Guidelines and Procedures of the Department of Biological Sciences Personnel Committee 2007-2008

The Personnel Committees of the Department shall be organized and function in a manner consistent with the Faculty Personnel Policies and Procedures (FPPP) document of California State University, Chico and the Collective Bargaining Agreement.

Part I. Committee Characteristics and Charge

A. The Department of Biological Sciences Personnel Committee (DBSPC) shall make specified periodic evaluations and performance reviews and make recommendations concerning retention, tenure, and promotion.

B. Operation of the DBSPC shall be in accordance with the University personnel calendar.

C. Membership of the DBSPC shall be a minimum of seven tenured members of the Department.

D. The DBSPC may be composed of Associate Professors and/or Professors when making recommendations relating to promotion to Associate Professor, and shall be composed of Professors when making recommendations relating to promotion to Professor; in the latter case the minimum size of the committee will be three, as defined by section 5.0e of the FPPP.

E. All eligible faculty will serve on the committee on a rotating basis. Exempt from serving will be FERP faculty, faculty elected to other personnel committees, faculty who are subject to periodic evaluation or performance review in the current personnel cycle, and faculty who are to be on leave in any part of the personnel cycle. Full tenured professors who will undergo periodic evaluation are not exempt from serving on either committee. No faculty member shall serve on both the Department and College Personnel committees.

F. Service shall be for three consecutive years. Terms of service normally will be staggered so that at any time at least one person will have served during the previous academic year.

G. The DBSPC shall have a Chair. The Chair will be responsible for the conduct of all committee activities. Each committee shall designate a member to orient the committee to University Affirmative Action Guidelines. One member will act as secretary and take minutes when appropriate.

H. A quorum of the RTP subcommittee must be present in order for the subcommittee to officially meet. A quorum of the DBSPC will consist of two-thirds of its members.
I. Any discussion of personnel matters, exclusive of FPPP and the Guidelines and Procedures of the Department, with non-committee members is considered a breach of confidentiality (FPPP 3.0.1, as referred to in Section 1.4a and see also 5.0.b). Discussions with the Chair of the Department of Biological Sciences, Dean of the College of Natural Science, Vice Provost for Human Resources, Provost, or Director of Affirmative Action are exempt from this provision. Failure, or the appearance of failure, to maintain confidentiality will be reported to the Dean of the College and is grounds for immediate removal from the Committee and possible reprimand or formal discipline (in accordance with the FPPP and CBA). The Dean of the College will examine all reported breaches of confidentiality.

Part II. Committee Procedures

A. The DBSPC will specify in detail the operating procedures to be followed in implementing the specified and required periodic evaluations and performance reviews in the Department. The operating procedures will be reviewed, revised if necessary, and approved by the DBSPC.

B. These procedures will be presented to full-time tenured and probationary faculty for approval.

C. The approved procedures become the operating document for the Department after approval by the Dean and the Provost.

D. Approved procedures are to be given to each person being reviewed, as early as possible in the review cycle.

E. The Chair of the DBSPC shall act as liaison between faculty being reviewed and the DBSPC. The Chair of the DBSPC shall meet with the faculty member(s) as needed over the course of the review to answer questions about file preparation and committee policies and procedures. After reviewing the data and evaluations but before writing its recommendation, the DBSPC shall meet with each candidate for retention, tenure, or promotion on an individual basis. The purpose of this meeting shall be to answer unresolved questions on the part of any of the participants in the RTP process (FPPP 8.5.a.18).

F. The DBSPC shall prepare its written report and recommendation. Each member of the committee will vote for or against the report and recommendation and this vote will be recorded on the form provided by the Provost (FPPP 8.5.b.1.h). The DBSPC final recommendations will be shared with the candidate and forwarded to the Chair of the Department along with any minority and concurring reports as required by the current FPPP.

G. Members of personnel committees will normally vote in person for or against the proposed report and recommendation before the committee. If a member abstains, the member will provide a written reason for abstention. Committee members who disagree with the report may submit a minority report. Members who agree with the report but who wish to offer additional or alternative analysis and/or interpretation may submit a concurring report. Any minority and concurring reports must be signed.
Part III. Retention, Tenure, and Promotion

A. General Requirements

1. Department members are expected to conduct themselves in accordance with the provisions on ethical behavior in the current FPPP and the pertinent campus executive orders.

2. Candidates are expected to follow the Model Outline for a Faculty Dossier (AAO 02-04). Materials other than those required in the dossier can be submitted in a separate appendix.

3. In all promotion decisions, a minimum rating of effective in teaching and related activities is required (FPPP 8.5).

4. In consideration of promotion, the review process shall only take into account the candidate’s record of performance for all years since appointment or the last performance report for promotion, whichever is most recent.

B. Areas Reviewed

Faculty members will only be recommended for promotion on consideration of merit, with a higher degree of excellence and involvement expected at each successive rank. The concept of time is not interpreted to mean that individuals will be rewarded on the basis of length of service.

Listed below are the activities, materials, and evidence that will be examined by the DBSPC in the process of performance evaluation.

1. Teaching and related activities

   Effective instruction is the first minimum and indispensable requirement for promotion. The evaluation of instruction is based on the courses taught during the regular fall and spring sessions; in addition, special session and extension courses may also be evaluated. Inclusion will be determined by the Chair or special request of the faculty member. The DBSPC will focus on the extent to which the candidate engages in the seven practices of good teaching as described in *Seven Principles for Good Practice in Undergraduate Education* (Chickering and Gamson, 1987). For its deliberations the Committee will review the following:

   a. Instruction

      i. Self-evaluation (using the *Seven Principles for Good Practice in Undergraduate Education*)
      ii. Written course material
      iii. Peer evaluations (a minimum of two independent evaluations)
      iv. Student evaluations
      v. Written input from individuals or organizations
      vi. Contribution to K-14 and general education
      vii. Coordination and/or collaboration on course development and/or delivery
      viii. Other
The candidate's dossier establishes the context for the evaluation of teaching. This document will address teaching philosophy, goals, methods, strengths and weaknesses in the practice of teaching and in the knowledge of the professional discipline as it relates to the candidate's teaching assignments.

Written course material will include course requirements, lecture and laboratory outlines, examination material, text selections and reading lists, handouts, and various exercises and assignments. Course materials should show organization, relevant learning experiences, and evaluation procedures. Samples of written comments on student work may be included.

Peer evaluations of instruction will include committee deliberations and reports of findings of classroom visitations. There will be a minimum of three classroom visitations; two will be by members of the DBSPC and one by the Department Chair. Peer evaluations by colleagues who are not on the personnel review committees are encouraged. If possible, peer evaluation reports should include whether the candidate encourages student-faculty contact and students to work together, promotes active learning both in and out of the classroom, provides prompt feedback on assignments, or uses class time wisely.

Student evaluations of teaching will include SET scores and written comments submitted by students to the Personnel File. These evaluations and comments will not weigh excessively in the overall evaluation of teaching and may not be used in determining a candidate's knowledge of the field (FPPP 8.5).

The candidate may submit letters of commendation from individuals or organizations for evaluation. The letters must include the name of the individual submitting the letter, and must be signed.

b. Innovation in instruction (in general order of significance)
   i. Teaching recognition
   ii. New courses or syllabi developed
   iii. Supervision of student projects
   iv. Efforts to enhance instruction and learning through a variety of in-class pedagogical means (e.g., cooperative learning, case study presentation, debate, etc.)
   v. Efforts to enhance instruction and learning through the introduction and use of various instructional technologies
   vi. Efforts to enhance student learning through the development and use of devices/techniques that assess student outcomes.

Examples of the above include:
   Participation in course and curriculum development and implementation
   Development of new teaching skills and teaching areas (e.g., teaching skills to enhance student learning, involving students in the analysis of primary literature, etc.)
   Introduction of web based technology into teaching
   Use/development of surveys, essays, pre- and post-course exams, etc., that are designed to assess student learning

c. Support of student learning (in addition to teaching assignment)
i. Supervision of student internships
ii. Mentoring
iii. Academic advising

Examples of the above include:
- Evidence of effective academic and career advising (e.g., student, alumni, employer testimonials)
- Support of student projects (e.g., thesis) on a one-to-one basis;
- Service on thesis committees
- Development and supervision of student internships
- Adviser to student organizations
- Contribution to the development of student leadership

d. Other
The DBSPC invites candidates to submit for consideration other instructional and related activities not mentioned above.

2. Professional growth and achievement (a-f are listed in general order of significance)

Professional and scholarly activities are viewed as essential for retention and promotion. All faculty are expected to engage in activities that foster intellectual growth and professional development, and which contribute to the professional disciplines encompassed by the biological sciences and nutrition and food sciences. The DBSPC will consider the candidate's self-evaluation of professional growth and achievement to establish the context for its deliberations.

a. Authorship (in general order of significance)
   i. Peer reviewed book
   ii. Peer reviewed manuscript in a professional publication
   iii. Peer reviewed book chapter
   iv. Non-printed medium or computer software
   v. Development of a new technology or patent
   vi. Non-refereed book
   vii. Non-refereed manuscript in a professional publication
   viii. Non-refereed book chapter
   ix. Consultancy reports and funded research reports

b. Research and grants (in general order of significance)
   i. PI or Co-PI of major grants and contracts (>=$50,000)
   ii. PI or Co-PI of minor grants ($5,000-49,999)
   iii. Submitted, but not funded major grant(>$50,000)
   iv. PI or Co-PI of mini grants (<=$4,999)
   v. Co-operator on a grant or contract
   vi. Submitted, but not funded, grants and/or contracts

c. Scholarly activities within one's profession (in general order of significance)
   i. Presentation of research at a professional meeting, workshop, or symposium
   ii. Organization of a professional meeting, workshop, or symposium
iii. Editor of a professional publication
iv. Reviewer/referee of a professional publication
v. Attendance at professional meetings, workshops, or symposia

d. Professional awards and honors
   i. National
   ii. State and regional
   iii. Local
   iv. Honorary appointment (e.g., visiting, or adjunct professor)

e. Consultancy
   i. Professional consultant dealing with issues specifically related to the candidate’s areas of expertise.
   ii. Expert witness dealing with issues specifically related to the candidate’s areas of expertise.
   iii. Service as a non-paid consultant or member of an advisory board or council, dealing with issues specifically related to the candidate’s area of expertise.

f. Other
   The DBSPC invites candidates to submit for consideration other professional activities not mentioned above.

3. Service to university, profession, and community

In addition to teaching and related activities, and professional growth and achievement, all faculty are expected to contribute towards the mission of the University and the goals and objectives of the Department of Biological Sciences and the College of Natural Sciences. Activities that contribute to increasing the number of majors through recruitment or retention, improve the image of the Department or College, improve internal communication and teamwork, or help to increase private support of our programs are encouraged.

   a. Service to professional organizations (in general order of significance)
      i. Service as an elected/appointed official of a professional organization
      ii. Service as a committee member of a professional organization

   b. Service to the Department, College, and University (in general order of significance)
      i. Serve as Chair of a Department, College, or University committee
      ii. Serve as member of a Department, College or University committee
      iv. Serve as Chair of an Academic Senate subcommittee
      v. Serve as member of an Academic Senate subcommittee
      vi. Serve as member of the Academic Senate

   c. Perform outreach/recruiting/extension activities

   d. Guest lectures and other public presentations
      i. Presentations at public forums, meetings, field days/tours, and other events where specific knowledge possessed by the candidate is shared with the campus community and/or general public
      ii. Off-campus lectures in person or through electronic delivery systems
iii. Guest lectures in courses on campus

e. Contributions to K-14 and other community service related to one's professional competency (in general order of significance)
i. In-service training for K-14 teachers
ii. Involvement with area teachers in curriculum development
iii. Science fair judge
iv. Class visits to K-14 classrooms or field activity
v. Other professional community service

f. Other
The DBSPC invites candidates to submit for consideration other types of service not mentioned above.

4. Contribution to strategic plan and goals of the Program, College, and University

a. Contributions to K-14 through the development/presentation/examination of new instructional technologies, methods, or materials
b. Contributions to creating high quality learning environments through the development/presentation/examination of new instructional technologies, methods, or materials
c. Integration of new technologies to improve student learning both in and out of the classroom
d. Volunteer for or accept and complete assignments which further one or more of the goals of the College or University (see the five University Strategic Priorities)
e. Volunteer for or accept and complete assignments that contribute towards the realization of the objectives specified in the Department or College of Natural Sciences Five Year Review Implementation Plan.

C. Performance Standards

1. Teaching and related activities

Adequate — manages teaching assignment, office hours; course materials are consistent with the state of the discipline; and courses are taught in a manner appropriate to the material. In general, the candidate has demonstrated competency in some or all of the evaluative items listed in III.B.1.a above.

Effective — same as adequate plus evidence of above average commitment to high quality teaching and advising as demonstrated by effectively participating in some or all of the activities listed in III.B.1.a and III.B.1.b above.

Superior — same as effective plus a record of outstanding accomplishment recognized by peer and student evaluations; a consistent demonstration of commitment to excellence and innovation in teaching and advising as demonstrated by substantive accomplishments in some or all of the activities in III.B.1.a, III.B.1.b, and III.B.1.c above.
2. Professional growth and achievement

Adequate — demonstrates acceptable level of currency within areas of the assigned discipline. The candidate has a minimum level of two contributions in III.B.2.a-f.

Effective — same as adequate plus recognition beyond the campus of professional competence in areas of the assigned discipline. At a minimum, the candidate has a combination of four substantive contributions from III.B.2.a, III.B.2.b, and/or III.B.2.c, with at least one in III.B.2.a and one in III.B.2.b.

Superior — same as effective plus demonstrated leadership within areas of assigned discipline. At a minimum, the candidate has a combination of five or more substantive contributions from III.B.2.a, III.B.2.b, and/or III.B.2.c, with at least two in III.B.2.a and one in III.B.2.b.

3. Service to University, profession, and community

Adequate — the candidate serves on appropriate Department committees and is a member of professional organizations within the assigned discipline. Must serve on at least one committee at the college or university level for tenure and promotion.

Effective — the candidate serves on appropriate Department and College committees, is a member of professional organizations within the assigned discipline, and either serves professionally within the community or serves on a University committee.

Superior — the candidate serves on, and at times provides a leadership role on appropriate Department, College, and University committees; candidate demonstrates leadership in professional organizations or provides significant professional contributions to the community.

4. Contribution to strategic plan and goals of the Program, College and University

This category is not rated. It is expected that any successful candidate will contribute to the strategic plan of the Department, College, and University. Evidence of those contributions will be listed by the candidate in the dossier and substantiated by the DBSPC.

D. Specific Requirements

1. Retention

Adequate teaching, professional growth and achievement, and service with demonstrable progress towards effectiveness in the all rated areas of evaluation and evidence of contributions to the strategic plans of the Department, College, and University are the minimum requirements to warrant a recommendation for retention.
2. Promotion

Associate Professor

Successful candidates must: 1) achieve ratings in teaching, professional growth and achievement, and service as indicated in the Table; and, 2) demonstrate contributions to the strategic plan of the Department, College, and University.

Professor

Successful candidates must achieve a superior rating in two of the rated categories and a rating of at least effective in the third rated category (see table below). Also, the evidence must demonstrate contributions to the strategic plan of the Department, College, and University. Candidates for promotion to Professor must also clearly demonstrate substantial professional recognition at and/or beyond the University itself (FPPP 8.5.b.2.e.5).

The following table presents those ratings typically required for a positive recommendation for tenure and promotion.

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3. Tenure

Successful candidates must: 1) achieve ratings of at least effective in teaching and in professional growth and achievement; 2) have a rating in the area of service of at least adequate (see Table); and, 3) demonstrate contributions to the strategic plan of the Department, College, and University.

Tenure and Promotion to Associate Professor may be conferred earlier than the normal sixth year of employment.

a. Consideration of tenure/promotion before the beginning of the sixth consecutive full-time probationary year shall be regarded as consideration of “early tenure/promotion.”
b. Any faculty member wishing consideration of early tenure/promotion must request it in writing. They should only do so if they believe their record of accomplishment is exceptional and warrants special consideration. The DBSPC may initiate early tenure/promotion consideration at the Department level if, after careful examination of the candidate’s file, it determines that the candidate's record is exceptional and warrants special consideration.

c. Inasmuch as consideration of early tenure/promotion is not the normal pattern, a recommendation for early tenure/promotion must be accompanied by its justification as an exceptional case that warrants special consideration. To be considered for early tenure/promotion a candidate should have been rated superior in all three rated categories (or have the reasonable expectation of superior ratings in all three categories based on past reviews) and significantly exceed the minimum qualifications for the rating of superior in one of them. A candidate could be considered for early tenure/promotion if they were rated effective in either the teaching or service categories but significantly exceeded the minimum requirement for superior in the other two categories.

Promotion to Full Professor may be conferred earlier than the normal fifth year of employment at the Associate Professor level.

a. Consideration of promotion before the beginning of the fifth consecutive year at the level of Associate Professor shall be regarded as consideration of “early promotion.”

b. Any faculty member at the Associate Professor level wishing consideration of early promotion to Full Professor must request it in writing. Early promotion will only be granted to those who have a record of accomplishment that is exceptional and warrants special consideration. The DBSPC may initiate early promotion consideration at the Department level if, after careful examination of the candidate’s file, it determines that the candidate's record is exceptional and warrants special consideration.

c. "Inasmuch as consideration of early promotion from Associate Professor to Full Professor is not the normal pattern, a recommendation for early promotion must be accompanied by its justification as an exceptional case that warrants special consideration. To be considered for early promotion, a candidate must have completed a minimum of three years at the level of Associate Professor and must be rated superior in all three rated categories and significantly exceed the minimum qualifications for the rating of superior in one category. A candidate could be considered for early promotion if they were rated effective in either the teaching or service categories but significantly exceeded the minimum requirement for superior in the other two categories."
Part IV. Periodic Evaluation of Tenured Faculty

The DBSPC, or a subcommittee thereof, will serve as the evaluation committee which in this case shall consist of tenured faculty at the rank of Professor. The committee shall consist of at least three members, one of whom is the Chair of the Department. Members of the committee who are undergoing a fifth-year evaluation cannot participate in their own evaluation.

A. Data for Evaluation

The candidate shall collect all data that are pertinent to the evaluation of the quality of instructional performance, professional currency, and service and include these in their personnel file. These data shall be representative of the faculty member’s responsibilities and activities during the five year period immediately prior to the evaluation. Data shall include those described under Part III, B 1, 2, and 3.

B. Evaluation Process

1. The evaluation committee shall analyze the data collected and prepare a report of its findings. Before writing the report, the committee shall meet with the faculty member to provide an opportunity to clarify any unresolved questions.

2. The evaluation report will address in detail the committee’s findings on the quality and effectiveness of instructional performance, level of professional currency, and service.

3. The report will be submitted to the College Dean who will meet with the faculty member to discuss the report’s findings. If areas for improvement are identified in the report, the Dean shall discuss these and advise the faculty member of assistance available within the College or University.

4. The faculty member may respond in writing to the report’s findings within seven days. The evaluation report, the faculty member’s response, if any, and any suggested means of assistance will be placed in the candidate’s personnel file.

5. Upon completion of the evaluation process all data that are not normally kept in the College personnel file will be returned to the faculty member.

Part V. Periodic Evaluation of Part-Time Faculty

The DBSPC will evaluate all part-time temporary faculty for teaching effectiveness annually for the initial two personnel cycles. These will be followed by biennial evaluations unless the individual’s course assignment changes, in which case the evaluation process returns to the initial two-year review cycle. All part-time faculty will participate in the student evaluation of faculty process each semester in which they teach. Personnel files will be updated annually.

The DBSPC will submit a report of its findings to the faculty member, the Chair of the Department, and the College personnel file.

A. Data for Evaluation
Data used by the DBSPC are described in Part III, B, 1, 2, and 3. Although the criteria and standards of the Department review of part time faculty will focus predominantly on instruction, professional activities and service related to their teaching appointment or other positive assistance to the Department will be considered. (FPPP 8.2.b) Upon receipt of the evaluation report, the faculty member may request a meeting with the committee to discuss it, may file a written reply, or may accept the report as written. Any revision of the report shall be left to the discretion of the DBSPC and the Chair of the Department.

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