

RANK & EVALUATION PROPOSALS

ARTICLE VI - APPOINTMENT AND TERMINATION

A. ELIGIBILITY FOR APPOINTMENT

Subject to the terms of this Agreement but otherwise at its or their sole discretion, the Board of Trustees or the President of each State University may grant appointments hereunder and terminate such appointments.

A person may be granted an appointment at any rank in keeping with the following requirements. These requirements apply to persons engaged to teach in the individual Programs of Graduate and Continuing Education at the State Universities. Exceptions to these requirements may be made for sound academic reasons in certain specialized areas and under other special circumstances with the approval of the Board of Trustees or the President as its designee. Nothing in these requirements should be construed to prohibit the appointment of an individual of exceptional talent or accomplishment who does not meet all the stated criteria. In considering candidates for exceptional appointments, the Board of Trustees or the President shall pay due regard in the alternative to: (a) evidence of the ability of the candidate to render a unique academic contribution to the University, or (b) evidence of a candidate's extraordinary competence in the area of the candidate's discipline or specialty, or (c) evidence that the discipline or specialty of the candidate does not customarily demand fulfillment of those academic degree requirements set forth by the Board as minimum criteria for appointment to each rank.

For the purposes of this Article a year of college or university teaching shall be defined as:

- i. one academic year of employment as a full-time faculty member appointed at the rank of Instructor, Assistant Professor, Associate Professor, or Professor at a regionally accredited institution of higher education; or
- ii. teaching experience equivalent to twenty-four (24) semester hours of credit of instruction at a regionally accredited institution of higher education.

Visiting Instructor:

A Master's Degree from an accredited college or university in a field or discipline to be taught.

Demonstrated potential to fulfill the applicable evaluation criteria.

Understanding of the teaching and advising process and the application of teaching and advising strategies to adult learners.

For instructors appointed to teach courses in a professional area, two (2) years of appropriate professional experience is an additional requisite.

Visiting Senior Instructor:

A Master's Degree from an accredited college or university in a field or discipline to be taught.

Demonstrated potential to fulfill the applicable evaluation criteria.

Understanding of the teaching and advising process and the application of teaching and advising strategies to adult learners.

Three (3) years of appropriate professional experience in the discipline to be taught, including two (2) years of college or university teaching in the discipline to be taught.

Visiting Assistant Professor:

A ~~terminal degree from an accredited institution in the academic or professional discipline to be taught.~~ Master's degree from an accredited college or university in a field or discipline to be taught.

Two evaluations conducted under the terms of this contract and meeting professional quality.

Demonstrated potential to fulfill the applicable evaluation criteria.

Understanding of the teaching and advising process and the application of teaching and advising strategies to adult learners.

Three (3) years of appropriate professional experience in the discipline to be taught, including two (2) years of college or university teaching in the discipline to be taught.

Visiting Associate Professor:

A ~~terminal degree from an accredited institution in the academic or professional discipline to be taught.~~ Master's degree from an accredited college or university in a field or discipline to be taught.

Three evaluations conducted under the terms of this contract and meeting professional quality.

Demonstrated potential to fulfill the applicable evaluation criteria.

Understanding of the teaching and advising process and the application of teaching and advising strategies to adult learners.

Three Six (36) years of appropriate professional experience in the discipline to be taught including ~~two~~four (24) years of college or university teaching in the discipline to be taught.

Demonstrated professional advancement.

Visiting Professor:

~~A terminal degree from an accredited institution in the academic or professional discipline to be taught~~
Master's Degree from an accredited college or university in a field or discipline to be taught.-

Four evaluations conducted under the terms of this contract and meeting professional quality.

Demonstrated potential to fulfill the applicable evaluation criteria.

Understanding of the teaching and advising process and the application of teaching and advising strategies to adult learners.

~~Eight-Three (38)~~ years of appropriate professional experience in the discipline to be taught including ~~two~~~~six~~ (26) years of college or university teaching in the discipline to be taught.

Additional professional advancement.

The application of the foregoing criteria shall not result in a reduction in the rank of any unit member who, having taught in the Program of Continuing Education in any semester or session prior to the execution of this agreement ~~during the Academic Year 2008-2009~~, shall be appointed to teach in any semester or session subsequent to the execution date.

Nothing in the foregoing criteria shall be deemed to prohibit the University from considering an individual's demonstrated continuing scholarship, including contributions to the content and pedagogy of the discipline as evidenced by participation in and contributions to the improvement and development of academic programs or academic services at an institution of higher education, or, where applicable, by artistic or other creative activities; membership or participation in or contributions to professional organizations and societies, research as demonstrated by published or unpublished work or relevant graduate study, including work toward the terminal degree for those without the terminal degree; or relevant post graduate study for those with the terminal degree, or, for the professional, continuing study or current knowledge of said unit member's professional field.

The University may also consider other professional activities which by way of example shall include contributions to the professional growth and development of the Program of Graduate and Continuing Education, or, in the case of the professional hired to teach who is not a full-time college or university faculty member, evidence of continued growth and development in the candidate's professional field.

ARTICLE IX - EVALUATIONS

Evaluations are conducted for the purposes of making personnel decisions, encouraging and assessing professional and pedagogical experimentation, and assisting members of the academic community in the improvement of performance and programs.

No written materials shall be used in the conduct of any evaluation pursuant to the provisions of this Article IX except such materials as shall have been submitted at the commencement of the evaluation in accordance with the provisions of Section E hereof. Every member of the bargaining unit who is the subject of any such evaluation shall be entitled to copies of all such materials. Under no circumstances shall an incidental observation of any unit member be used in whole or in part in conducting an evaluation pursuant to the provisions of this Agreement.

A. CRITERIA FOR EVALUATIONS

1. Criteria for the Evaluation of Members of the Bargaining Unit

The following criteria shall be used in the evaluation of all members of the bargaining unit:

- i. teaching effectiveness in lectures, seminars, internships, independent studies and otherwise;
- ii. course advising, as it is prescribed in Section A(3) of Article VIII; and
- iii. other instructional obligations, as they are prescribed in Section A(1) of Article VIII.

2. Application of the Criteria

The foregoing criteria are to be used as a measure with reference to each instructional period in respect of which an evaluation is being conducted. The overall evaluation of each member of the bargaining unit will be based upon the entire professional performance of the unit member, as it pertains to the foregoing criteria, during each such instructional period and, in the conduct of any such evaluation, regard may properly be had to evaluations conducted in respect of any prior review period or periods.

The basis for every evaluation shall be professional quality demonstrated with reference to each of the applicable criteria.

B. FREQUENCY OF EVALUATIONS

Every unit member shall be evaluated during the first instructional period of teaching in the Program of Graduate and Continuing Education. Thereafter, each member of the bargaining unit shall be evaluated during the instructional period in which the unit member is teaching any sixth subsequent course in the Program of Graduate and Continuing Education. Nothing in this paragraph shall require the evaluation of a member of the bargaining unit more

frequently than once in any academic year unless the Vice President shall require one (1) or more frequent evaluations in the case of any such member of the bargaining unit.

In the event the administration does not evaluate a member, then the member shall be judged to have met professional quality.

Every member of the bargaining unit shall have the right to be evaluated upon written request to the President, or designee thereof; provided, however, that this right shall not be exercised more than once in any academic year.

APPENDIX D-4

(ARTICLE IX – EVALUATION – SECTION E(2), P. 34)

FORM FOR EVALUATION BY DGCE CHAIR

Faculty Member's Name: _____ Instructional Period: _____

University: _____ Department: _____

Date of Last Evaluation: _____ Date of This Evaluation: _____

DIRECTIONS:

Evaluate each faculty member on Items A through C. Attach additional sheets if necessary.

CRITERIA:

- A. Teaching Effectiveness (Article IX, P. 33)

- B. Course Advising (Article IX, P. 33)

- C. Other Instructional Obligations (Article IX, P. 33)

Recommendation: Meets professional quality Fails to meet professional quality

This is to certify that I have read this document.

Signature of Faculty Member

Signature of DCGE Chair

Date

Date