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2/23/04

BEHAVIORAL SCIENCE GRADUATE PROGRAM CRITERIA FOR RETENTION, TENURE AND PROMOTION

The following gives the policies and procedures that the Behavioral Science Graduate Program will apply when evaluating its own faculty members for Retention, Tenure, and/or Promotion (RTP). These criteria follow the spirit of University RTP policy.

I. Evaluation of Tenure-Track Faculty

The department will evaluate faculty members with respect to three basic categories: teaching, scholarship/creativity, and service. The department will judge a faculty member worthy of retention, timely tenure, or timely promotion only if the faculty member demonstrates sufficient achievement in all three categories. For a faculty member to earn a departmental recommendation for early tenure or early promotion, he or she must not only demonstrate sufficient accomplishment in all three, but show exceptional achievement in at least one category.

A. Evidence of Teaching Performance

The department follows the University in giving teaching effectiveness the highest priority as a RTP criterion. In its effort to determine the teaching effectiveness of faculty under review, the department will:

- 1) Review and analyze both the statistical summaries and the written comments from students on the Perceived Teaching Effectiveness (PTE) forms for the courses that the faculty member has chosen for inclusion in the personnel action file.
- 2) Review and evaluate representative materials that the faculty member has given to students, such as: syllabi, examinations, homework assignments, writing assignments.
- 3) Review the grading criteria that the faculty member has established for courses.
- 4) Consider the faculty member's self-assessment of teaching effectiveness.
- 5) Consider any other indicators of the quality of the faculty member's teaching. This might include, for example, peer evaluation of a class session (requested by the faculty member under review).
- 6) Note the appropriateness of office hours that the faculty member sets and keeps.

A faculty member who meets standard departmental expectations with respect to all of the above, in the opinion of the department, deserves retention, timely promotion or timely tenure, as appropriate for that faculty member. The department will hold (1) and (2) especially important when making such judgments.

The department may decide to argue against retaining, tenuring, or promoting a faculty member who consistently proves deficient in any of the above considerations.

B. Evidence of Scholarly and Creative Activity

Scholarly activity also holds great importance in the RTP process, for several reasons. An active scholar: becomes a better teacher; stimulates intellectual activity within the department; and brings credit to the University. The department will consider the following types (representative rather than exhaustive) of scholarly and creative activity when evaluating a faculty member:

- 1) **Publications.** This would include such published works as: a book; a book chapter; an article in a refereed journal; an article in a proceedings of a conference; a contribution to an anthology; editorial notes to a text, a short article in a newsletter, and so on. The department will also consider scholarly and creative work produced in forms other than written publication, such as films, videos, digital and media arts and the like. On a related note, the department will consider the faculty member's other contributions to publications and related organizations, such as serving on an editorial board or acting as a referee or a newsletter editor.
- 2) **Participation at Professional Conferences.** This would principally include such things as: presenting a paper at a professional conference/workshop; serving as an invited panel member at a professional conference; and giving an invited talk on one's field of expertise. On a related note, the department will consider attendance at professional conferences, chairing sessions at professional conferences and the like as participation.
- 3) **Manuscripts in Progress.** This would include work either under review or undergoing preparation for review. The department will consider manuscripts and other works in progress as evidence of the faculty member's activity.
- 4) **Other Research in Progress.** This would include such things as: pursuing research through a fellowship; conducting sabbatical-based research; taking part in seminars; preparing research proposals, and the like.
- 5) **Activity in Professional Organizations.** This would include such things as holding an office or serving on a committee within a professional organization, or (less importantly) membership in professional organizations.
- 6) **Other Professional Contributions.** This would include such things as: giving an invited colloquium or other presentation; receiving an award within the academic discipline; earning relevant credentials or licenses; organizing a conference, colloquium, symposium or workshop, and so on. The department will remain open-minded with respect to what counts as a professional contribution.

A faculty member who meets standard departmental expectations with respect to scholarly and creative activity, in the opinion of the department, deserves retention, timely promotion or timely tenure, as appropriate for that faculty member.

The department may decide to argue against retaining, tenuring, or promoting a faculty member who does not provide sufficient evidence of scholarly and creative activity.

C. Evidence of Effective Service within the Institution and Community

The successful faculty member contributes to the department, the University, and the community at large by participating in department matters, University activities, and working with community groups of all kinds (including projects benefiting the community or communities served). Meaningful service in all categories can of course take many relevant forms.

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11/11/02 sent to CAS Dean Selase Williams
from SRaphael, Coordinator, **BSGP Gerontology**

Part-time Hiring Criteria for Beh. Sci. Gerontology Option
submitted by Sharon Raphael, Coordinator

Those seeking part-time positions in Behavioral Science Gerontology Option are encouraged to have a Doctorate or coursework completed toward a Doctoral Degree. Master's Degree are accepted for review with extensive experience teaching or working in desired specialty areas within field of Gerontology or related specialty. The Option is an affirmative action employer and encourages diversity and cultural sensitivity as part of University and Option's employment practices and within the Option's curriculum guidelines.

1. Doctoral Degree in Social or Behavioral Sciences or related field or Doctoral level completion of coursework preferred. Experience (work experience or college teaching) in course specialty area also desired.
2. Master's Degree with extensive experience working in field of aging accepted for courses where practical work experience in specialty area is desired i.e. retirement planning course, organizational administration, community services for the elderly, death and dying.
3. Perceived Teaching Effectiveness scores or past evidence of teaching performance included in hiring decision. Teaching Performance i.e. PTE's or evidence of teaching provided from other school will be used as one of the criteria in evaluation of candidate for part-time teaching position/s.

Sharon Raphael, Ph.D.

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