

PERSONNEL POLICY FOR THE DEPARTMENT OF BIOLOGY
SEPTEMBER 2002
INTRODUCTION AND DEFINITIONS

Definitions of the categories for annual performance evaluations are taken from those of the College of Arts and Sciences Personnel policy:

The personnel reviews of the Department shall consider evidence in the areas of teaching, research and creative activity, and service. Performance evaluations shall be based on merit, including contributions to the missions of the Department, the College, and the University. Evaluations must consider those areas of activity for which the approved Annual Work Plan (AWP) indicates a faculty member's responsibility, and no faculty member may be penalized for non-performance in any area of activity for which the faculty member has no assigned responsibility. Faculty members may be rewarded for activities that are not represented on the AWP. Additionally, a proficient faculty member will be expected to collaborate with colleagues and students and to adhere to professional standards.

Whenever used in this document, the word "proficient" shall be understood to mean "to satisfy capably all the special demands or requirements of a particular situation, craft, or profession."

1. Teaching

Teaching includes all work, which involves the use of the faculty's expertise to communicate subject matter to students. The essential element of teaching is the didactic relationship between teacher and students. Good teaching also involves the ability to interact effectively with students. Pedagogical procedures must be carefully planned, continuously examined, and directly related to the subject taught. Good teachers stimulate active, not passive, learning, and encourage students to be critical, creative thinkers with the capacity for lifelong learning.

2. Research and Creative Activity

Research involves delving into some question in that faculty member's field and seeking to add to the reservoir of knowledge. Such endeavors not only result in the creation of new knowledge, but also invigorate student-faculty relationships inside the classroom and out. Research includes the act of knowledge creation through the publication or dissemination of original or innovative theoretical, empirical, or creative and theoretical activity. The intellectual excitement and progress that are generated through research are vital to a research university.

3. Service

Service includes those tasks that are required for the functioning of the Department, College, University, community, or profession. Community work that does not draw upon one's professional expertise is not included. Evidence of proficiency in service may include letters of recognition, performance evaluations, and other documentation.

I. PROCEDURES FOR REVIEWS AND EVALUATIONS FOR PRETENURE AND TENURE AND PROMOTION

The review process for Pretenure and Tenure will follow the guidelines established by the College of Arts and Sciences Personnel Policy and Procedures, Article 2, Section 2.2.

II. PROCEDURES FOR REVIEWS AND EVALUATIONS FOR TERM FACULTY

The review process for Term faculty will follow the guidelines established by the College of Arts and Sciences Personnel Policy and Procedures, Article 1, Section 1.2.B.

III. PROCEDURES FOR PERIODIC CAREER REVIEWS

Periodic career reviews for tenured faculty will utilize the AWP reviews and supporting documents for each 5-year period of review. The review process will follow the guidelines established by the College of Arts and Sciences Personnel Policy and Procedures, Article 2, Section 2.4.

IV. PROCEDURES FOR ASSESSING PERFORMANCE AND AWARDING POINTS FOR ANNUAL REVIEWS

1. A point system developed by the Departmental faculty shall be used for annual merit reviews in the Department of Biology, and from this system will be derived a determination of overall performance as either: 1) not proficient, 2) proficient, 3) highly proficient or 4) exceptional.
2. The annual point allocation to each faculty member shall be tied initially to the maximum AWP percentages in each category for that faculty member (See 4.a. and 4.b., below).
3. The performance evaluation considers evidence over the year under review, and also will take into consideration career trends over the previous two years in the various categories of evaluation. Evidence will include an updated (current) curriculum vitae, student evaluations for the period under consideration, and, when requested by the Personnel Committee, copies of published articles, letters-of-acceptance for articles, and material submitted or in progress.
4. The Chairperson and Personnel Committee of the Biology Department shall use the following guidelines for assessing performance. These guidelines are intended to be a framework in which attention is given to quality in assessment of performance.
 - a. The first step in assessing performance is establishment of expectations for proficient performance in each category. Non-tenured tenure-track faculty are expected to demonstrate proficiency in each category (teaching-research-service).
 - b. In the determination of proficiency, for each 10% AWP credit one half possible merit point shall be allotted. Half of the AWP points in a category shall be awarded for proficient performance in that category. Fewer points shall be awarded for less than proficient performance. Additional points shall be awarded for performances judged to be excellent or outstanding in each category as determined by a comparative analysis of records.

5. Fifty percent of the Dean's funding allotment to the Department shall be distributed according to a lump sum amount and fifty percent as a percent of salary. Individuals receiving a performance evaluation of "not proficient" shall receive a recommendation for no salary increase. Those individuals receiving a rank of "proficient" will receive a baseline amount dependent upon the number of faculty in that given year that achieve the rank of "highly-proficient" and "exceptional." Faculty ranked "highly proficient" will receive 15 percent more than those ranked "proficient", and those faculty ranked "exceptional" will receive 30 percent more than those ranked "proficient." In general, no more than 10 percent of the faculty will be ranked exceptional and no more than 20 percent ranked "highly-proficient", however, these percentages could vary in any given year.

V. PROCEDURES FOR ASSESSING PERFORMANCE AND REVIEW OF DEPARTMENT CHAIR

Assessment of performance of the Chair will be comprised of two parts. The first part of the evaluation will cover the Chair's performance as a faculty member. This will include examination of the areas on the AWP that do not include duties as Chair. This portion will follow those guidelines that apply to other faculty, considering the normal faculty commitments as if they were 100% of the AWP. The second part of the evaluation will concern specifically the performance as Chair. To make this evaluation, the Personnel Committee will solicit written statements from each of the faculty, staff, and Dean, as to the Chair's performance in light of the Mission Statement of the Biology department. The Personnel Committee will distill these statements in providing their overall review to forward to the Dean.