

APPOINTMENT, RETENTION, TENURE AND PROMOTION CRITERIA, STANDARDS AND PROCEDURES FOR PROBATIONARY AND TENURED FACULTY EMPLOYEES

Proposed	Comments	S98-8
<p><b>5. Annual Summary of Achievements and Professional Development Plan</b></p> <p>5.1 Persons required to submit an Annual Summary of Achievements and a Professional Development Plan.</p> <p>5.1.1. Probationary Faculty members and tenured Assistant Professors</p> <p>5.2 When the Annual Summary of Achievements and Professional Development Plans are to be submitted.</p> <p>5.2.1. During the years in which Performance Reviews for Retention, Tenure or Promotion are not conducted (normally years 1,2,4, and 5).</p> <p>5.3 Annual Summary of Achievements</p> <p>5.3.1. The purpose of the Annual Summary of Achievements is to document progress in the academic career to allow annual evaluation as stipulated by the Agreement. The Annual Summary of Achievements includes a form (that is available through the Office of Faculty Affairs), evaluations of teaching and any previous evaluations and recommendations by personnel committees and other personnel</p>	<p>→ from V.A.1 in S98-8</p>	<p><b>5. Annual Summary of Achievements and Professional Development Plan</b></p> <p><b>5.1 Persons required to submit an Annual Summary of Achievements and a Professional Development Plan.</b></p> <p><b>5.1.1. Probationary Faculty members and tenured Assistant Professors</b></p> <p><b>5.2 When the Annual Summary of Achievements and Professional Development Plans are to be submitted.</b></p> <p><b>5.2.1. During the years in which Performance R<del>e</del>views for Retention, Tenure and Promotion are not conducted for retention or tenure (normally, the first, third, and fifth probationary years 1,2,4 and 5).</b></p> <p><b>5.3 Annual Summary of Achievements</b></p> <p><b>5.3.1. The purpose of the Annual Summary of Achievements is to document progress in the academic career to allow annual evaluation as stipulated by the Agreement. The Annual Summary of Achievements includes a form (that is available through the Office of Faculty Affairs), department committees (constituted pursuant to Section III.A.1, above), department chairs, and college deans</b></p>

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<p>reviewing bodies.</p> <p>5.3.2. Department Chairs; Department Retention, Tenure and Promotion (RTP) committees (constituted pursuant to Section 9.2); and College Deans shall evaluate the current progress of the faculty member.</p> <p>5.3.3. A faculty member shall have seven calendar days after receiving comments from their Dean in which to respond to those comments in writing. Responses or rebuttals should be delivered to the college office for placement in the faculty personnel file.</p> <p>5.3.4. Copies of their observations and suggestions shall be given to the faculty member; the original evaluation shall be placed in the official Personnel Action File, and copies included in subsequent years' dossiers.</p>	<p>Note that the language in 5.3.2 is a version of the material crossed out in 5.3.1 in S98-8</p> <p>Also note that, unlike the first reading, but like S98-8 the College RTP committee no longer required to review the Annual Summary of Achievement</p>	<p><del>shall consider an annual summary of achievements prepared by the faculty member, evaluations of teaching, and any previous evaluations and recommendations by personnel committees and other personnel reviewing bodies</del> administrators.</p> <p><b>5.3.2. Department Chairs; Department (or equivalent) Retention, Tenure and Promotion (RTP) committees (constituted pursuant to Section 9.2) ; and College Deans shall evaluate the current progress of the faculty member.</b></p> <p><b>5.3.3. A faculty member shall have seven calendar days after receiving comments from their Dean in which to respond to those comments in writing. Responses or rebuttals should be delivered to the college office for placement in the faculty personnel file.</b></p> <p>5.3.4. Copies of their observations and suggestions shall be given to the faculty member; the original evaluation shall be placed in the official Personnel Action File, and copies included in subsequent years' dossiers.</p>
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<p>5.4 Professional Development Plan (PDP)</p> <p>The Professional Development Plan (PDP) specifies goals that faculty members expect to achieve with respect to their academic assignment, and scholarly, or artistic or professional achievement over the next 2.5 years. The primary function of the plan is to provide guidance to the candidate’s career development. Whether or not a candidate meets expectations as outlined in the plan is not to be used per se as a measure of performance for retention, tenure and promotion.</p> <p>5.4.1. Contents of a PDP</p> <p>5.4.1.1.The PDP is to be no longer than four pages using a font no smaller than 12 point.</p> <p>5.4.1.2.The form for the PDP is available through the Office of Faculty Affairs.</p> <p>5.4.1.3.The PDP consists of an outline of activities and intended outcomes the faculty member plans to achieve toward retention, tenure and/or promotion over the next 2.5 yrs in relation to their academic assignment and completion of scholarly, artistic or professional</p>	<p>This is new.</p>	<p><b>5.4 Professional Development Plan (PDP)</b></p> <p><b>The Professional Development Plan (PDP) specifies goals that faculty members expect to achieve with respect to their academic assignment, and scholarly, or artistic or professional achievement over the next 2.5 years. The primary function of the plan is to provide guidance to the candidate’s career development. Whether or not a candidate meets expectations as outlined in the plan is not to be used per se as a measure of performance for retention, tenure and promotion.</b></p> <p><b>5.4.1. Contents of a PDP</b></p> <p><b>5.4.1.1.The PDP is to be no longer than four pages using a font no smaller than 12 point.</b></p> <p><b>5.4.1.2.The form for the PDP is available through the Office of Faculty Affairs.</b></p> <p><b>5.4.1.3.The PDP consists of an outline of activities and intended outcomes the faculty member plans to achieve toward retention, tenure and/or promotion over the next 2.5 yrs in relation to their academic assignment and completion of scholarly, artistic</b></p>
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<p>achievements.</p> <p>5.4.2. Procedures for the PDP</p> <p>5.4.2.1.A Professional Development Plan will be developed/revised each year in which a faculty member is not being evaluated for Retention, Tenure or Promotion (normally years 1,2,4, and 5).</p> <p>5.4.2.2.During the first part of the Fall semester in years when the faculty member is not being reviewed for retention, tenure or promotion, the faculty member shall develop the PDP in consultation with the Department Chair or and individual designated by the Department Chair.</p> <p>5.4.2.3.During the Spring semester in years in which reviews are not conducted for retention, tenure and/or promotion, Department RTP committees (constituted pursuant to Section 9.2.), Department Chairs, and College Deans shall consider the current PDP, PDPs from previous years if available, and all previous reviews concerning the PDPs for</p>	<p>Again, note that the College RTP committees are not part of the review process</p>	<p><b>or professional achievements.</b></p> <p><b>5.4.2. Procedures for the PDP</b></p> <p><b>5.4.2.1.A Professional Development Plan will be developed/revised each year in which a faculty member is not being evaluated for Retention, Tenure or Promotion (normally years 1,2,4, and 5).</b></p> <p><b>5.4.2.2.During the first part of the Fall semester in years when the faculty member is not being reviewed for retention, tenure or promotion, the faculty member shall develop the PDP in consultation with the Department Chair or and individual designated by the Department Chair.</b></p> <p><b>5.4.2.3.During the Spring semester in years in which reviews are not conducted for retention, tenure and/or promotion, Department RTP committees (constituted pursuant to Section 9.2), Department Chairs, and College Deans shall consider the current PDP, PDPs from previous years if available, and previous reviews concerning the PDPs for that</b></p>
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<p>that faculty member.</p> <p>5.4.2.4.The Department RTP committee, Department Chair, and the College Dean will comment on the appropriateness and adequacy of recent accomplishments along with the feasibility, appropriateness, adequacy and consistency in rigor with respect to other faculty. The comments shall be made available to the faculty member at least seven calendar days before the close of the Spring semester.</p> <p>5.4.2.5.Because the primary purpose of the Professional Development Plan is for use as a formative tool for faculty development, it should not be included in the dossier.</p> <p><b>5.5 Request for a Performance Review</b></p> <p>The candidate, or any of bodies reviewing the PDP, Department RTP Committee , Department Chair, College RTP Committee and Dean (or General Unit equivalent), may request a performance review to occur earlier than the regularly scheduled performance review.</p>		<p><b>faculty member.</b></p> <p><b>5.4.2.4.The Department RTP committee, Department Chair, and the College Dean will comment on the appropriateness and adequacy of recent accomplishments along with the feasibility, appropriateness, adequacy and equity with respect to other faculty. The comments shall be made available to the faculty member at least seven calendar days before the close of the Spring semester.</b></p> <p><b>5.4.2.5.Because the primary purpose of the Professional Development Plan is for use as a formative tool for faculty development, it should not be included in the dossier.</b></p> <p><b>5.5 Request for a Performance Review</b></p> <p>The candidate, or any of bodies reviewing the PDP, Department RTP Committee , Department Chair, College RTP Committee and Dean (or General Unit equivalent), may request a performance review to occur earlier than the regularly scheduled performance review.</p>
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**Policy Recommendation – AS 1310**

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