SUBJECT: FACULTY EVALUATION, PROMOTION AND TENURE

I. PURPOSE: The policies under this title govern evaluations (i.e. third-year, annual and post-tenure), academic rank promotion, faculty tenure and sabbatical leave.

II. REFERENCES:

Utah Code Ann. 53B-48-15(1) (1970)

AAUP Policy Documents and Reports, 1995 Edition

Utah Board of Regents Policy and Procedures, R-220, Delegation of Responsibilities to the President and the Board of Trustees

Utah Board of Regents Policy and Procedures, R-312, Configuration of the Utah System of Higher Education and Institutional Missions and Roles

Utah Board of Regents Policy and Procedures, R-481, Academic Freedom, Professional Responsibility and Tenure

Utah State System of Higher Education Policies and Procedures, R482, Bona Fide Financial Exigency and Personnel Reduction

Utah State System of Higher Education Policies and Procedures, R483, Award of Tenure

SUU Policies and Procedures, 5.18, Nepotism

SUU Policy and Procedures, 6.0 Definition of Faculty

SUU Policy and Procedures, 6.2, Academic Officers

SUU Policies and Procedures, 6.6, Academic Freedom

SUU Policies and Procedures, 6.12, Financial Crisis and Bona Fide Financial Exigency

SUU Policies and Procedures, 6.15, Faculty Leaves

SUU Policies and Procedures, 6.22, Faculty Due Process

SUU Policies and Procedures, 6.27, Faculty Workload

SUU Policy and Procedures, 6.28, Faculty Professional Responsibility

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SUBJECT: FACULTY EVALUATION, PROMOTION AND TENURE

III. POLICY SECTIONS:

6.1.1. Faculty Annual Review Process

6.1.2. Three-year Review Process

6.1.3. Academic Rank Advancement Process

6.1.4. Faculty Tenure Process

6.1.5. Post-tenure Review Process

6.1.6. Sabbatical Leave Process

6.1.7. Merit Pay Process

IV. VALUE STATEMENT

The academic mission statement of Southern Utah University states in part "to provide a personalized, integrative and experiential learning environment designed to prepare students to become fully engaged and productive members of society." To support the achievement of these goals, the university recognizes faculty work in using experiential, engaged learning and interdisciplinary pedagogies where possible. Experiential and engaged learning integrates theory and practice by combining academic inquiry with designed, managed and guided academic experiences. Promotion and tenure requirements allow faculty to be recognized for using these pedagogies in their teaching and scholarship, as well as in supervising students in various projects (e.g. capstone projects, undergraduate research, internships, etc.). In addition, faculty evaluation, promotion and tenure processes recognize faculty for their work in teaching, scholarship, service and collegiality.

V. DEFINITIONS

A. Tenured and Tenure-track Faculty: Tenured and tenure-track faculty are defined in Policy 6.0 and consists of faculty holding the following academic ranks: professor, associate professor, and assistant professor, except for non-tenure track faculty who may be designated associate professor (NTT) or assistant professor (NTT). Individuals in administrative positions may also hold a faculty position and be awarded tenure in an academic program. Tenured and tenure-track faculty are expected to engage in teaching, scholarship/creative activities, and service in accordance with their assigned responsibilities.

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1. ***Full Professor:*** The rank of Full Professor is an appointment for persons with an earned terminal degree in the field of their appointment (see appendix I) and at least five years of experience as an associate professor. Full Professors are recognized as master teachers, scholars/artists, and institutional leaders. Their teaching, scholarly/artistic activities, service, and engagement with students should reflect high professional competence.

2. ***Associate Professor:*** The rank of Associate Professor is an appointment for persons with at least seven years of experience as an assistant professor. Associate professors have demonstrated ability in the areas of teaching, scholarship/artistry and service. They should be capable of undertaking university-wide responsibilities which contribute to the attainment of the university's mission and goals.

3. ***Assistant Professor:*** The rank of Assistant Professor is an initial appointment. Assistant professors exhibit potential for effective teaching, scholarship/artistry, and service. They are engaged in serious, disciplined and continuing study which will permit them to increase their competence in their fields and/or other fields which will qualify them for promotion to a higher rank.

B. Non-tenure Track Faculty (NTT): Non-Tenure Track faculty are faculty who are under contract but not ultimately eligible for tenure. Non-tenure-track faculty hold regular faculty titles of Associate Professor (NTT), Assistant Professor (NTT), or Lecturer. Generally, non-tenure track faculty hold a master's degree in field of appointment or 18 graduate hours in field and a relevant master's degree.

1. ***Associate Professor (NTT):*** This rank is an appointment for faculty with at least six years of experience as an Assistant Professor (NTT). Associate Professors (NTT) are recognized as master teachers. Their teaching, professional service, and engagement with students should reflect high professional competence, maintain currency in their field, and serve as a model for other faculty.

2. ***Assistant Professor (NTT):*** This rank is an appointment for persons with at least four years of experience as a Lecturer. Assistant Professors (NTT) have demonstrated ability in the areas of teaching and professional services. They should maintain currency in their field and be capable of undertaking college-wide responsibilities which contribute to the attainment of the college's mission and goals.

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3. ***Lecturer:*** The title of Lecturer is an entry-level faculty position. Lecturers have a primary responsibility for effective teaching while maintaining currency in their field and secondary responsibility for academic unit participation.

C. **Special Appointments**: (e.g. Professional in Residence, Artist in Residence, Distinguished Fellow) require a minimum of a bachelor's degree. A professional-in-residence or artist-in-residence requires prominence and experience in the field the appointee will be teaching, or a specialized certification in the discipline. Indicators/attributes for prominence and experience are articulated by the search committee and the department chair, and are subject to action by the dean and Provost.

D. **Professor Emeritus:** The University also recognizes the title of Professor Emeritus. A Professor Emeritus may be employed on a part-time basis or may not be currently employed at all.

E. **Annual Review:** An annual review consists of the Faculty Annual Activity Report (FAAR) and associated evaluative letters.

F. **Leave, rank and tenure committees:** Department, college/school and University LRT committees are established according to the criteria in the table below. Faculty members who are related (as defined in SUU policy 5.2) to another faculty member who is applying for tenure are ineligible to serve on any LRT committee. Committee procedures will be in accordance with existing policies of SUU.

	Department	**College/School**	**University**
Voting members	3	5	1 from each college/school plus 1 from library
Tenured members	All	All	All & Full Professors
Successive membership	No	No	No
Roster submitted by	Department Chair	Dean	Each Dean
Voted by	Tenured/Tenure track Department Faculty	Tenured/Tenure track College Faculty	Tenured/Tenure track College Faculty
Members from other units	As needed	As needed	NA
Administrators serving	None	None	None
Exceptions approved by	University LRT	University LRT	Faculty Senate

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SUBJECT: FACULTY EVALUATION, PROMOTION AND TENURE

VI. EVALUATION CRITERIA

A. Criteria: Decisions regarding evaluation, promotion and tenure of faculty members will use the criteria below. The faculty of each department will develop or adopt specific models of evaluation, and criteria to be used with the approval of the dean. Department LRT criteria will then be forwarded on to the Provost's office for final approval. In the case of a dispute over the criteria to be used for evaluating teaching excellence, scholarly/creative contribution and/or service, the question will be resolved by a consensus of a committee consisting of the Dean, Department Chair and one faculty member selected by the faculty affected.

1. Teaching Excellence: Consistent with SUU's mission as defined in R312, teaching is of primary importance. Scholarly and creative achievements should be complementary to the teaching role. Teaching effectiveness will be evaluated through the use of student, peer, department chair, (except the department chair may not evaluate his/her own teaching effectiveness), and/or self-evaluations, or other pertinent information. Student evaluations will be conducted in all classes taught. The responses to all teaching-related questions on the student-evaluation instrument will be considered in assessing teaching ability. Thus, a portfolio approach to "teaching effectiveness" is required for all units, including student evaluations plus one or more of the following: peer evaluations, instructional delivery/design, course management skills, letters from colleagues, or other similar factors.

2. Scholarly/Creative Contribution: As approved by the department chair and the dean of the college/school, the faculty of each department develop or adopt models such as the Boyer model or other guidelines stipulating the required amount and kind of scholarly/creative contributions and/or dissemination (publication, performance, presentation, etc.) expected for tenured and tenure-track faculty members. Non-tenure track faculty members should demonstrate currency in their field as determined by the department and approved by the Dean of the college/school. For Professional-in-Residence faculty members, the expectation for scholarly/creative contribution is determined by the department and approved by the dean of the college/school.

3. Service: Academic departments define acceptable professional service. Generally, it means service to the University and profession, but professional service to the community may also be considered. Faculty will typically serve on no more than four committees (or student club advisement) at any one time during their contract period. Department chairs are responsible for monitoring the workload of their faculty to ensure that an inordinate amount of University, College/School/Department/ad hoc committee work has not been assigned.

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4. ***Collegiality:*** Collegiality is defined as faculty responsibilities toward students, peers and the institution as addressed in SUU policy 6.28 (sections IV, V, and VI). In addition to other collegial activities, collaborative and interdisciplinary works are valued elements of collegiality and should be recognized in the evaluation process if and when it occurs.

B. **Ratings:** All full-time faculty members will be evaluated according to the above criteria using the following ratings. The scholarly/creative requirement for non-tenure track faculty members is to maintain currency in their field as determined by the department and approved by the Dean of their college or school. During post-tenure review, tenured faculty members shall generally be assessed with the criteria and ratings in 6.1, IV. unless otherwise determined by the faculty of each department/school. The initial and most thorough peer evaluation should occur at the department level. Regardless of this statement, rigorous reviews should be done by all evaluative entities.

Exceptional Professional Performance (EP)
Exceeds expectations of professional performance. In addition to the entitled rank advancement base salary adjustments, merit money will also be allocated to exceptional performance. To be eligible for faculty merit consideration, the faculty member must have a positive review at each level of evaluation.
(JUSTIFICATION MUST BE INCLUDED)

Standard Professional Performance (SP)
Meets expectations of professional performance. This is the accepted standard for tenure and rank considerations.
(JUSTIFICATION MUST BE INCLUDED)

Low Performance (LP)
Does not consistently meet expectations of professional performance. In the case of Low Performance a development plan is required.
(JUSTIFICATION MUST BE INCLUDED)

Unacceptable Performance (UP)
Does not meet minimal expectations of professional performance. If the faculty member is retained, a development plan is required.
(JUSTIFICATION MUST BE INCLUDED)

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SUBJECT: FACULTY EVALUATION, PROMOTION AND TENURE

6.1.1. FACULTY ANNUAL REVIEW PROCESS

I. PURPOSE: To establish guidelines and procedures for the Faculty Annual Activity Report (FAAR).

II. FAAR PROCEDURE FOR NON-TENURE TRACK FACULTY:

A. All non-tenure track faculty members except those submitting three-year reviews or applying for rank advancement are responsible for documenting accomplishments and activities in a FAAR.

B. An example of the content and format of the FAAR is contained in Appendix B.

C. Each department specifies the content and general format of the documentation. All documentation is made available to evaluating entities when requested.

D. The non-tenure track faculty member forwards the FAAR to the department chair according to the schedule of deadlines attached as Appendix A.

E. To be eligible for faculty merit consideration, the non-tenure track faculty member must have a positive review at each level of evaluation.

F. For all non-tenure track faculty members, each evaluative entity makes a recommendation as to whether the faculty member should be retained.

III. FAAR PROCEDURE FOR TENURE TRACK FACULTY:

A. All tenure track faculty members, except those submitting three-year reviews or applying for rank advancement or tenure, are responsible for documenting accomplishments and activities in a FAAR on their performance on each criterion in Policy 6.1, VI above.

B. An example of the content and format of the FAAR is contained in Appendix B.

C. Each department specifies the content and general format of the documentation. All documentation is made available to evaluating entities when requested.

D. The faculty member forwards the FAAR to the department chair according to the schedule of deadlines attached as Appendix A.

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E. To be eligible for faculty merit consideration, the tenure track faculty member must have a positive review at each level of evaluation.

F. For all tenure track faculty members, each evaluative entity makes a recommendation as to whether the faculty member should be retained.

IV. FAAR PROCEDURE FOR TENURED FACULTY:

A. All tenured faculty members, except those applying for rank advancement or submitting a post-tenure review, are responsible for documenting accomplishments and activities in a FAAR on their performance on each criterion in Policy 6.1, V1 above.

B. An example of the content and format of the FAAR is contained in Appendix B.

C. Each department specifies the content and general format of the documentation. All documentation is made available to evaluating entities when requested.

D. The faculty member forwards the FAAR to the department chair according to the schedule of deadlines attached as Appendix A.

E. To be eligible for faculty merit consideration, the faculty member must have a positive review at each level of evaluation.

V. RESPONSIBILITIES:

A. Responsibilities of department chair:

1. The chair reviews all FAARs for all faculty in his or her department. The chair also prepares an evaluative letter for each faculty member in the department on each criterion in Policy 6.1, V1. In addition to the material provided by the faculty member, the department chair may utilize other information such as personal interviews, peer evaluations, student evaluations, summaries of relevant activity, and other pertinent information.

2. For all faculty completing the FAAR, the chair forwards the FAAR with the chair's evaluative letter to the chair of the department LRT committee pursuant to the schedule of deadlines that is attached as Appendix A.

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3. After receiving back from the dean the FAAR with evaluative letters, the department chair discusses the evaluative letters with the faculty member by the deadline in the schedule that is attached as Appendix A. When any faculty member is to be retained but the faculty member's performance is other than exceptional or standard**,** the faculty member, in consultation with the department chair, prepares, submits to the dean for approval and implements a plan with a time table to correct the indicated weakness/s. The department chair may use the resources of the department in this endeavor. Copies of all developmental plans are forwarded to the dean for approval and then sent to the Provost's Office.

4. Department chairs also prepare their own FAAR to be reviewed by the dean.

B. Responsibilities of department LRT committee:

1. The department LRT committee does not generally evaluate FAAR reports for tenured faculty members, unless the individual is seeking merit pay, or if the individual has received a sub-standard evaluation from either the Chair or the Dean.

2. The department LRT committee prepares an evaluative letter for each faculty member submitting the FAAR in the department. The department LRT committee utilizes the faculty member's FAAR, the department chair's evaluative letter, and may also use peer evaluations, student evaluations, summaries of relevant activity, and other pertinent information.

2. The department LRT committee then forwards the faculty member's FAAR**,** department chair's and the department LRT committee's evaluative letters to the dean of the college/school according to the schedule of deadlines that is attached as Appendix A.

C. Responsibilities of college/school dean:

1. The dean reviews all FAARs and evaluative letters.

2. If there are any concerns, the dean directs them to the department chair and to the chair of the department LRT committee, and requests a response.

3. The dean prepares an evaluative letter for all faculty members.

4. All recommendations for non-renewal, with supporting documentation, are forwarded to the Provost's Office. Notice of non-reappointment shall be

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given to the affected faculty member no later than March 1 of the academic year in which the decision to not reappoint is made.

5. The dean returns all FAARs and evaluations of each evaluated faculty member to the department chair according to the schedule of deadlines that is attached as Appendix A.

6.1.2. THREE-YEAR REVIEW PROCESS

I. PURPOSE: To establish guidelines and procedures for the three-year review process. For tenure-track faculty, this is a major review conducted during the probationary period to ascertain whether the individual is on track to receive tenure.

II. THREE YEAR REVIEW PROCESS FOR TENURE TRACK FACULTY: The three-year (midterm) review is conducted according to the table below. Deadlines are set-forth in Appendix A. The three-year review is part of the criteria for rank advancement and tenure for tenure track faculty.

Years granted towards tenure	Years of service before midterm review	Years at SUU before early tenure application (optional)	Years at SUU before tenure application
0	3 full years	5 full years	6 full years
1	3 full years	4 full years	5 full years
2	2 full years	3 full years	4 full years
3	1 full year	Not eligible for early tenure	3 full years

A. Responsibility of faculty member: The tenure track faculty member prepares a portfolio that consists of (1) the prior annual reviews, (2) work done that resulted in years granted toward tenure, (3) the application cover sheet for three-year review in Appendix D, and (4) supporting documentation as determined by the department and approved by the dean, attached to the cover sheet in Appendix D. This portfolio is submitted to the department chair according to the schedule of deadlines in Appendix A.

III. THREE-YEAR REVIEW PROCEDURE FOR TENURED FACULTY: Tenured faculty do not submit three year reviews as they follow the requirements for rigorous post-tenure review, described in 6.1.5. of this policy.

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IV. RESPONSIBILITIES:

A. Responsibilities of department chair:

1. The chair reviews all three-year reviews for all faculty in his or her department. The chair also prepares an evaluative letter for each faculty member in the department on each criterion in Policy 6.1, V1. In addition to the portfolio provided by the faculty member, the department chair may utilize other information such as personal interviews, peer evaluations, student evaluations, summaries of relevant activity, and other pertinent information.

2. For all faculty completing the three-year review, the chair forwards the three-year review portfolio with the chair's evaluative letter to the chair of the department LRT committee pursuant to the schedule of deadlines that is attached as Appendix A.

3. After receiving back from the dean the three-year review portfolio with evaluative letters, the department chair discusses the evaluative letters with the faculty member by the deadline in the schedule that is attached as Appendix A.

4. Department chairs also prepare their own three-year review portfolio to be reviewed by the dean.

B. Responsibilities of department LRT committee:

1. The department LRT committee prepares an evaluative letter for each faculty member submitting the three-year review in the department. The department LRT committee utilizes the faculty member's three-year review portfolio, the department chair's evaluative letter, and may also use peer evaluations, student evaluations, summaries of relevant activity, and other pertinent information.

2. The department LRT committee then forwards the faculty member's three-year review portfolio**,** department chair's and the department LRT committee's evaluative letters to the college/school LRT committee according to the schedule of deadlines that is attached as Appendix A.

C. Responsibilities of college/school LRT committee:

1. The college/school LRT committee receives the three-year review portfolio from the department LRT Committee and prepares an evaluative letter for each tenure-track faculty member in the college/school. The college/school LRT

committee utilizes the faculty member's portfolio, evaluative letters of the department chair and department LRT committee, and may also utilize peer evaluations, student evaluations, summaries of relevant activities, the non-tenured faculty member's portfolio, and other pertinent information.

2. The college/school LRT committee evaluates each criterion in Policy 6.1, IV.A. using one of the ratings in 6.1, V1.B. with descriptive language supporting the rating.

3. The college/school LRT committee forwards the portfolio and all reviews to the dean of the college/school according to the schedule of deadlines that is attached as Appendix A.

D. Responsibilities of college/school dean:

1. The dean reviews all three-year reviews and evaluative letters.

2. If there are any concerns, the dean directs them to the department chair and to the chair of the department LRT committee, and requests a response.

3. The dean prepares an evaluative letter for all faculty members.

4. All recommendations for non-renewal, with supporting documentation, are forwarded to the Provost's Office. Notice of non-reappointment shall be given to the affected faculty member no later than March 1 of the academic year in which the decision to not reappoint is made.

5. The Dean forwards all three-year portfolios and all reviews to the Provost as indicated in the table in Appendix A.

6.1.3. ACADEMIC RANK ADVANCEMENT PROCESS

I. PURPOSE: To establish policy regarding the awarding of academic rank.

II. POLICY

A. Hiring with academic rank (See 6.1., V.)

1. After evaluating the appointee's educational training and experience, the dean, department chair, and the affected search committee jointly recommend to the Provost a rank that is consistent with SUU policies.

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2. There may be circumstances where, in addition to the initial rank assignment, an appointee is granted a specified number of years toward the next rank. Any such credit must be determined between the appointee and the responsible chair, approved by the dean, and Provost, and specified and clearly stated in the initial contract. A maximum of three years may be credited toward rank advancement. The number of years awarded for rank advancement for a tenure-track assistant professor is the same as the number of year's reduction to the probationary period for tenure.

3. At hiring, academic officers receive academic rank according to this policy.

B. Implementation

1. Faculty hired prior to 1/28/05 were allowed to choose either to be subsequently evaluated for advancement in rank according to Policy 6.1 approved 11/02/90 or Policy 6.1 approved 1/28/05.

2. Faculty hired post 1/28/05 apply for rank and tenure according to current policy.

C. Qualifications for rank advancement

1. Time in rank

a. Tenure track and tenured faculty

(1) Associate Professor: The rank of associate professor will be granted with the awarding of tenure, normally after seven years as assistant professor.

(2) Professor: Minimum of five years as Associate Professor before applying.

b. Non-tenure track faculty

(1) Assistant Professor (NTT): Four years as Lecturer before applying.

(2) Associate Professor (NTT): Six years as Assistant Professor (NTT) before applying. The rank of associate professor (NTT) will be granted normally after seven years of employment.

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2. Accomplishments

Every applicant for academic rank advancement will be evaluated according to the faculty evaluation criteria 6.1, V1. All annual reviews since hiring to the University or advancement to current rank, including where appropriate, the Three-Year Review, will be part of the decision for promotion.

III. PROCEDURE FOR RANK ADVANCEMENT FOR NON-TENURE TRACK FACULTY:

A. The non-tenure track faculty member prepares an application portfolio consisting of all prior annual reviews covering (1) the minimum number of years required for advancement to the next rank, (2) the application cover sheet for rank advancement in Appendix D, (3) supporting documentation as determined by the department and approved by the dean, attached to the cover sheet in Appendix D. Applications for rank advancement are submitted to the department chair according to the schedule of deadlines that is attached as Appendix A. The candidate may retract and retrieve his/her application at any point of the process, without prejudice.

B. The non-tenure track faculty application for rank advancement is reviewed in progression by the chair, department LRT committee, college/school LRT committee, the dean and the Provost according to the schedule in Appendix A. It is not reviewed by the University LRT Committee.

IV. PROCEDURE FOR RANK ADVANCEMENT FOR TENURED FACULTY:

A. The tenured faculty member prepares an application portfolio consisting of all prior annual reviews covering (1) the minimum number of years required for advancement to the next rank, (2) the application cover sheet for rank advancement in Appendix D, (3) supporting documentation as determined by the department and approved by the dean, attached to the cover sheet in Appendix D. Applications for rank advancement are submitted to the department chair according to the schedule of deadlines that is attached as Appendix A. The candidate may retract and retrieve his/her application at any point of the process, without prejudice.

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B. The tenured faculty application for rank advancement is reviewed in progression by the chair, department LRT committee, college/school LRT committee, the dean, the University LRT Committee, and the Provost according to the schedule in Appendix A.

V. PROCEDURE FOR RANK ADVANCEMENT FOR ADMINISTRATORS:

A. The administrator prepares an application portfolio consisting of all prior annual reviews covering (1) the minimum number of years required for advancement to the next rank, (2) the application cover sheet for rank advancement in Appendix D, (3) supporting documentation as determined by the faculty in the applicant's college or school, attached to the cover sheet in Appendix D. Applications for rank advancement are submitted to the department chair according to the schedule of deadlines that is attached as Appendix A. The candidate may retract and retrieve his/her application at any point of the process, without prejudice.

B. The administrator submits the application for rank advancement to the next highest evaluative entity. It is then reviewed in progression according to the schedule in Appendix A.

VI. RESPONSIBILITIES:

A. Responsibilities of department chair:

1. The chair reviews all rank advancement applications for all faculty in his or her department. The chair also prepares an evaluative letter for each faculty member in the department on each criterion in Policy 6.1, V1. In addition to the material provided by the faculty member, the department chair may utilize other information such as personal interviews, peer evaluations, student evaluations, summaries of relevant activity, and other pertinent information.

2. For all faculty completing the rank advancement application, the chair forwards the rank advancement application with the chair's evaluative letter to the chair of the department LRT committee pursuant to the schedule of deadlines that is attached as Appendix A.

3. After receiving back from the dean the rank advancement application with evaluative letters, the department chair discusses the evaluative letters with the faculty member by the deadline in the schedule that is attached as Appendix A.

4. Department chairs also prepare their own rank advancement application to be reviewed by the dean.

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B. Responsibilities of department LRT committee:

1. The department LRT committee prepares an evaluative letter for each faculty member submitting the rank advancement application in the department. The department LRT committee utilizes the faculty member's rank advancement application, the department chair's evaluative letter, and may also use peer evaluations, student evaluations, summaries of relevant activity, and other pertinent information.

2. The department LRT committee then forwards the faculty member's rank advancement application, department chair's and the department LRT committee's evaluative letters to the college/school LRT committee according to the schedule of deadlines that is attached as Appendix A.

C. Responsibilities of college/school LRT committee:

1. The college/school LRT committee receives the rank advancement application from the department LRT Committee and prepares an evaluative letter for each tenure-track faculty member in the college/school. The college/school LRT committee utilizes the faculty member's rank advancement application, evaluative letters of the department chair and department LRT committee, and may also utilize peer evaluations, student evaluations, summaries of relevant activities, the non-tenured faculty member's portfolio, and other pertinent information.

2. The college/school LRT committee evaluates each criterion in Policy 6.1, V1.A. using one of the ratings in 6.1, V1.B. with descriptive language supporting the rating.

3. The college/school LRT committee forwards the rank advancement application and all reviews to the dean of the college/school according to the schedule of deadlines that is attached as Appendix A.

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D. Responsibilities of college/school dean:

1. The dean reviews all rank advancement applications and evaluative letters.

2. If there are any concerns, the dean directs them to the department chair and to the chair of the department LRT committee, and requests a response.

3. The dean prepares an evaluative letter for all faculty members.

4. All recommendations for non-renewal, with supporting documentation, are forwarded to the Provost's Office. Notice of non-reappointment shall be given to the affected faculty member no later than March 1 of the academic year in which the decision to not reappoint is made.

5. The dean forwards all rank advancement applications for tenure track and tenured faculty and associated reviews to the University LRT Committee as indicated in the table in Appendix A. The dean forwards all rank advancement applications for non-tenure track faculty and associated reviews to the Provost. Non-tenure track faculty applications are not reviewed by the University LRT Committee.

E. Responsibilities of University LRT Committee:

1. The University LRT Committee receives the rank advancement applications from the deans and prepares an evaluative letter for each tenure-track faculty member. The University LRT Committee utilizes the faculty member's rank advancement application, evaluative letters of the department chair and department LRT committee, and may also utilize peer evaluations, student evaluations, summaries of relevant activities, the non-tenured faculty member's portfolio, and other pertinent information.

2. The University LRT Committee evaluates each criterion in Policy 6.1, V1.A using one of the ratings in 6.1, V1.B. with descriptive language supporting the rating.

3. The University LRT Committee forwards the rank advancement application and all reviews to the Provost according to the schedule of deadlines that is attached as Appendix A.

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VII. PROCESS AND REVIEW:

1. Any evaluative entity will receive additional information when requested.

2. The initial and most thorough peer evaluation should occur at the department level. The department LRT committee and department chair are best qualified to provide an evaluation of the applicant's teaching effectiveness, scholarly/creative activities, service, and collegiality. The department chair and LRT committee will make a critical evaluation of the evidence in the application.

3. Applications for rank advancement for non-tenure track faculty are evaluated in the same manner as three-year reviews except that the University LRT Committee does not review applications for rank advancement of non-tenure track faculty. The candidate will receive an overall ranking, either "Yes" or "No," as to whether or not the candidate should be advanced in rank.

4. Each LRT committee, in completing the evaluation form in Appendix F for non-tenure track, tenure track and tenured faculty, will report the number of those voting in favor of rank advancement and those voting against rank advancement.

5. If three consecutive evaluations (levels) fail to support the rank advancement, then it is denied. If rank advancement is denied, materials submitted by faculty are returned. The dean will outline areas of improvement for rank advancement.

6. The applicant will be notified in writing by the Provost's office as to the awarding, or not, of rank advancement by the Board of Trustees.

6.1.4. FACULTY TENURE PROCESS

I. PURPOSE: To establish policy regarding awarding of tenure according to evaluative criteria in Policy 6.1, V1.A.

II. POLICY

A. SUU extends tenure to approved members of the faculty (those hired into tenure-track appointments and those granted tenure at time of hire). Tenure-track appointments will only be given to those members of the faculty who, at the time of such appointments meet the minimum requirements specified in policy 6.1.V.

B. Tenure is a legally recognized property interest in a faculty appointment designed to protect the academic freedom of a faculty member and to provide the faculty member with a sufficient degree of employment security to make the profession attractive to persons of ability.

1. Tenure as a property right does not apply to the university as a whole, to a college, or to a department. Rather, tenure as a property right is restricted to the academic discipline for which a faculty member has appropriate disciplinary expertise, credentials and degrees, teaching experience, service, and scholarship.

2. The awarding of tenure signifies the faculty member's strong commitment to serve students, colleagues, the discipline and SUU in a manner befitting an academic professional.

3. The terms and conditions of every appointment and any revisions will be stated in writing at the time of this appointment, be provided to the affected faculty member, and be made a part of the university personnel file.

4. Administrators are not tenured in administrative positions. A faculty member holding a position with tenure in an academic program does not lose tenure upon accepting an administrative position at SUU, assuming good standing, and may return to former rank and role at the conclusion of administrative service.

5. A faculty member receives tenure only when the Board of Trustees approves an effective date for an award of tenure. If an award of tenure has not been made on or before the thirtieth day of June of the final year of the probationary period, or an extension has not been approved in his/her final probationary year, the faculty member will receive a terminal year of employment.

6. Tenured faculty can be terminated for cause as otherwise defined in SUU policies 6.22 and 6.28.

C. The probationary period for granting tenure is normally seven years unless waived, reduced or extended as specified below.

1. The Board of Trustees may award tenure to the President of the University. Other academic officers may receive tenure as provided in SUU Policy 6.2.

2. Based on full-time service at other institutions of higher education, the probationary period may be reduced by as many as three years, or under

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exceptional circumstances the probationary period may be waived and tenure awarded at the time of hiring. Any reduction or waiver of the probationary period requires careful scrutiny of the applicant's credentials, documentation consistent with this policy, and the recommendation of the department chair, department and college/school LRT committees, dean, and the Provost, as well as approval by the President and the Board of Trustees. If credit for prior full-time service at another institution is granted, this determination must be stated in the recommendation for initial appointment. No retroactive amendments to initial appointment contracts will be allowed, except as specified in paragraph 6 below.

3. Faculty may apply to have the probationary period reduced by one year if the following conditions are met:

   A. Three full academic years of service at SUU have been completed. Faculty members who are granted three years towards tenure at the time of hiring are not eligible to apply for early tenure.
   B. All departmental tenure requirements are not only met, but exceeded. The faculty member must be rated as exceptional in his/her FAAR in Teaching and either Scholarship/Creativity or Service for at least two (2) years by the department LRT committee. Whether exceptional ratings are required in Scholarship/Creativity or Service is determined by the department. At least standard performance must be met in all other categories.
   C. The faculty member discusses merits, challenges, and expectations of reducing the probationary period with his/her Chair and Dean, and obtains a letter of support from both by April 1 of the calendar year in which the tenure application will be submitted. These letters must be included in the faculty member's tenure application but are not a guarantee that tenure will be awarded.

   If the probationary period is reduced and tenure is not subsequently awarded, the faculty member will be given a terminal contract for the next year, or the University may initiate a buyout.

4. Except for conditions stated in II.C.2. and II.C. 3 above, only complete academic years served at SUU will count toward the probationary period for an award of tenure.

5. Unless a one year reduction in the probationary period has been granted, faculty members must apply for tenure in the last year of the probationary period that begins with the faculty member's tenure-track appointment.

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6. In exceptional cases, the Board of Trustees may grant extensions of the probationary period. The faculty member's request for extension must be in writing and approved by the department chair, department LRT committee, dean, and provost. Applications for extensions waive rights or claims for de facto tenure.

7. At the request of the faculty member, and as approved by the department chair, department LRT committee, dean, provost, and the board of trustees, years granted toward tenure at the time of hiring may be rescinded. Such requests must be in writing. If approved, the rescinding of years will be for all years granted.

III. PROCEDURE FOR TENURE FOR TENURE TRACK FACULTY:

A. The tenure track faculty member prepares a tenure application portfolio consisting of (1) all prior annual reviews, (2) the three-year review, (3) the application cover sheet for tenure in Appendix D, and (4) supporting documentation as determined by the department, which are attached to a cover sheet that is included in Appendix D. The applicant is responsible to document performance for each criterion. Department chairs or other supervisors will verify the application and documentation. Applications for tenure will be submitted to the department chair according to the schedule of deadlines that is attached as Appendix A. The candidate may retract and retrieve his/her application at any point of the process, without prejudice.

IV. RESPONSIBILITIES AND PROCESS:

A. Responsibilities of the Department Chair, Dean and LRT Committees:

1. Applications for tenure are evaluated in the same manner as rank advancement reviews and according to the schedule of deadlines that is attached as Appendix A. The flow chart describing the review process is in Appendix H. Responsibilities for each evaluative entity remain the same as in previously described processes.

2. Additional information will be received by any evaluation entity when requested.

3. Each evaluative entity will evaluate each tenure portfolio according to the criteria in 6.1.V1.A.

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4. If three consecutive evaluations (levels) fail to support the tenure application, tenure is denied. If tenure is denied, all materials submitted by faculty are forwarded to the Provost.

5. Prior to submission of materials to the Board of Trustees, any evaluative entity may recall/reconsider an application for tenure. LRT committees require a majority vote for recall or reconsideration. Any such recall/reconsideration requires written documentation and rationale.

6. The candidate also will receive an overall ranking, either "Yes" or "No," as to whether or not the candidate should receive tenure. In every LRT committee, the number of those voting in favor of granting tenure and those voting against granting tenure will be reported.

7. The applicant will be notified in writing by the Provost's office as to the awarding, or not, of rank advancement by the Board of Trustees.

8. If tenure has not been awarded, a terminal contract is given for the next year or the University may initiate a buy-out.

6.1.5. POST-TENURE REVIEW PROCESS

I. PURPOSE: To establish policy regarding a rigorous post-tenure review process according to evaluative criteria in Policy 6.1, V1.A.

II. POLICY

A. Post-tenure review provides a rigorous process of periodic evaluation of tenured faculty. The purpose of post-tenure review is to encourage continuous faculty development following the award of tenure.

III. PROCESS FOR POST-TENURE REVIEW FOR TENURED FACULTY

B. The faculty member prepares a portfolio consisting of (1) all prior annual reviews, (2) the application cover sheet for post-tenure review and/or rank advancement in Appendix D, and (3) supporting documentation as determined by the department, which are attached to the cover sheet in Appendix D. The applicant is responsible to document performance in each criterion (6.1., V1.A.).

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IV. RESPONSIBILITIES AND PROCESS:

C. Responsibilities of the Department Chair, Dean and LRT Committees:

1. Post tenure review is done within the department/College/School LRT structure and is conducted according to the timetable in Appendix A. Responsibilities for each evaluative entity remain the same as in previously described processes.

2. Additional information will be received by any evaluative entity when requested.

3. Post-tenure review will occur five years after the initial tenure date, rank advancement, or last post-tenure review. The dean's office will notify all scheduled tenured faculty members in writing that post-tenure review will take place during the following academic year. If a post-tenure review falls in the same year as a rank advancement evaluation, the two evaluations can be combined.

4. Tenured faculty will submit the FAAR in years between post-tenure reviews.

5. The basic standard for appraisal will be whether or not the tenured faculty member under review discharges conscientiously, and with professional competence and conduct, his/her duties. During post-tenure review, tenured faculty members shall generally be assessed with the criteria and ratings in 6.1, IV. unless otherwise determined by the faculty of each department/school.

6. The evaluation will be discipline and role specific, including consideration for those receiving a post-tenure review while serving as a department chair. It is the intent of this policy to acknowledge that there will be different expectations in different disciplines and changing expectations at different stages of faculty careers. The evaluation should be consistent with department accreditation requirements and Policy 6.1.

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7. **Ratings:** During post-tenure review, tenured faculty members shall generally be assessed with the criteria and ratings in 6.1, IV. The initial and most thorough peer evaluation should occur at the department level. Regardless of this statement, rigorous reviews should be done by all evaluative entities.

Exceptional Professional Performance (EP)
Exceeds expectations of professional performance. Exceptional Professional Performance will be recognized with a base salary increase or a teaching reduction as negotiated with the department chair and dean in recognition of this merit. To be eligible for faculty merit consideration, the faculty member must have a positive review at each level of evaluation.
(JUSTIFICATION MUST BE INCLUDED)

Standard Professional Performance (SP)
Meets expectations of professional performance. This is the accepted standard for tenure and rank considerations.
(JUSTIFICATION MUST BE INCLUDED)

Low Performance (LP)
Does not consistently meet expectations of professional performance. In the case of Low Performance a development plan is required.
(JUSTIFICATION MUST BE INCLUDED)

Unacceptable Performance (UP)
Does not meet minimal expectations of professional performance. If the faculty member is retained, a development plan is required.
(JUSTIFICATION MUST BE INCLUDED)

8. If the results of the post-tenure review indicate the need for faculty development, the faculty member, in accordance with the requirement of a development plan developed in conjunction with the department chair, is responsible for remediating the deficiencies. The institution may elect to place the faculty member on probation and assist through developmental opportunities (See Policy 6.28). As such, the faculty member in consultation with the department chair prepares and implements a plan for improvement, with a time table. This plan, with supporting documentation, will be forwarded to the dean for action, including approval or referral back to the chair. Any disagreements between the faculty member and the department chair concerning the plan or time table will be resolved by the dean. The dean

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forwards the post-tenure review and all documentation to the Provost. If the faculty member makes acceptable progress within the time table specified in the development plan, they may be released from probation. If the faculty member does not demonstrate acceptable progress on the agreed plan within an agreed time table, this will constitute serious misconduct and the institution may elect to terminate their employment for cause. (See Policies 6.28, 6.22)

9. Following the implementation of a development plan, if subsequent evaluations as specified by the time table reveal continuing and persistent problems with a faculty member's performance that do not lend themselves to improvement, and that call into question the faculty member's ability to function in that position, then other alternatives will be explored. Such alternatives may include involuntary separation pursuant to SUU policy.

10. The post-tenure review of academic officers who hold administrative assignments of assistant or associate dean or above will start five years after the date of their return to full-time faculty status.

6.1.6. SABBATICAL LEAVE PROCESS

I. PURPOSE: To provide a reference and link to Policy 6.15, Faculty Leaves.

II. POLICY

As stated in Policy 6.15: Contingent on funding, qualified faculty in good standing may receive a sabbatical leave to provide time and resources to revitalize themselves through scholarship, writing, or professional/artistic development. Faculty may also use a sabbatical leave for completing a terminal degree (see policy 6.15).

III. PROCESS FOR SABBATICAL LEAVE FOR TENURED FACULTY

A. The faculty member prepares the application for sabbatical leave found in Policy 6.15 according to the requirements of that policy. The application is processed according to the time line and sequence of review as described in Appendix A of this policy.

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SUBJECT: FACULTY EVALUATION, PROMOTION AND TENURE

6.1.7. MERIT PAY PROCESS

1. PURPOSE: To provide a policy with goals of transparency and faculty ownership on the procedures to be used in determining merit pay awards for faculty.

11. POLICY

Each fiscal year, funds budgeted by the University for merit pay will be used in recognition of merited faculty Exceptional Performance (see 6.1., IV.). The distribution of merit pay funds will be based on procedures established in the model approved by the faculty of each department, with the consent of the respective Dean.

111. DEVELOPMENT OF DEPARTMENT MERIT PAY PROCEDURES

A. Available funds will be distributed by the University to Colleges and Schools on a per capita basis of the number of faculty members.

B. The faculty of each department will develop or adopt written regulations including formulas, processes and models to guide the distribution of these funds.

C. Any adoption or revision of department merit pay procedures by faculty must be finalized no later than September 1 each year. The model with procedures will be approved by majority vote of full-time faculty, including Chairs, tenured faculty, tenure track faculty, and non-tenure track faculty. The approved model with procedures will be distributed to all faculty members annually. Revision and updating of merit pay regulations are subject to majority approval of the faculty of the department.

D. To support faculties in initial work to develop a merit pay model for their department, the Academic Affairs Committee includes a sample regulation, used by the SUU School of Business, in Appendix J. It is included for the generation of ideas and discussion purposes, and is not prescribed or necessarily recommended for any other department, School or College.

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APPENDIX A

Deadline Schedule for Tenured and Tenure-Track Faculty

To:	Annual Review (F.A.A.R.) (6.1.1)	Three-Year Review (6.1.2)	Rank Advancement (6.1.3)	Tenure (6.1.4)	Post-Tenure Review (6.1.4)	Sabbatical Leave Request
Department Chair	First Tuesday of September	First Tuesday of September	First Tuesday of September	First Tuesday of September	First Tuesday of September	Second Monday of October
Department LRT	*Third Monday of September- For tenured faculty, only needed if Merit Pay sought or if sub-standard evaluation by Chair	Third Monday of September	Third Monday of September	Third Monday of September	Third Monday of September	NA
College/School LRT	NA	Second Monday of October	Second Monday of October	Second Monday of October	Second Monday of October	NA
Dean	Second Monday of October	First Monday of November	First Monday of November	First Monday of November	First Monday of November	Last Wednesday of October
University LRT	NA	NA	First Monday of December	First Monday of December	NA	Second Monday of November
Provost	NA	Third Monday of November	Last Monday of January	Last Monday of January	Last Friday of December	Second Monday of December
Review by Chair with Faculty	Second Friday of December	Second Friday of December	NA	NA	NA	

*If there is a sub-standard evaluation by the Dean after a positive FAAR evaluation by the Chair, then the FAAR is sent to the Department LRT Committee for input, and the due date for their input in this case is extended to the 4th Monday in October. In any case, Department LRT input on a FAAR is only given once in any academic year.

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Deadline Schedule for <u>Non Tenure-Track</u> Faculty

To:	Annual Review (F.A.A.R.) (6.1.1)	Rank Advancement (6.1.3)
Department Chair	First Tuesday of September	First Tuesday of September
Department LRT	*Third Monday of September- Only if Merit Pay sought, or if sub-standard evaluation by Chair	Third Monday of September
College/School LRT	NA	Second Monday of October
Dean	Second Monday of October	First Monday of November
University LRT	NA	NA
Provost	NA	Last Monday of January
Review by Chair with Faculty	Second Friday of December	NA

*If there is a sub-standard evaluation by the Dean after a positive evaluation by the Chair, then the FAAR is sent to the Department LRT Committee for input, and the due date for their input in this case is extended to the 4th Monday in October. In any case, Department LRT input on a FAAR is only given once in any academic year.

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Faculty Annual Activity Report (FAAR)

(to be completed by faculty member submitting report)

(Note: the following is illustrative of format only, use as many pages as desired.)

Teaching Effectiveness:
Write a summary describing your teaching effectiveness.

Scholarly Activity:
Write a description of all your scholarly activities that fit your department's definition of scholarly activity.

Service to the University, Profession, Community:
Write a description of service rendered, evaluate your contribution and summarize its impact.

Collegiality:
Write a description of contributions to collegiality.

I understand the department/school merit pay policy, and hereby apply for consideration of merit pay this year: YES_____ NO_____

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EVALUATIVE LETTER
For FAAR

(to be completed by all evaluative entities)

Name of Faculty Member: _____

Evaluative Entity _____Department Chair
(Please check one) _____Department LRT Committee
_____ Dean

Please type your name(s) below and have all members of the Evaluative Entity ***sign*** and ***date*** next to their name.

(For Non-Tenured Faculty) Should the Faculty Member be Retained: Yes____No _____

Based on the Department/School Merit Pay policy guidelines, does this faculty member warrant the awarding of Exceptional Performance for the current year? Yes____No _____

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Please provide your evaluation of the above named individual for each area. Comments are not confined to the space shown in the box; the space will expand as you type.

Teaching Effectiveness	
(Please check one) **____Exceptional** **____Standard** **____Low** **____Unacceptable**	*Comments:*

Scholarly/Creative Activity	
(Please check one) **____Exceptional** **____Standard** **____Low** **____Unacceptable**	*Comments:*

Service Activities	
(Please check one) **____Exceptional** **____Standard** **____Low** **____Unacceptable**	*Comments:*

Collegiality	
(Please check one) **____Exceptional** **____Standard** **____Low** **____Unacceptable**	*Comments:*

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APPLICATION FOR
Three-year Review, Rank Advancement, Tenure & Post-Tenure Review

(to be completed by applicant)

Name:_____
Department: _____
College: _____
Track *(please check one):*_____Tenure-track
_____Non-tenure track
Highest degree earned _____
Primary teaching field _____
Degree: _____
Date: _____
Institution: _____

EVALUATION FOR:_____THREE-YEAR REVIEW
(check all that apply) _____RANK ADVANCEMENT
_____ Lecturer to Assistant Professor
_____ Assistant to Associate Professor
_____ Associate to Full Professor
_____TENURE
_____POST-TENURE REVIEW

Date: _____

I understand the department/school merit pay policy, and hereby apply for consideration of merit pay this year: YES_____ NO_____

****If you are applying for tenure or advancement in rank and credit was granted toward rank advancement or tenure, please attach agreement.**

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Complete the following information only if you are applying for advancement in rank.

	Tenure	Rank
Date of hire/current rank	**Date of Hire:**	**Date of Rank:**
Years granted at time of hiring		
Years of service at SUU for tenure/rank		
Total years		

Instructions:
Please refer to the table below to determine what needs to be included in the faculty portfolio.

Three-Year Review	Tenure	Rank Advancement	Post-tenure Review	
NA	NA	NA	NA	Current FAAR
X	X	X	X	Prior Annual Reviews (FAARS and evaluative letters)
	X			Three year Review
X				Work done that resulted in years granted toward tenure and/or rank advancement.
X	X	X	X	Supporting Documentation as determined by Department

Summarize your cumulative performance in the following areas, taking as much room as needed, (including previous FAARs and current productivity) for the period of review.

Teaching Effectiveness:
Write a summary describing your teaching effectiveness.

Scholarly Activity:
Write a description of all your scholarly activities that fit your department's definition of scholarly activity.

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Service to the University, Profession, Community:
Write a description of service rendered, evaluate your contribution and summarize its impact.

Collegiality:
Write a description of contributions to collegiality.

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EVALUATION
For Three-Year Review

(to be completed by all evaluative entities)

Name of Faculty Member:

Evaluative Entity (Please check one)

_____Department Chair
_____Department LRT Committee
_____ College LRT Committee
_____ Dean

Please type your name(s) below and have all members of the Evaluative Entity ***sign*** and ***date*** next to their name.

Typed Name Signature Date

(For Non-Tenured Faculty) Should the Faculty Member be retained: Yes _____ No _____

Based on the Department/School Merit Pay policy guidelines, does this faculty member warrant the awarding of Exceptional Performance for the current year? Yes _____ No _____

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Please provide your evaluation of the above named individual for each area. Comments are not confined to the space shown in the box; the space will expand as you type.

Teaching Effectiveness	
(Please check one) **____Exceptional** **____Standard** **____Low** **____Unacceptable**	*Comments:*

Scholarly/Creative Activity	
(Please check one) **____Exceptional** **____Standard** **____Low** **____Unacceptable**	*Comments:*

Service Activities	
(Please check one) **____Exceptional** **____Standard** **____Low** **____Unacceptable**	*Comments:*

Collegiality	
(Please check one) **____Exceptional** **____Standard** **____Low** **____Unacceptable**	*Comments:*

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EVALUATION
For Rank Advancement & Tenure

(to be completed by all evaluative entities)

Name of Faculty Member: _____

Application for
(Please check all that apply)
_____TENURE
_____RANK ADVANCEMENT
_____Lecturer to Assistant Professor
_____Assistant to Associate Professor
_____Associate to Full Professor

Evaluative Entity _____Department Chair
(Please check one) _____Department LRT Committee
_____ College/School LRT Committee
_____ Dean
_____ University LRT committee

Please type your name(s) below and have all members of the Evaluative Entity ***sign*** and ***date*** next to their name.
Typed Name Signature Date

Evaluative Entity's Recommendation: Should the faculty member be advanced in rank and/or be granted tenure?

_____Yes _____No

Based on the Department/School Merit Pay policy guidelines, does this faculty member warrant the awarding of Exceptional Performance for the current year? Yes _____ No _____

For Committees, please complete.

Number voting:
_____Yes _____No

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Please provide your evaluation of the above named individual for each area. Comments are not confined to the space shown in the box; the space will expand as you type.

Teaching Effectiveness	
(Please check one) **____Exceptional** **____Standard** **____Low** **____Unacceptable**	*Comments:*

Scholarly/Creative Activity	
(Please check one) **____Exceptional** **____Standard** **____Low** **____Unacceptable**	*Comments:*

Service Activities	
(Please check one) **____Exceptional** **____Standard** **____Low** **____Unacceptable**	*Comments:*

Collegiality	
(Please check one) **____Exceptional** **____Standard** **____Low** **____Unacceptable**	*Comments:*

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EVALUATION
For Post-Tenure Review

(to be completed by all evaluative entities)

Name of Faculty Member: _____

Evaluative Entity (Please check one)
_____Department Chair
_____Department LRT Committee
_____ College LRT Committee
_____ Dean

Please type your name(s) below and have all members of the Evaluative Entity ***sign*** and ***date*** next to their name.

Typed Name Signature Date

Evaluative Entity's Recommendation: Does the faculty member under review discharge conscientiously, and with professional competence, his/her duties?

_____Yes_____No

Based on the Department/School Merit Pay policy guidelines, does this faculty member warrant the awarding of Exceptional Performance for the current year? Yes _____ No _____

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Please provide your evaluation of the above named individual for each area. Comments are not confined to the space shown in the box; the space will expand as you type.

Teaching Effectiveness	
(Please check one) **____Exceptional** **____Standard** **____Low** **____Unacceptable**	*Comments:*

Scholarly/Creative Activity	
(Please check one) **____Exceptional** **____Standard** **____Low** **____Unacceptable**	*Comments:*

Service Activities	
(Please check one) **____Exceptional** **____Standard** **____Low** **____Unacceptable**	*Comments:*

Collegiality	
(Please check one) **____Exceptional** **____Standard** **____Low** **____Unacceptable**	*Comments:*

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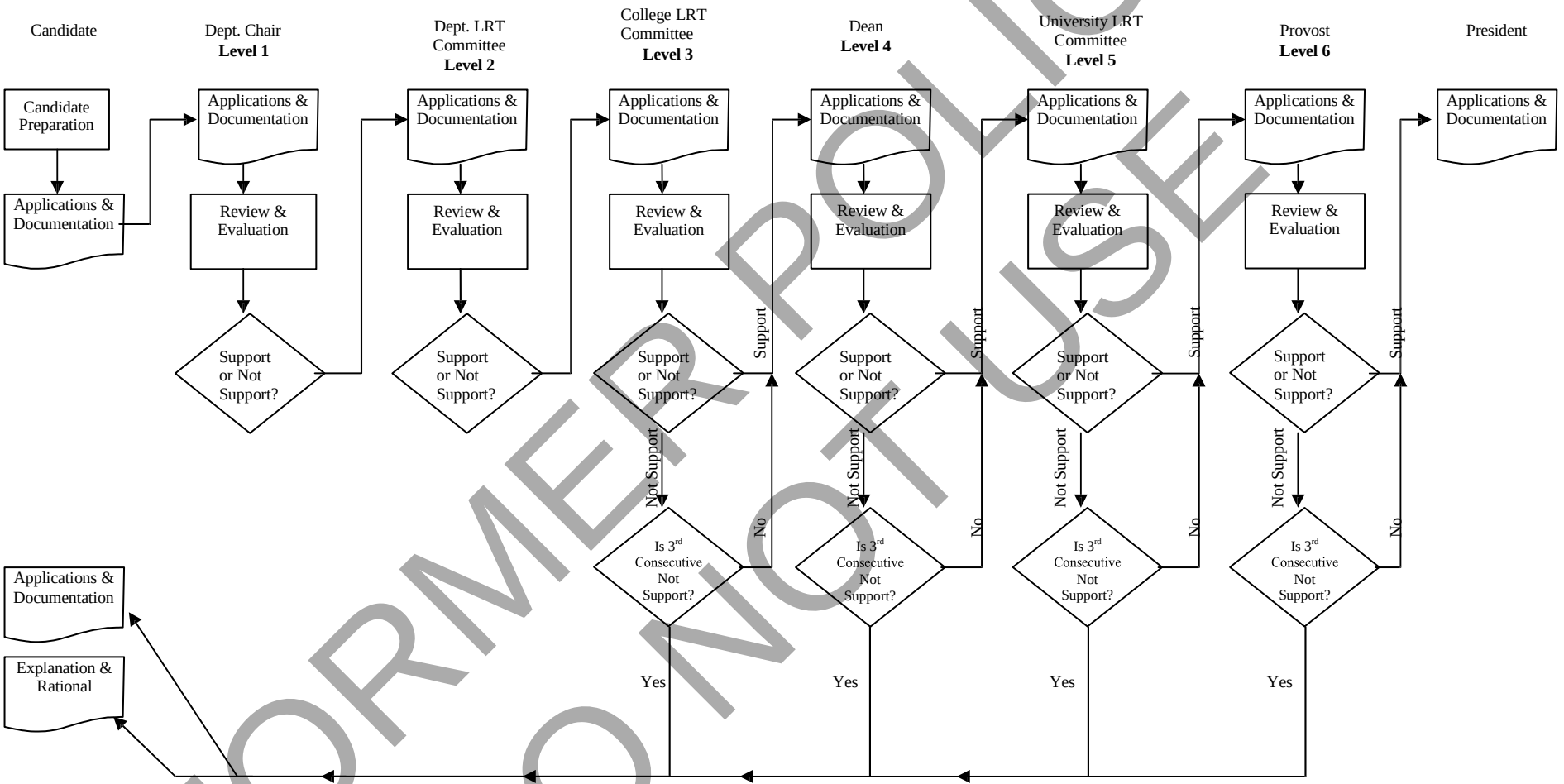
APPENDIX H
Promotion and Tenure Review Procedures



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APPENDIX I

MINIMUM DEGREES EXPECTED FOR FULL PROFESSOR

Department	Discipline	Full Professor
Accounting	Accounting Business Law Tax	DBA or Ph.D. J.D. J.D. + MAcc; LLM in Tax
Agriculture/Nutrition	Agriculture Nutrition	Ph.D. Ph.D.
Art and Design	Studio Education History	M.F.A. Ed.D., Ph.D., M.F.A. Ph.D.
Biology	Biology	Ph.D., DA
Communication	Communication	Ed.D, Ph.D.
CSIS	Computer Science Information Systems	Ph.D. Ph.D.
Economics and Finance	Economics Finance	DBA or Ph.D. DBA or Ph.D.
Engineering Technology & Construction Management	Engineering Technology Construction Management Technology Education	Ph.D., Ed. D. Ph.D., Ed. D. Ph.D., Ed. D
English	English	Ph.D.
Foreign Languages & Philosophy	Languages Philosophy	Ph.D. Ph.D.
History and Social Sciences	History Sociology Anthropology	Ph.D Ph.D. Ph.D.
Integrated Engineering	Engineering	Ph.D.
Library	Library and Information Sciences	M.L.S. + 2nd Masters Ph.D., Ed.D., M.Ed. + 2nd Masters
Management, Marketing & Hospitality	Business Education Hotel, Resort & Hospitality Mgt. Management Marketing	Ed.D., Ph.D. Ph.D. D.B.A./Ph.D. D.B.A./Ph.D.
Mathematics	Mathematics Mathematics Education	Ph.D. Ed.D., Ph.D.
Music	Performance History/Musicology/Theory/Composition Music Education	Ph.D., D.M.A, D.A. Ph.D., D.M.A. Ph.D., Ed.D., D.Mus.Ed., D.A.
Nursing	Nursing	Ph.D., Ed.D., D.N.S., D.N.P.
Physical Education	Teaching and Coaching Outdoor Recreation	Ed.D., Ph.D. Ed.D., Ph.D.
Physical Sciences	Chemistry Geology Physics Geography	Ph.D. Ph.D. Ph.D. Ph.D.
Political Science & Criminal Justice	Political Science Criminal Justice	Ph.D., D.P.A., J.D. J.D., Ph.D.
Psychology	Psychology Educational Psychology	Ph.D. Ed.D.
Teacher Education	Teacher Education Family Life and Human Development	Ed.D., Ph.D. Ed.D., Ph.D.
Theatre Arts/Dance	Performance/Production Education History	MFA Ed.D, Ph.D., M.F.A. Ph.D.

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APPENDIX J

SAMPLE MERIT PAY REGULATION

[Note: This document is currently the basis for merit awards in the SUU School of Business. It is included for the generation of ideas and discussion purposes, and is not prescribed or necessarily recommended for any other School or College. References to 'policies and procedures' within this document refer to School of Business regulations, not SUU policies.]

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School of Business

Policies and Procedures
Section 3 -- Merit Pay

3.1Introduction.

The School of Business affirms the importance of making the connection between effort and reward. In that spirit, this policy was adopted.

3.2Evaluation areas and weights.

A. Tenured and Tenure Track Faculty:

There are three areas of evaluation for merit pay for tenured and tenure-track faculty whose primary appointment is teaching in the School of Business. These areas include: Teaching Effectiveness, Intellectual Contributions, and Service. The weights of importance are as follows:

Teaching Effectiveness	50%
Intellectual Contributions	35%
Service	15%

B. Non Tenure-Track Faculty:

The areas of evaluation for merit pay for non-tenure track faculty include Teaching Effectiveness, Professional Development, Mentoring, and Intellectual Contributions. The weights for these items are as follows:

Teaching Effectiveness	60%
Professional Development	20%
Mentoring	10%
Intellectual Contributions	10%

The evaluation of specific intellectual contributions will be measured via the points system provided in Section 5 of School Policy regarding intellectual contributions.

For the purposes of this policy, mentoring includes club advisement, event management, placement development, etc. Professional Development is defined as renewing activities necessary for the individual faculty member to maintain professionally qualified status for AACSB accreditation purposes.

3.3Cost of living adjustment and allocation of new salary dollars.

Of the new regular salary dollars provided by the legislature for existing faculty, not being salary for equity adjustments, a portion shall be designated for cost of living adjustments (cola) for the existing faculty. The amount allocated for cola shall not exceed the dollar equivalent determined by the twelve month inflation value as derived from the consumer price index for the twelve months previous to the time of allocation. Further, at no time shall the cola portion of the allocation be greater than one half of the pool of monies for raises for the existing faculty provided by the legislature.

3.4Definition of merit pool.

Merit dollars, referred to as the merit pool, shall be derived from the total pool of dollars provided, minus the amount designated for cola, as described in section 3.3 above. In addition, dollars may be added to this pool from other sources, including monies generated from tuition increases, cost savings and/or reallocations by the School or University.

3.5Allocation of the merit pool to faculty.

Faculty shall be allocated a share of merit pool funds based on an evaluation of their annual summary of activities in each area listed in section 3.2 above. Each faculty member shall provide an "Annual Performance Report" to their Department Chair by the first Tuesday following Labor Day which provides a summary of activities during the previous academic year. [change approved at Fall 2003 School of Business retreat]

The items in the annual summary for tenured, tenure track, and non-tenure track faculty shall include the teaching portfolio (defined in School Policy Section 4), documentation of intellectual contributions for the previous three years, and a summary of service provided for the previous three years.

The dean and program coordinators shall then evaluate the performance of each faculty member, within each area of activity, and derive the total merit pay each faculty member shall receive. These rankings will be shared with faculty individually as part of the annual performance review process. New faculty without a three year history on any item required above will provide their data up to that point.

For tenured, tenure track, and non-tenure track faculty, this analysis will include a three-year moving average of teaching performance and an analysis of trends in intellectual contributions over the previous three years. Service contributions to the university, as well as mentoring activity and professional development, will also be analyzed for the previous three years.

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3.6Exclusion from merit pay, dismissal for cause.

Faculty may be excluded from the opportunity to receive merit pay under either of the following conditions:

1. A faculty member is deemed as unsatisfactory in teaching for two consecutive years prior to the evaluation date.

2. The faculty member who fails to maintain active status (defined by our point system over a five-year period) regarding intellectual contributions two consecutive years prior to the evaluation date.

3. Failing to achieve satisfactory teaching or active status regarding intellectual contributions for three consecutive years may, at the discretion of the Dean, become grounds to initiate dismissal for cause action by the School on grounds of incompetence, as per University Policy.

FORMER POLICY
DO NOT USE