November 28th, 2018

Dear Chair and Members of the Faculty Senate,

Attached to this document are our recommendations on proposed updates to departmental Promotion and Tenure guidelines. A number of the proposals were merely updates to bring guidelines into alignment with a uniform university-wide template. Some proposals were entirely new or reflected varying degrees of substantive changes. We have indicated all of those in the summary provided below. Following that summary, we have highlighted examples from guidelines we reviewed that we found especially clear and useful. These examples (not exhaustive) are meant merely as suggestions for departments to consider.

Two programs have been asked for more significant revisions prior to being forwarded on for Senate approval. The chair of FPC will work with these programs and bring this back when appropriate.

A larger issue came up in our review that we recommend Senate look into. Three departments (CCJ, Political Science, and History) put forth proposals for changes in service expectations for Professional faculty. They propose for professional faculty with teaching loads of 45 ELU to not be evaluated on their service for the purposes of retention and promotion. Any professional faculty with teaching loads under 45 ELU would be expected to have the remaining ELU filled with appropriate levels of service. For example, someone teaching 40 ELU would be expected to complete the equivalent of 5 ELU as service, which would be evaluated according to their department's faculty performance expectations for service. The justification for this comes from the interpretation of section 2 of the CBA (copied below).

The Faculty Personnel Committee agrees with this interpretation. Under our current contract, requiring professional faculty to perform service on top of a full-load of teaching is unfair.

By approving these proposed changes, there arise discrepancies between departmental approaches to this issue. This leads to a significant potential for inequity across campus. We recommend that the senate investigate making changes to the bylaws to clarify service expectations for professional faculty (loaded at 45 ELU) campus-wide.

We are happy to meet to help with this discussion or provide any further background that we can.

Sincerely,

David Bithell and Jessica Piekielek
Co-Chairs, Faculty Personnel Committee

From the CBA p. 6:

> *"FTE" means "full-time equivalent." When referring to professorial faculty, "full-time equivalent" shall be counted according to 15 equated load units (ELU) per term, which includes: teaching, advising, service, scholarship, and other duties as specified in Article 19 (Workload). When referring to professional faculty, "full-time equivalent" shall be counted according to 15 ELU per term, which includes teaching, advising and other duties as specified in Article 19 (Workload), plus an acceptable level of service. The typical teaching assignment for a full-time (1.0 FTE) professorial faculty member is 36 ELU per academic year with an average of 12 ELU per term; the typical course assignment for a full-time (1.0 FTE) professional faculty member is 44-45 ELU per academic year with a range of 12-16 ELU per term. The total of (45 ELU per year) represents one FTE, unless specified otherwise.*

Summary of Recommendations for Proposed Promotion and Tenure Guidelines

Creative Arts - Art
Updated format along with smaller changes.
Recommended action: Approve

Creative Arts - Emerging Media and Digital Art
This is the first set of P&T guidelines for this relatively new major.
Recommended action: Approve

CCJ
Significant change regarding service expectations for professional faculty as noted above. Otherwise updated format along with smaller changes.
Recommended action: Approve

COMM
Update to guidelines to conform to established templates. Document provides good examples of ways that faculty members can fulfill requirements in addition to useful statements of departmental values.
Recommended action: Approve

Computer Science
No previously approved guidelines were to be found on the Provost's website. Clear and appropriate guidelines. Use of "activities" section in scholarship section was good could be a useful model for other programs.
Recommended action: Approve

Environmental Studies and Policy

New guidelines now conform to established templates. Clear listing of possible ways to fulfill a given category. Inclusion of categories for Professional Service beyond the university and Regional Solutions was compelling and could serve as a model for other programs.
Recommended action: Approve

Foreign Languages and Literature
Update to guidelines to conform to established templates. Removed references to Creative Writing faculty.
Recommended action: Approve

History
Significant change regarding service expectations for professional faculty as noted above. Update to guidelines to conform to established templates.
Recommended action: Approve

Philosophy
Creation of new guidelines to reflect current academic structure (no longer part of LLP).
Recommended action: Approve

Political Science
Significant change regarding service expectations for professional faculty as noted above. Update to guidelines to conform to established templates.
Recommended action: Approve

Theater
Update to guidelines to conform to established templates. Very useful commentary following tables.
Recommended action: Approve

Some suggestions for writing or revising department faculty expectations based on guidelines reviewed

Use an "Activities" heading in scholarship to list kinds of scholarship (for example articles, presentations, etc…) was helpful organization. See Computer Science faculty performance expectations approved Fall 2018.

For departments that would like to include service beyond university as part of performance expectations, Environmental Science expectations (approved Fall 2018) offers a clear example, under heading *Community Service* in Service table.

Concrete examples for fulfilling expectations provide clarity. See Environmental Science expectations (approved Fall 2018), especially Service and Scholarship tables, for examples of clear lists of potential activities.

Departments may want to include additional text outside of tables to expand, define or explain expectations. Theatre Arts expectations (approved Fall 2018) includes commentary below Scholarship table to clearly define what constitutes scholarship in Theatre Arts. This commentary is especially helpful for evaluators of promotion and tenure application who are unfamiliar with standards and kinds of scholarship typical of theatre arts. Commentary also refers to definitions and standards developed by professional organizations for further information.

Departments may want to include a subheading in some or all tables titled Professional Development, to explain expectations for faculty to remain current in their teaching, service, and scholarship.