exists in the types of activities Lecturers may choose to include in the scholarship and creative category. Any activities that allow Lecturers to maintain currency in their field may be considered scholarly or creative activities. Lecturers may also choose to publish scholarly or non-scholarly works. Presentations or participation in conferences also qualify as contributions in this category. These are several examples, but do not constitute an exhaustive list of potential scholarly and creative activities.

b. Contribution Activities & Points

Lecturers must earn at least 300 total FEC points by the end of their 3rd year, prior to the Mid-Point Review. Points earned above that benchmark will be added towards their next rank advancement. Point allocations of various activities are described in Section VI of this Subpart. The expected minimum number of points in each category are as follows:

MINIMUM POINTS:	300 total points
TEACHING EFFECTIVENESS:	225 total points
SERVICE CONTRIBUTIONS:	15 total points
SCHOLARSHIP/CREATIVE CONTRIBUTIONS:	0 total points

c. Required Documentation

- i. Student feedback reports
- ii. AIM Documentation
- iii. Mentoring Documentation (as applicable)
- iv. Evidence of each contribution
- v. Documents required by Appendix A in Policy

d. Suggested Documentation

- i. Summary and self-evaluation of contributions
- ii. Reflections for any negative evaluations

III. NTT Promotion to Assistant Professor

a. Expectations & Standards

Assistant Professors (NTT) have demonstrated ability in the areas of teaching and professional services. They have maintained currency in their field and are capable of undertaking college-wide responsibilities consistent with the college's mission and goals (SUU Policy 6.1).

i. Teaching Effectiveness

This category is the most prominent category of contributions for promotion to Assistant Professor NTT. Student Feedback Reports are required components of this category. Faculty must include all student feedback reports for all semesters during each evaluation period. Contributions in this category consist of the following:

1. Minimum teaching load
2. Student Feedback Reports (required)
3. Peer evaluations
4. Instructional delivery/design
5. Course management skills
6. Letters from colleagues
7. Other pre-authorized activities related to teaching

ii. Service/Leadership

Each faculty member must demonstrate effectiveness in leadership and service. Contributions in this category may consist of any of the following:

1. Volunteer Mentoring
2. Professional service
3. College wide responsibilities
4. Community service related to professional expertise
5. Other pre-authorized service or leadership activities

iii. Scholarship/Creative Activity

Lecturers seeking promotion to Assistant Professor NTT may choose to incorporate scholarly or creative activities into their faculty contributions. Substantial flexibility exists in the types of activities Lecturers may choose to include in the scholarship and creative category. Any activities that allow lecturers to maintain currency in their field may be considered scholarly or creative activities. Lecturers may also choose to publish scholarly or non-scholarly works. Presentations or participation in conferences also qualify as contributions in this category. These are several examples, but do not constitute an exhaustive list of potential scholarly and creative activities.

b. Contribution Activities & Points

Lecturers seeking promotion to Assistant Professor NTT must earn at least 400 total FEC points by the end of their 4th year (prior to applying for advancement to the rank of Assistant Professor). Points earned above that benchmark will be added towards their next rank advancement. Point allocations of various activities are described in Section VI of this Subpart. The expected minimum number of points in each category are as follows:

MINIMUM POINTS:	400 total points
TEACHING EFFECTIVENESS:	300 total points
SERVICE CONTRIBUTIONS:	20 total points
SCHOLARSHIP/CREATIVE CONTRIBUTIONS:	0 total points

c. Required Documentation

- i. Student feedback reports
- ii. AIM documentation
- iii. Evidence of each contribution

- iv. Documents required by Appendix A in Policy
- d. Suggested Documentation
 - i. Summary and self-evaluation of contributions
 - ii. Reflections for any negative evaluations

IV. NTT Promotion to Associate Professor

a. Expectations & Standards

Associate Professors (NTT) have exhibited continued growth in Faculty Engagement. They have contributed significantly to the University's mission in exemplary ways, especially with regard to Teaching Effectiveness. Their teaching, service, and engagement with students must reflect high professional competence and currency in their field (SUU Policy 6.1).

i. Teaching Effectiveness

This category is the most prominent category of contributions for NTT faculty. Student Feedback Reports are required components of this category. Faculty must include all student feedback reports for all semesters during each evaluation period. Contributions in this category consist of the following:

1. Minimum teaching load
2. Student Feedback Reports (required)
3. Peer evaluations
4. Instructional delivery/design
5. Course management skills
6. Letters from colleagues
7. Other pre-authorized activities related to teaching

ii. Service/Leadership

Each NTT faculty member must demonstrate effectiveness in leadership and service. Contributions in this category may consist of any of the following:

1. Volunteer Mentoring
2. Professional service
3. College wide responsibilities
4. Community service related to professional expertise
5. Other pre-authorized service or leadership activities

iii. Scholarship/Creative Activity

NTT faculty may choose to incorporate scholarly or creative activities into their faculty contributions. Substantial flexibility exists in the types of activities NTT faculty may choose to include in the scholarship and creative category. Any activities that allow NTT faculty to maintain currency in their field may be considered scholarly or creative activities. NTT faculty may also choose to publish scholarly or non-scholarly works. Presentations or participation in conferences also qualify as contributions in this category. These are several examples, but do not constitute an exhaustive list of potential scholarly and creative activities.

b. Contribution Activities & Points

NTT faculty must earn at least 1100 total FEC points with the appropriate number of points in each category by the end of their 11th year (including the points earned when granted the rank of Assist. Professor) prior to applying for advancement to the rank of Associate Professor. Point allocations of various activities are described in Section VI of this Subpart. The required Key Contributions and number of points in each category are as follows:

MINIMUM POINTS:	1100 total points
TEACHING EFFECTIVENESS:	825 total points
SERVICE CONTRIBUTIONS:	55 total points
SCHOLARSHIP/CREATIVE CONTRIBUTIONS:	0 total points

c. Required Documentation

- i. Student feedback reports
- ii. AIM documentation
- iii. Evidence of each contribution
- iv. Documents required by Appendix A in Policy

d. Suggested Documentation

- i. Summary and self-evaluation of contributions
- ii. Reflections for any negative evaluations

V. NTT Hires with Time Toward Promotion

Any NTT faculty member hired with time toward promotion must achieve the total minimum points expected for each remaining year until the application for the next promotion. Point allocations of various activities are described in Section VI of this Subpart. The formulas for calculating the minimum total points are as follows:

MINIMUM POINTS:	# of Years prior to application * 100 points
TEACHING EFFECTIVENESS:	# of Years prior to application * 75 points
SERVICE CONTRIBUTIONS:	# of Years prior to application * 5 points
SCHOLARSHIP/CREATIVE CONTRIBUTIONS:	0 total points

VI. NTT Contribution Activities & Points

a. Teaching Effectiveness

NTT faculty are expected to earn a minimum of 75 points in this category during each evaluation period. Points for contributions in teaching effectiveness are described in this section:

- i. Minimum teaching load (required)
 1. 60 points
- ii. Student Feedback Reports (required)
 1. 12 points - satisfactory (more positive comments and marks than negative comments and marks)
 2. 10 points - Less than satisfactory (the same number of negative comments and marks as positive comments and marks)
 3. 0 points - unsatisfactory (more negative comments and marks than positive comments and marks)

- iii. 20 points - outstanding alternative contributions
 - 1. Department Chair evaluation
 - 2. Peer evaluations
 - 3. Receiving substantial teaching recognition (i.e. SUU Influencer Award, national recognition, industry recognition, etc.)
 - 4. Teaching 12 credit hours or more during summer semester (9-month contract faculty)
 - 5. Pre-authorized outstanding activities
- iv. 15 points - high level alternative contributions
 - 1. Faculty self evaluation
 - 2. Documented consultation with educational specialist
 - 3. New course development
 - 4. Teaching at least 1 and fewer than 12 credit hours during summer semester (9-month contract faculty)
 - 5. Pre-authorized activities at high level
- v. 10 points - medium level alternative contributions
 - 1. Evidence of instructional or curriculum development
 - 2. Evidence of keeping current with teaching strategies
 - 3. Mentoring students in internships, special projects, or individual study courses.
 - 4. Pre-authorized activities at medium level
- vi. 5 points - low level alternative contributions
 - 1. Evidence of creative, innovative, thoughtful, and thorough methods and materials (i.e. electronic media, unique field experiences, lab experiences, classroom activities, projects, etc.)
 - 2. Evidence of adjustments made (comments or narratives of what worked and did not work and thoughts of why)
 - 3. Participation in team-taught courses
 - 4. Pre-authorized activities at low level

b. Service/Leadership

NTT faculty should plan to acquire 5-25 points in the service and leadership category during each evaluation period. Points for contributions of service and leadership are described in this section:

- i. Calculated points (see Subpart E of this DEC) - administrative duties, partial reassignments, and special assignments
 - 1. Serving as Department Chair
 - 2. Special appointment at the university or college level (i.e. Faculty Senate President, Associate Dean, Associate Provost, etc.)
- ii. 20 points - outstanding service/leadership contributions
 - 1. Principal or co-organizer/host of large, national or international events
 - 2. Pre-authorized outstanding service or leadership activities
- iii. 15 points - high level contribution activities
 - 1. Professional Service

2. Principal or co-organizer of regional/state level event
 3. Holding office in a professional society at the state or regional level
 4. Hosting a professional development event for off-campus groups
 5. Chair of a university level committee
 6. ¼ time special appointment at the university or college level (i.e. Director, etc.)
 7. Receiving an award for professional service
 8. Pre-authorized high level contributions
- iv. 10 points - medium level service or leadership activities
1. Volunteer Mentoring
 2. Faculty Senator
 3. Administrative responsibilities at the university, college, or department level
 4. Graduate committee Chair
 5. Committee member of a university committee
 6. Chair of a department level committee
 7. Advisor to student organization(s)
 8. Recognized accomplishment in professionally related activity
 9. Accompanying students to regional, national, or international conference where students' original or collaborative work is presented or to a competition where students are competing
 10. Flight/simulator instructional activity or pilot activity for the benefit of SUU, the community, state, nation, or other entity
 11. Accepting and successfully executing special projects or assignments
 12. Coordinating competitions or relevant events
 13. Organizing/overseeing a study abroad program for students or the community
 14. Pre-authorized medium level service or leadership activities
- v. 5 points - low level service or leadership contributions
1. Member of any college or departmental committee (i.e. Curriculum Committee, Graduate Committee, etc.)
 2. Aviation related involvement in community service activity
 3. Overseeing student internships
 4. Writing letters of recommendation for students or alumni
 5. Overseeing/organizing a student centric educational or recruitment event (i.e. field trip, bringing in a guest speaker, etc.)
 6. Evidence of professional activities that were of service or usefulness to others, either on or off campus
 7. Membership in a professional organization
 8. Serving as a judge at a regional or state level event (i.e. sterling scholar, etc.)
 9. Attending a booth at a local or state recruitment event

10. Overseeing student honors project(s)
11. Activities which contribute to the department's ability to serve students
12. Participation in commencement ceremonies
13. Participation in new student induction or orientation activities
14. Active participation in faculty and departmental meetings
15. Participation in alumni events
16. Participation in educational outreach activities
17. Participation in recruitment activities
18. Pre-authorized low level service or leadership activities

c. Scholarship/Creative Activity

NTT faculty may perform scholarly and creative activities as part of their faculty engagement and contributions. There is no minimum requirement for NTT faculty in this category. Because this category is not required of NTT faculty, no minimum points are established. NTT faculty may choose how much scholarly and creative work they will do. Points for contributions of scholarship and creative activity are described in this section:

- i. 20 points - Outstanding scholarly and creative contributions
 1. Standard publication in a peer-reviewed journal or conference proceedings volume
 2. Presenter at scholarly/professional/teaching conference
 3. Authorship and dissemination of protocols in peer reviewed/non-peer reviewed venues
 4. Publication of a book/chapters/sections or lab manual
 5. A grant award or fellowship external to SUU
 6. Completion of a terminal degree or pursuing formal doctoral or postdoctoral studies
 7. Creation/invention of equipment, devices, or procedures for application in the field
 8. Design or development of scholarly internet sites (i.e. must have scholarly value in the field, does not include posting of syllabi or other course information required by SUU policy)
 9. Upgrading knowledge for related teaching (i.e. through certifications or other training courses)
 10. Service on an external grant review panel
 11. Service on peer review board or editorial board of a scholarly journal
 12. Pre-authorized outstanding scholarly or creative activities
- ii. 15 points - high level scholarly or creative contributions
 1. Publication in a non-peer reviewed journal, government document, or industry/trade periodical
 2. Formal graduate study (credit) in chosen field
 3. A grant award or fellowship internal to SUU
 4. Evidence of ongoing research

5. Referee of a professionally related article in a journal or online venue
6. Recipient of a scholarly award
7. Poster presentation at scholarly/professional venue
8. Producing reports and other information for academic organizations, public entities, or other industry entities
9. Pre-authorized high level scholarly or creative activities
- iii. 10 points - medium level scholarly or creative activities
 1. Documented participation in a grant writing effort
 2. Serve as a reviewer/referee of an article in a journal
 3. Review text or lab manual for publication
 4. Peer reviewer of outside curricula
 5. Attend workshop or training to improve professional ability
 6. Receive scholarly recognition/nomination but no award (not self-nominated)
 7. Formal course work to advance professional knowledge in the discipline
 8. Presentation within SUU (i.e. professional development seminars, Festival of Excellence, etc.)
 9. Evidence of activity to maintain currency in pilot, flight instructor, aircraft maintenance technician, or other FAA operating privileges
 10. Pre-authorized medium level scholarly or creative activities
- iv. 5 points - low level scholarly or creative activities
 1. Attendance at scholarly/professional/teaching conference
 2. Formal written professional consultation/informal documented consultation
 3. On-campus scholarly lecture
 4. Engagement in scholarly activity that results in the development or improvement of curriculum
 5. Citation of one's scholarly work
 6. Upgrading knowledge on new software/hardware for related teaching assignments (i.e. continuing education courses, etc.)
 7. Nominated for a scholarly award or other recognition (not self-nominated)
 8. Pre-authorized low level scholarly or creative activities

Subpart D: Tenure Track Advancements

I. TT Junior Faculty

Each new faculty hire begins with a status of Junior Faculty. Policy describes the requirements and expectations of Junior Faculty.

a. Alignment and Integration Meeting

Each Junior Faculty must schedule and attend alignment and integration meetings with their immediate supervisor according to the requirements described in Policy. Junior Faculty will record all information required by Policy in the Faculty Dashboard.

b. Mentoring

Supervisors will assign mentors to Junior Faculty as described in Policy. Each Junior Faculty will meet with their assigned mentor according to Policy and appropriately document mentor meetings in the Faculty Dashboard. According to Policy, mentors are required until the successful completion of the Mid-Point Review, and optional afterward.

II. TT Assistant Professor Mid-Point Review

a. Expectations & Standards

Assistant Professors exhibit potential for effective Teaching, Service/Leadership, and Scholarly/Creative Activities. They are engaged in their academic discipline and in continuing study that will permit them to increase their competence in their fields which will qualify them for Promotion to a higher rank (SUU Policy 6.1).

i. *Teaching Effectiveness*

This is an important category of contributions for the Mid-Point Review of TT faculty. Student Feedback Reports are required components of this category. Faculty must include all student feedback reports for all semesters during each evaluation period. Contributions in this category consist of the following:

1. Minimum teaching load (required)
2. Student Feedback Reports (required)
3. Peer evaluations
4. Instructional delivery/design
5. Course management skills
6. Letters from colleagues
7. Other pre-authorized activities related to teaching

ii. *Service/Leadership*

Each TT faculty member must demonstrate effectiveness in leadership and service. Contributions in this category may consist of any of the following:

1. Professional service
2. Departmental/College participation
3. Community service related to professional expertise

4. Other pre-authorized service or leadership activities

iii. *Scholarship/Creative Activity*

TT faculty must demonstrate their aptitude for scholarly/creative work. Peer-reviewed publications are required contributions for TT faculty. Contributions in this category may consist of the following:

1. Peer-reviewed publications (required)
2. Other publications
3. Presentations
4. Grants
5. Awards
6. Other pre-authorized scholarship or creative activities

b. Contribution Activities & Points

TT faculty must earn at least 300 total FEC points by the end of their 3rd year, prior to the Mid-Point Review. Points earned above that benchmark will be added towards their next rank advancement. Point allocations of various activities are described in Section VII of this Subpart. The expected minimum number of points in each category are as follows:

MINIMUM POINTS:	300 total points
TEACHING EFFECTIVENESS:	180 total points
SERVICE CONTRIBUTIONS:	30 total points
SCHOLARSHIP/CREATIVE CONTRIBUTIONS:	60 total points
NUMBER OF PEER-REVIEWED PUBLICATIONS:	minimum 1

c. Required Documentation

- i. Student feedback reports
- ii. AIM Documentation
- iii. Mentee Documentation
- iv. Evidence of each contribution
- v. Documents required by Appendix A in Policy

d. Suggested Documentation

- i. Summary and self-evaluation of contributions
- ii. Reflections for any negative evaluations

III. TT Promotion to Associate Professor

a. Expectations & Standards

Associate Professors have exhibited continued growth in Faculty Engagement. They have contributed significantly to the University Mission, and they are prepared to mentor other Faculty members. Their Teaching, Service/Leadership, and Scholarly/Creative Activities reflect high professional competence (SUU Policy 6.1).

i. *Teaching Effectiveness*

This is an important category of contributions for promotion to Associate Professor TT. Student Feedback Reports are required components of this category. TT faculty must

include all student feedback reports for all semesters during each evaluation period.

Contributions in this category consist of the following:

1. Minimum teaching load (required)
2. Student Feedback Reports (required)
3. Peer evaluations
4. Instructional delivery/design
5. Course management skills
6. Letters from colleagues
7. Other pre-authorized activities related to teaching

ii. Service/Leadership

Each TT faculty member must demonstrate effectiveness in leadership and service.

Contributions in this category may consist of any of the following:

1. Volunteer Mentoring
2. Professional service
3. College/Departmental participation
4. Community service related to professional expertise
5. Other pre-authorized service or leadership activities

iii. Scholarship/Creative Activity

TT faculty must demonstrate their aptitude for scholarly/creative work. Peer-reviewed publications are required contributions for TT faculty. Contributions in this category may consist of the following:

1. Peer-reviewed publications (required)
2. Other publications
3. Presentations
4. Grants
5. Awards
6. Other pre-authorized scholarship or creative activities

b. Contribution Activities & Points

TT faculty must earn at least 600 total FEC points with the appropriate number of points in each category by the end of their 6th year prior to applying for advancement to the rank of Associate Professor. Point allocations of various activities are described in Section VII of this Subpart. The required Key Contributions and number of points in each category are as follows:

MINIMUM POINTS:	600 total points
TEACHING EFFECTIVENESS:	360 total points
SERVICE CONTRIBUTIONS:	60 total points
SCHOLARSHIP/CREATIVE CONTRIBUTIONS:	120 total points
NUMBER OF PEER-REVIEWED PUBLICATIONS:	minimum 2

c. Required Documentation

- i. Student feedback reports
- ii. Evidence of each contribution

d. Suggested Documentation

- i. Summary and self-evaluation of contributions
- ii. Reflections for any negative evaluations

- iii. Mentoring Documentation
- e. Early Promotion to Associate Professor

IV. TT Promotion to Professor

- a. Expectations & Standards

A Professor is a Faculty member who has demonstrated excellence in Teaching, Service/Leadership and Scholarly/Creative Activities over a sustained period, typically at least five years after being granted Tenure. Professors are recognized as leaders in their field and have achieved a high level of professional achievement and recognition, as evidenced by a strong record of publications, presentations, grants, awards, and other Scholarly/Creative Activities. Professors are expected to contribute to the academic community by mentoring Junior Faculty, serving on committees, and providing leadership in Departmental and institutional governance (SUU Policy 6.1).

i. Teaching Effectiveness

This is an important category of contributions for promotion to Associate Professor TT. Student Feedback Reports are required components of this category. TT faculty must include all student feedback reports for all semesters during each evaluation period. Contributions in this category consist of the following:

1. Minimum teaching load (required)
2. Student Feedback Reports (required)
3. Peer evaluations
4. Instructional delivery/design
5. Course management skills
6. Letters from colleagues
7. Other pre-authorized activities related to teaching

ii. Service/Leadership

Each TT faculty member must demonstrate effectiveness in leadership and service. Contributions in this category may consist of any of the following:

1. Volunteer Mentoring
2. Professional service
3. College/Departmental participation
4. Community service related to professional expertise
5. Other pre-authorized service or leadership activities

iii. Scholarship/Creative Activity

TT faculty must demonstrate their aptitude for scholarly/creative work. Peer-reviewed publications are required contributions for TT faculty. Contributions in this category may consist of the following:

1. Peer-reviewed publications (required)
2. Other publications
3. Presentations
4. Grants

5. Awards

6. Other pre-authorized scholarship or creative activities

b. Contribution Activities & Points

Each TT faculty member must earn at least an additional 500 total FEC points beyond the minimum required for the individual to achieve the rank of Associate Professor before applying for advancement to the rank of Professor. Point allocations of various activities are described in Section VII of this Subpart. The required Key Contributions and number of additional points in each category are as follows:

MINIMUM POINTS:	prior minimum + 500 total points
TEACHING EFFECTIVENESS:	prior minimum + 300 total points
SERVICE CONTRIBUTIONS:	prior minimum + 50 total points
SCHOLARSHIP/CREATIVE CONTRIBUTIONS:	prior minimum + 100 total points
NUMBER OF PEER-REVIEWED PUBLICATIONS:	total minimum 4

c. Required Documentation

- i. Student feedback reports
- ii. Evidence of each contribution
- iii. Documents required by Appendix A in Policy

d. Suggested Documentation

- i. Summary and self-evaluation of contributions
- ii. Reflections for any negative evaluations
- iii. Mentoring Documentation

V. TT Hires with Time Toward Promotion

Any TT faculty member hired with time toward promotion must achieve the total minimum points expected for each remaining year until the application for the next promotion. Point allocations of various activities are described in Section VII of this Subpart. The formulas for calculating the minimum total points for TT hires with time toward promotion are as follows:

MINIMUM POINTS:	# of Years prior to application * 100 points
TEACHING EFFECTIVENESS:	# of Years prior to application * 60 points
SERVICE CONTRIBUTIONS:	# of Years prior to application * 10 points
SCHOLARSHIP/CREATIVE CONTRIBUTIONS:	# of Years prior to application * 20 points
NUMBER OF PEER-REVIEWED PUBLICATIONS:	# of Years prior to application * 1

VI. TT Appointment of Tenure

a. Expectations & Standards

Policy describes the requirements and procedures for the appointment of tenure. TT faculty must satisfy all requirements described in Policy. Applicants for tenure must demonstrate a favorable history of teaching, service, and scholarly/creative contributions during their time at SUU. Applicants for tenure must be current in the minimum expectations outlined in this DEC.

b. Tenure Contribution Activities & Points

Applicants for tenure must demonstrate satisfactory status of contributions through the date of their application for tenure. Applicants will only be eligible for tenure if they have the minimum number of total points, and the minimum number of total points in each category, for the number of evaluative periods prior to the application for tenure. Applicants must also satisfy the key contribution criteria for all rank advancements through the current rank, including any rank advancement anticipated during the same period as the desired award of tenure.

c. Required Documentation

- i. Evaluative letters and evaluative ratings for all evaluative periods prior to the application for tenure
- ii. Evidence of key contribution activities
- iii. Documents required by Appendix A in Policy

d. Suggested Documentation

- i. Justification for appointment of tenure
- ii. Reflections for any negative evaluations

e. Early Appointment of Tenure

Policy describes the requirements and procedures for Early Appointment of Tenure. Applicants must satisfy all tenure requirements described in Policy and this DEC before applying for early tenure. In addition, applicants must have a minimum of three peer-reviewed publications to apply for early tenure.

f. Hires without Tenure

Hires without tenure at the ranks of Associate Professor or Professor must satisfy all requirements for tenure or early tenure as described in Policy and this DEC prior to their application for tenure.

VII. TT Contribution Activities & Points

a. Teaching Effectiveness

Tenure Track Faculty are expected to earn a minimum of 60 points in this category during each evaluation period. Points for contributions in teaching effectiveness are described in this section:

- i. Minimum teaching load (required)
 1. 48 points
- ii. Student Feedback Reports (required)
 1. 12 points - satisfactory (more positive comments and marks than negative comments and marks)
 2. 10 points - Less than satisfactory (the same number of negative comments and marks as positive comments and marks)
 3. 0 points - unsatisfactory (more negative comments and marks than positive comments and marks)
- iii. 20 points - outstanding alternative contributions
 1. Department Chair evaluation
 2. Peer evaluations

3. Receiving substantial teaching recognition (i.e. SUU Influencer Award, national recognition, industry recognition, etc.)
4. Teaching 12 credit hours or more during summer semester (9-month contract faculty)
5. Pre-authorized outstanding activities
- iv. 15 points - high level alternative contributions
 1. Faculty self evaluation
 2. Documented consultation with educational specialist
 3. New course development
 4. Teaching at least 1 and fewer than 12 credit hours during summer semester (9-month contract faculty)
 5. Pre-authorized activities at high level
- v. 10 points - medium level alternative contributions
 1. Evidence of instructional or curriculum development
 2. Evidence of keeping current with teaching strategies
 3. Mentoring students in internships, special projects, or individual study courses.
 4. Pre-authorized activities at medium
- vi. 5 points - low level alternative contributions
 1. Evidence of creative, innovative, thoughtful, and thorough methods and materials (i.e. electronic media, unique field experiences, lab experiences, classroom activities, projects, etc.)
 2. Evidence of adjustments made (comments or narratives of what worked and did not work and thoughts of why)
 3. Participation in team-taught courses
 4. Pre-authorized activities at low level

b. Service/Leadership

Tenure Track Faculty should plan to acquire 10-20 points in the service and leadership category during each evaluation period. Points for contributions of service and leadership are described in this section:

- i. Calculated points (see Subpart E of this DEC) - administrative duties, partial reassignments, and special assignments
 1. Serving as Department Chair
 2. Special appointment at the university or college level (i.e. Faculty Senate President, Associate Dean, Associate Provost, etc.)
- ii. 20 points - outstanding service/leadership contributions
 1. Principal or co-organizer/host of large, national or international events
 2. Pre-authorized outstanding service or leadership activities
- iii. 15 points - high level contribution activities
 1. Professional Service
 2. Principal or co-organizer of regional/state level event
 3. Holding office in a professional society at the state or regional level

4. Hosting a professional development event for off-campus groups
5. Chair of a university level committee
6. ¼ time special appointment at the university or college level (i.e. Director, etc.)
7. Receiving an award for professional service
8. Pre-authorized high level contributions
- iv. 10 points - medium level service or leadership activities
 1. Volunteer Mentoring
 2. Faculty Senator
 3. Administrative responsibilities at the university, college, or department level
 4. Graduate committee Chair
 5. Committee member of a university committee
 6. Chair of a department level committee
 7. Advisor to student organization(s)
 8. Recognized accomplishment in professionally related activity
 9. Accompanying students to regional, national, or international conference where students' original or collaborative work is presented or to a competition where students are competing
 10. Flight/simulator instructional activity or pilot activity for the benefit of SUU, the community, state, nation, or other entity
 11. Accepting and successfully executing special projects or assignments
 12. Coordinating competitions or relevant events
 13. Organizing/overseeing a study abroad program for students or the community
 14. Pre-authorized medium level service or leadership activities
- v. 5 points - low level service or leadership contributions
 1. Member of any college or departmental committee (i.e. Curriculum Committee, Graduate Committee, etc.)
 2. Aviation related involvement in community service activity
 3. Overseeing student internships
 4. Writing letters of recommendation for students or alumni
 5. Overseeing/organizing a student centric educational or recruitment event (i.e. field trip, bringing in a guest speaker, etc.)
 6. Evidence of professional activities that were of service or usefulness to others, either on or off campus
 7. Membership in a professional organization
 8. Serving as a judge at a regional or state level event (i.e. sterling scholar, etc.)
 9. Attending a booth at a local or state recruitment event
 10. Overseeing student honors project(s)
 11. Activities which contribute to the department's ability to serve students

12. Participation in commencement ceremonies
13. Participation in new student induction or orientation activities
14. Active participation in faculty and departmental meetings
15. Participation in alumni events
16. Participation in educational outreach activities
17. Participation in recruitment activities
18. Pre-authorized low level service or leadership activities

c. Scholarship/Creative Activity

Tenure Track Faculty must perform scholarly and creative activities as part of their faculty engagement and contributions. TT Faculty members should plan to achieve 20-30 points in this category during each evaluation period. Points for contributions of scholarship and creative activity are described in this section:

- i. 20 points - Outstanding scholarly and creative contributions
 1. Standard publication in a peer-reviewed journal or conference proceedings volume
 2. Presenter at scholarly/professional/teaching conference
 3. Authorship and dissemination of protocols in peer reviewed/non-peer reviewed venues
 4. Publication of a book/chapters/sections or lab manual
 5. A grant award or fellowship external to SUU
 6. Completion of a terminal degree or pursuing formal doctoral or postdoctoral studies
 7. Creation/invention of equipment, devices, or procedures for application in the field
 8. Design or development of scholarly internet sites (i.e. must have scholarly value in the field, does not include posting of syllabi or other course information required by SUU policy)
 9. Upgrading knowledge for related teaching (i.e. through certifications or other training courses)
 10. Service on an external grant review panel
 11. Service on peer review board or editorial board of a scholarly journal
 12. Pre-authorized outstanding scholarly or creative activities
- ii. 15 points - high level scholarly or creative contributions
 1. Publication in a non-peer reviewed journal, government document, or industry/trade periodical
 2. Formal graduate study (credit) in chosen field
 3. A grant award or fellowship internal to SUU
 4. Evidence of ongoing research
 5. Referee of a professionally related article in a journal or online venue
 6. Recipient of a scholarly award
 7. Poster presentation at scholarly/professional venue

- 8. Producing reports and other information for academic organizations, public entities, or other industry entities
- 9. Pre-authorized high level scholarly or creative activities
- iii. 10 points - medium level scholarly or creative activities
 - 1. Documented participation in a grant writing effort
 - 2. Serve as a reviewer/referee of an article in a journal
 - 3. Review text or lab manual for publication
 - 4. Peer reviewer of outside curricula
 - 5. Attend workshop or training to improve professional ability
 - 6. Receive scholarly recognition/nomination but no award (not self-nominated)
 - 7. Formal course work to advance professional knowledge in the discipline
 - 8. Presentation within SUU (i.e. professional development seminars, Festival of Excellence, etc.)
 - 9. Evidence of activity to maintain currency in pilot, flight instructor, aircraft maintenance technician, or other FAA operating privileges
 - 10. Pre-authorized medium level scholarly or creative activities
- iv. 5 points - low level scholarly or creative activities
 - 1. Attendance at scholarly/professional/teaching conference
 - 2. Formal written professional consultation/informal documented consultation
 - 3. On-campus scholarly lecture
 - 4. Engagement in scholarly activity that results in the development or improvement of curriculum
 - 5. Citation of one's scholarly work
 - 6. Upgrading knowledge on new software/hardware for related teaching assignments (i.e. continuing education courses, etc.)
 - 7. Nominated for a scholarly award or other recognition (not self-nominated)
 - 8. Pre-authorized low level scholarly or creative activities

Subpart E: Other Advancements

I. Academic Administrators

a. Promotion

TT or NTT faculty assigned to administrative duties will earn the minimum number of expected points in each category for each evaluation period while serving as a full-time administrator. TT or NTT faculty with partial administrative assignments or special assignments shall follow the promotion requirements specified in Sections II and III of this subpart.

b. Tenure

According to Policy, administrators are not tenured in administrative positions. However, TT faculty with administrative assignments may continue their efforts toward tenure as described in this DEC and return to their tenure status following administrative assignments. TT faculty with administrative assignments may apply for tenure at any time such faculty member satisfies the requirements to apply for tenure.

II. Faculty with Partial Reassignments

DEC criteria will adjust for faculty with partial reassignments. Typically teaching loads will reduce for faculty on partial reassignments. Hence, teaching load expectations will reduce and service expectations will increase. Teaching expectations while on partial reassignment will still consist of points for teaching load and points for student evaluations. Minimum points for all categories during partial reassignments will be calculated as follows:

MINIMUM POINTS FOR ADJUSTED TEACHING LOADS	# of credit hours * 4
MINIMUM POINTS FOR STUDENT EVALUATIONS	# of credit hours * 1
MINIMUM POINTS FOR SCHOLARLY/CREATIVE WORK (TT)	20 points
MINIMUM POINTS FOR SCHOLARLY/CREATIVE WORK (NTT)	0 points
MINIMUM POINTS FOR SERVICE DURING REASSIGNMENT	100 minus all points above
MINIMUM TOTAL POINTS DURING REASSIGNMENT	100 points

III. Faculty with Special Appointments

Faculty with special appointments will submit AIM proposals with minimum expectations to the P&T Committee for each evaluative period while fulfilling special appointments. The P&T Committee will review each proposal and either return the proposal for additional edits or approve the FEC plan for each evaluative period while the faculty serves in special appointments. Faculty should use Section II of this Subpart as a guide when creating AIMs for periods of special appointments. An approved proposal will take the place of the standard FEC requirements described in this DEC for the time the faculty member serves in special appointments.

Subpart F: Faculty Reviews

I. Yearly Reviews

All faculty subject to annual reviews will submit annual reports detailing their accomplishments in the categories of teaching effectiveness, service/leadership, and scholarship/creative activity. The expectations for yearly reviews are the minimum annual contribution requirements of the next rank advancement. This DEC describes the minimum contribution requirements in each category, the required, and recommended documentation for annual reports. Faculty will submit all required documentation for each yearly review on the Faculty Dashboard as required by Policy.

II. Post-Tenure Five-Year Reviews

All faculty subject to post-tenure five-year reviews will submit reports detailing their accomplishments in the categories of teaching effectiveness, service/leadership, and scholarship/creative activity over the past five-year period. The expectations for five-year reviews are described in this section. Faculty will submit all required documentation for each five-year review on the Faculty Dashboard as required by Policy.

iv. Teaching Effectiveness

This remains an important category of contributions for tenured faculty. Student Feedback Reports are required components of this category. Tenured faculty must include all student feedback reports for all semesters during each evaluation period. Contributions in this category consist of the following:

1. Minimum teaching load (required)
2. Student Feedback Reports (required)
3. Peer evaluations
4. Instructional delivery/design
5. Course management skills
6. Letters from colleagues
7. Other pre-authorized activities related to teaching

v. Service/Leadership

Each tenured faculty member must continue to demonstrate effectiveness in leadership and service. Contributions in this category may consist of any of the following:

1. Volunteer Mentoring
2. Professional service
3. College/Departmental participation
4. Community service related to professional expertise
5. Other pre-authorized service or leadership activities

vi. Scholarship/Creative Activity

Each tenured faculty member must continue to demonstrate their aptitude for scholarly/creative work. Peer-reviewed publications are required contributions for tenured faculty. Contributions in this category may consist of the following:

1. Peer-reviewed publications (required)

2. Other publications
3. Presentations
4. Grants
5. Awards
6. Other pre-authorized scholarship or creative activities

e. Contribution Activities & Points

Each tenured faculty member subject to the post-tenure five-year review must earn at least 500 total FEC points during each prior five-year period. Point allocations of various activities are described in Section VII of Subpart D in this DEC. The required Key Contributions and number of additional points in each category during the five-year prior review period are as follows:

MINIMUM POINTS:	500 total points
TEACHING EFFECTIVENESS:	300 total points
SERVICE CONTRIBUTIONS:	50 total points
SCHOLARSHIP/CREATIVE CONTRIBUTIONS:	100 total points
NUMBER OF PEER-REVIEWED PUBLICATIONS:	total minimum 3

- a. Required Documentation
 - i. Student feedback reports
 - ii. AIM Documentation
 - iii. Documents required by Appendix A in Policy
- b. Suggested Documentation
 - i. Reflections for any negative evaluations

Subpart G: Additional Guidelines

I. Pre-approval of Undefined Contribution Activities

Faculty members may incorporate any of the contribution activities defined in this DEC, with their assigned points, in their FEC reports. To receive credit for any contribution activities not specifically defined in this DEC, faculty members must propose such contribution activities, with their associated points, and receive approval from the P&T Committee before incorporating them into their FEC plan. For any proposal, the P&T Committee will discuss the proposal and execute a vote. Based on a majority vote, the action of the P&T Committee for each proposal may be approval, denial, or approval with modifications (i.e. adjustment of proposed points, re-assignment of category, etc.).

II. Noncompliance with Policy 6.28

The requirements of this DEC will not change in the cases of verbal censure or written reprimand due to non-compliance with Policy 6.28. Faculty in either of these conditions must continue to achieve the minimum number of points each evaluative period according to this DEC. Depending on the provisions of probation, faculty may be required to achieve the minimum number of points, achieve altered minimum points, or postpone progress toward any rank or tenure advancements in this DEC during probation. During the action of suspension without pay according to Policy 6.28, the requirements of this DEC will be postponed. Any progress made toward any rank or tenure advancements will reset if a faculty member is dismissed from employment in accordance with Policy 6.28.

III. Development Plans

A negative outcome of any evaluation will require a faculty member to follow a development plan. A faculty member with unsatisfactory performance or a status of development needed must coordinate a development plan with the Department Chair. Any non-compliance with Policy 6.28, except for the action dismissal, will require a development plan. The faculty member must satisfy the requirements of any development plans while maintaining compliance with this DEC to return to good standing.

Subpart H: Redress Procedures

Faculty may submit written requests to any level of evaluative entity, including the Department P&T Committee, for redress related to any negative measures of criteria established in this DEC. Any evaluative entity may take action on any redress request submitted to that entity, or may defer the request back to any underlying level of evaluative entities.

Subpart I: DEC Faculty & Hire Dates

Hire Date	Name	Rank

Subpart J: DEC Revisions

I. Revision Proposals

The Department DEC Committee will review this DEC at least once within the interval specified in Policy and revise as necessary. Additionally, the Department DEC Committee may choose to revise this DEC at any time and for any reason. Each revision is subject to an approving vote. A successful vote as described in Section II of this Subpart is necessary to alter this DEC in any way.

II. Voting Procedures

The Chair of the Department DEC Committee will initiate a proposal of revision or adjustment to this DEC by opening a draft revision for review. Each faculty member affected by this DEC will have a two week window to review any proposal of revision or alteration to this DEC and submit comments. The Department DEC Committee will review and respond to all comments received during the review window. Responses may consist of altering the draft and informing faculty members of the change, denying any requests or suggestions for change, or clarifying any comments submitted. After the appropriate review window and responses, the DEC Committee will execute a vote on the revision proposal according to Subpart A Section IV of this DEC.

Subpart K: DEC Archival Procedures

The Chair of the Department DEC Committee will archive each version of this DEC in a location where all members impacted by this DEC may access it after it is superseded by a newer version.

Subpart L: Promotion & Tenure Policy Transitions

Procedures for transitioning between P&T policies, including this DEC, will default to policy transitions described in the new policy. In absence of such policies, faculty may choose to continue with a prior policy until the next rank or tenure advancement or may choose to transition to new policies on their effective dates. A faculty member who chooses to continue seeking a rank or tenure advancement following a superseded policy must transition to the current policy after achieving the next rank or tenure advancement. Associate Professors NTT or TT Professors with tenure will transition to new policies on the effective dates for new policies.

Appendices

Appendix A: Faculty Engagement and Contribution Plan

Certain faculty are subject to AIM meetings on specified intervals. In preparation for the AIM meeting each faculty will propose a faculty engagement and contribution plan (FEC). This plan will demonstrate how the faculty intends to satisfy the minimum promotion and tenure (P&T) expectations over the next evaluation period. The plan should describe the intended contributions and tally the expected points. A suggested template for the FEC follows:

FACULTY ENGAGEMENT & CONTRIBUTION PLAN

SUU Department of Aviation

Name:

Contribution Period: August 15, 20xx through August 14, 20xx

The completed *Faculty Engagement & Contribution Plan* is limited to three (3) pages. Please refer to the definitions of Faculty Engagement, Teaching Effectiveness, Service/Leadership, and Scholarship found in [Policy 6.1](#), as well as to [Policy 6.28](#) Faculty Professional Responsibility. This plan will be reviewed and approved by the Department Chair, and it will be filed in the Faculty Dashboard.

Plans should satisfy departmental expectations, align with SUU's mission, and promote a developmental process for the individual faculty member. Faculty should refer to the aviation department DEC for point values of various contributions. Please describe planned activities as well as estimated points earned in Teaching Effectiveness, Scholarly/Creative Contributions, and Service/Leadership Contributions. To meet minimum annual expectations, faculty should earn a minimum of 100 total points each year.

How do you plan to be an engaged faculty member in the coming year? How will your contributions* align with SUU's student-centered mission and your departmental evaluation criteria?

TEACHING EFFECTIVENESS

<<Insert Plan>>

SERVICE/LEADERSHIP CONTRIBUTIONS

<<Insert Plan>>

SCHOLARLY/CREATIVE CONTRIBUTIONS

<<Insert Plan>>

Planned point total over the next evaluation period:

*Some contributions, especially in Scholarship and Service/Leadership, support SUU's student-centered mission even when they do not directly relate to students. Faculty articulate how their contributions relate to SUU's mission in the space above.

Appendix B: Annual Contribution Scoring Sheet: All Ranks Requiring Annual Reviews

Name: _____

Contribution Period: August 15, _____ through Aug 14, _____

PLANNED/EARNED POINT SUMMARY

Faculty members will complete this form as part of their FEC Plan and again as part of their FEC report. Faculty will include each completed version of this form with their required submissions to the Faculty Dashboard.

	NTT	T/TT
1. TEACHING EFFECTIVENESS (NTT: 75 points minimum; T/TT: 60 points minimum)	_____ pts	_____ pts
2. SERVICE/LEADERSHIP CONTRIBUTIONS (NTT: 5-25 points; T/TT: 10-20 points)	_____ pts	_____ pts
3. SCHOLARLY/CREATIVE CONTRIBUTIONS (NTT: no minimum points; T/TT: 20-30 points)	_____ pts	_____ pts

TOTAL POINTS PROJECTED/EARNED: _____

SIGNATURES

Faculty Member

Date

Mentor (as applicable)

Date

Department Chair

Date

Appendix C: Contribution Scoring Sheet: Mid-Point Review

Name: _____

Contribution Period: August 15, _____ through Aug 14, _____

EARNED POINT SUMMARY

Faculty members will complete this form and upload it to the Faculty Dashboard as part of their Mid-Point Review.

1. **TEACHING EFFECTIVENESS** _____ pts
 (NTT: # years _____ X 75 = _____ points minimum)
 (TT: # years _____ X 60 = _____ points minimum)

2. **SERVICE/LEADERSHIP CONTRIBUTIONS** _____ pts
 (NTT: # years _____ X 5 = _____ points minimum)
 (TT: # years _____ X 10 = _____ points minimum)

3. **SCHOLARLY/CREATIVE CONTRIBUTIONS** _____ pts
 (NTT: # years _____ X 0 = _____ points minimum)
 (TT: # years _____ X 20 = _____ points minimum)

TOTAL POINTS EARNED: _____
 (# years _____ X 100 = _____ points minimum)

SIGNATURES

 Faculty Member

 Date

 Mentor

 Date

 Department Chair

 Date

Appendix D: Contribution Scoring Sheet: NTT Promotion to Assistant Professor

Name: _____

Contribution Period: August 15, _____ through Aug 14, _____

EARNED POINT SUMMARY

Faculty members will complete this form and upload it to the Faculty Dashboard as part of their application for rank advancement to Assistant Professor NTT.

1. TEACHING EFFECTIVENESS _____ pts
(300 points minimum)
2. SERVICE/LEADERSHIP CONTRIBUTIONS _____ pts
(20 points minimum)
3. SCHOLARLY/CREATIVE CONTRIBUTIONS _____ pts
(no minimum points)

TOTAL POINTS EARNED: _____
(400 points minimum)

SIGNATURES

Faculty Member

Date

Department Chair

Date

Appendix E: Contribution Scoring Sheet: NTT Promotion to Associate Professor

Name: _____

Contribution Period: August 15, _____ through Aug 14, _____

EARNED POINT SUMMARY

Faculty members will complete this form and upload it to the Faculty Dashboard as part of their application for rank advancement to Associate Professor NTT.

- | | | |
|----|---|-----------|
| 1. | TEACHING EFFECTIVENESS
(825 points minimum) | _____ pts |
| 2. | SERVICE/LEADERSHIP CONTRIBUTIONS
(55 points minimum) | _____ pts |
| 3. | SCHOLARLY/CREATIVE CONTRIBUTIONS
(no minimum points) | _____ pts |
-

TOTAL POINTS EARNED: _____
(1100 points minimum)

SIGNATURES

Faculty Member

Date

Department Chair

Date

Appendix F: Contribution Scoring Sheet: TT Promotion to Associate Professor

Name: _____

Contribution Period: August 15, _____ through Aug 14, _____

EARNED POINT SUMMARY

Faculty members will complete this form and upload it to the Faculty Dashboard as part of their application for rank advancement to Associate Professor TT.

1. TEACHING EFFECTIVENESS _____ pts
(360 points minimum)
2. SERVICE/LEADERSHIP CONTRIBUTIONS _____ pts
(60 points minimum)
3. SCHOLARLY/CREATIVE CONTRIBUTIONS _____ pts
(120 point minimum)
4. PEER REVIEW PUBLICATIONS _____
(2 minimum)

TOTAL POINTS EARNED: _____
(600 points minimum)

SIGNATURES

Faculty Member

Date

Department Chair

Date

Appendix G: Contribution Scoring Sheet: TT Promotion to Professor

Name: _____

Contribution Period: August 15, _____ through Aug 14, _____

EARNED POINT SUMMARY

Faculty members will complete this form and upload it to the Faculty Dashboard as part of their application for rank advancement to Professor TT.

1. TEACHING EFFECTIVENESS _____ pts
(prior minimum + 300 points minimum)
2. SERVICE/LEADERSHIP CONTRIBUTIONS _____ pts
(prior minimum + 50 points minimum)
3. SCHOLARLY/CREATIVE CONTRIBUTIONS _____ pts
(prior minimum + 100 point minimum)
4. PEER REVIEW PUBLICATIONS _____
(4 minimum)

TOTAL POINTS EARNED: _____
(prior minimum + 500 points minimum)

SIGNATURES

Faculty Member

Date

Department Chair

Date

Appendix H: Contribution Scoring Sheet: Application for Tenure

Name: _____

Contribution Period: August 15, _____ through Aug 14, _____

EARNED POINT SUMMARY

Faculty members will complete this form and upload it to the Faculty Dashboard as part of their application for Tenure.

1. TEACHING EFFECTIVENESS _____ pts
(# years _____ X 60 = _____ points minimum)
2. SERVICE/LEADERSHIP CONTRIBUTIONS _____ pts
(# years _____ X 10 = _____ points minimum)
3. SCHOLARLY/CREATIVE CONTRIBUTIONS _____ pts
(# years _____ X 20 = _____ points minimum)

TOTAL POINTS EARNED: _____
(# years _____ X 100 = _____ points minimum)

SIGNATURES

Faculty Member

Date

Department Chair

Date

