

CRITERIA FOR PERSONNEL ACTIONS **Women's Studies**

GENERAL PREFACE

The kind(s) and quantity of a faculty member's responsibility for teaching, for research and creative activity, and for service shall be defined annually in the Annual Work Plan (AWP) that the program makes with each of its members. Such agreements are intended to reconcile the professional talents and interests of the individual faculty member and the needs of the program in fulfilling its total mission with reference to its BA, MA, and certificate programs; to the College of Arts and Sciences, the Graduate School, and the University; and to the professional disciplines represented in the department. Women's Studies recognizes that its faculty members represent different disciplines, and that many are involved in interdisciplinary work. Judgment of evidence of performance shall be by intramural peer evaluations, by published extramural reviews where available and, where initiated in keeping with the College of Arts and Sciences Personnel Policy, by unpublished extramural peer evaluations. All contributions must be judged on their merits, in terms both of their quality and of their significance to the department's mission. While individual AWP agreements will necessarily vary, Women's Studies requires and values faculty work in all three categories: teaching, research and creative activity, and service.

I TEACHING

1. Proficient teaching stimulates active learning and encourages students to be critical, creative thinkers. It is carefully planned and continuously examined. Regardless of its setting, proficient teaching uses faculty expertise to deepen the way students understand the subject matter. Course syllabi and other instructional materials, student evaluations, peer reviews, and evidence of mentoring students may be used to demonstrate proficiency in teaching. (A&S Personnel Policy and Procedures, p. 11, F2)
2. Women's Studies recognizes teaching as that category of activity principally directed toward the instruction of students: the conveyance of knowledge and of the skills for acquiring knowledge of the disciplines represented in this program. Women's Studies recognizes teaching performed both for the Women's Studies program and for other departments in which the member may have teaching assignments.
3. Any instructional activity may be negotiated between the program and the faculty member. The categories listed below include the most common instructional activities. It is understood that this list is not exhaustive and that faculty members are not expected to engage in all of these activities.
 - a. The conduct of regularly scheduled courses within the university, whether for Women's Studies or other departments or programs.
 - b. Participation in regularly scheduled courses by way of team teaching; guest lecturing; sharing in the development of new courses, programs, or teaching techniques; and the like.
 - c. Direction of or participation in such formal instructional activities as independent studies, internships, honors essays, culminating projects, graduate theses, and dissertations.

- d. Formal student advisory duties directed toward the instruction of students.
- e. The preparation of materials and/or technologies which serve to instruct students.
- f. Direction of and/or participation in the processes of designing, implementing, and/or evaluating the instructional programs of the program.
- g. Attendance and participation at meetings or conferences concerned with pedagogical practices appropriate to the faculty member's teaching.
- h. The preparation and submission of proposals for grants or other support for teaching activity.
- i. Design and implementation of, or participation in, faculty development efforts to improve instruction.
- j. Direction and mentoring of graduate teaching assistants.

4. The following categories of evidence may be used to help the Women's Studies Personnel Committee judge the quality of a faculty member's performance in teaching:

- a. Instructional materials and technologies: print and online course descriptions, syllabi, exercises, examinations, handouts, outlines; course webpages, listservs, and the like instructional services that reflect the faculty member's professional and pedagogical expertise.
- b. Evidence of student performance: papers, webpages, creative writing, bibliographies, examinations, awards, publications, and other material reflecting on the faculty member's contribution to the development of student performance.
- c. Student evaluations of teaching performance.
- d. Direct observation of teaching .
- e. Intramural or extramural prizes, awards, honors, or other such significant testimonies to the success of work in this area.
- f. Other such evidence as is appropriate and/or is agreed upon in the Annual Work Plan.

II. Research and creative activity

1. Women's Studies recognizes research and scholarly activity as the contribution of knowledge to the faculty member's discipline or to the interdisciplinary field of Women's Studies. Such activities ordinarily fall within one or another of the categories listed below.

- a. The publication of research or creative work in journals, books, electronic media, exhibitions or performances which either are or can be refereed by professional peers.
- b. The reading of research papers before international, national, or regional groups of one's peers.
- c. The publication of reviews, position papers, translations, or other such items principally directed toward one's professional peers insofar as these constitute a contribution of knowledge to a discipline represented in this program.
- d. Editing of collections of essays, anthologies of creative activity, professional journals or magazines, insofar as such editing can be shown to constitute contribution to the knowledge in the field.
- e. Publication of textbooks insofar as these can be shown to constitute contribution to the knowledge in the field.
- f. The production of manuscripts to be submitted for publication or for reading before groups of one's peers.
- g. The preparation and submission of proposals for grants, fellowships, and the like support of research activity for oneself or for one's colleagues.

h. Research activity of an extended nature clearly directed toward the preparation of manuscripts to be submitted for publication or for reading before groups of one's professional peers.

i. Other such research and creative activity that can be reviewed by professional peers.

4. The quality of a faculty member's performance in research and creative activity shall be judged ordinarily on the basis of the following categories of evidence:

a. Publications in book, serial form or electronic form; manuscripts or abstracts accepted or submitted for publication or for presentation in a professional forum; proposals for support of research and creative activity; notes, drafts, or similar documents that reflect the progress of an extended activity; broadcasts; and the like.

b. Evidence of the circulation of the products of the research and creative activity: correspondence with publishers or referees, rejection and acceptance notices, conference programs, and the like.

c. Intramural or extramural prizes, awards, honors; published reviews; or other such significant testimonies to the success of work in this area.

d. Other such evidence as might be appropriate or as agreed upon on the AWP.

III. SERVICE

1. Women's Studies values the service contributions of its faculty. Service includes those tasks that are required for the functioning of the program, college, university, community, or profession

2. Activities in this area usually fall within one or another of the following categories.

a. Service to the program, college and the university.

i. Administration, such as chairing Women's Studies.

ii. Membership on and chairing of departmental committees.

iii. Departmental duties such as work at registration; aiding students in the pursuit of employment, scholarships, and admission to graduate or professional school; organizing special events; participating in departmental governance; and unstructured service to students and colleagues.

iv. Participation in such non-departmental duties as regular and special meetings or divisional, collegiate, and graduate school activities.

v. Other recognized service to the institution.

b. Service to the Profession

i. Work on professional conferences, meetings, or publications that do not draw on the faculty member's scholarly expertise.

ii. Work in professional organizations, such as holding elective or appointive office, performing administrative duties, serving on committees and the like.

iii. Consulting services to academic departments or organizations, which include letters of recommendation for colleagues, extramural reviews, and the like.

iv. Work for research or creative publications such as refereeing.

v. Conception and planning of conference programs, organization of conference sessions,

planning of lectures and lecture series, exhibitions, and the like.
vi. Other recognized service to the profession.

c. Service to the Community

- i. Lectures to community organizations, in so far as the lectures draw upon the faculty member's expertise in Women's Studies.
- ii. Service on boards of community organizations, in so far as it draws upon the faculty member's expertise in Women's Studies.
- iii. Organization of events and programs for community organizations, in so far as it draws upon the faculty member's expertise in Women's Studies.
- iv. Preparation of reports or policy statements for community organizations, in so far as it draws upon the faculty member's expertise in Women's Studies.
- v. Service as a consultant for community organizations, in so far as it draws upon the faculty member's expertise in Women's Studies.

3. Evidence of proficiency in service includes letters of recognition, performance evaluations, and other documentation.

IV. COLLABORATION WITH COLLEAGUES AND STUDENTS

1. Effective collaboration with colleagues and students is expected of every faculty member.

V. ADHERENCE TO PROFESSIONAL STANDARDS

1. Professional conduct and personal integrity are expected of every faculty member.
2. In the absence of evidence to the contrary, Women's Studies presumes that successful performance of professional work through which a faculty member contributes to the department's mission constitutes evidence of personal integrity and adherence to standards in a professional context. Allowing for flexibility within reasonable boundaries, fulfillment of AWP commitments will be a primary measure of such successful performance.

VI. PRE-TENURE, TENURE, PROMOTION, AND PERIODIC CAREER REVIEWS

1. All reviews in these categories are governed by relevant sections of the College of Arts and Sciences' "Personnel Policy and Procedures." As specified in the A&S document, only tenured or tenure-track faculty in Women's Studies shall vote in the pre-tenure, tenure and promotion cases of Women's Studies faculty. In addition, any faculty member in Women's Studies who does significant teaching in another department may request that the other department exceed the requirements specified in A&S Personnel Policy and Procedures for participating in that faculty member's review.

VII. ANNUAL REVIEW

1. Personnel reviews in the Women's Studies program shall reward performance in teaching,

research and creative activity, and service. Tenure and promotion processes are separate from annual review.

2. The review shall constitute a holistic assessment of performance across the range of faculty activity, including contributions to the missions of the program, college, and university. For those faculty members with joint appointments, the annual review will be conducted in accordance with procedures established in the Dean's Guidelines.

a. Evaluation of performance must be made in accordance with work plan agreements.

b. The evaluation of the Chair shall take into consideration the performance of administrative duties and other faculty responsibilities. The Chair will be reviewed by the Women's Studies Personnel Committee, which will then make a recommendation to the Dean. In its review of the Chair, the Committee shall solicit assessments of the chairperson's performance from other faculty, staff, and administrators who have worked with her/him in her/his administrative capacity. These persons will be identified by the Chair together with the Women's Studies Personnel Committee.

The review of the Chair will proceed according to the Dean's Guidelines. The Chair's administrative performance will be reviewed using the following criteria: 1) open and timely communication with all members of the Program; 2) efficient, effective handling of routine Program responsibilities in regard to students, staff and faculty; 3) fair and democratically supported resolution of problems within the Program; 4) effective advocacy for the Program within the College and the University; 5) helpful support and leadership in Program planning; and 6) successful outreach to the campus and the community.

c. Each full-time faculty member shall be reviewed annually. Annual reviews shall take into consideration achievement for the year under review and two years preceding it. The reviews then become part of the record for all subsequent personnel reviews and the basis for salary increases.

d. Each faculty member will be informed of the performance evaluation in writing, and shall be given an opportunity to respond to the evaluation. The Women's Studies Personnel Committee shall submit a performance evaluation of the faculty member to the Chair, who submits a subsequent performance evaluation to the Dean. The Dean's performance evaluation is final, subject to appeal outlined in the College of Arts and Sciences Personnel Policy (2.1.C.5).

3. Women's Studies faculty members must submit dossiers documenting their annual performance during the previous academic year. Summer teaching is considered in the year in which it was initiated. The faculty member is responsible for compiling the file in a timely fashion and in a form useful to all evaluators.

a. Dossiers will include a Curriculum Vitae in the form required by the College of Arts and Sciences, a copy of AWP s for the year under review and the two preceding years, a summary list of all activities organized according to AWP categories; and, if the faculty member wishes, a memorandum on any aspect of the file.

b. Dossiers must also include information relevant to quality of instruction, including copies of results of student evaluations for all courses taught at the University of Louisville during the period of review. Faculty members may also choose to include peer reviews, syllabi, and other evidence related to teaching.

c. Copies of all manuscripts, conference papers, articles, and/or books shall be kept on file in

the program office for examination by the personnel committee. Extramural review is optional for annual review.

4. Recommendations for Distribution of Funds:

a. Overall performance will be characterized as:

- i. Not Proficient (0 points). Unsatisfactory performance of AWP commitments.
- ii. Proficient (1 point). Satisfactory performance of AWP commitments.
- iii. Highly proficient (1.25 points): Above satisfactory performance of AWP commitments.
- iv. Exceptional (1.5 points) The rating of exceptional shall be reserved for truly outstanding achievements, such as the receipt of an important award in teaching, research and creative activity, or service; the receipt of a prestigious grant; the publication of a major work, or some other outstanding achievement.

b. Monetary value of points: The monetary value of each PESD point shall be calculated one-half on the basis of an equal distribution of money to each qualified faculty member and one-half on the basis of an equal percentage of the base salary of each qualified faculty member.

c. In the event that supplemental funds are available, the unit personnel committee will recommend to the Chair how these funds may be distributed.