

Personnel Policy and Procedures

Department of Geography and Geosciences

The Department of Geography and Geosciences is a medium-sized, undergraduate unit with one of the broadest instructional, research, and service missions in the College, spanning the social and natural sciences. The Department's teaching function provides an array of courses that are required or recommended by other departments and form part of the General Education requirements for the University. This policy is an attempt to recognize the diversity of the Department and maintain equity in the appraisal of faculty performance across all segments of the disciplines incumbent in the mission of the Department of Geography and Geosciences.

The mission of the Department of Geography and Geosciences is to foster inquiry about the physical and social environment of the world in which we live. Students in our degree programs are provided through our teaching mission with the fundamental concepts, skills and understanding of geography and geosciences necessary to pursue successful careers. We contribute to new knowledge, techniques, and understanding of the physical and social structure of the earth through our scholarship. We provide service to our communities through sharing information and application of our expertise.

Article 1. Faculty Appointments and Tenure

Section 1.1 Types of Appointments

A. Full-time

See A&S College Policy Article 1.1.A

B. Part-time

See A&S College Policy Article 1.1.B

C. Emeritus

See A&S College Policy Article 1.1.C

D. Adjunct Faculty

See A&S College Policy Article 1.1.D

Section 1.2 Nontenurable Full-Time Appointments

A. Temporary Appointments

See A&S College Policy Article 1.2.A

B. Term Faculty Appointments

See A&S College Policy Article 1.2.B

Section 1.3 Probationary Appointments

A. Definition

See A&S College Policy Article 1.3.A

B. Instructors

See A&S College Policy Article 1.3.B

C. Assistant and Associate Professors

See A&S College Policy Article 1.3.C

D. Professors

See A&S College Policy Article 1.3.D

Section 1.4 Tenure Appointments

A. Definition

See A&S College Policy Article 1.4A

B. Tenure Recommendations

See A&S College Policy Article 1.4.B

C. Establishment of Tenure Date

See A&S College Policy Article 1.4.C

Article 2. Faculty Personnel Reviews

Section 2.1 Annual Reviews

A. Areas of Activity

The faculty of the Department of Geography and Geosciences will be reviewed annually based on the evaluation of the record of each faculty member and his or her contribution to the department, the university, the discipline, and the community. Each faculty member will present evidence of performance in teaching, research and creative activity, and service.

1. Teaching

Teaching includes all activities related to instruction of students including classroom performance, advising, direction of independent work, course preparation and innovation, extension of knowledge and the incorporation of new materials in the curriculum. The evaluation of teaching shall take into consideration the following citable evidence:

- The level and diversity of courses taught. The Department of Geography and Geosciences recognizes that there is a great diversity within the

departments in instructional responsibilities when measured by size of courses, number of preparations over the period of review, the number of courses taught in a single semester, and teaching of labs and lectures, and service and non-service courses.

- Supervision of independent study, graduate, post-doctoral, and honors students and supervision of internship and other off-campus instructional programs.
- Advising of students within the department or College and participation in other student support activities on campus (Campus Culture, advising student organizations, etc.)
- Creation of new courses, new methods, new materials, new curricula, and class preparation that advance instruction.
- Skill of presentation of the subject matter and student satisfaction with the manner of presentation as evidenced by student evaluations. The level of the course, and its size, are relevant factors in the interpretation of student evaluations and should be specifically addressed. Creative use of audiovisuals, guest lectures, field trips, and other learning aids should be noted, where documented.
- Participation in faculty development programs, additional educational activities designed to help faculty improve skills in teaching or acquisition of new tools and techniques to aid in teaching. A statement concerning such activities will facilitate the evaluation process.
- The command of the subject matter as indicated by syllabi, workbooks, textbooks, and other pedagogical materials submitted as evidence. Evidence of staying current in one's field in order to upgrade courses, and the development of new courses, are relevant in this category.
- The inclusion of skill-building activities within a class that go beyond the usual and expected for classes of a particular type. These activities include extensive library skills, computer-aided learning, mastery of computer software in 'non-computer' courses and those language skills associated with 'writing across the curriculum' (WR) courses.

2. Research and Creative Activity

A better case can be made for the quality of an item if it has achieved recognition by passing peer review such as extramurally funded proposals or by appearing in a refereed journal. Quantitatively, productivity must be weighed against the allocation of effort in this area in the AWP. The following items are considered professional activity:

- Basic research that adds to the reservoir of knowledge in the faculty member's field. Such endeavors not only result in the creation of knowledge, but also invigorate student-faculty relationships inside the classroom and out.
- The act of knowledge creation through the publication or dissemination of original or innovative theoretical, empirical, or creative work. To be tenurable, a professor must demonstrate proficiency in the above activities.
- Interdisciplinary research activities, publication of maps and field guides.
- Paid or unpaid consulting work and consultant reports.

3. Service

The Department of Geography and Geosciences recognizes the following areas of service in the evaluation of faculty members:

- Departmental or University. Service within the university structure is expected of all faculty members. Serving on departmental, collegial, or university committees, in deliberative bodies such as the Faculty Senate or in an administrative capacity is evidence of service. In lieu of college-wide service evaluation, faculty members are encouraged to submit a statement of the nature of their internal service beyond listing in the c.v.
- Professional. Service to the profession includes serving on executive bodies of professional organizations, holding other offices in such organizations, serving as a chair or discussant of papers at meetings, program evaluation, extramural

review for other institutions, and organizing professional meetings.

- Editorship/authorship of non-technical and general-interest books and articles in whole or in part, and software authorship.
- Editorship of books and reviews of manuscripts and proposals in the reviewee's field of specialization.
- Community. Community service should involve utilization of disciplinary expertise within the community for inclusion as proper material for faculty evaluation. Areas include writing or commentary from a professional viewpoint for the popular media, service on appointed boards and commissions, consulting or volunteering expertise to community groups, public education, and recognition for exceptional leadership in community activities (consistent with a disciplinary focus).

B. Procedures

1. The Department of Geography and Geosciences' Personnel Committee shall consist of a minimum of three full-time members of the department (and, if necessary, an alternative selected in a manner proscribed in the By-Laws of the Department). Two of the three members shall be tenured members of the department.
2. Annual reviews shall take into consideration achievement for the year under review and the two years preceding it.
3. The nature of evidence expected in the review binder includes only those activities accomplished during the review period. Evidence presented shall consist of the following:
 - i. AWP's for the period in question. All evaluations must specifically refer to the allocation of effort for each area of review.
 - ii. Curriculum vitae in standard college format annotated with courses taught, professional activity (starred for those items under current review, and committee or service activity).
 - iii. Optionally, faculty may submit, in addition to the c.v., a brief paragraph

outlining areas of significant achievement that might not be self-evident within the limited structure of the c.v.

- iv. All student evaluations, annotated with a "student evaluation summary form" provided by the Personnel Committee, on which the numerical scores for the major areas of evaluation are recorded for comparative purposes.
- v. Syllabi for each course and any supplementary course material (workbooks, exercises, etc.) needed for the valuation of teaching.
- vi. Optional statements for service activities in lieu of the former college-wide evaluation forms detailing length and nature of service.
- vii. Copies of all items considered professional activity such as publications, professional papers and proceedings. Items substantially prepared during the review period but not presented or published may be included for review.
- viii. Editor's note of acceptance for works "in press" statements of work in progress if such items are included; copies of abstracts or meeting programs or written statements in lieu of such materials; and ancillary supporting documents such as citations, usage by others of faculty material, or popular media citations/ or works as evidence of service.

4. Based on the evidence submitted, the Personnel Committee will recommend to the Chair of the Department merit points for each faculty member on an annual basis. The presentation of the record to the Chair will contain the evidence submitted to the Personnel Committee as well as cogent and specific arguments by the Committee in each case.

5. The department Chair's service as Chair will be reviewed as service to the University. The weighing of this contribution to overall annual performance will be commensurate with the AWP percentage allotted to administrative service as Chair. The Chair will provide a written account of duties performed and other accomplishments made as Chair during the year under review. The Chair also will provide the departmental personnel committee with names of individuals, including the Dean, who can provide specific assessments of the Chair's performance. The form of these reviews will follow the outline as established in the Dean's Guidelines. These evaluations must be incorporated into the annual review of the Chair.

C. Distribution of Funds

1. PBSI funds will be distributed as a 50-50-split between
 - i. A straight percentage calculation of base salary and
 - ii. A lump sum distribution.
2. The Departmental Personnel Committee may nominate individual faculty members to the Chair for supplemental funds. The Department's recommendation for supplemental funds will be made by the Chair to the Dean of the College.
3. Recommendations for PBSIs will be based upon a system of performance at the levels of exceptional, highly proficient, proficient, and not proficient.
 - i. Exceptional Performance. Faculty members rated "exceptional" have enhanced the mission of the Department of Geography and Geosciences and can present citable evidence of a qualitative or quantitative nature leading to a conclusion of exceptional performance. For exceptional performance, the faculty member receives 1.25 points.
 - ii. Highly Proficient. Faculty members rated "highly proficient" have surpassed standards for basic

proficiency. For highly proficient performance, the faculty member receives 1.15 points.

- iii. Proficient Performance. Faculty rated as "proficient" have adequately met all of the standards for the Department and the College, including fulfillment of all obligations as established by the AWP. Satisfactory teaching evaluations and willingness to work with students outside the classroom shall also be included as well as a continuing record of professional activity and an ongoing contribution to the Department's Mission and participation in the Department's Priorities for Action. Proficient performance merits 1 point.
- iv. Not Proficient. Faculty rated in this category, are, on balance, detracting from the mission of the Department. A recommendation at this level must include specific citations of evidence showing failure to meet minimum standards of overall performance, and, if possible, propose constructive measures to improve performance in later evaluations. No points will be given for performance rated as not proficient.

Section 2.2 Tenure

A. Time Required

See A&S College Policy Article 2.2 A

B. Leaves of Absence

See A&S College Policy Article 2.2.B

C. Extension of Probationary Period

See A&S College Policy Article 2.2 C

D. Prior Service

See A&S College Policy Article 2.2 D

- E. Early Tenure
See A&S College Policy Article 2.2.E
- F. Criteria for Tenure
See A&S College Policy Article 2.2.F
- G. Pretenure Review
See A&S College Policy Article 2.2.G
- H. Evaluation for Tenure
See A&S College Policy Article 2.2.H
- I. Procedures for Reviews and Evaluations for Tenure and Promotion
See A&S College Policy Article 2.2.I

Section 2.3 Promotion in Rank

See A&S College Policy Article 2.3

Section 2.4 Periodic Career Review

- A. Faculty with Tenure
See A&S College Policy Article 2.4.A
- B. Term Faculty
See A&S College Policy Article 2.4.B
- C. Periodic Career Review: Stage 1
See A&S College Policy Article 2.4.C
- D. Periodic Career Review Stage 2
See A&S College Policy Article 2.4.D

Article 3. Conditions of Faculty Employment

Section 3.1 Annual Work Plan and Presence at the University

- A. Annual Work Plan
See A&S College Policy Article 3.1.A
- B. Presence at the University
See A&S College Policy Article 3.1.B

Section 3.2 Compensation

See A&S College Policy Article 3.2

Section 3.3 Work Outside the University

See A&S College Policy Article 3.3

Section 3.4 Paid Tutoring

See A&S College Policy Article 3.4

Section 3.5 Sabbatical Leave

See A&S College Policy Article 3.5

Article 4. Resolution of Disagreements

See A&S College Policy Article 4

Article 5. Termination of Service

See A&S College Policy Article 5

Article 6. Personnel Documents

See A&S College Policy Article 6