

## Department of Special Education

### Policies and Procedures for Appointment, Salary, Promotion, and Tenure (ASPT)

Approved by faculty November 30, 2007.

#### Department Mission

The Department of Special Education is committed to continued leadership in education through:

- developing the talents of professionals who will empower individuals with disabilities to participate fully in community life;
- engaging in the production, synthesis, and application of new knowledge that contributes positive solutions to contemporary educational problems and societal issues;
- collaborating with others to improve educational and support systems for learners at all levels.

#### Part I: General Guidelines

- A. This SED ASPT document is designed to identify the criteria and processes which individual faculty members may utilize in order to bring their choices for professional emphasis into congruence with the performance evaluation system. The policies and procedures described herein are consistent with College and University standards. University ASPT guidelines are contained in the Illinois State University Faculty Appointment, Salary, Promotion and Tenure Policies handbook which is published annually and is effective January 1 of each year. College guidelines are contained in College of Education Standards for Appointment, Salary, Promotion and Tenure.
- B. All faculty members, including those who are newly appointed, will be evaluated annually based on their record of performance between January 1 and December 31 for the calendar year of their evaluation. During the annual performance review, the DFSC shall consider activities performed (or reaching completion) during the calendar year being evaluated but give due attention to long-term contributions made by particular faculty. Faculty performance in the areas of teaching, scholarship, and service may vary annually in terms of emphasis. At the time of promotion, tenure, and post-tenure fifth-year review, faculty performance must be of sufficiently high quality in all three areas and must have shown consistent productivity from the previous review period (for promotion to full professor and post-tenure fifth-year review) to warrant support from the DFSC.
- C. The DFSC will conduct its evaluation of faculty in all matters related to annual performance salary incrementation, reappointment, tenure, promotion and post-tenure review based on the established standards found in the policies and procedures of the Department and NOT by comparing the performance of one faculty member to that of another.
- D. General Expectations (taken from College of Education Standards)
  1. Responsibility to Students: Student achievement and learning are the primary ends of faculty work. Faculty members are expected to demonstrate a high commitment to students, offering the support and respect that are crucial to student success.
  2. Teaching: The College of Education values outstanding teaching by all faculty members. No probationary faculty member shall be reappointed who does not demonstrate promise of excellence or excellence in teaching. All courses delivered by College of Education faculty members will be evaluated by students using an instrument with a common core of questions asked of all classes. The department and individual faculty members may add questions to the instrument.

3. Scholarship: Scholarship may take many forms and should be connected to the mission of the College of Education. Scholarship needs to result in products that are open to review by knowledgeable peers. Both individual and collaborative efforts in scholarship are valued.
4. Service: Faculty members shall make internal contributions within the University, College, and Department. They shall also make external contributions to schools, other educational entities, professional associations, or organizations.

E. Definitions

1. Satisfactory Performance

Satisfactory performance for faculty in the Department of Special Education is defined as meeting the criteria of three areas: teaching, scholarship and service as described in Appendix A.

2. Unsatisfactory Performance

Unsatisfactory performance is the failure to meet the criteria for one or more of the areas in teaching, scholarship, and service as described in Appendix A.

- F. All faculty members in the Department are responsible for organizing and presenting all information relative to evaluation for annual performance evaluations, salary incrementation, reappointment, tenure, promotion and post-tenure review. Faculty members are responsible for providing clear evidence and submitting documentation of activities utilizing appropriate forms provided by the DFSC and/or CFSC. Furthermore, the faculty will submit said materials by the established deadlines for the DFSC review.
- G. To the maximum extent possible, faculty members are responsible for providing supervisor or peer evaluations for those nonteaching activities in which they have been involved as part of load assignments.
- H. For faculty members who teach a course or perform a function for another department/unit, it is the responsibility of the faculty member to secure an appropriate evaluation from the supervisor in the other department/unit. In cases where faculty members teach a course for another department, the COE/SED evaluation form must be used.
- I. Persons on a sabbatical leave, educational leave, or serving on the faculty for only a portion of the evaluation period are also responsible for submitting evaluative data by the established deadlines.
- J. A faculty member assigned time for research, public service, or other nonteaching responsibilities must submit a status report of these activities to the DFSC each year.

Part II: Department Faculty Status Committee (DFSC)

A. Composition and Term of Office

1. The DFSC shall consist of five (5) members. One of the members will be the Chairperson of the Department who is an ex officio voting member. The Chairperson of the Department will be Chairperson of the DFSC.
2. Three elected members will be tenured. At least one elected tenured member will hold the rank of full professor. One elected member will be untenured. If no faculty members in the Department hold the rank of professor or are untenured, other faculty members may be elected.

3. Term of office will be for two (2) years. Terms will begin in the fall semester of the year elected. The untenured member will be limited to one term. No member, other than the Department Chairperson, may serve more than two (2) consecutive terms.

#### B. Election Procedures

1. Members of the DFSC serve two-year staggered terms. An election of two members of the DFSC shall be completed by secret ballot by May 1 of each academic year.
2. An untenured faculty member shall not be elected to a term that coincides with the year in which the DFSC is considering the individual for tenure.
3. All full-time probationary tenure or tenured faculty members of the department are eligible to vote.
4. Faculty who receive the most votes will be elected to the DFSC, consistent with eligibility requirements. In a DFSC election in which there is a tie there shall be a run-off election of the two highest vote-getters consistent with eligibility requirements. If the run-off does not resolve the issue, it shall be decided by lots, administered by the chairperson.
5. Representatives on leave for one semester or longer shall relinquish their positions. Vacancies shall be filled by election within one month of their occurrence, utilizing the same election procedures detailed in this section.

#### C. Duties and Responsibilities

1. DFSC members must act in the best interests of the Department and College. The Department Chair, as the permanent member of the DFSC, shall provide a long-term perspective on each faculty member's performance and offer recommendations to the DFSC regarding the work of the DFSC.
2. The DFSC shall be responsible for making recommendations regarding faculty contracts and appointments, reappointment and non-reappointment, performance evaluation, salary adjustments, promotion and tenure recommendations, and dismissal.
3. The DFSC shall conduct post-tenure reviews of faculty members every fifth year after the date of the faculty member's achievement of tenured status.
4. The DFSC shall be responsible for conducting annual performance evaluations of faculty members. Performance evaluations shall be used for determining, the amount of performance-based salary increment to be awarded for the coming year. Annual performance evaluations shall be provided to all tenured and tenure-track faculty members in writing in accordance with University policies. A letter shall provide an assessment of the faculty member's strengths, areas of improvement, and when applicable, progress toward achievement of promotion and/or tenure.
5. The DFSC shall offer each faculty member the option of having an informal non-recorded discussion that focuses on the faculty member's performance (annual, long-term and/or future), and when appropriate, on the faculty member's progress toward promotion and/or tenure. One purpose of these discussions is to provide an opportunity for faculty members to ask any questions arising from their annual performance evaluation letter or any other matter. In addition, any faculty member may request an informal discussion with the DFSC at any time.
6. The DFSC will recommend faculty members for appropriate college and university awards in the areas of teaching, scholarship, and service.

#### D. Reporting Requirements

1. The DFSC shall inform departmental faculty members in writing of the DFSC recommendations and the Chairperson's recommendations (if required) pertaining to their rank, tenure status, and salary increments according to the annual University ASPT calendar. The DFSC shall also report its recommendations regarding performance evaluations, promotions, and tenure to the CFSC.
2. Any DFSC member may submit a minority report.
3. In cases of tenure and promotion, the DFSC shall notify the candidate of its intended recommendation and rationale prior to submitting its recommendation to the CFSC, and shall provide opportunity for the candidate to meet with the DFSC in accordance with University policy.
4. In reporting DFSC actions and recommendations to the CFSC, a record of the numeric vote shall be included.

#### E. Procedures for Evaluating Members of the DFSC

1. A member of the DFSC shall be evaluated on his/her performance and, where relevant, progress toward promotion and tenure by the other members of the DFSC.
2. Each member shall be absent from the room during his/her evaluation.

### Part III: Faculty Performance Evaluation

#### A. Appointment

1. Initial tenure-track faculty appointments shall ordinarily have the approval of the majority of DFSC members.
2. Search committees are formed by the Department Chairperson to aid in the recruitment and selection of prospective faculty. The search committee shall narrow the pool of applicants for a faculty vacancy to a short list of those who will be invited to campus. After consulting with departmental faculty, who will have an opportunity to review each short-listed candidate's credentials, the search committee may recommend a prospective new hire to the DFSC.
3. The DFSC and the Department Chairperson shall make appointment recommendations to the College Dean in accordance with University ASPT policies.

#### B. Reappointment

1. The probationary period is that period of professional service during which a faculty member does not hold tenure and is carefully and systematically observed by colleagues for the purpose of evaluation of professional qualifications. At the end of this period, the faculty member either receives tenure or is not reappointed. For a faculty member's initial reappointment and subsequent appointment decisions, the DFSC will utilize the following criteria:
  - a. Faculty in the first probationary year will be recommended for reappointment upon documentation of satisfactory performance in teaching, scholarship and service as defined in Part I, Section C of this document. First year faculty members will be recommended for reappointment if the DFSC determines that the first year faculty member has demonstrated:
    1. commitment to students
    2. excellence or promise of excellence in teaching

3. a strategy for developing as a scholar
4. willingness to engage in service
5. willingness to participate in the work of the department as a colleague

During the first year of appointment, a strong emphasis will be placed on teaching. A faculty member who does not show promise of excellence in teaching will not be reappointed.

- b. Faculty members in and beyond the second year who are not tenured will be recommended for reappointment if the DFSC determines the faculty member has demonstrated:
  1. a high commitment to students
  2. excellence or developing excellence in teaching
  3. performance of scholarly productivity connected to the mission of the College of Education and/or Department of Special Education that is open to review and validation by knowledgeable peers
  4. involvement in internal university service and external service to schools, other educational entities, professional associations, or organizations
  5. participation in the work of the department as a colleague.
2. During the probationary period beyond the first year, performance in teaching, scholarly and creative productivity, and service should gradually increase, with the expectation that a faculty member will be highly productive across the areas during the years prior to the tenure decision. The DFSC will not recommend continued reappointment of a faculty member who fails to demonstrate a competence in teaching, scholarship, or service appropriate to the college and department context.
3. The SED DFSC will meet within the first two weeks of the fall semester to discuss if non-reappointment might be considered for a “second year and beyond” faculty member. The SED DFSC will discuss if non-reappointment might be considered for a first year faculty member in January upon receipt of annual performance evaluation materials (see Part III, Section C.6 of this document).
4. Any member of the DFSC can call a meeting of the DFSC at anytime to discuss the possibility of recommending non-reappointment for a faculty member who is in their probationary years of employment. The SED DFSC always has the option of requesting additional materials from a faculty member in order to make a decision regarding a recommendation for non-reappointment.

#### C. Annual Performance Evaluation

1. Annual performance evaluations shall be conducted of each tenure-line faculty member by the DFSC. In conducting such evaluations, the DFSC shall take into consideration the particular load assignment of each faculty member. The primary principle guiding the DFSC’s performance evaluation of a faculty member shall be the *quality* of work. While focusing on the activities of the preceding year, the performance evaluation should also consider the long term contributions and accomplishments of the faculty member.
2. Each faculty member will be evaluated according to the criteria outlined in Appendix A for teaching, scholarship and service to determine if his/her performance in the past year warrants a satisfactory performance rating.
3. Performance shall be defined as “satisfactory” or “unsatisfactory” according to the criteria specified in Part I, Section C of this document.

4. The DFSC shall recognize that individual efforts and activities elicit different types of productivity (e.g., grant buyout). However, the quality of work completed by a faculty member in conducting an assignment constitutes the criteria on which performance evaluation decisions and summative reviews may be based. The DFSC and faculty member will negotiate and specify performance evaluation criteria that reflect an individual's assignment in situations where that assignment varies significantly from a standard assignment in teaching, research, and service. In such cases, specific performance evaluation criteria will be delineated in writing and must be signed by the Chairperson of the DFSC and the faculty member.
5. On a date determined by the DFSC, faculty must submit materials to the DFSC for an annual performance evaluation of their activities and accomplishments of the preceding year. Faculty members shall submit appropriate evidence of their accomplishments on forms provided by the DFSC. (See Appendix 1 in University ASPT guidelines for the calendar year followed for annual performance evaluation reviews). Additionally, each faculty member must submit an updated vita.
6. According to University ASPT policies, each faculty member has the right to appeal his or her annual performance evaluation. Procedures for appealing can be found in the University ASPT document [XIII F].

D. Salary Incrementation

1. Standard Salary Increment

- a. Per Section XII A. 2.b of the University ASPT document 20% of the department's allocation shall be distributed as a standard increment payable as an equal percentage of base salary to all raise-eligible faculty who receive a satisfactory performance rating.
- b. Those faculty members receiving an Unsatisfactory Performance rating will not receive a standard salary increment for that year. Two consecutive Unsatisfactory Performance evaluations may lead to the initiation of processes for the revocation of tenure and the termination of employment process (see Section XI of the University ASPT Policies and Procedures.)

2. Additional Salary Increment

- a. Per Section XII A. 2.c of the University ASPT document, 80% of the department's allocation shall be distributed as additional performance-evaluated increments.
- b. All faculty members who receive a Satisfactory Performance rating will be considered for an additional increment in one or more of the following areas:
  1. Market Value and Equity Adjustments  
All faculty members who have received a Satisfactory Performance rating will be reviewed for market value and equity adjustments to insure that:
    - (a) faculty salaries are competitive in terms of market value so that the Department can reward and retain productive faculty;
    - (b) faculty salaries are competitive in terms of equity, so that faculty at the same rank who have made comparable contributions to the Department over time (i.e., salary differential is not linked to a pattern of lower performance evaluations) do not have salaries that are significantly different.

Faculty members who qualify will receive a market value and equity allocation determined by the DFSC.

## 2. Long-term Contribution (LTC)

- (a) As a part of the Five Year Post-Tenure Review all eligible tenured faculty members will submit an LTC Addendum to the DFSC materials entitled, “Long-term Contribution” in teaching, scholarship, and service.
- (b) The LTC Addendum shall include but not be limited to the following:
  1. A qualitative assessment of the significant accomplishments for the five years in the appropriate areas of teaching, scholarship, and service. A rationale for each area(s) of contribution(s) and appropriate supporting evidence for each area(s) of contribution(s).
  2. A set of goals for extending teaching, scholarship, and service over the coming five years. The faculty member may also wish to identify specific needs, opportunities to teach or develop courses in new areas, annual assignments that include a different mix of activities, support for pedagogical or scholarly work that involves request for new equipment or facilities, etc.

Faculty members who receive a positive five-year review shall qualify for a Long-term Contribution allocation determined by the DFSC.

## 3. Short-term Contribution (STC)

Faculty members receiving a Satisfactory Performance rating will be reviewed for additional compensation for their Short-term Contributions. Faculty members who submit evidence of performance in the areas of Short-term Contributions that is consistent with the criteria in Appendix B in the areas of teaching, scholarship and/or service will be considered for a STC allocation determined by the DFSC.

## 3. Reporting to Faculty

Salary increases will be allocated on the basis of performance evaluations and will take into account market value and equity, long-term contributions, and short-term contributions. Each year, after the salary increase process is complete, the Department Chairperson will provide to each faculty member the criteria used for all components of the salary incrementation process and the amount of salary incrementation dollars awarded to each component.

## Part IV: Tenure

- A. A tenure review shall be conducted as a necessary step in the formulation of a written recommendation concerning tenure. This review shall support a Departmental recommendation concerning tenure and be completed, with the approval of the DFSC, only at the time an individual is eligible for tenure.
- B. Untenured faculty members and those below the rank of Professor are urged to carefully consult the University ASPT policies to monitor their progress toward tenure and promotion.
- C. Specific Criteria. The candidate must show evidence of continuing high quality professional performance during the probationary period. The candidate’s competencies must be in keeping with the long range goals of the Department and the University; and demonstrated capability to work responsibly and knowledgeably toward the goals of the Department and the University. In order to be recommended for tenure, the following criteria must be met:

1. Teaching  
A teaching record worthy of tenure is demonstrated by meeting all of the criteria found in Appendix A. Judgments will be based on consistent patterns over time, course syllabi, student evaluations and other methods of evaluation (e.g., peer, portfolio).
2. Scholarship  
At a minimum, a scholarship record worthy of tenure is demonstrated by presentations at state or national conferences, and dissemination of work through a peer-reviewed process.
3. Service  
At a minimum, a service record worthy of tenure is demonstrated by documented service to the University and the profession outlined in Appendix A.

D. Procedures (all dates are determined by University ASPT policies)

1. Department Chairperson seeks notification, by September 1, of all faculty members who are eligible for tenure.
2. A mentor from the DFSC is assigned to each individual for assistance with completing the application materials.
3. Materials are submitted using the CFSC form to the DFSC by November 1.
4. By November 15, the DFSC will notify candidates of intended recommendations. The DFSC or candidates may request a meeting to discuss recommendations.
5. DFSC informs candidates of final recommendations by December 1.
6. DFSC forwards recommendations to the CFSC by December 15.

E. See the University ASPT document (Section XIII) for appeal policies and procedures.

Part V: Promotion

- A. The DFSC may initiate a recommendation with respect to promotion in rank. In addition, faculty members may request consideration for promotion and provide the documentation supporting the request. In either case, a promotion review shall be conducted by the DFSC culminating in the formulation of a written recommendation.
- B. The attainment of successively higher academic ranks marks professional growth and the achievement of status within a discipline. Further, such status is generally expected to be demonstrated by a sustained record of professional competence. Hence, promotions are neither automatic nor the product of any set formula based on yearly performance-evaluation ratings.
- C. Specific Criteria
  1. For Promotion from Instructor to Assistant Professor  
A candidate for promotion from instructor to assistant professor, in addition to meeting requirements outlined in the University ASPT document, will be asked to submit to the DFSC committee a portfolio of organized and selected materials representing the candidate's work in

teaching, scholarship, and service. The DFSC will give special attention to information presented that reflects promise of strong teaching and scholarly productivity. The portfolio must also include copies of prior annual performance evaluation reviews.

2. For Promotion from Assistant Professor to Associate Professor

Earning the rank of associate professor requires a level of accomplishment that is expected to take most entry-level faculty members six years to achieve. Faculty members in the College of Education will not be granted promotion to the rank of associate professor prior to recommendation for tenure, except in unusual circumstances.

A candidate for promotion from assistant professor to associate professor, in addition to meeting requirements outlined in the University ASPT document, will be asked to submit to the DFSC a portfolio of organized and selected materials representing the candidate's work in teaching, scholarly productivity, and service. The DFSC will anticipate a record of work that reflects sustained professional growth with increasing external recognition and validation of professional contributions to the respective field of study. Indicators of such recognition might include a continuous development of significant publications, presentations, acknowledgements, citations, adaptations, and review and use of the candidate's professional work. The portfolio must also include copies of prior annual performance evaluation reviews.

3. For Promotion from Associate Professor to Professor

A candidate for promotion from associate professor to professor, in addition to meeting requirements outlined in the University ASPT document, will be asked to submit to the DFSC a portfolio of organized and selected materials representing the candidate's work in teaching, scholarly productivity, and service. The committee will anticipate a record of work that reflects sustained professional growth with increasing external recognition and validation of professional contributions to the respective field of study. Indicators of such recognition might include a continuous development of significant publications, presentations, acknowledgements, citations, adaptations, and use of the candidate's professional work. Special attention will be given to professional activities since the last promotion. The rank of professor is reserved for those individuals who have achieved a distinctive stature in their work, and reflects both quality and quantity of demonstrated expertise in teaching and advising, scholarly productivity and service to the profession, and to Illinois State University. The portfolio must also include copies of prior annual performance evaluation reviews.

D. Procedures

1. Department Chairperson seeks notification, by September 1, of all persons applying for promotion to Associate Professor or Full Professor for the following academic year.
2. A mentor from the DFSC is assigned to each individual for assistance with completing the application materials.
3. Materials are submitted using the CFSC form to the DFSC by November 1.
4. By November 15, the DFSC will notify candidates of intended recommendations. The DFSC or candidates may request a meeting to discuss recommendations.
5. DFSC informs candidates of final recommendations by December 1.
6. DFSC forwards recommendations to the CFSC by December 15.

E. See the University ASPT document (Section XIII) for appeal policies and procedures.

## Part VI: Post-Tenure Reviews

- A. The DFSC shall conduct five-year reviews of all tenured faculty members. These reviews provide an opportunity for better planning and coordination of responsibilities between the Department and individual faculty members, as well as an opportunity for faculty members to view their work in a multi-year context. It also represents an opportunity to reward faculty members for their long term contributions to the Department, College, University and the field.
- B. In the year of their five-year post-tenure review, faculty members shall submit, along with their annual performance evaluation materials, a Long-term Contributions (LTC) Addendum as described in Part III, Section D.2.b of this document.
- C. The DFSC shall offer each faculty member undergoing a post-tenure review the option of having an informal non-recorded discussion that focuses on any questions or concerns regarding the DFSC's post-tenure review. In addition, any faculty member may request an informal discussion with the DFSC at any time.
- D. If the DFSC recognizes after having received a post-tenure review document that serious, unresolved deficiencies exist, the faculty member in consultation with the DFSC shall develop a plan for remediation of these deficiencies. Future annual summative reviews of performance shall assess the extent to which the plan has been acted upon until the deficiencies are eliminated.

## Part VII: Termination

- A. Probationary Faculty  
A recommendation for non-reappointment of a probationary faculty member prior to a tenure decision shall be made by the DFSC in consultation with the Dean and Provost according to the University ASPT Policies. Non-reappointment can also be the result of a negative tenure review.
- B. Tenured Faculty  
Dismissal of a tenured faculty member shall be in accordance with section XI of the University ASPT Policies.

## Part VIII: Review of Departmental Policies and Procedures

- A. These policies and procedures will be reviewed no later than March 1, 2003; every five (5) years thereafter; whenever changes in University policies and procedures are made; and/or whenever a majority of the tenure-track faculty requests a review.
- B. Amendments may be made by approval of two-thirds of the probationary tenure and tenured faculty members in the department.
- C. Revisions of the policies and procedures described herein must be approved by the SED faculty and submitted to the CFSC by May 1 of any year.
- D. Approved revisions must be distributed to faculty members no later than December 15 of any year.

## Appendix A: Performance Evaluation Criteria

### I. TEACHING

To document contributions in the area of teaching, faculty shall submit student course evaluations and syllabi for all courses taught during the evaluation period. Faculty members must also submit at least one other artifact documenting teaching contributions and provide the DFSC a reflection/explanation that puts the artifact(s) in context.

#### A. Satisfactory Performance:

A “satisfactory” teaching record is demonstrated by meeting ALL of the following criteria. Judgments will be based on individual assignments. Consistent patterns over time, courses syllabi, student evaluations and other methods of evaluation (e.g., peer portfolio) will be used for documentation.

1. Organization and Structure
  - a. Provide students with current syllabi which make expectations clear, are well organized, contain clear evaluation procedures and appropriate course objectives.
  - b. Handle clerical duties related to teaching promptly and efficiently (e.g., turning in grades, filing independent study forms).
  - c. Insure that classes meet as scheduled and that planned absences are covered in a professional manner.
2. Pedagogy
  - a. Demonstrate versatility and flexibility to successfully teach in a variety of settings (e.g., large lectures, small group seminars, etc.) and with a variety of students (e.g., undergraduate, masters, doctoral).
  - b. Provide students with prompt constructive feedback related to their performance and progress in the course.
  - c. Engage students in an active learning process.
  - d. Provide learning activities which are related to the goals and objectives of the course.
  - e. Provide current and relevant instructional materials which are related to the goals and outcomes of the course.
  - f. Demonstrate flexibility in the use of a variety of instructional strategies according to the level of students, course content and course outcomes being taught.
  - g. Participate in staff development opportunities directly linked to teaching and learning which enhances the faculty member’s instruction.
3. Interaction with Students
  - a. Demonstrate respect for students.
  - b. Allow for discussion in classes and encourage students to express their opinions.
  - c. Demonstrate accessibility to students by holding office hours and meeting reasonable requests for appointments.

4. Content
  - a. Provide course content that is reflective of best practice.
  - b. Provide content that is matched to the goals and objectives of the course.

B. Unsatisfactory Performance:

An “unsatisfactory” teaching record is demonstrated by a lack of achievement of the criteria for a Standard Performance in Teaching. An unsatisfactory rating could also be reflective of such things as:

1. Failure to meet classes as scheduled without authorization by the Department Chairperson.
2. Receiving consistent negative student comments and evaluations.
3. Consistently ignoring reasonable student requests for information and assistance.
4. Demonstrating inappropriate interaction with students.
5. Failure to provide students with an appropriate syllabus.
6. Failure to post and maintain reasonable office hours.
7. Failure to accept and complete assigned duties.
8. Failure to accommodate individual differences in learning styles.
9. Failure to maintain high expectations of students’ performance and standards of professional behavior.

## II. SCHOLARSHIP

A. Satisfactory Performance:

A “satisfactory” record of scholarship is demonstrated by submitting at least TWO products from any of the five groups described below.

1. Presentations
  - a. Delivering a scholarly presentation or paper at a state, regional, national, or international meeting.
2. Publications
  - a. Submitting books, reports or studies of basic or applied research for publication.
  - b. Authoring written material, films, tapes, computer programs, laboratory manuals, etc. that have state/regional/national/international acceptance.
  - c. Submitting books, articles, chapters, computer programs, etc. to state, regional, national or international for publication.
3. Grants

- a. Submitting competitive external national grant proposal(s).
  - b. Submitting competitive external state or regional grant proposal(s).
  - c. Submitting internal university grant proposal(s).
4. Work in Progress
- a. Conducting research into the teaching/learning process which results in publications or presentations in state, regional, national, or international outlets appropriate to the profession.
  - b. Conducting research into the professional development process which results in presentations or publications in state, regional, national, or international outlets appropriate to the profession.
5. Reviews
- a. Submitting a book review for publication.
  - b. Reviewing articles or monographs for editors (field reviewer).
  - c. Reviewing book manuscripts for a publisher.
  - d. Serving as editor of a state, national or international publication.

B. Unsatisfactory Performance:

An “unsatisfactory” scholarship record is demonstrated by a lack of achievement of the criteria for Satisfactory Performance in Scholarship. This would include such things as:

1. Failure to participate in research/development/grant activities
2. Failure to submit written products for publication or funding
3. Failure to present scholarly papers at professional meetings
4. Failure to complete assigned duties
5. Demonstrating unprofessional behaviors

### III. SERVICE

#### A. Satisfactory Performance:

A “satisfactory” service record is demonstrated by documentation of involvement in at least TWO activities from any of the three groups described below. At least one activity must come from Group 1: Service to the Department.

1. Service to the Department includes:
  - a. Active involvement as a member of a department standing committee.
  - b. Active involvement as a member of an ad hoc committee or task force in the department.
  - c. Major involvement with curriculum development, program review, policy document review, etc. for the department.
  - d. Serving on dissertation/thesis committees.
  - e. Serving as a program coordinator.
  - f. Advising a group of students (e.g., undergraduates, graduate students).
  - g. Supporting Professional Development Partnerships.
2. Service to the College/University includes:
  - a. Active involvement as a member of a College or University standing committee.
  - b. Active involvement as a member of a College or University ad hoc committee or task force.
  - c. Serving on dissertation/thesis committees in other departments.
  - d. Serving as faculty advisor to a student organization.
3. Service to the Profession (e.g., schools, agencies, organizations):
  - a. Providing staff development workshops.
  - b. Providing consultation services to a school, agency or organization.
  - c. Conducting an evaluation of a program or service under contract to a school, agency or organization.
  - d. Reviewing curriculum or curricular materials under contract to a school, agency, or organization.
  - e. Writing a grant proposal for a school district, agency or organization.
  - f. Serving as a member of an organizational or agency board.

- g. Holding office in a state or national professional organization related to education.
- h. Reviewing state or federal grant proposals.
- i. Providing volunteer services to the education community and profession.
- j. Participating as an evaluation team member for an organization such as NCATE, ISBE, or NCA.
- k. Serving on a state or national task force.
- l. Serving on a dissertation/thesis committee at another university.

**B. Unsatisfactory Performance:**

An “unsatisfactory” service record is demonstrated by a lack of achievement of the criteria for a Standard Performance in Service. This may also include:

- 1. Failure to participate in relevant service activities within the Department, College and University.
- 2. Failure to successfully complete assignments related to service activities internal or external to the University.
- 3. Demonstration of unprofessional behaviors.

## Appendix B: Short-Term Contributions:

### I. TEACHING

Examples of a Short-Term Contributions in teaching include, but are not limited to, the following:

- A. Documented efforts to continually enhance course organization and structure, pedagogy, interaction with students, and/or course content judged outstanding by the DFSC.
- B. Advising and directing students which results in their making professional presentations, participating in research symposia, or otherwise demonstrating high achievements that can be linked to instruction.
- C. Receiving a teaching award internal or external to the University.
- D. Developing innovative instructional materials (e.g., textbooks, software, video, internet).
- E. Developing innovative instructional techniques methods.
- F. Serving as a master teacher to others (e.g., conducting workshops, mentoring beginning teachers) in settings outside ISU.
- G. Serving as a master teacher to faculty members within the University.
- H. Significant program development efforts.
- I. Chairing a dissertation.

### II. SCHOLARSHIP

Examples of Short-Term Contributions in scholarship include, but are not limited to, the following:

- A. Keynote address at a state, regional, national or international meeting.
- B. Externally funded grants of significant amount.
- C. Major work used by others (e.g., published textbook, instructional materials, test).
- D. Delivered presentation at a state, regional, national or international meeting.
- E. Written work that results in a state, national or international publication.
- F. Other noteworthy scholarly contributions judged to be outstanding by the DFSC.

### III. SERVICE

Examples of Short-Term Contributions in service include, but are not limited to, the following:

- A. Chairing a major University committee or task force.
- B. Office held in state or national professional organization.
- C. Work in a professional development school.

- D. Promoting partnerships through consultation or collaboration with schools or agencies.
- E. Active involvement as a member of two or more College or University standing or ad hoc committees.
- F. Major involvement with curriculum development, program review, policy document review, etc. for the department.
- G. Participating as an evaluation team member for an organization such as NCATE, ISBE, or NCA.
- H. Providing consultation services under contract to a school, agency or organization.
- I. Conducting an evaluation of a program or service under contract to a school, agency or organization.