

COPPIN STATE UNIVERSITY



PROCEDURES AND CRITERIA FOR THE APPOINTMENT, RANK, TENURE, AND PROMOTION OF FACULTY

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**COPPIN STATE UNIVERSITY PROCEDURES AND
CRITERIA FOR THE APPOINTMENT, RANK,
PROMOTION, AND TENURE OF FACULTY**

I. INTRODUCTION

A. The University System of Maryland Policy on Appointment, Rank, and Tenure of Faculty
B.O.R. II

– 1.00, hereafter U.S.M. A.R.T. Policy, describes the general criteria and procedures related to faculty personnel actions. The purpose of The Coppin State University Procedures and Criteria for the Appointment, Rank, and Tenure of Faculty is to adopt and complement that policy by describing the specific criteria used by Coppin State University ("Coppin" or "the University") for the appointment, promotion, and granting of tenure to Coppin faculty; and to describe the procedures for preparing and reviewing applications for promotion and tenure. This document is promulgated pursuant to B.O.R. II-1.00.

B. The criteria specified here for the appointment, promotion, and granting of tenure to faculty at Coppin State University are derived from the University's mission, and especially, reflect the close links among teaching, community-related service, scholarship, and research in accord with U.S.M. A.R.T. policy. In addition, documents from sister institutions were used as resources.

C. Coppin State University is an urban, comprehensive, and Historically Black Institution. Building on a legacy of excellence in teacher preparation in the metropolitan community, the university offers quality undergraduate and graduate programs in teacher education, liberal arts, health professions, technology and STEM disciplines. Coppin as an anchor institution is committed to providing educational access and diverse opportunities for all students while emphasizing its unique role in educating residents of Metropolitan Baltimore and first-generation college students.

Coppin is committed to community engagement and partnering with businesses, governmental and non-governmental agencies to meet workforce demands; preparing globally competent students; strengthening the economic development of Baltimore, Maryland and developing stronger strategic partnerships. As a constituent institution of the USM, Coppin will continue to adopt and support USM's strategic goals.

The above-stated mission of Coppin State University was approved by the U.S.M. Board of Regents and the Maryland Higher Education Commission.

D. Final authority for the appointment, promotion, and granting of tenure to faculty at Coppin State University resides in the President.

E. Applicability of the A.R.T. Document

The provisions in this Policy apply to individuals whose faculty appointment is effective on or after July 1, 2015, and, absent specific election to remain subject to former policies, to all individuals who are employed as faculty members at Coppin State University as of July 1, 1989.

II. SEARCH POLICIES AND PROCEDURES FOR APPOINTMENT OF FACULTY

A. At all levels of the appointment process, the University is committed to the policies and principles of equal employment opportunity and affirmative action.

B. Search Procedures for Faculty

1. In consultation with the Chair and faculty of the department, the DFSC shall evaluate the departmental needs and submit to the Dean a ranked recommendation based on strategic hiring strategies in February of each year. The Dean shall then summarize the needs of the College and forward a priority recommendation to the Provost/Vice President for Academic Affairs. The Provost/Vice President for Academic Affairs shall determine whether 1) a faculty vacancy is to be filled or 2) a new position is to be created. The Provost/Vice President for Academic Affairs shall approve the position along with the recommended salary range. The Provost/Vice President for Academic Affairs shall authorize appropriate recruitment for the position.
2. The appropriate Chair of the Departmental Faculty Search Committee (DFSC) must convene the committee.
3. In consultation with the University's Director of Human Resources (or designee), the Chair of the DFSC, in collaboration with the Dean or designee, will draft and place appropriate vacancy advertisements in both professional journals and public media (e.g., newspapers). Vacancy fliers may also be sent to other institutions both within and outside of the University System of Maryland. Vacancy announcements should be as specific as possible in terms of title, rank, salary range, primary duties, and qualifications. Advertisements should include a request for at least three letters of, official transcripts of post-secondary education, and other materials as determined by the DFSC, and a deadline for receipt of all materials. Vacancy fliers may also be sent to other institutions both within and outside of the University System of Maryland. Vacancy announcements should be as specific as possible in terms of title, rank, salary range, primary duties, and qualifications. Advertisements should include a request for at least three letters of recommendation, official transcripts of postsecondary education from the primary source, and other materials as determined by the DFSC, and a deadline for receipt of all materials utilizing a standard template to facilitate this process, approved by the Director of Human Resources.
4. After the deadline for submittals has passed, the DFSC Chair shall receive an electronic packet consisting of screened applicants who applied based on the posting. The DFSC will select applicants to be invited for interviews, set an interview schedule in consultation with the potential interviewees, and, in consultation with the Director of Human Resources or his or her designee, will create interview protocols. The DFSC Chair shall consult with the Director of Human Resources or his/her designee to review interview protocols. The Director of Human Resources shall provide a review of the interview protocols to DFSC Chairs annually. The DFSC Chair shall review the interview protocols with the DFSC Committee members prior to the interview process. The DFSC will conduct the interviews. When interviewing for a tenure-track position, the Dean shall also interview. Whenever possible, the appropriate Chair, Dean, the Provost/Vice President for Academic Affairs and the President shall be given the opportunity to meet all interviewees.
5. After each interview concludes, the DFSC members shall evaluate each applicant. The DFSC members must make their final recommendation in writing to the departmental Chair, who must forward his or her recommendation with that of the DFSC to the Dean, who must make his or her recommendation in writing to the Provost/Vice President for Academic Affairs, who must forward his or her recommendation to the President. At all levels, recommendations must reference recommendations coming from previous levels with statements of agreement or disagreement with rationale. The Dean, the Provost/Vice President for Academic Affairs and the President should be given the opportunity to meet final applicants who receive a favorable recommendation.
6. The hiring Department may not make a commitment of employment, direct or implied, until the Request-to-Fill form or its equivalent has been signed by all persons whose

signatures are required and the hiring department has received an approved copy.

7. The Request-to-Hire form or its equivalent applies only to the person(s) selected. If the offer is refused, a new requisition, with a justification and a vita attached, must be executed and signed by all persons whose signatures are required.
8. The Dean shall forward records of the recruitment and hiring process to the Provost/Vice President for Academic Affairs, who must keep appropriate records of the recruitment and hiring process for a period of five years. These records shall include vacancy announcements, criteria, notes of interviews, and applicants' resumes/vita and credentials files.

C. Offers of Appointment

1. An offer of appointment or appointment shall be made only by the University President, in writing.
2. All faculty appointments are made to a designated rank effective on a specific date. The University's Standard Letter of Appointment describing the applicable rank and tenure status for the position for which an individual has been selected must be issued by the President. Subject to the provisions in paragraphs B.O.R. Policy II- 1.00, Section C., the terms described in the letter of appointment must constitute a contractually binding agreement between the University and the appointee. Copies of the current U.S.M. and of the current C.S.U. A.R.T. policies must be made available to each new faculty member at the time of initial appointment.
3. Annual Salary Letter. The President may elect to increase a faculty member's salary by issuing a salary letter. An annual salary letter amends the salary provision contained in the original faculty contract or letter of appointment, described in paragraph 2, above.

D. Emergency Appointments

1. From time to time, vacancies may be caused by such emergencies as illness, death, or unanticipated resignation of a faculty member occurring during the academic term. In such cases, the vacancy may be filled by the emergency appointment of a qualified individual, according to the following procedures.
2. The Provost/Vice President for Academic Affairs, after consulting with the Director of Human Resources or his or her designee and with the appropriate Dean and Chair, must authorize the department chair/equivalent to conduct as extensive a search as is practical within the time available.
3. Candidates for the position shall be interviewed by the DFSC Chair and the Dean, and when possible, by the departmental Chair and at least one other tenured, tenure-track, or full-time contractual departmental faculty member. Final candidates must be presented to the appropriate Dean and to the Provost/Vice President for Academic Affairs.
4. Appointments in emergency situations shall terminate at the end of the academic year in which the appointment is made.

III. **CONDITIONS OF APPOINTMENT**

- A. The Coppin State University A.R.T. Document must be made available to all new faculty members at the time of their initial appointments.
- B. Adjustments in salary or advancement in rank may be made under these policies and,

except where a definite termination date is a condition of appointment, the conditions pertaining to the rank and/or salary as modified must become effective as of the date of the modification.

C. Faculty ranks that may involve a tenure commitment include professor, associate professor, assistant professor, and such other ranks as the Institution may approve, consistent with USM Policy II – 1.00 – II.A.1.

D. The Letter of Appointment from the President constitutes a contractually binding agreement between the institution and the appointee.

E. For tenure and tenure track appointments, the year in which the appointee is entitled to tenure review under this policy (“Mandatory tenure review year”) must be specified in the original and subsequent contracts/letters of appointment. Tenure review must occur in that year unless otherwise agreed in writing by the institution and the appointee.

F. Tenure in any rank can be awarded only after the formal review by the DPRC, Department Chairs, Dean, UFRC and the Provost. Thereafter, the recommendation is forwarded to the Office of the President. The criteria for appointment to a faculty rank or tenure shall be the same as for promotion to that rank.

G. Ranks and Conditions of Appointment of Faculty

1. Instructor

a. Subject to any special conditions specified in the letter of appointment, a full-time appointment or reappointment to the rank of Instructor may be for an initial term of one to three years. An appointment to the rank of full-time Instructor may be extended beyond three years and renewed on annual bases.

b. Appointments to the rank of Instructor may be terminated at any time in accordance with Section X of this C.S.U. A.R.T. Document.

2. Assistant Professor

a. Initial full-time appointments to the rank of assistant professor may not carry immediate tenure. Subject to any special conditions specified in the letter of appointment, an appointment to the rank of Assistant Professor may be for an initial term of one to three years, provided no appointment may extend beyond the end of the mandatory tenure-review year. An appointment to the rank of full-time Assistant Professor will be renewed automatically for one additional year unless the appointee is notified in **writing**. In accordance with the following deadlines: not later than March 1 of the first academic year of service if the current appointment expires at the end of that year, not later than December 15 of the second year of service if the current appointment expires at the end of that year, and not later than August 1 prior to the third or any subsequent academic year of service if the current appointment expires at the end of that year. For appointments beginning at times other than the start of an academic year, the institution may adjust the notice of non-renewal dates accordingly by specifying such adjustments in the initial contract or letter of appointment.

b. For appointments beginning at times other than the start of an academic year, the institution may adjust the notice of non-renewal dates accordingly by specifying such adjustments in the initial contract and/or letter of appointment.

c. Appointments to the rank of Assistant Professor may be terminated at any time in accordance with Section X of this C.S.U. A.R.T. Document.

d. An Assistant Professor whose appointment has been extended to a sixth year of continuous, full-time service must apply for and receive no later than during that sixth year a formal review for promotion and tenure unless otherwise agreed to in writing by the institution and the appointee.

3. Associate Professor

- a. Initial full-time appointments to the rank of Associate Professor may carry immediate tenure provided that each such appointee has been formally reviewed for tenure by DPRC, the Department Chair, the Dean and the UFRC. In addition to the formal reviews, new appointments to the rank of associate professor with tenure may require an interview by the Provost and the President. Appointments or promotions to the rank of Associate Professor require the written approval of the University President.
- b. When appointments do not carry immediate tenure, such appointments must be for an initial period of one to four years, except that initial appointments for individuals with no prior teaching experience may be for a maximum of six years and must terminate at the end of that period unless the appointee is notified in writing that s/he has been granted tenure. Promotions will only be awarded subsequent to a formal tenure review by DPRC, the Department Chair, the Dean and the UFRC.
- c. Appointments to the rank of Associate Professor may be terminated at any time in accordance with Section X of this C.S.U. A.R.T. Document.

4. Professor

- a. Initial full-time appointments to the rank of Professor or promotions to the rank of Professor may carry immediate tenure provided that each such appointee has been formally reviewed for tenure by DPRC, Department chair, and Dean and UFRC. In addition to the formal reviews, in new appointments to the rank of professor with tenure, the appointee may be interviewed by the Provost and the President. Full-time appointments or promotions to the rank of Professor require written approval of the President of the University.
- b. When initial appointments do not carry immediate tenure, such appointments must be for an initial period of one to four years, except that initial appointments for individuals with no prior teaching experience may be for a maximum of six years and must terminate at the end of that period unless the appointee is notified in writing that s/he has been granted tenure. Promotions to the rank of Professor carry immediate tenure. Consequently such promotion may only be awarded subsequent to a formal tenure review and an award of tenure.
- c. Appointments to the rank of Professor may be terminated at any time in accordance with Section X of this C.S.U. A.R.T. Document.

5. Part-time Faculty

- a. Appointment, reappointment, promotion, and termination of tenure-track and tenured faculty members who are 50% or more part-time shall be consistent with the policies and procedures established for full-time faculty members.
- b. The length of the probationary period for tenure consideration shall ordinarily be based upon the number of full-time equivalent years accrued by the faculty member at the University in a tenure-track rank.
- c. Part-time tenure-track and part-time tenured faculty are eligible for full-time positions consistent with University policy.

6. Other Faculty Ranks

- a. Other tenure-track faculty ranks, including but not limited to research and clinical faculty ranks, may become available. In such cases, criteria must be developed and appointments must be made in a manner consistent with this C.S.U. A.R.T. Document and with U.S.M. guidelines.
- b. Appointments to all other ranks, including adjunct faculty, but excluding appointments to "visiting" ranks, are for a term not to extend beyond the end of the academic or fiscal year.
- c. Faculty appointed to all other ranks on a full-time basis for a term not less than one academic or fiscal year, as appropriate, must receive written notice of non-renewal of contract. Timing of this notice must be based upon their length of continuous full-time service in ranks.
 - 1) If such service is less than seven years, at least 90 days' notice is required.
 - 2) If such service equals or exceeds seven years at least six months' notice is required.
 - 3) If the required notice is not provided prior to the termination of the then current contract, this condition may be remedied by extending the contract by the number of days Necessary to meet the notice requirement.
 - 4) Such appointment may be terminated at any time in accordance with Section X of this policy.
- d. Visiting faculty appointments are made for one academic year or less. A visiting faculty appointee can become a regular appointee only through the search process, conducted either before or after the initial appointment in accordance with this policy and in consultation with the Director of Human Resources or his or her designee.

IV. INSTITUTIONAL GUIDELINES FOR FACULTY RANK

A. Qualifications for Ranks Used at Coppin State University

1. Instructor: An Instructor shall hold, at a minimum, the master's degree in the field of instruction with at least 18 credits in the area s/he teaches. Evidence of pursuit of the doctorate or highest earned degree in the field of specialization is preferred. There shall be evidence also of potential for excellence in teaching and for a successful academic career. The rank is not tenure-track and does not carry tenure.
2. Assistant Professor: An Assistant Professor ordinarily shall hold the doctorate or recognized terminal degree in his or her field of specialization. A person who has completed all the requirements for the doctorate degree except the dissertation can also be considered. The appointee shall have qualities suggesting a high level of teaching ability in the relevant academic field, and shall provide evidence of potential for superior research, scholarship, or artistic creativity in the field. Because this is a tenure-track position, the appointee shall at the time of appointment show promise of having, at such time as he or she is to be reviewed for tenure and promotion in accordance with paragraph I.C.4 of the University of Maryland System the qualities described under "Associate Professor" below. In most fields the doctorate shall be a requirement for appointment to an assistant professorship. Although the rank normally leads to review for tenure and promotion, persons appointed to the rank of Assistant Professor after the effective date of this policy shall not be granted tenure in this rank.

3. Associate Professor: An Associate Professor shall hold the doctorate or recognized terminal degree in the field of specialization. In addition to the qualifications of an Assistant Professor, the Associate Professor shall have had extensive successful experience in teaching and research, scholarship, or creative activities; shall have the qualifications to direct major activities of the Department, College and University; and must have the qualifications to offer graduate instruction and direct graduate research. There shall also be evidence of service to the institution, the community, and the profession. Appointment or promotion to the rank of Associate Professor may confer tenure.

4. Professor: A Professor shall exceed the qualifications of an Associate Professor. The Professor shall have demonstrated a degree of proficiency in teaching sufficient to establish a reputation among his or her peers as an outstanding teacher and a degree of proficiency in research, scholarship, or creative activities to have established a reputation among her or his peers as an excellent scholar/researcher or creative performer. There shall be continuing evidence of relevant and effective service to the institution, the community, and the profession. Appointment or promotion to the rank of Professor confers tenure.

5. Faculty Engaged Exclusively or Primarily in Clinical Teaching.

- a. Clinical Instructor: The appointee shall hold, as a minimum, the professional degree in the field that meets the requirements set by the Maryland Higher Education Commission, and by the private USDOE approved accrediting body of the program, if any, and two years of practice. There must be clear evidence of potential in clinical practice and teaching in the departmental field.
- b. Clinical Assistant Professor: The appointee shall hold, as a minimum, the highest earned professional degree in the field, with training and at least two years of experience in an area of specialization. There must be clear evidence of a high level of ability in clinical practice and teaching in the departmental field, and the potential for clinical and teaching excellence in a subdivision of this field. The appointee should also have demonstrated scholarly and/or administrative ability.
- c. Clinical Associate Professor: In addition to the qualifications required of a Clinical Assistant Professor, the appointee shall have had extensive successful experience in clinical or professional practice in a field of specialization, or in a subdivision of the departmental field, and in working with and/or directing others (such as professionals, faculty members, graduate students, fellows, and residents or interns) in clinical activities in the field. The appointee must also have demonstrated superior teaching ability and scholarly or administrative accomplishments.
- d. Clinical Professor: In addition to the qualifications required of a Clinical Associate Professor, the appointee shall have demonstrated a degree of excellence in clinical practice and teaching sufficient to establish an outstanding regional and national reputation among colleagues. The appointee must also have demonstrated extraordinary scholarly competence and leadership in the profession.

V. COMMITTEES AND ADMINISTRATORS THAT EVALUATE TENURE AND PROMOTION APPLICATIONS

- A. The burden of evaluating the qualifications and suitability of the candidate for tenure and promotion is greatest at the first level of review. Great weight shall be given at the administrative levels of review to the judgments and recommendations of faculty review committees and to the principle of peer review.
- B. Committees that evaluate the tenure and promotion processes are the Departmental Peer

Review Committee (DPRC), the University-Wide Faculty Review Committee (UFRC) and the Faculty Appeals Committee (FAC). An applicant for tenure and/or promotion cannot serve on any of the above committees in the year in which s/he applies.

- C. The DPRC is a standing departmental committee made up of tenured members that meets annually and has authority to review applications for tenure and promotion from departmental faculty members and for making recommendations to the Dean. An applicant for tenure and/or promotion may not serve on this committee in the year in which s/he applies. In the event that the department does not have adequate faculty to convene the DFRC, said department may use other faculty from the College and may include external reviewers.
- D. Departmental Faculty Search Committees (DFSCs) are departmental committees composed of 3-7 tenured and tenure track faculty, convened according to guidelines set by the Office of the Provost/Vice President for Academic Affairs, for the purpose of conducting a search for persons to fill faculty positions in the department. This committee makes recommendations to the Dean of the College through the Department Chair and Associate Dean. The faculty will elect a DFSC Chair and search committee members. The DFSC may elect to include external reviewers as a part of the committee. The term limit for a member of the DFSC is two consecutive terms, each term being two years. All conversions of faculty positions, whether full-time or part-time, from adjunct to contractual, adjunct to tenure track, or contractual to tenure track, or non-tenure track to tenure track, must be reviewed and recommended by the DFSC. Conversion of a faculty position to tenure track must go through a search process. Departmental Faculty Search Committees (DFSCs) are part of the review and recommendation process for new faculty appointments. None of the members of the DPRC may concurrently serve on the UFRC or the FAC.
- E. The UFRC is a standing university committee that meets annually and has authority to review applications for tenure and promotion from departmental faculty members and for making recommendations to the Provost. An applicant for tenure and/or promotion may not serve on this committee in the year in which s/he applies. The UFRC is composed according to guidelines established by the Office of the Vice President for Academic Affairs and may include external reviewers.
 - 1. The UFRC is composed of nine (9) tenured faculty members, as follows:
 - a. Four (4) Professors
 - b. Three (3) Associate Professors
 - c. Two (2) at any rank
 - 2. The term of office for each member of the UFRC is two (2) years, for a maximum of two (2) consecutive terms or four (4) years. The UFRC is elected by the tenured and tenure-track faculty.
 - 3. None of the members of the UFRC may concurrently serve on a DPRC or the FAC.
 - 4. A member of the UFRC must recuse him/herself from the review of a departmental colleague's application for tenure or promotion at the UFRC level.
- F. The FAC is a standing university committee that convenes only when a faculty member appeals a tenure or promotion decision. An applicant for tenure and/or promotion cannot serve on this committee in the year in which s/he applies. See "Policies and Procedures for Appeal of Decisions on Tenure and Promotion Applications," Section IX of this C.S.U. A.R.T. Document, below:

1. The FAC is composed of five (5) members, as follows:
 - a. Minimum Two (2) tenured Professors
 - b. Minimum Two (2) tenured Associate Professors
 - c. The fifth (5) person may be either a tenured full or tenured associate professor.
 - d. One or more alternate members will be elected to serve in cases in which there are conflicts of interest between committee proceedings and one or more committee members.
2. The term of office of each FAC member is two (2) years, for a maximum of two (2) consecutive terms or four (4) years. The FAC is elected by the tenured and/or tenure-track faculty.
3. A member of the FAC shall recuse him/herself from the review of a departmental colleague's application for tenure or promotion at the FAC level.

G. Administrators who evaluate the tenure and promotion processes are the Chair, the Dean, the Provost and the President.

1. The Department Chair, who must be a tenured faculty member and may not serve on the DPRC, is responsible for reviewing applications for tenure and promotion from departmental faculty members and for making recommendations to the Dean.
2. The Dean is responsible for reviewing applications and recommendation letters for tenure and promotion received from the DPRC and from department chairs. The Dean shall prepare a recommendation, and shall forward all recommendations with two complete copies of each application to the Office of the Provost/Vice President for Academic Affairs.
3. The Provost/Vice President for Academic Affairs reviews each application and letters of recommendation for tenure and promotion forwarded by the Dean. The Office of the Provost forwards the applications and all recommendations to the UFRC.
4. The UFRC submits its reports and returns the applications to the Office of the Provost. The Provost will forward the recommendations to the President.
5. The President receives the applications and recommendations for tenure and promotion to provide final disposition.

VI. INSTITUTIONAL PROCEDURES FOR TENURE AND PROMOTION APPLICATION REVIEW

A. Review Initiation

1. Initial notification – By May 15 of the final year of a faculty member's eligibility for tenure review, the Provost/Vice President for Academic Affairs or his/her designee must inform the faculty member of the requirement to submit an application for tenure. It remains, however, the responsibility of the faculty member to meet all applicable timelines regarding eligibility and application for tenure. Applicants seeking both promotion and tenure must submit separate application packets which clearly state, on the cover and in the memorandum to the chair, which packet is for promotion and which packet is for tenure.
2. Number of applications and copies required.
 - a. The applicant must prepare two copies of the application packet. One copy is

submitted to the DPRC and the other to the Departmental Chair by October 15.

b. Faculty members are advised to also retain complete application packets for their own files.

3. Organization of application packets. [See Appendix D.]

4. Documentation

a. The applicant is responsible for submitting proper and complete written documentation; an application must be considered only on the materials provided in the application packet.

b. All documentation must be relevant to and consistent with the discipline-specific tenure and/or promotion guidelines identified by each department in accordance with applicable guidelines found in this Document.

c. A documented item may be simultaneously used in applications for tenure and promotion, but must be submitted separately in the appropriate packet. Documents used for appointment may not be used for a subsequent promotion application.

d. Activities or accomplishments that receive credit in a particular category (teaching, scholarship, or service) must not be considered for credit in another category. For example, a paper that has been delivered may receive credit as scholarship, service, or teaching but may not receive credit in more than one of these categories. However, should the paper presented at a conference later be significantly revised and published in a scholarly journal or proceedings of a conference, it is eligible for inclusion as a publication. Examples may be found in Section IV and the appendixes of this Document.

B. Evaluation by the DPRC and Chair

1. Each application must be thoroughly and independently evaluated by the DPRC and by the Chair, or equivalent.
2. There must be no communication between the DPRC and the Chair, or equivalent, concerning the applicant or the application packet. The DPRC and the Chair/equivalent must reach independent tenure and/or promotion determinations and must prepare and forward sealed letters of recommendations to the Dean of the appropriate College to be kept with the tenure and/or promotion packet.
3. By November 1 each tenure packet containing the two sealed recommendations will be forwarded to the Dean of the appropriate College.

C. Completion of the Evaluation Process

1. After receipt, the Dean completes an independent review of each application packet, prepares a written recommendation and forwards the application packet [containing all recommendations] to the Provost/Vice President of Academic Affairs by November 15th. The Provost's Office holds application packets until deadline for forwarding to UFRC.
2. The Provost/Vice President for Academic Affairs sends all application packets to the UFRC by December 1st, and a transmittal and receipt are kept by the Provost's Office.
3. The UFRC must review each application packet, including all prior recommendations, and write a recommendation for each application. When the UFRC receives independent recommendations from a DPRC, a Chair/equivalent, and Dean favoring tenure for an

applicant, the committee may reverse that decision only for clear and compelling reasons, which must be clearly stated in the UFRC's written recommendation. The UFRC will forward the application packets to the Provost/Vice President for Academic Affairs by January 15th. A favorable determination by the UFRC does not guarantee that tenure will be granted. Final authority for granting tenure and promotions to faculty resides solely with the President of the University.

4. The Provost/Vice President for Academic Affairs must review the application packets, recommendations of the Chair/equivalent, DPRC, UFRC, and Dean, and write his/her recommendations and must submit each application packet, including recommendations from all review levels to the President by February 1st.
5. The President must review applications and recommendations from the DPRCs, department chairs/equivalents, UFRC, Deans and Provost/Vice President for Academic Affairs. The President shall decide whether to grant or deny tenure and must inform the candidates in writing of his or her final decision by March 1st.
 - a. Only the President shall inform the candidates of the final tenure decision. The notification must be delivered to the faculty member in person with a signed receipt or by registered U. S. mail, to the address on record with HUMAN RESOURCES, return-receipt requested.
 - b. In cases of denial, the President's letters will identify the basis for denial.
6. If, after having received the President's tenure and/or promotion letter, the candidate decides to appeal, s/he will follow the "Policies and Procedures for Appeal of Decisions on Tenure and Promotion Applications," Section IX of this C.S.U. A.R.T. Document, below.

D. Adjustment in Salary Upon Promotion

In cases of promotion to Associate Professor and Professor, the faculty member **must** receive a salary increase of a minimum of 7%.

E. Additional Procedures for Chairpersons/Equivalents Seeking Promotions

1. Chairs/equivalents are faculty members and follow the procedures and deadlines for promotions and, as relevant, tenure as other faculty.
2. Chairs/equivalents must seek annual evaluation from their constituents and meet annually with their supervisors to review progress toward promotions and to adjust promotion guidelines, if necessary, to reflect the demands of changing administrative workloads.

F. Confidentiality

1. All materials used in the application process shall be held in confidence.
2. Following the final notifications and the appeals process, if any, one packet must be returned to the applicants within 30 days and the other packet must be kept on file in the Office of the Provost/Vice President for Academic Affairs **a minimum of one year**.
3. Notification letters of the decisions and of the outcomes of any subsequent appeals must become part of the faculty member's personnel files.

VII. INSTITUTIONAL GUIDELINES FOR TENURE

A. General Principles

1. Tenure is a continuous appointment granted after a rigorous probationary period, on the basis of "meritorious performance" in teaching, research, and service and "demonstrated excellence" in teaching, research and service. Tenure encourages faculty to continually develop their commitment to the institution through scholarly inquiry, methodological innovation, and service intended to advance the mission of Coppin State University. Thus, tenure exists to assure that the "service (of such faculty) should be terminated only for adequate cause, except in the case of . . . financial exigencies."
2. The following principles, including the principles of review and approval, are designed to emphasize equity during the tenure process among faculty across the disciplines and among tenure track faculty holding positions of program director and/or chair, while also assuring that tenure criteria will be discipline-specific. The quality of applicants' overall contributions to the institution should have greater emphasis in cases of tenure determinations than in cases of promotion decisions.
3. In evaluating applications for tenure, expectations will be consistent with the BOR Workload Policy and Coppin's workload policy, as amended from time to time, while addressing accreditation and other discipline-specific scholarly and professional concerns. The workload of an individual faculty member may be adapted so that "for each individual faculty member, any substantial difference between the actual and the standard expectation for any basic workload element will be balanced by compensating changes in one or both of the other basic workload elements. Workloads expectations for each faculty member must be reviewed annually by the responsible department chair and/or other appropriate administrator and adjusted as necessary and appropriate." (See B.O.R. II -1.25-2)
4. Because departmental faculty have expertise in their areas, the departments hold knowledge-based authority for defining, creating, and evaluating discipline-specific guidelines for tenure eligibility, consistent with principles articulated by AAUP, by U.S.M., by Coppin State University, and by discipline-specific professional organizations. Under the principles of shared governance, the Faculty Senate, the Deans, and the Provost/Vice President for Academic Affairs will participate, consistent with their area of knowledge and expertise in the tenure process.
5. Primary responsibility for earning tenure rests with the individual faculty member. Department chairs should mentor faculty, and deans should mentor program directors and chairs.
6. The University President has final authority over tenure decisions.

B. Guidelines for Obtaining Tenure at Coppin State University

1. Coppin State University follows the general categories of the University System of Maryland in evaluation and recommendation for tenure, namely:
 - a. Teaching effectiveness, including student advising.
 - b. Research, scholarship, and, in appropriate areas, creative activities. Faculty members seeking tenure at any rank must have achieved at least one accomplishment included within items one through four of Appendix B of this C.S.U. A.R.T. Document.
 - c. Service relevant to the University, the local, national, and global community, and the profession.

2. Tenure-track faculty demonstrate their qualifications by documenting accomplishments in these areas. Examples, though neither exhaustive nor all-inclusive, of such accomplishments are located as follows:
 - a. Appendix A for "Teaching Effectiveness"
 - b. Appendix B for "Research, Scholarship and Creative Activities"
 - c. Appendix C for "Service to the University, Community and Profession."
3. Each academic department will receive a copy of the institutional A.R.T. Document and will identify discipline-specific criteria for tenure. The institutional tenure guidelines in this document constitute the minimum standard. In the absence of departmental specific criteria, the A.R.T. document will be used for faculty review.
 - a. Within the framework of guidelines identified in section VII.A. and in VII.B.1-2, above, each department will identify discipline-specific criteria for the granting of tenure.
 - b. To help departments write specific criteria while reducing time and effort required to do this, to help insure validity and reliability of this process, and, to help insure equity among academic disciplines, departments should examine tenure criteria used by their counterparts and both peer and aspirational institutions, and/or should examine criteria recommended by discipline-specific accrediting and other professional bodies.
 - c. Small departments (those having fewer than five faculty members) are best advised to include external consultation in identifying discipline-specific criteria for tenure.
 - d. Departments will review their guidelines to help insure that they emphasize contributions to the institution while also addressing contributions to the discipline.
4. An Assistant Professor who is appointed on tenure-track can be awarded tenure with promotion to Associate Professor and by an affirmative decision based upon a formal review. An Assistant Professor shall apply for promotion and tenure after five (5) years of service. Assistant Professors may include in their applications for tenure any applicable evidence of teaching excellence, of scholarship and/or creative productions, and of service to the institution and local, national and global community and to their disciplinary profession from any position held during the period of faculty service in the rank immediately preceding their tenure applications.
 - a. The appointee reviewed for tenure must be notified in writing, by the end of the appointment year in which the review was conducted, of the decision either to grant or deny tenure. An Assistant Professor who has been reviewed during a mandatory review year, and notified in writing that tenure has been denied, must be granted an additional and terminal one-year appointment in that rank, but, barring exceptional circumstances, must receive no further consideration for tenure.
 - b. This evidence may include written confirmation of the acceptance of pending scholarship, creative productions, grants, or any other evidence of achievement deemed appropriate by faculty in their departments and/or, in the case of program directors or chairpersons applying for tenure, by their deans.
 - c. All evidence shall relate directly to the criteria identified by the department.
5. An Associate Professor who is appointed without tenure, but on tenure track, must receive a formal review for tenure, according to the following deadlines: If the appointment is for an initial period of one year, then the formal review must be completed, and written notice must be given that tenure has been granted or denied, by March 1 of that year. If the appointment is for two years, then the formal review must be completed, and written notice must be given that tenure

has been granted or denied, by no later than December 15 of the second year. If the appointment is for more than two years, then the formal review must be completed, and written notice must be given that tenure has been granted or denied, by no later than August 1 prior to the beginning of the final year of the appointment. For appointments beginning at times other than the start of an academic year, the institution may adjust the notice of non-renewal dates accordingly by specifying such adjustments in the initial contract or letter of appointment.

- a. An Associate Professor appointed without tenure, but on tenure track, must be notified to apply for tenure after two (2) years of service in order to be reviewed for tenure in the third (3rd) year of service and receive a decision before year 4 of service.
 - b. Associate Professors may include in their applications for tenure any applicable evidence of teaching excellence, of scholarship, and/or creative productions, and of service to the institution and local, national, and global community and to their disciplinary profession from any position held during the period of faculty service in the rank immediately preceding their tenure applications.
 - c. This evidence may come from any institution, and from any position held during the period of faculty service in the rank immediately preceding their tenure applications.
 - d. This evidence may include written confirmation of the acceptance of pending scholarship, creative productions, grants, or any other evidence of achievement deemed appropriate by faculty in their departments and/or, in the case of program directors or chairpersons applying for tenure, by their deans.
 - e. All evidence should relate directly to the criteria identified by the department.
6. Faculty members may submit applications for tenure prior to the end of their eligibility periods. Faculty members who do not earn tenure on their first attempt may present subsequent submittals, within the permitted timeframe.
 7. An applicant who submits an application after the deadline will not be considered for tenure for that year. If the applicant is in his/her final year of eligibility and fails to submit an application on or before the deadline, the applicant forfeits his/her opportunity to earn tenure.
- C. Approval, Implementation, and Revision of Departmental Tenure Application Guidelines.
1. Departments must develop criteria for tenure and forward them to the appropriate Dean and the Faculty Senate by the end of the semester immediately following the approval of this document.
 - a. The A.R.T. document reflects the minimum requirements for tenure; a department may choose to exceed the minimum requirements
 - b. If a department does not submit its criteria for tenure, the A.R.T. document's criteria will be used.
 2. Deans will have 30 working days to review departmental documents, address any concerns with the members of the departments, and forward recommended criteria to the Provost/Vice President for Academic Affairs.
 3. The Faculty Senate will have 45 working days to review the criteria forwarded by the departments, address any concerns, and forward the recommended criteria to the Provost/Vice President for Academic Affairs, with comments if necessary.
 4. The Provost/Vice President for Academic Affairs will have 30 working days after receipt from the deans and the Faculty Senate to review/recommend criteria, address any concerns, and forward recommended criteria to the President for final approval.
 5. The President will have 15 working days to review recommended criteria and address any

concerns.

6. The Deans, Provost/Vice President for Academic Affairs, and the President may require revisions of the departmentally generated criteria for tenure only for clearly stated reasons, which must be communicated, in writing, to the department that submitted those criteria. The department must respond within 10 working days and may include comments along with revisions. All revisions and comments must be included as the proposed guidelines move through each step of the approval process.
7. Upon final approval by the President, the tenure criteria for each department must be appended to this C.S.U A.R.T. Document.
8. There must be an initial, faculty-wide review, with revisions as needed, of these tenure/promotion policies and procedures two years after their implementation.
9. Each department must conduct a similar review every five years thereafter. See "Provisions for Revision of A.R.T. Document," Section XI below.

VIII. INSTITUTIONAL GUIDELINES FOR PROMOTION

A. General Principles

1. Faculty, including Chairs, must receive mentoring from their appropriate supervisors. The primary responsibility for earning promotion, however, rests with the individual faculty members seeking promotion.
2. Procedures governing the awarding of promotion at Coppin State University are based on those accepted by the USM.
3. Promotion is granted on the basis of (1) teaching effectiveness; (2) research/scholarship, and creative activities; and (3) relevant service to the department, the University, the community, and the profession.
4. Knowledge-based authority for works submitted for scholarly research rests with the disciplines (e.g. national organizations).
5. Small departments (those having fewer than five faculty members) are best advised to include the College or external consultation in identifying discipline-specific criteria for promotion.
6. Throughout their careers, faculty members, including chairs/equivalents, must participate in formative performance reviews from their appropriate supervisors. These reviews must be for the purposes of mentoring and faculty development. They must also include discussion of faculty members' progress toward promotion and should provide an opportunity and a plan to enable faculty to progress toward promotion.
7. To qualify for promotion, the applicant must show evidence of accomplishments, as listed in section VIII.B. Accomplishments cited in a given application must have been completed during the applicant's time in the rank **at Coppin State University**.
8. The President exercises final authority over promotion decisions.

B. Guidelines for Obtaining Promotion at Coppin State University

1. The criteria for promotion at Coppin State University follow the general categories of the U.S.M., namely: (1) teaching effectiveness (2) research, scholarship, and creative activities;

and (3) service.

2. Each faculty member and the Chair or Dean must participate in the faculty annual review process, using the approved Forms.
3. To attain promotion, faculty must document their accomplishments in the areas of teaching effectiveness, scholarship and/or creative productions, and service as listed in Appendix E (Assistant Professor), Appendix F (Associate Professor) and Appendix G (Professor).
4. Faculty members who do not obtain promotion may present subsequent submittals.
5. An applicant who submits an application after the deadline will not be considered for promotion for that year.

C. Promotion to Associate Professor

Faculty seeking promotion to the rank of Associate Professor shall meet the following requirements during the period of appointment as Assistant Professor:

1. Holds the doctorate or highest earned degree in the field of specialization.
2. Excellence in teaching as reflected in the candidate's teaching dossier by students', peers, and Chair's or Dean's evaluations, and by evidence consistent with examples cited in Appendix A.
3. Evidence of accomplishment and growth in scholarship, research, and/or creative activity. See Appendix B of this document.
4. Evidence of service. See Appendix C.

D. Promotion to Full Professor

1. Faculty seeking promotion to the rank of full Professor shall satisfy the qualifications for appointment to the rank, and must meet the following requirements during the period of appointment as Associate Professor:
2. Holds the doctorate or highest earned degree in the field of specialization.
3. Excellence in teaching as shown in the candidate's teaching dossier by students', peers, and chair's or Dean's evaluations, and by evidence consistent with examples cited in Appendix A.
4. Evidence of accomplishment and growth in scholarship, research and/or creative activity. See Appendix B.
5. Evidence of service. See Appendix C.

IX. POLICIES AND PROCEDURES FOR APPEALING DECISIONS ON TENURE AND PROMOTION APPLICATIONS

- A. Only the President must inform the candidates of the final tenure and promotion decisions. The notification must be delivered to the faculty member in person with a signed receipt or by registered U. S. mail, to the address on record with Human Resources, return-receipt requested.
- B. In the event that a candidate wishes to appeal the President's decision, s/he must submit a letter of appeal to the Provost/VPAA and a copy to the President and to the Chair of the Faculty Appeals Committee (FAC) in writing within ten (10) working days of receipt of notification of the President's decision. The appeal is filed when it is received at the office of

the Provost/ Vice President for Academic Affairs.

- C. The notice of appeal must identify the faculty member, the contact information for that faculty member identify the tenure or promotion application in question and the reasons the appellant believes the denial should be reversed with a copy of application package, all written recommendations of the reviewing boards and officials; and copy of the tenure denial notice.
- D. The FAC is charged with the responsibility of reviewing the decisions concerning the appellant and all supporting documents in order to substantiate the findings. The FAC must have the authority to review the application packets and all recommendations therein; and the authority to hold hearings to interview those who participated in the application review process.
- E. The Committee **must not** consider materials or issues that were **not considered** during the review process leading to the President's recommendation.
- F. The same confidentiality accorded to peer review processes must be observed in any appeal of a denial of promotion or tenure before the FAC.
- G. The FAC must report its recommendations to the President in writing no later than ten working days after the conclusion of the appeal hearing.
- H. The President must review the FAC recommendations and notify the appellant of his/her decision no later than fifteen working days after receiving the recommendation from the FAC.
- I. Copies of the President's decisions regarding all appeals must be sent to the appellant, the Provost/Vice President for Academic Affairs, and the Dean.

X. TERMINATION OF FACULTY APPOINTMENTS

A. Resignation

A term of service may be terminated by the appointee by resignation, but it is expressly agreed that no resignation must become effective until the termination of the appointment period in which the resignation is offered, except by mutual agreement between the appointee and the President.

B. Termination as a Result of Not Attaining Tenure

- 1. Faculty who do not attain tenure may appeal such decisions, in accordance with "Policies and Procedures for Appealing Decisions on Promotion and Tenure Applications," Section IX above.
- 2. The President must terminate the appointment of a tenure-track appointee who does not receive tenure after the appeal process as outlined in Section IX of this document.

C. Termination for Cause

- 1. The President of the University may terminate the appointment of a tenured or tenure-track appointee for:
 - a. Moral turpitude
 - b. Professional or scholarly misconduct
 - c. Incompetence
 - d. Willful neglect of duty

2. Prior to such termination, the faculty member must be sent written charges and notice of termination and prior to such termination given the opportunity to request a hearing in accordance with the procedures set forth below.
3. The President of the University may direct that the appointee be relieved of some or all of his or her institutional duties, with or without loss of compensation and without prejudice, pending a final decision in the termination proceedings.
 - a. In case of an emergency involving threat to life, the President may act to suspend a faculty member temporarily.
 - b. The President may at his/her discretion, relieve the appointee of assigned duties immediately or allow the appointee to continue in the position for a specified period of time.
- c. A faculty member whose appointment is terminated for cause must receive no notice or further compensation beyond the date of final action by the President.

D. Other Reasons for Termination

1. The President may terminate any appointment because of the discontinuance of the department, program, college, or unit in which the appointment was made or because of the lack of appropriations or other funds with which to support the appointment. Such decisions must be made in accordance with the University's retrenchment policy. The President must give a full-time appointee holding tenure notice of such termination at least one (1) year before the date on which the appointment is to be terminated. Guidelines and procedures for termination of faculty appointments in cases of financial exigency are delineated in the Board of Regents Retrenchment Policy as amended from time to time.
2. Notwithstanding any other provisions to the contrary, the appointment of any non-tenured faculty member 50% or more of whose compensation is derived from research contracts, service contracts, gifts, and/or grants must be subject to termination upon expiration of the research funds, service contract income, gifts, and/or grants from which the compensation is payable.
3. Appointments shall terminate upon the death of the appointee. Upon termination for this cause, the University shall pay to the estate of the appointee all of the accumulated unpaid earnings of the appointee plus compensation for accumulated leave.

E. Procedures for Termination of Faculty for Cause

1. Notice of Termination

- a. When the University proposes to terminate the appointment of a faculty member for cause, as provided above, the President must prepare a **detailed** written statement of charges and notice of termination.
- b. The notice of termination must be delivered to the faculty member **by process server** or by registered U.S. mail, return-receipt requested and certificate of mailing to the address of record.

2. Request for a Hearing

- a. Within thirty (30) working days after receipt of the notice of termination, the faculty member may request, in writing, a hearing on the charges, stipulating that it be conducted by a Hearing Officer or by a Faculty Review Board, appointed by the President of the University.

- b. **Hearing request** shall include the postal address, in addition to the telephone number and/or e-mail address to which notices and related communications may be directed.
- c. Faculty Review Board: The President will notify the President of the Faculty Senate of the faculty member's request for a hearing before the Faculty Review Board. The Faculty Senate must recommend three (3) tenured members to the President for the Faculty Review Board.

3. Hearing

- a. The faculty member may elect to be represented by counsel of his/her choice throughout the termination proceedings.
- b. The faculty member and the President or his/her designee may request a conference with the Hearing Officer or the FRB prior to the hearing to discuss any matters related to the hearing.
 - 1) A hearing officer is an individual recommended by the Faculty Senate and selected by the President of the University to hear an appeal by a faculty member pursuant to the University's decision to terminate his/her employment "for cause."
 - 2) The hearing office may request a consultation with an attorney independent of the Office of the President.
 - 3) The Hearing Officer or the Chair of the FRB must set a date for the hearing that is mutually agreeable.
 - 4) The hearing must be held no later than thirty (30) working days after receipt of the faculty member's request for a hearing.
 - 5) The Hearing Officer or Chair of the FRB must give the faculty member written notice of the date and time of the hearing.
 - 6) The written notice must also establish dates by which any documents to be presented as evidence and the names of potential witnesses must be presented to the Hearing Officer or to the Chair of the Review Board.
- c. Both the University, represented by the President or his or her designee, and the faculty member must have the opportunity to:
 - 1) Make opening and closing statements
 - 2) Examine and cross-examine witnesses
 - 3) Present documentary evidence
- d. The Hearing Officer or the members of the Review Board may question or call witnesses as necessary and must request the presence of the witnesses or must determine that the request is unreasonable or that the testimony sought would be irrelevant to the issues of the hearing.
- e. At the hearing, the University must present evidence of the basis for termination and shall bear the burden of supporting its argument by a preponderance of the evidence.
- f. The formal rules of evidence applicable to judicial proceedings must **not** apply in the hearing. The Hearing Officer or Chair of the Review Board may:
 - 1) Receive such evidence as a reasonable person would consider reliable in making important

personal decisions.

- 2) Rule on issues or relevance and admissibility.
- 3) Set reasonable limits on the presentation of evidence and may exclude evidence s/he concludes to be redundant or irrelevant. With consent of the Review Board.
 - g. The hearing must be closed unless both parties agree that it be open to persons other than the parties and their representatives. Except for deliberations of the Review Board, the proceedings must be recorded electronically.
 - h. At any point during the process, the faculty member may elect to withdraw from the process and accept termination by submitting a written notice of withdrawal to the President and to the Hearing Officer or Chair of the FRB.
4. Decision
 - a. Within twenty (20) working days following the conclusion of the hearing, the Hearing Officer or the Chair of the FRB must make a recommendation to the President for action to be taken. The recommendation must be based solely on the evidence of record in the proceeding. Copies of the findings and recommendation must be provided to the faculty member and to the President prior to action on the recommendation.
 - b. Within five (5) working days after the receipt of the recommendation of the Hearing Officer or FRB, either party may request an opportunity for oral argument before the President.
 - c. After hearing oral argument, if such is requested, the President must accept or reject the recommendation of the Hearing Officer or FRB. The President must issue a decision, in writing, to the faculty member and to the Hearing Officer or Review Board. The President's decision must be issued within twenty (20) working days after receipt of the recommendation.

5. Appeal to the Board of Regents

If the President's decision is to terminate the appointment of the faculty member, the faculty member may, within ten (10) working days after the faculty member's receipt of the letter communicating the President's decision to terminate, appeal the decision to the Board of Regents of the University System of Maryland, which must render the final decision. The notice of appeal is filed when it is received at the Office of the President. The notice of appeal must be delivered to the Office of the President of the University in person with a signed receipt or by registered U.S. mail, return-receipt requested.

XI. PROVISIONS FOR REVISION OF A.R.T. DOCUMENT

- A. This A.R.T. Document must be reviewed two years after its implementation and every five years thereafter.
- B. The President must appoint an A. R. T. Revision Committee. Eligible members of the Committee shall be representatives from the Faculty Senate, the faculty and the Deans.
- C. Any faculty member may recommend revisions to the A.R.T. Document, according to a time schedule set by the A.R.T. Revision Committee.
- D. The A.R.T. Revision Committee must submit its revision(s) to the faculty through the

Faculty Senate. The Faculty Senate will review the proposed revision(s) to the A.R.T. Document and must submit the resulting revisions to the faculty through their senatorial representatives.

- E. Each tenured and tenure-track faculty member is entitled to cast his or her vote for the revisions of the A.R.T. Document electronically, following departmental review and discussion of the proposed revisions.
- F. The results of the electronic voting must be delivered to the Faculty Senate by the Vice President of Information Technology/designee for distribution to the faculty and the Provost/Vice President for Academic Affairs.
- G. Provost/Vice President for Academic Affairs must make his/her recommendation and forward the recommendation and document to President.

GLOSSARY

1. Academic Year: August 15 to August 14 of subsequent calendar year. If August 15 falls on Saturday or Sunday, the academic year for tenure purposes must be deemed to begin on the Monday following the calendar date of August 15.
2. Adjunct Faculty. Instructional faculty who are (1) neither tenured nor eligible for tenure and (2) either compensated on a course-by-course basis or on a salaried appointment at less than 50%.
3. Application Packet. A packet that contains the material provided by faculty member for review for tenure and/or promotion.
4. A.R.T. Document. Document delineating Coppin State University criteria and procedures for the appointment, rank, and tenure faculty.
5. A.R.T. Review Committee. Ad hoc university committee composed of representatives from the Faculty Senate, the academic Deans, which will review and, as necessary, revise the A.R.T. Document guidelines subject to the approval of the faculty and President.
6. B.O.R. A.R.T. Policy. Document delineating the policies and procedures of the Board of Regents (B.O.R.) of the University System of Maryland regarding appointment, tenure, and promotion of faculty.

7. Chair(person)/Associate Dean/Equivalent. A full-time tenured or tenure track faculty member so identified by the appropriate Dean and authorized by the Provost/Vice President for Academic Affairs to supervise, coordinate and/or evaluate the curricula, resources, and/or internal and/or external personnel of an academic program and to execute significant administrative responsibilities.
8. Consulting. Paid or unpaid assistance provided to the University, the community, or the profession, including but not limited to such organizations as colleges, government agencies, hospitals, correctional facilities, faith-based organizations, for-profit and non-profit organizations.
9. Creative Productions. Any dated, documented non-print product that demonstrates a faculty member's disciplinary or professional accomplishments (e.g. computer programs; exhibited art items; musical, dance, and dramatic compositions, productions, and performances; videotaped and other electronically recorded materials).
10. Dean. An administrator and tenured faculty member who is responsible for academic colleges and faculty.
11. Department. An academic unit led by a full-time faculty member holding the rank of Assistant Professor, Associate Professor or Professor for the purpose of providing academic instruction pursuant to the University's mission.
12. Departmental Faculty Search Committee (DFSC). A departmental committee convened according to guidelines set by the Office of the VPAA, for the purpose of conducting a search for persons to fill faculty positions in the department. This committee makes recommendations to the Dean of the college through the Department Chair. All search committee members will receive confirmation from the Dean of their selection. The DFSC may elect to include external reviewers as a part of the committee.

13. Departmental Peer Review Committee. (DPRC). A standing departmental committee of tenured and tenure-track faculty members selected by the faculty that is responsible for reviewing applications for promotion and tenure from department faculty members and for making recommendations to the Chair and may which include external reviewers as members of the committee.
14. Documentation. A dated record of a faculty member's products or productions, which is (a) written, refereed, and published (e.g., journal article, monograph, book, book review, poem, short story, proceedings, etc.); (b) electronic and refereed (e.g., computer program, videodisc, videotape, CD ROM, refereed web publication, etc.) and/or (c) transcribed and refereed (e.g., photograph, juried exhibit, painting, or comparable aural, visual, or other presentation). This record may include written evaluations by experts in the field.
15. Faculty Appeals Committee. (FAC). A standing committee of five tenured faculty members who are elected by the faculty as a whole and which is responsible for reviewing appeals of the President's decisions on applications for tenure and promotion. The term limit for a member of the FAC is two consecutive terms, each term being two years.
16. Faculty Review Board. (FRB). An ad-hoc committee of three tenured faculty members, recommended by the Faculty Senate and appointed by the President, to conduct hearings requested by faculty members who are terminated for cause by the University. The term limit for a member of the FRB is two consecutive terms, each term being two years.
17. Faculty Senate. A duly constituted organization of Coppin State University. Its purpose is:
 - a. to represent and inform the faculty in the governance of the University.
 - b. to have an effective voice in shared governance.
 - c. to serve in an advisory capacity to the University President and all other constituents of the University.
 - d. to advocate and to promote the general welfare of the faculty.
 - e. to work collectively to guarantee each faculty member procedural and substantive due process with essential fairness to all.
18. Formative Assessment. The process of reviewing a faculty member's work performance, which may include an assessment of a tenure-track faculty member's progress toward earning tenure and a tenured faculty member's progress toward promotion. A written formative review is required during the third year for tenure-track faculty members. Effective formative reviews provide ongoing mentoring and a plan to enable faculty to attain tenure and promotions. Formative reviews are conducted to enable faculty development and mentoring and not for the purpose of determining personnel actions. Formative reviews are usually conducted by Chairs or Deans or those designated as immediate supervisors of the faculty involved. Peer evaluation is also usually formative rather than summative. See "Summative Assessment."
19. Hearing Officer. A tenured faculty member recommended by the Faculty Senate and selected by the President of the University to hear an appeal by a faculty member pursuant to the University's decision to terminate his/her employment "for cause."
20. Information Technology. Electronic media technology, including but not limited to video, computers, the internet, interactive technology, and emerging forms of technology used to disseminate, manipulate, and/or evaluate information.
21. Module/Unit of Learning. A performance-based learning package focusing on specific competencies, which can be attained in a variety of ways. A module should provide learning experiences that integrate theory and practice and utilize a multi-faceted approach to teaching and

- learning. It should have criterion-referenced objectives and should culminate with criterion-referenced assessment of the learner's performance.
22. Peer Review of Teaching. An announced visit by a Chair or Peer to a faculty member's classroom. A scheduled visit may occur for the purposes of observation, formative or summative assessment of teaching.
 23. Post-Tenure Review. A formative and summative assessment of teaching, research, and service of all tenured faculty members, conducted every five years.
 24. Promotion Verification Sheet. A document used by the appropriate review committees and administrators to determine eligibility for promotion. (See Appendices E, F, and G.)
 25. Publication or Presentation Date. The official date of publication or presentation. This identified date will be considered the "publication or presentation date" for all purposes identified in this document, regardless of whether the date refers to print, electronic versions, or transcribed versions of the publication or presentation.
 26. Rank. The established position titles of Instructor, Assistant Professor, Associate Professor and Professor, as well as other positions so designated.
 27. Refereed Journal. A journal whose editorial policies on manuscripts offered for publication require a scholarly review process in print or online.
 28. Revised Syllabus. A syllabus that has been re-written to reflect substantial (as determined by the department) alterations to a previous syllabus. The revised syllabus must be accompanied by the previous syllabus.
 29. Scholarship. Includes those activities that systematically advance the teaching, research, and practice of the discipline through a faculty member's contribution to the discovery, integration, and application of knowledge in his or her chosen academic field and/or to related academic fields, and/or to relevant teaching and service models. [Reference: Earnest L. Boyer. *Scholarship Reconsidered: Priorities of the Professoriate*. Princeton, New Jersey: Princeton University Press, The Carnegie Foundation for the Advancement of Teaching, 1990.] (See Appendix B for examples of refereed research, scholarship, and creative activities.)
 30. College. Any organization within the University so approved and so identified by the University as administratively responsible for creating and delivering curricula.
 30. Shall. As used in this document, "shall" is synonymous with "must" and refers to mandatory, rather than discretionary, actions and/or conditions. "Shall not" is synonymous with "may not" and "must not", and refers to prohibited actions and/or conditions
 32. Site Visit/Team Evaluation. An evaluation of an institution or of its constituent academic program(s) by representatives of an organization that accredits and/or approves institutions of higher education or programs offered by such institutions e.g., American Health Information Management Association(CAHIMA), Commission on Collegiate Education Nursing (CCNE), Council on

Rehabilitation Education (CORE), Council on Social Work Education (CSWE), Maryland Board of Nursing, Maryland States Commission on Higher Education (MSCHE), National Association of Colleges of Theatre (NAST), National Association of Social Work (NASW), National Collegiate Athletic Association (NCAA), National Council for the Accreditation of Teach Education (NCATE), National Organization of Nursing Practitioner Faculties (NONPF), etc.

33. Student Evaluation. Evaluation of a faculty member's courses and/or teaching performance by students in the courses, conducted by the office(s) so designated by the University and using the university-wide Course and Faculty Evaluation form.
34. Summative Assessment. A review of the work performance of a faculty member, usually conducted by department chairs/equivalents or those designated as immediate supervisors of the faculty involved. Although written summative performance reviews may include a developmental or mentoring component, they are usually conducted for the purpose of determining personnel actions. See "Formative Review".
35. Supervisor's Evaluation. Evaluation, for formative or summative purposes, of a faculty member by his or her immediate supervisor.
36. Teaching Dossier. A collection of materials in any appropriate media, related to and representative of a faculty member's classroom instruction and knowledge and application of scholarship in the pedagogy of subjects taught. Materials may include but are not limited to:
 - a. Course syllabi, instructional materials, examinations and assignments
 - b. Electronic and written records of classroom proceedings, such as an instructor's log and/or journals, lecture notes, and other documentation of specific classroom presentations
 - c. Student surveys and evaluations
 - d. Peer review of teaching.
37. Teaching Excellence. Performance that exceeds the expected standards as judged by peers and students. (See Appendix A for examples of teaching effectiveness activities.)
38. Teaching Overload. A teaching assignment that exceeds the U.S.M. workload policy for regular full-time faculty and/or that can be defined as a special circumstance, as articulated by the College and/or Department.
39. Tenure. A continuous appointment granted after a rigorous probationary period, on the basis of "meritorious performance" in teaching, research, and service and "demonstrated excellence" in teaching, research and service. Tenure encourages faculty to continually develop their commitment to the institution through scholarly inquiry, methodological innovation, and service intended to advance the mission of Coppin State University. Thus, tenure exists to assure that the "service (of such faculty) should be terminated only for adequate cause, except in the case of . . . financial exigencies."
40. Tenure Commitment. A tenure or tenure-track faculty position.
41. U.S.M. University System of Maryland, the state-wide system of public baccalaureate and graduate universities, of which Coppin State University is a constituent institution.
42. Terminal Degree: A doctoral degree in the field of specialty or a related field, unless none exists, then the highest earned degree available in the field of specialization.
42. University-Wide Faculty Review Committee (UFRC). A standing university-wide committee, composed of nine full-time tenured faculty members elected by the tenured and tenure-track faculty, responsible for reviewing applications for tenure and promotion and for making recommendations to the Provost/Vice President for Academic Affairs. The term limit for a member of the UFRC is two consecutive terms, each term being two years.

APPENDIX A

EXAMPLES OF TEACHING EFFECTIVENESS ACTIVITIES

Faculty seeking tenure and faculty seeking promotions will be expected to demonstrate excellence in teaching based on evaluations of *students, peer, Chair or Dean*. **The faculty must be given no less than 24 hours before a class visit. The faculty member to be evaluated by peer or chair/dean must choose which class the peer or chair/dean may visit.** The following examples, while neither all-inclusive nor exhaustive, may be useful to support applications for tenure and for promotion to the ranks of Assistant Professor, Associate Professor, and Professor.

1. Evaluations of faculty by:
 - Chair or
 - Peer or
 - Dean and
 - Students
2. Teaching multiple course preparations and/or teaching unpaid course overloads.
3. Providing instruction in and other support of pre-professional programs e.g., supervising student teachers, arranging field placements of and supervising interns, serving as a team leader in a clinical course.
4. Providing instruction outside the classroom above and/or beyond the normal teaching load, e.g., conducting, unpaid, an independent study course; tutoring Coppin student(s) outside of class time and required office hours, in areas related to their studies at Coppin.
5. Mentoring students by such activities as:
 - Serving as major advisor or
 - Serving as thesis advisor or
 - Serving as honors or special program mentor or
 - Supporting students in state, regional, national, or international scholarly activities.
6. Developing and/or supervising curricula and/or programs, including activities leading to adoption of academic major or other program involving multiple courses; activities contributing to accreditation at the program or institutional level, and/or activities related to supervising academic programs.
7. Directing co-curricular student activities, e.g., coaching student athletic team; supervising student creative production, such as a theater or dance event, artistic exhibition, newspaper, writing contest, etc., or advising a student organization.
8. Effectively using **Faculty** information technology **approved guidelines** in teaching and course development, e.g., the development of on-line and/or web-based course(s); use of interactive software as part of instruction.
9. Exhibiting other evidence of teaching excellence as designated by a Coppin State University department or college or by a relevant professional organization.

APPENDIX B
EXAMPLES OF RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITIES

Faculty seeking tenure and faculty seeking promotions will be expected to demonstrate excellence in research/scholarship/creative activities. All work must be in the discipline or related to the discipline of the applicant. The following examples, while neither all-inclusive nor exhaustive, may be useful to departments in creating discipline-specific guidelines for excellence in research, scholarship, and creative activities to support applications for tenure and for promotion to the ranks of Assistant Professor, Associate Professor, and Professor.

1. Authoring book(s) published by scholarly presses .
2. Authoring chapter(s) in books published by scholarly presses.
3. Authoring article(s) in refereed journals.
4. Writing, composing, producing, curating, directing, performing, exhibiting or creating major scripts, performances, exhibitions, or works of art.
5. Editing volumes, monographs, anthologies, manuscripts, and/or professional journals.

6. Presenting paper(s) at regional, national, or international conferences.
7. Writing an approved externally funded institutional or individual grant(s).
8. Participating in panels at regional and national meetings of professional organizations.
9. Receiving regional, national, and/or international awards.
10. Holding offices in professional organizations.
11. Completing additional graduate and/or professional work other than that required for the position, including studying abroad.
12. Exhibiting other evidence of scholarly excellence, as designated by a Coppin State University department or college or by a relevant professional organization, including but not limited to:
 - a. Presenting invitational lectures.
 - b. Participating in program-related projects.
 - c. Consulting.
 - d. Contributing to scholarly growth of peers.

APPENDIX D

SERVICE ACTIVITIES TO THE UNIVERSITY, PROFESSION, AND COMMUNITY.**Definition of Service**

Service is linked to the mission of Coppin State University and must reflect the faculty member's knowledge, skills and discipline-related expertise. The service must positively impact Coppin State and its constituents, and/or the faculty member's discipline or profession, and/or the community.

Types of Service

Applicants for tenure and/or promotion to the ranks of assistant professor, associate professor, or professor may provide documentation and evidence for three types of service:

- 1. Service to the University*
- 2. Service to the Discipline or Profession*
- 3. Service to the Community*

Required Documentation

Faculty members who request the consideration of the three types of service must provide evidence that documents the effectiveness of the service. In showing process and product, evidence must include:

A description of the service

A description of the faculty member's role and contribution provided by the faculty member

A statement of the impact of the service and how it was assessed provided by the primary recipients of the service, the clients or sponsors of the activity

A statement of how the service aligns to the mission of the university

Specific examples of documentation include but are not limited to:

Results of any formal assessment or evaluation of the service and/or engagement

Letters or other feedback from the committee chair, director or other appropriate leader attesting to the quality of the service

Minutes of meetings, letters or memos that document the processes and show the impact of a faculty member's service

Committee/organization reports or documents that illustrate the nature of the service and/or its impact

Surveys of clients, community partners or other stakeholders

Media reports or other public recognition of the service

1. Service to the Institution

Examples of institutional service include but are not limited to:

Chairing a committee

Contributing significantly to accreditation at the program or institutional level

Contributing significantly to activities related to supervising academic programs

Conducting faculty workshops/seminars/colloquia

Organizing conferences

Advising student organizations

APPENDIX D

Serving on second (2nd) and subsequent departmental, divisional, and institutional committees

*Coordinating academic programs without pay or reassigned time
Writing of approved grants*

Engaging in activities to support recruitment, enrollment, and retention of students

2. Service to the Discipline or Profession

*Examples of service to the discipline or profession include but are not limited to:
Consulting or advising a professional organization*

Serving as an appointed or elected officer of an academic or professional association

Serving as an organizer or leader of workshops, panels, or meetings in areas of professional competence

Contributing time and expertise to further the work of a professional society or organization

Promoting the image, prestige, and perceived value of a discipline or profession

Participating in accreditation activities

Editing a professional journal

Book review at a minimum of a full chapter related to the discipline or profession

Refereeing manuscripts or grant proposals submitted to journals, professional meeting program committees, and funding organizations

Establishing professional or academic standards

Serving as member of a committee or task force

3. Service to the Community

Examples of service to the community include but are not limited to:

Creating discipline-related community organization

Using expertise to assist community organizations

Engaging in activities leading to the formation of and/or support of a discipline-related community organization

Delivering talks, conducting courses or workshops, or giving performances for the benefit of the broader community and/or community organizations

Engaging in community volunteer work as a representative of the University

Engaging in activities leading to and/or supporting beneficial interaction between the University and the community

Engaging in service, including interdisciplinary service, at other agencies and organizations

including, but not limited to, colleges, college districts, businesses and non-profit organizations, health care facilities and similar entities, whether local, state, regional, national or international

Serving as a member of a board where such membership specifically represents university participation in the organization

CSU FACULTY PERFORMANCE PORTFOLIO TABLE OF CONTENTS*

- I. Memorandum to Department Chair requesting tenure and/or promotion, including
 - A. Summary of Accomplishments [two to three pages]
 - B. Current Curriculum Vitae
- II. Supporting Documents in the Area of Teaching
 - A. Syllabi, Handouts and Assignments for Fall and Spring Courses
 - B. Summary of Student Evaluations
 - 1. Course Evaluations
 - C. Peer Evaluations
 - D. Chair Evaluations
 - E. Faculty Annual Reviews

- III. Supporting Documents in the Area of Research
 - A. Correspondence
 - B. Articles in Press [in Portfolio]
 - C. Publications [in Folder]
 - D. Major Creative Productions/Performances or Exhibits in the Visual Arts
- IV. Service
 - A. Supporting Documents in the Area of Professional Service
 - 1. Local Professional Organizations
 - 2. State or Regional Professional Committees
 - 3. National Professional Committees
 - 4. International Professional Committees
 - B. Supporting Documents in the Area of University Service
 - C. Community Service

* See examples in the C.S.U. A.R.T. Document Appendices A, B, and C.

APPENDIX E

**COPPIN STATE UNIVERSITY
ASSISTANT PROFESSOR
PROMOTION APPLICATION VERIFICATION SHEET**

NAME:

COLLEGE:

DEPT:

RANK:

YEAR APPOINTED TO RANK:

ACADEMIC YEAR:

DATE:

	MET	NOT MET	COMMENTS
1. holds the doctorate or recognized terminal degree in the field of specialization.			
2. Excellence in teaching as shown through a rating of at least good in the following areas:			
a. Student evaluations			
b. Peer evaluation			
c. Chairperson evaluations			
Faculty seeking promotion to the rank of ASSISTANT PROFESSOR must satisfy the following requirements during the period of appointment as an INSTRUCTOR.			
	MET	NOT MET	COMMENTS
3. Evidence of scholarly contribution and growth in the area of specialization through such activities as research, publication, participation in the programs of professional societies, or professionally recognized performance in the arts.			
a. Minimum requirements for publication are:			
1 articles in refereed journal			
OR			
1 chapters in a book(s) published by a scholarly press			
OR			

	MET	NOT MET	COMMENTS
<p>OR</p> <p>b. Requirements for professionally recognized performances in the arts are:</p> <p>1 major creative production (produced/directed)</p> <p>OR</p> <p>2 performances</p> <p>OR</p> <p>1 major exhibit in the visual arts</p> <p>AND</p>			
4. The applicant must demonstrate participation in four (4) of the following scholarly activities:			
a. Development of experimental programs			
b. Delivery of papers at national and regional meetings of professional societies			
c. Receiving of regional and national awards			
d. Holding of offices in professional organizations			
e. Presentation of invitational lectures			
f. Participation in panels at regional and national meetings of professional organizations			
g. Acquisition of grants			
h. Editing of professional journals			
i. Participation in juried shows			
j. Participation in program-related projects			
k. Preparation of musical or theatrical performances			
l. Participation in one person or invitational shows			
m. Service in the role of consultant			
n. Completion of additional graduate work			
o. Contribution to the scholarly growth of peers			
p. Other data agreed to by the faculty and administration			
	MET	NOT MET	COMMENTS
5. Applicant must demonstrate participation in at least two (2) of the following university service activities:			
a. Participation in non-required			

workshop			
b. Conducting of faculty workshops/seminars/colloquia			
c. Advisement of student organization			
d. Service on second (2 nd) and subsequent departmental, college, university-wide committees			
e. Organizing at major conference			
f. Coordination of programs (unpaid/no released time)			
g. Writing of approved grants			
h. Writing of approved externally peer reviewed grants			
i. Participation in university-wide projects			
	MET	NOT MET	COMMENTS
6. Applicant must demonstrate participation in community service activities:			
a. Service on community councils/boards			
b. Consulting/advising activities			
c. Creation of discipline related community organization			

APPENDIX F

COPPIN STATE UNIVERSITY
ASSOCIATE PROFESSOR
PROMOTION APPLICATION VERIFICATION SHEET

NAME:

COLLEGE:

DEPT:

RANK:

YEAR APPOINTED TO RANK:

ACADEMIC YEAR:

DATE:

	MET	NOT MET	COMMENTS
1. holds the doctorate or recognized terminal degree in the field of specialization.			
2. Excellence in teaching as shown through a rating of outstanding in the following areas:			
a. Student evaluations			
b. Peer evaluation			
c. Chairperson evaluations			
Faculty seeking promotion to the rank of ASSOCIATE PROFESSOR must satisfy the following requirements during the period of appointment as an ASSISTANT PROFESSOR.			
	MET	NOT MET	COMMENTS
3. Evidence of scholarly contribution and growth in the area of specialization through such activities as research, publication, participation in the programs of professional societies, or professionally recognized performance in the arts.			
a. Minimum requirements for publication are:			
3 articles in refereed journal			
OR			
3 chapters in a book(s) published by a scholarly press			
OR			
1 authored book published by a scholarly press			
OR			

	MET	NOT MET	COMMENTS
<p>1 edited volume, monograph, or anthology OR Any equivalent combination of the above OR b. Requirements for professionally recognized performances in the arts are:</p> <p>2 major creative productions (produced/directed) OR 4 performances OR 2 major exhibits in the visual arts AND</p>			
4. The applicant must demonstrate participation in six (6) of the following scholarly activities:			
a. Development of experimental programs			
b. Delivery of papers at national and regional meetings of professional societies			
c. Receiving of regional and national awards			
d. Holding of offices in professional organizations			
e. Presentation of invitational lectures			
f. Participation in panels at regional and national meetings of professional organizations			
g. Acquisition of grants			
h. Editing of professional journals			
i. Participation in juried shows			
j. Participation in program-related projects			
k. Preparation of musical or theatrical performances			
l. Participation in one person or invitational shows			
m. Service in the role of consultant			
n. Completion of additional graduate work			
o. Contribution to the scholarly growth of peers			
p. Other data agreed to by the faculty			

and administration			
	MET	NOT MET	COMMENTS
5. Applicant must demonstrate participation in at least three (3) of the following university service activities:			
a. Participation in non-required workshop			
b. Conducting of faculty workshops/seminars/colloquia			
c. Advisement of student organization			
d. Service on second (2 nd) and subsequent departmental, college, university-wide committees			
e. Organizing at major conference			
f. Coordination of programs (unpaid/no released time)			
g. Writing of approved grants			
h. Writing of approved externally peer reviewed grants			
i. Participation in university-wide projects			
	MET	NOT MET	COMMENTS
6. Applicant must demonstrate participation in community service activities:			
a. Service on community councils/boards			
b. Consulting/advising activities			
c. Creation of discipline related community organization			

APPENDIX G COPPIN STATE
UNIVERSITY
FULL PROFESSOR PROMOTION APPLICATION VERIFICATION SHEET

NAME: _____ COLLEGE: _____ DEPT: _____
 RANK: _____ YEAR APPOINTED TO RANK: _____
 ACADEMIC YEAR: _____ DATE: _____

	MET	NOT MET	COMMENTS
1. holds the doctorate or recognized terminal degree in the field of specialization.			
2. Excellence in teaching as shown through a rating of outstanding in the following areas:			
a. Student evaluations			
b. Peer evaluation			
c. Chairperson evaluations			
Faculty seeking promotion to the rank of PROFESSOR must satisfy the following requirements during the period of appointment as an ASSOCIATE PROFESSOR.			
	MET	NOT MET	COMMENTS
3. Evidence of scholarly contribution and growth in the area of specialization through such activities as research, publication, participation in the programs of professional societies, or professionally recognized performance in the arts.			
a. Minimum requirements for publication are:			
5 articles in refereed journal			
OR			
5 chapters in a book(s) published by a scholarly press			
OR			
1 authored book published by a scholarly press			
OR			

	MET	NOT MET	COMMENTS
2 edited volumes, monographs, or anthologies OR Any equivalent combination of the above OR b. Requirements for professionally recognized performances in the arts are: 3 major creative productions (produced/directed) OR 7 performances OR 3 major exhibits in the visual arts AND			
4. The applicant must demonstrate participation in eight (8) of the following scholarly activities:			
a. Development of experimental programs			
b. Delivery of papers at national and regional meetings of professional societies			
c. Receiving of regional and national awards			
d. Holding of offices in professional organizations			
e. Presentation of invitational lectures			
f. Participation in panels at regional and national meetings of professional organizations			
g. Acquisition of grants			
h. Editing of professional journals			
i. Participation in juried shows			
j. Participation in program-related projects			
k. Preparation of musical or theatrical performances			
l. Participation in one person or invitational shows			
m. Service in the role of consultant			
n. Completion of additional graduate work			
o. Contribution to the scholarly growth of peers			
p. Other data agreed to by the faculty and administration			

	MET	NOT MET	COMMENTS
5. Applicant must demonstrate participation in at least three (3) of the following university service activities:			
a. Participation in non-required workshop			
b. Conducting of faculty workshops/seminars/colloquia			
c. Advisement of student organization			
d. Service on second (2 nd) and subsequent departmental, college, university-wide committees			
e. Organizing at major conference			
f. Coordination of programs (unpaid/no released time)			
g. Writing of approved grants			
h. Writing of approved externally peer reviewed grants			
i. Participation in university-wide projects			
	MET	NOT MET	COMMENTS
6. Applicant must demonstrate participation in community service activities:			
a. Service on community councils/boards			
b. Consulting/advising activities			
c. Creation of discipline related community organization			

SAMPLE PEER CLASSROOM OBSERVATION FORM

Faculty member observed _____ Rank _____

Date of Observation _____ Course observed _____

Rating scale (1=very poor; 2=weak; 3=average; 4=good; 5=excellent; NA=not applicable)

I. CONTENT

Main ideas are clear and specific	1	2	3	4	5 (Excellent)
Integrated text material into class presentation	1	2	3	4	5
Explicitly stated relationships among various topics/facts/theories	1	2	3	4	5
Presented background of ideas and concepts	1	2	3	4	5
Explained difficult terms, concepts, or problems in various ways	1	2	3	4	5
Carefully explained assignments	1	2	3	4	5

Other

observations:

II. ORGANIZATION

Began class on time in an orderly, organized fashion		1	2	3	4	5 (Excellent)
Clearly stated the goal or objective for the session	1	2	3	4	5	
Made explicit the relationship between today's and previous lecture	1	2	3	4	5	
Did not digress often from main topics	1	2	3	4	5	
Summarized and distilled main points at the end of session	1	2	3	4	5	
Appeared well-prepared for class	1	2	3	4	5	
Ended class on time	1	2	3	4	5	

Other observations:

III. INTERACTION/RAPPORT

Solicited feedback from students	1	2	3	4	5 (Excellent)	
Responded constructively to student opinions	1	2	3	4	5	
Recognized and responded when students did not understand	1	2	3	4	5	
Respected constructive criticism	1	2	3	4	5	
Encouraged student engagement in class discussions		1	2	3	4	5
Encouraged mutual respect among students		1	2	3	4	5

Other observations:

IV. PRESENTATION OF COURSE MATERIAL

<i>Incorporated various media as instructional support</i>	1	2	3	4	5 (Excellent)
<i>Spoke clearly</i>	1	2	3	4	5
<i>Varied the pace of the presentation to keep students alert</i>	1	2	3	4	5
<i>Communicated enthusiasm for course content</i>	1	2	3	4	5
<i>Exhibited a presentation style that facilitated student note-taking</i>	1	2	3	4	5
<i>Established and maintained eye contact with students</i>	1	2	3	4	5

Other observations:

V. Strengths

VI. Weaknesses

VII. OVERALL EFFECTIVENESS RATING

1 2 3 4 5 (Excellent)

Date of conference _____ Observer _____

Signature of observer _____