

Eastern Michigan University  
*Office of Academic Human Resources*  
Memorandum

To: Augustine Ikeji, Department Head  
Computer Science

From: Brian Pappas, Assistant Vice President  
Academic Affairs

Date: February 10, 2021

Re: Approved DED

Attached is a copy of the revised Departmental Evaluation Document for the Computer Science Department approved by the University Standing Committee on January 12, 2021. Please take steps to assure that faculty members are aware of these approved changes. The revised copy will be posted for reference on the Academic Human Resources website, under the DOCUMENTS tab in July, and will be effective starting in the fall semester.

Thank you.

DEPARTMENT EVALUATION DOCUMENT

Department/School of COMPUTER SCIENCE

College of ARTS & SCIENCES

Date of Last DED Revision: 04-15-1991

Date of Department Faculty Vote: 04-08-2019

Yes 9 No 0 Abstain 2

**APPROVALS:**

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Personnel Committee Chair (Date)

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Department Head/School Director (Date)

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Dean (Date)

APPROVED BY THE DEPARTMENT EVALUATION DOCUMENT STANDING COMMITTEE ON: 1/12/2021

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EASTERN MICHIGAN UNIVERSITY

Division of Academic Affairs

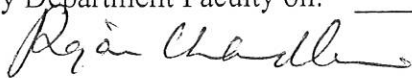
DEPARTMENT EVALUATION DOCUMENT

Department of Computer Science

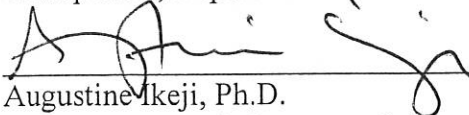
College of Arts & Sciences

Faculty Evaluation  
Criteria, Procedures and Techniques

Approved by Department Faculty on: 04-08-2019



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## EVALUATION

The evaluation process is intended to be collegial. The process has been developed to encourage departmental colleagues and Department Heads to provide colleagues with information on meeting the criteria required to advance (i.e., achieve reappointment, tenure, promotion or a satisfactory Professional Performance Evaluation) at Eastern Michigan University.

Each department shall conduct faculty evaluations using criteria, procedures and techniques specified in its Departmental Evaluation Document and the Agreement between Eastern Michigan University (EMU) and the EMU Chapter of the American Association of University Professors (AAUP) Article XV.

For complete contractual requirements, refer to the EMU-AAUP Agreement.

### **I. CRITERIA**

Candidates must satisfy all elements of the evaluation criteria provided herein as well as all terms and conditions of the EMU-AAUP Collective Bargaining Agreement. In case of conflict, the more stringent criteria shall apply.

#### **A. Instructional Effectiveness**

The required and most important criterion is instructional effectiveness. The teaching faculty shall give evidence of ability and commitment to lead students of varying capabilities into a growing understanding of the subject matter, tools, and materials of their disciplines. The faculty member shall demonstrate his/her continuing concern for instructional effectiveness through methods of presentation and evaluation by students. In support of teaching effectiveness, a faculty member must maintain a high level of knowledge and expertise in his/her discipline or area of specialization. In the case of non-teaching and library faculty, satisfactory professional performance shall be the equivalent of instructional effectiveness.

#### **B. Scholarly and/or Creative Activity**

1. A Faculty Member shall give documented evidence of his/her contributions to his/her discipline or area of specialization or in an interdisciplinary specialization by Scholarly investigation (e.g. research) and/or Creative Activity, and of its publication or other dissemination in one of the following ways:
  - a. Among practitioners in his/her discipline, or;
  - b. Among a wider community.

It is intended that the Faculty Member shall utilize his/her expertise to address problems in his/her discipline or areas of specialization or in an interdisciplinary specialization through Scholarly and/or Creative Activity which clearly contributes to the discipline, through:

- a. Scholarly investigation, Creative Activity and/or research of an original and/or previously unreported nature, or;

- b. Applied research, investigation, or Scholarly analysis of existing research, information, and creative endeavors resulting in the development of new data, information, applications, and/or interpretations, or;
- c. Faculty involvement in student research which is subsequently jointly published or otherwise jointly disseminated shall be considered as appropriate Scholarly activity, insofar as said faculty involvement is shown to fulfill the expectations in a and b of the paragraph above.

Except as provided in this document, professional development shall not be an acceptable substitute for Scholarly/Creative Activity.

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## 2. *Retraining*

Each of the three activities below may, under the conditions specified, be considered as partially fulfilling the Scholarly and/or Creative Activity criterion. The scholarly/creative activity criterion cannot be satisfied by any of these alone, or solely in combination with each other.

In recognition of the need to encourage the retraining of faculty to assume professional responsibilities in areas where available expertise is in short supply, completion by the Faculty Member of a retraining program which brings him/her to a specified level of skill in such area of need may be applied toward satisfaction of the Scholarly/Creative Activity criterion for such purposes and for such period of time only as expressly approved in writing by the appropriate departmental committee, the Department Head, the College Dean, and the Provost and Vice President for Academic Affairs. If a Faculty Member wishes his or her retraining to be considered as Scholarly/Creative Activity, he or she must obtain written approval in advance of the retraining.

### a. *Professional Development*

Professional development activities may be applied toward satisfaction of the Scholarly/Creative Activity criteria insofar as these activities are clearly in addition to those necessary to maintain the level of knowledge and/or expertise in the Faculty Member's discipline or area of specialization required to fulfill the Instructional Effectiveness standards.

Prior to undertaking any professional development activity for which credit will be sought, a Faculty Member shall submit a written proposal for pre-approval to his/her department. The proposal shall outline the professional development activity, its duration, and the projected benefits of the activity. If approved by the Department Head and the appropriate departmental committee, the professional development, when completed, shall be evaluated to determine if it fulfills the criteria for such professional development contained in the Departmental Evaluation Document.

*b. Grant Development/Administration*

Faculty are encouraged to engage in the process of seeking, obtaining and administering grants from outside agencies. The preparation of grant proposals from outside agencies, whether funded or not, shall be considered as Scholarly/Creative Activity if said preparation involves Scholarly Activity (e.g., research or teaching projects) of a substantial nature and the applicant provides an abstract documenting such activity and the importance of the endeavor to the discipline, the department, the college or university. The above conditions may also apply for the administration of such grant project insofar as proper evidence is presented which documents that such grant administration meets the requirements as set forth in Article XV of the Agreement.

*c. Doctoral Dissertation Research in a Computer Related Area*

Doctoral dissertation research may be applied toward satisfaction of the Scholarly/Creative Activity criteria only for the faculty member holding the rank of instructor. The research must be in a computer related area.

**C. Service Activity**

The Faculty Member must satisfy one of the criteria below.

1. The Faculty Member shall give evidence of identifying new needs in the department and assisting colleagues in departmental activities.
2. The Faculty Member shall give evidence of interest and activity that extend beyond the department into areas such as university and college-wide committees, AAUP service, student activities, and professionally related community affairs.



## II. APPOINTMENT STANDARDS

### A. Rating Scale

- **Exceptional (E)** denotes performance far in excess of the expectations for present rank.
- **Distinctly Above Average (DAA)** denotes performance well above the expectations for present rank.
- **Average (A)** denotes performance commensurate with the expectations for present rank.
- **Below Average (BA)** denotes performance below the expectations for present rank.

### B. Standards

The criteria for faculty evaluation must be applied to applicants engaged in varying disciplines. Therefore each department evaluation document is unique to its discipline. However, these standards are presented in a uniform format that is consistent with the requirements of Article XV of the Agreement.

	ACADEMIC CREDENTIALS AND ADDITIONAL CRITERIA	EQUIVALENCIES OR EXCEPTIONS
PROFESSOR	Ph.D. in appropriate field*  Shall have demonstrated significant scholarly/creative activity.	<p>In rare instances, a person who has distinguished him/herself in a computer science career (such as in government or industry) may be recommended for employment as a faculty member.</p> <p>In these instances, the required credentials for appointment, reappointment, tenure and promotion will be developed by the Department Head with the concurrence of the Evaluation Committee and the Provost and clearly stated in the letter of appointment.</p>
ASSOCIATE PROFESSOR	Ph.D. in appropriate field*  Shall have demonstrated significant scholarly/creative activity.	
ASSISTANT PROFESSOR	Ph.D. in appropriate field*  OR  All requirements for the Ph.D. except the dissertation, and the Ph.D. degree must be earned by the time of appointment.	

\*Computer Science, Computer Science Education, Computer Engineering or a field related to the needs of the Department.

### III. REAPPOINTMENT AND TENURE STANDARDS CHARTS

#### A. Rating Scale

- **Exceptional (E)** denotes performance far in excess of the expectations for present rank.
- **Distinctly Above Average (DAA)** denotes performance well above the expectations for present rank.
- **Average (A)** denotes performance commensurate with the expectations for present rank.
- **Below Average (BA)** denotes performance below the expectations for present rank.

#### B. Standards

The criteria for faculty evaluation must be applied to applicants engaged in varying disciplines. Therefore, each department evaluation document is unique to its discipline. However, these standards are presented in a uniform format that is consistent with the requirements of Article XV of the Agreement.

**Reappointment and Tenure Standards Chart  
 For Faculty Hired Before September 1, 2015**  
 (The symbol X means not evaluated, unless otherwise stated.)

**PROFESSOR**

<b>Year</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>Evaluation</b>	<b>Initial Interim</b>	<b>Full/R</b>	<b>Full/T</b>
Instructional Effectiveness	A	DAA	DAA
Scholarly/Creative Activity	X	A	DAA (or A if DAA in Service)
Service	A	A	DAA (or A if DAA in Scholarly)

**ASSOCIATE PROFESSOR**

<b>Year</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Evaluation</b>	<b>Initial Interim</b>	<b>Full/R</b>	<b>Comprehensive Interim</b>	<b>Full/T</b>
Instructional Effectiveness	A	A	A	DAA
Scholarly/Creative Activity	X	X <sup>4</sup>	A	A
Service	A	A	A	A

**ASSISTANT PROFESSOR**

<b>Year</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Evaluation</b>	<b>Initial Interim</b>	<b>Initial Interim</b>	<b>Full /R</b>	<b>Comprehensive Interim</b>	<b>Full/T</b>
Instructional Effectiveness	A	A	A	A	DAA
Scholarly/Creative Activity	X	X	X <sup>4</sup>	X	A
Service	A	A	A	A	A

<sup>4</sup> Scholarly/Creative activity rating is advisory only.

**Reappointment and Tenure Standards Chart  
 For Faculty Hired On or After September 1, 2015**  
 (The symbol X means not evaluated, unless otherwise stated.)

**PROFESSOR**

<b>Year</b>	<b>2</b>	<b>3</b>
<b>Evaluation</b>	<b>Full/R</b>	<b>Full/T</b>
Instructional Effectiveness	A	DAA
Scholarly/Creative Activity	X*	DAA (or A if DAA in Service)
Service	A	DAA (or A if DAA in Scholarly)

**ASSOCIATE PROFESSOR**

<b>Year</b>	<b>2</b>	<b>4</b>
<b>Evaluation</b>	<b>Full/R</b>	<b>Full/T</b>
Instructional Effectiveness	A	DAA
Scholarly/Creative Activity	X*	DAA (or A if DAA in Service)
Service	A	DAA (or A if DAA in Scholarly)

**ASSISTANT PROFESSOR**

<b>Year</b>	<b>3</b>	<b>5</b>
<b>Evaluation</b>	<b>Full/R<sup>2</sup></b>	<b>Full/T</b>
Instructional Effectiveness	A	DAA
Scholarly/Creative Activity	X*	DAA (or A if DAA in Service)
Service	A	DAA (or A if DAA in Scholarly)

\* *Scholarly/Creative Activity rating is advisory only.*

## IV. PROMOTION STANDARDS

### A. Rating Scale

- **Exceptional (E)** denotes performance far in excess of the expectations for present rank.
- **Distinctly Above Average (DAA)** denotes performance well above the expectations for present rank.
- **Average (A)** denotes performance commensurate with the expectations for present rank.
- **Below Average (BA)** denotes performance below the expectations for present rank.

### B. Standards

The criteria for faculty evaluation must be applied to applicants engaged in varying disciplines. Therefore each department evaluation document is unique to its discipline. However, these standards are presented in a uniform format that is consistent with the requirements of Article XV of the Agreement.

	YEAR ELIGIBLE	ACADEMIC CREDENTIALS	INSTRUCTIONAL EFFECTIVENESS	SCHOLARLY / CREATIVE ACTIVITY	SERVICE
FULL PROFESSOR SALARY ADJUSTMENT	10 years as Full Professor at EMU	Ph.D. in appropriate field <sup>5</sup>	DAA	DAA in one, A in the other.	
TO PROFESSOR	5 years as Associate Professor at EMU	Ph.D. in appropriate field <sup>5</sup>	DAA	DAA in one, A in the other.	
TO ASSOCIATE PROFESSOR	5 years as Assistant professor at EMU	Ph.D. in appropriate field <sup>5</sup>	DAA	DAA in one, A in the other.	

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<sup>5</sup> Unless the equivalency paragraphs in the appointment standards apply. The appropriate fields are Computer Science, Computer Science Education, Computer Engineering or a field related to the needs of the Department.

## V.

## VI. EVALUATION TECHNIQUES

### A. Instructional Effectiveness

#### 1. Data Collection Procedures

Each applicant must include a personal report of activities and accomplishments as well as documentation that states in clear and explicit terms both the quantity and quality of the activity claimed.

Supportive to this criterion is evidence that the candidate: *(These are suggestions, not a limitation on what may be included)*

- a. Prepares for teaching
  - 1) Seeks the latest information in the subject area(s) taught, by reading, attending professional conferences and/or by communicating with colleagues.
  - 2) Regularly evaluates his/her own past teaching methods, procedures and course content.
- b. Plans effectively for teaching
  - 1) Has a clear conception of his/her course(s) within the Department and within the University.
  - 2) Has a clear conception of the long-term objectives for the course(s) and for the day-to-day classroom activities.
  - 3) Has a clear conception of the evaluation procedures which will enable him/her to measure the attainment of objectives set forth.
- c. Practices good teaching methods
  - 1) Informs students of the objectives of the course(s) and of units of study in the course(s).
  - 2) Informs students about methods of study applicable to the attainment of course objectives.
  - 3) Informs students of specific course assignments (e.g., dates of exams, papers, etc.)
  - 4) Attempts to establish a classroom environment conducive to learning.
  - 5) Evaluates students in ways that measure the attainment of course objectives.

#### 2. Procedure of On-campus and Online Classroom Visitations by Peers and Department Head

When it has been determined that a faculty member is to be visited the following procedure should be followed:

- a. Each person to be evaluated will be visited by
  - Two (2) members of the Evaluation Committee

- The Department Head
  - At the option of the person being evaluated, up to two (2) other faculty members chosen by mutual agreement of the Faculty Member and the Department Head.
- b.
- 1) On-campus Classroom Visitation: At least 48 hours prior to the visitation, the evaluator will meet with the person being evaluated and decide upon a particular class to visit, taking into account tests and mutual schedules.
  - 2) Online Classroom Evaluation: At least 48 hours prior to the online classroom evaluation, the evaluator will meet with the person being evaluated and decide upon a particular class to evaluate, taking into account tests and mutual schedules. The evaluation should be limited to a single lesson or unit of the course, equivalent to one face-to-face course meeting during which the faculty member shall be present.
- c. The evaluator will arrive before class starts (so as not to interrupt) and stay for the entire class period for on-campus visits.
- d. Each evaluator will use the departmentally approved class visitation forms (See Appendix B)
- e. Each evaluator will provide a copy of the evaluation forms to both the Evaluation Committee and the person being evaluated within five (5) working days of the visitation.

### 3. Ratings

The Evaluation Committee and the Department Head will evaluate all evidence submitted. For Interim Evaluations, the Evaluation Committee and the Department Head will together meet with the applicant to discuss his/her performance and suggest appropriate directions for improvement, if such direction is necessary. Written reports will be made separately by the Evaluation Committee and the Department Head giving the rationale for the ratings awarded for Full Evaluations for reappointment, tenure and promotion and Full Professional Performance evaluations.

- **Exceptional (E):**

This rating should be given to teachers who are considered excellent teachers by the students and the faculty. For this the faculty member must satisfy the following:

- 1) The faculty member must receive much above average rating in student evaluations.
- 2) The faculty member must receive an excellent rating from majority of classroom visitations by peers and/or dept. head.
- 3) The faculty member meets the criteria (3a) – (3e) listed for an Average rating
- 4) Performs most of the criteria listed in one through three of Data Collection Procedures

- **Distinctly Above Average (DAA)**

This rating should be given to teachers who are considered better teachers by the students and the faculty. For this the faculty member must satisfy the following:

- 1) The faculty member must receive an above average rating in student evaluations.
- 2) The faculty member must receive at least a Distinctly Above Average rating in majority of classroom visitations by peers and /or dept. head.
- 3) The faculty member meets the criteria 3.a – 3.e listed for an Average rating
- 4) Performs some of the criteria listed in one through three of Data Collection Procedures

- **Average (A):**

This rating should be given to teachers who are considered good teachers by the students and the faculty. For this the faculty member must satisfy the following:

- 1) The faculty member must receive an average rating in student evaluations.
- 2) The faculty member must receive at least an average rating in majority of classroom visitations by peers and /or department head.
- 3) The faculty member must meet most of the criteria listed below
  - a. The students are given course syllabus and course requirements in writing at the beginning of the semester. This should include course objectives, course outlines, number of tests, approximate number of programming and homework assignments and also the grading standards. This should also include regular office hours and office hours available for appointments.
  - b. The exams and the assignments should reflect the course content and the grading standards provided to the students are followed.
  - c. Regular office hours are maintained and students have access to the instructor by making appointments during office hours reserved for such appointments
  - d. The faculty member meets the class regularly and covers most of the material listed in the syllabus.
  - e. The faculty member creates a learning environment in the class by encouraging students to ask questions and adequately answering their questions.

- **Below Average (BA):**

This rating shall be given to applicants who demonstrate less than what is required for the Average rating.

#### 4. Evaluation Reports

- a. The Faculty Member's own report of activities and accomplishments in this area.
- b. Department Head evaluations of teaching, including classroom visits.



- c. Colleague evaluations of teaching, including classroom visits. See Appendix A for the Classroom (On-campus and Online) Visitation Report and Appendix B for the Classroom (On-campus and Online) Teaching Observation form.
- d. Student evaluations of teaching. See Appendix C for the student evaluation questions.
- e. Student evaluation of advising if applicable. See Appendix D for the student evaluation of advising form.

The Faculty Member shall be entitled to up to two additional peer evaluations by faculty chosen by mutual agreement of the Faculty Member and the Department Head.

## **B. Scholarly and/or Creative Activity**

### **1. Data Collection Procedures**

Each applicant must include a personal report of his/her Scholarly/Creative Activities and provide copies of papers, articles, books, publications and/or other tangible documentation.

The outline below lists different categories of scholarly activities and examples within each category. Each activity is rated E (Exceptional), DAA (Distinctly Above Average), or A (Average), depending on the estimated value of the activity. To attain a particular rating, a faculty member must carry out a prescribed number of activities that have that rating, as discussed in the next section.

This outline is intended to provide guidelines for the evaluation of activities. It is possible for the Evaluation Committee to count activities that are not listed here if they involve sufficient scholarly/creative activity.

### **2. Ratings**

The Evaluation Committee reserves the right to judge the quality of a particular Scholarly/Creative Activity. Evaluation will be based on the quality of the work, taking into account the number of activities and the degree of depth in and commitment to each by the Faculty Member, and recognizing that circumstances and individuals vary. In developing the summary statements and deciding on ratings (i.e., Average, Distinctly Above Average, etc.) both the Department Head and Evaluation Committee should consider such factors as the following (not in priority order):

- The degree to which the candidate's activity has advanced insight or knowledge in the discipline.
- The effort required in the performance of the activity.
- What distinguishes the activity from the contributions of others or from the candidate's previous work.

The following charts give numerical requirements for attaining the various ratings. Each cell contains the minimum number of activities necessary to attain the rating listed in the row heading. The activities should be of the appropriate type. For example, for an Associate Professor to get a rating of A in year 3, he or she must carry out 3 activities that have the rating A. Distinct activities of the same type may count as separate activities. No number of A's can count for a DAA and no number of DAAs can count for an E. However, an E can count for 2 DAAs and a DAA may count for 2 As.

The following standards shall apply for purposes of determining scholarly/creative activity ratings in the **Professional Performance evaluation (PPE)** process:

- **Exceptional** - Two or more scholarly/creative activities judged to be Exceptional in quality.
- **Distinctly Above Average** - Two or more scholarly/creative activities judged to be Distinctly Above Average in quality, or one activity judged to be Exceptional.
- **Average** - Two or more scholarly/creative activities judged to be Average in quality, or one activity judged Distinctly Above Average.
- **Below Average (BA):** Performance below the requirement for the Average rating.

### 3. Approved Activities

- **Exceptional Activities:**
  - a. Publication (excluding conference proceedings):
    - Commercially published text or monograph that is favorably reviewed by referees or in published reviews.
    - Refereed journal articles in high-quality journals.
  - b. Presentations of one's scholarly investigation:
    - At a high-quality professional conference, where acceptance is based on a formal review process of a complete paper, and the paper is published.
    - At a high-quality professional conference, where the speaker is invited to present.
  - c. Professional Interactions:
    - Serves as editor of a professional journal if editing requires dissemination of scholarly/creative activity.

- d. Grant Proposals:
  - Grant proposals funded involving substantial and significant scholarly/creative activity as defined by the AAUP (contract although grant activities alone will not meet any requirement).
- **Distinctly Above Average Activities:**
  - a. Software or Hardware Development:
    - If used outside of the department or favorably reviewed by outside referees or organization.
  - b. Publications (excluding conference proceedings):
    - Self-publication of textbook or monograph-length work if used outside of the department.
    - Commercially published text or monograph.
    - Articles in commercial magazines.
    - Unrefereed articles (e.g., in a SIG newsletter).
    - Departmental technical reports.
  - c. Presentations of one's scholarly investigation:
    - At a professional conference (such as the Michigan Academy of Science, Arts & Letters, and the Michigan Association of Computer Users in Learning) where acceptance is based on an abstract.
    - At a local professional meeting (such as the ACM) or at another university.
  - d. Professional Interactions:
    - Significant involvement with the scholarly aspects of the organization of a large professional conference that involve the dissemination of the results of the faculty member's scholarly/creative activity.
    - Substantial scholarly contributions to a teleconference that deals with computer science.
  - e. Grant Proposals:
    - Involving substantial scholarly/creative activity as defined by the AAUP contract although grant activities alone will not meet any requirement.
  - f. Retraining:
    - Retraining program approved by the appropriate department committee, the department head, the college dean, and the Provost and Vice President for Academic Affairs.

g. Professional Development:

- Professional development program approved by the appropriate departmental committee and the departmental head. Professional Development alone will not satisfy the scholarly/creative activity criterion.

- **Average Activities:**

a. Software or Hardware Development:

- If used regularly by others in the department, or demonstrated otherwise to be significant.

b. Publications (excluding conference proceedings):

- Self-publication of textbook or monograph-length work if used by others in the department, or demonstrated otherwise to be significant.

c. Presentations of one's scholarly investigation:

- To department faculty or to another EMU organization.

d. Professional Interactions:

- Contribute regularly to a teleconference that deals with significant issues in computer science.
- Solicited, unpublished review of a book or manuscript in an area related to computer science.

e. Faculty Involvement in Student Research:

- Directing a completed Masters' study that culminates in a presentation of the results where the faculty member is involved in the research/creative activity and contributes to the product dissemination.

- **Below Average (BA):**

This rating shall be given to applicants who demonstrate less than what is required for the Average rating.

#### 4. Evaluation Reports

- a. The applicant must provide a narrative statement for each activity describing in clear and explicit terms how and to what extent the activity has met the criteria in the Departmental Evaluation Document and the Agreement.

- b. The Evaluation Committee should comment on each activity including a statement that clearly indicates how and to what extent the activity meets the criteria in the Departmental Evaluation Document and the Agreement.
- c. The Department Head should comment on each activity including a statement that clearly indicates how and to what extent the activity meets the criteria in the Departmental Evaluation Document and the Agreement.

5. **Scholarly and/or Creative Activity Quantity**

Only years in rank at Eastern Michigan University will be considered for reappointment, tenure and promotion (unless the Faculty Member has received service/rank credit at the time of appointment in accordance with AAUP Agreement). This chart reflects the minimum quantities; judgments of quality will also be made.

- **Reappointment and Tenure:** Number of activities from the preceding list of approved scholarly and/or creative activities since appointment.
- **Promotion:** Number of activities from the preceding list of approved scholarly and/or creative activities since appointment or promotion to current rank (whichever occurred last). Number of activities refers to the rank for which promotion is being sought.

The reappointment and tenure charts below are to be interpreted as follows: X means that the evaluation is for advisory purposes only. No rating is given. The numbers indicate the minimum number of activities required for that rating. For example, at the Professor level, 1 Exceptional or 2 DAA's or 2 Average scholarly activities are required at year 2 for reappointment.

### Reappointment and Tenure Chart for Scholarly/Creative Activity

#### PROFESSOR

Year	1	2	3	Promotion
Evaluation	Interim	Full Reappoint.	Full Tenure	
Exceptional	X	1	2	3
Distinctly Above Average	X	2	3	4
Average	X	2	3	4

#### ASSOCIATE PROFESSOR

Year	1	2	3	4	Promotion
Evaluation	Interim	Full Reappoint.	Comp. Interim	Full Tenure	
Exceptional	X	X*	X	2	2
Distinctly Above Average	X	X*	X	3	3
Average	X	X*	X	4	3

#### ASSISTANT PROFESSOR

Year	1	2	3	4	5	Promotion
Evaluation	Interim	Interim	Full Reappoint	Comp. Interim	Full Tenure	
Exceptional	X	X	X*	X	2	1
Distinctly Above Average	X	X	X*	X	3	2
Average	X	X	X*	X	3	2

\*Scholarly/Creative activity rating is advisory only.

## C. Service Activity

### 1. Data Collection Procedures

The applicant will clearly identify his/her Service activities in a narrative text. Supportive evidence must be provided to indicate the quantity of different Service activities and the quality of the effort expended in those activities.

### 2. Ratings

- **Exceptional (E):** Awarded when the quantity and quality of service shall be evaluated, in addition to the basis described for Distinctly Above Average, as far beyond that normally expected of faculty. This may be evidenced by such factors as:

a. A continued record of high quality service in leadership roles such as:

- 1) Chairmanship on the Evaluation or Executive Committee, or
- 2) Extensive work on the Evaluation or Executive Committee; or

b. A considerable quantity of high quality departmental work such as:

- 1) Heavy involvement in important committees of the department, or
- 2) The identification of and working toward meeting new departmental needs, or
- 3) The satisfaction of existing needs, such as developing new courses and new programs.

c. A continued record of high quality service beyond the department which may include such activities as:

- 1) Involvement in college and university-wide councils or committees.
- 2) Involvement in professionally related community service,
- 3) Assistance in student activities,
- 4) Availability to other departments for consultations, etc.

Leadership roles in college or university level activities or in professionally related community service are to be considered equivalent to a considerable quantity of involvement in the other areas mentioned.

d. A continued record of high quality service on both the departmental level and beyond which would earn at least a rating of Distinctly Above Average in each area.

e. Leadership role in a professional organization at a state or national level

f. Actively involved in AAUP contract negotiations while serving on the Contract Negotiations Team of the AAUP.

- **Distinctly Above Average (DAA):** Awarded when the quantity and quality of service shall be evaluated, in addition to the basis described for Average, as substantially more than one's fair share. This may be evidenced by such factors as:
  - a. Frequent membership on, and active participation in committees which demand at least twenty (20) hours of work in an academic year.
  - b. Development of new courses, teaching methods, or teaching facilities.
  - c. The willingness to teach a wide variety of courses.
  - d. Identifying departmental needs and work toward meeting those needs.
  - e. Set up and/or maintenance of labs.
  - f. Willingness to undertake special tasks and assignments and accomplish them in a competent manner.
  - g. Leadership role in a professional organization.
  - h. Serving as an elected officer in the AAUP.
  - i. Refereeing an article for a professional journal or conference paper.
- **Average (A):** Awarded when the quantity and quality of service shall be evaluated as that normally expected; one's fair share. This may be evidenced by such factors as:
  - a. Accepting assignments from Executive Committee, Evaluation Committee and the Department Head.
  - b. Volunteering/accepting nominations to serve on departmental, college-wide and university-wide committees and councils.
  - c. Attending departmental meetings.
  - d. Identifying departmental needs and working toward meeting those needs.
  - e. Satisfactory work on those areas of departmental or university service in which the individual is involved.
  - f. Leadership role in a professional organization.
  - g. Attendance at Commencement exercises.
  - h. Representing the department at University functions.
  - i. Department AAUP Steward or member of the AAUP Bargaining Council.
  - j. Refereeing an abstract for a professional journal or conference paper.



- **Below Average (BA):** This rating shall be given to applicants who demonstrate less than the requirement for the Average rating.

### 3. Evaluation Report

The Evaluation Committee and the Department Head will evaluate all evidence submitted. For Interim Evaluations, the Evaluation Committee and the Department Head will together meet with the applicant to discuss his/her performance and suggest appropriate directions for improvement, if such direction is necessary. Written reports will be made separately by the Evaluation Committee and the Department Head giving the rationale for the rating awarded for Full Evaluations for Reappointment, Tenure and Promotion and Full Professional Performance Evaluations.

### 4. Criteria

Such service activities may include, but are not limited to, the following:

- Attendance at, and participation in, departmental meetings.
- Membership in the Evaluation Committee or Executive Committee.
- Membership in a departmental committee.
- Service in the capacity of undergraduate or graduate coordinator.
- Membership in an interdepartmental committee or council.
- Membership in a council, committee or sub-committee as established by the faculty input system at the college level.
- Membership in a council, committee or sub-committee at the university level.
- Other intra-departmental or extra-departmental service at the college or university levels or in the community. The Evaluation Committee will decide the appropriateness on a case-by-case basis.
- Setting up and/or maintaining of department computer equipment/labs.

It should be emphasized that the detailed lists of supportive measures, or activities under Service are not all inclusive. In other words, the failure of any other evidential activity to be listed does not preclude its being judged supportive of the criteria. If the faculty member has released time, service credit may be given only for activities beyond what was expected through the granting of released time.

## Appendix A: Classroom (On-Campus and Online) Visitation Report

A Classroom Visitation Report (Form I) and a Classroom Teaching Observation (Form II) must be completed by each visitor for peer and department head classroom visitation.

### Department of Computer Science Classroom Visitation Report (Form I)

To be completed by each visitor each time a class is visited.

Person Observed \_\_\_\_\_ Semester \_\_\_\_\_

Visitor \_\_\_\_\_ Date of Observation \_\_\_\_\_

Course and Section \_\_\_\_\_

Lesson Topics Presented \_\_\_\_\_

Rate the instructor at or between the two extremes

1. Well organized    A    B    C    D    E    Disorganized
  
2. Interesting        A    B    C    D    E    Dull
  
3. Understandable   A    B    C    D    E    Confusing
  
4. Enthusiastic      A    B    C    D    E    Unenthusiastic
  
5. Did the instructor clarify the objectives of the day's lesson?  
Totally              A    B    C    D    E    Not at all

6. Did the instructor encourage students to ask questions?

Very much so    A    B    C    D    E    Not at all

7. Did the instructor encourage student participation?

Very much so    A    B    C    D    E    Not at all

8. Did the instructor vary the presentation and provide a change of pace from time to time?

Very much so    A    B    C    D    E    Not at all

9. How did this instructor use instructional materials and equipment?

Effectively        A    B    C    D    E    Ineffectively

10. Did the instructor treat the students impartially?

Totally            A    B    C    D    E    Not at all

11. What is your overall rating of this particular class?

Superior            A    B    C    D    E    Inferior

## Appendix B: Classroom (On-campus and Online) Teaching Observation Form

### Department of Computer Science Classroom Teaching Observation (Form II)

To be completed by each visitor at the conclusion of all visitations.

Person Observed \_\_\_\_\_

Semester \_\_\_\_\_

Visitor \_\_\_\_\_

Provide summary statements in each of the following areas:

1. What are the instructor's observed major strengths?
2. What are this instructor's observed major weaknesses?
3. What should the instructor do to improve his/her instructional weaknesses?
4. Overall rating of the teaching effectiveness of this instructor.

## Appendix C: Student Evaluation Questions (On-campus and Online)

The minimum set of required questions for the student evaluation form

Core Items:

- What is the overall rating of the teaching effectiveness of this instructor?
- What is your overall rating of this course?

Items Added by the Department for On-Campus Classes:

- a. Instructor seems well prepared for class
- b. Instructor displays enthusiasm when teaching
- c. Instructor is actively helpful when students have problems
- d. The objectives of this course were clearly explained to me
- e. Grades are assigned fairly and impartially
- f. I learned a lot in this course

Items Added by the Department for Online Classes:

- a. Course materials were well organized
- b. Instructor is actively helpful when students have problems
- c. Instructor provided timely feedback to questions and course assignments.
- d. Course materials are delivered in a timely manner.
- e. Grades are assigned fairly and impartially
- f. I learned a lot in this course

## Appendix D: Student Evaluation of Advising Form

### Department of Computer Science Evaluation of Advising Form

Advisor's Name \_\_\_\_\_ Date \_\_\_\_\_

Your Major \_\_\_\_\_

Please complete the evaluation form by circling the appropriate rating for each item. Return the evaluation to the Department office immediately.

1. The advisor was cooperative in finding a mutually convenient time for the appointment.

True            More true than false            More false than true            False

Comment:

2. The advisor supplied or secured the general information which I needed concerning university requirements and registration procedures.

True            More true than false            More false than true            False

Comment:

3. The advisor supplied or secured the information which I needed concerning the requirements for my major and minor.

True            More true than false            More false than true            False

Additional comments by advisee: