

Eastern Michigan University
Office of Academic Human Resources
Memorandum

To: Elizabeth Currans, Department Head
Women and Gender Studies

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 Women and Gender Studies 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 Women's & Gender Studies

College of CAS

Date of Last DED Revision: 9/2016

Date of Department Faculty Vote: 2/1/19

Yes 8 No 0 Abstain 1

APPROVALS:

[Signature] 2/1/19
Personnel Committee Chair (Date)

[Signature] 2/1/19
Department Head/School Director (Date)

[Signature] 5/13/2019
Dean (Date)

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

[Signature] 1/12/21

Jacob Altman 1/12/2021

Mary Linblade 1/12/21

[Signature] 1/12/2021

[Signature] 2/4/2021

**Department Evaluation Document
Faculty Evaluation**

The Women's and Gender Studies Department shall conduct faculty evaluations using criteria, procedures and techniques specified in its Department Evaluation Document and the Agreement between Eastern Michigan University (EMU) and the EMU Chapter of the American Association of University Professors (AAUP) Article XV.

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.

Instructional Effectiveness
Scholarly Research and/or Creative Activity
Service Activity

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.

APPOINTMENT STANDARDS

	<u>Academic Credentials</u>	<u>Equivalencies or Exceptions</u>	<u>Minimum years of Professional Experience*</u>
PROFESSOR	Earned Ph.D. or terminal degree in appropriate discipline for the open posting	Equivalent degrees from non-United States universities or major publications, may be approved as meeting the academic requirement	8
ASSOCIATE PROFESSOR	Earned Ph.D. or terminal degree in appropriate discipline for the open posting	Equivalent degrees from non-United States universities, or major publications, may be approved as meeting the academic requirement	4
ASSISTANT PROFESSOR	Earned Ph.D. or terminal degree in appropriate discipline for the open posting	Equivalent degrees from non-United States universities, ABD with letter of support that all requirements for the degree will be met by the beginning of the term hired, or major publications may be approved as meeting the academic requirement	0
INSTRUCTOR	Earned Ph.D. or terminal degree in appropriate discipline for the open posting**	Equivalent degrees from non-United States universities, ABD with letter of support that all requirements for the degree will be met by the beginning of the term hired, or major publications may be approved as meeting the academic requirement	0

REAPPOINTMENT AND TENURE STANDARDS

PROFESSOR**						
Year		2	3			
Evaluation		Full/R	Full/T			
Instructional Effectiveness		A	DAA			
Scholarly/Creative Activity		X*	DAA			
Service		A	DAA			
ASSOCIATE PROFESSOR**						
Year		2		4		
Evaluation		Full/R		Full/T		
Instructional Effectiveness		A		DAA		
Scholarly/Creative Activity		X*		DAA in one & A in the other		
Service		A		DAA in one & A in the other		
ASSISTANT PROFESSOR**						
Year			3		5	
Evaluation			Full/R		Full/T	
Instructional Effectiveness			A		DAA	
Scholarly/Creative Activity			X*		DAA in one & A in the other	
Service			A		DAA in one & A in the other	
INSTRUCTOR						
Year			3		5	6
Evaluation			Full/R			Full/T
Instructional Effectiveness			A			DAA
Scholarly/Creative Activity			X*			DAA in one & A in the other
Service			A			DAA in one & A

						in the other
X* Scholarly Research and/or Creative Activity rating is advisory only						
DAA= Distinctly Above Average						
A = Average						

PROMOTION STANDARDS					
	YEAR	ACADEMIC CREDENTIALS	INSTRUCTIONAL EFFECTIVENESS	SCHOLARLY/ CREATIVE ACTIVITY	SERVICE
To: PROFESSOR	5 years as Associate Professor at EMU	Ph.D. or equivalent	DAA	DAA	DAA
To: ASSOCIATE PROFESSOR	5 years as Assistant Professor at EMU	Ph.D. or equivalent	DAA	DAA in one & A in the other	
To: ASSISTANT PROFESSOR	2 years as Instructor at EMU	Ph.D. or equivalent*	DAA	DAA in scholarly/creative activity and A in service, or A in service and DAA in scholarly/creative activity	DAA in service and A in scholarly/creative activity, or A in service and DAA in scholarly/creative activity
* The Ph.D. is required to be promoted.					
PROFESSIONAL PERFORMANCE EVALUATIONS STANDARDS					
	Instructional Effectiveness	Scholarly and/or Creative Activity	Service		
Required Rating	Satisfactory*	Satisfactory*	Satisfactory*		

* Satisfactory shall be defined as Average in Instructional Effectiveness, Scholarly Research and/or Creative Activity, and Service

EVALUATION TECHNIQUES

Evaluators will meet with the Faculty Member and agree on a class with significant content on women and/or gender and a date within the following two weeks for the classroom observation. The evaluator shall also meet with the Faculty Member before the class and obtain relevant syllabi, handouts and other information about the class. Evaluators will use the classroom visitation form agreed upon by the Department.

If an online course is to be evaluated, the Evaluators will arrange with the Faculty Member a period of time in which they will be granted access to the course. Access should also be granted to relevant syllabi, handouts, and other information about the class. Evaluators will use the course evaluation form for online courses agreed upon by the Department. The Faculty Member must be present during the evaluation.

The evaluators will meet with the Faculty Member after the class and discuss the class visit or online course evaluation. Peer and Department Head observations of classroom or online teaching shall also be in writing and provided to the Faculty Member within five (5) working days of the visit. The Faculty Member has ten (10) working days to respond to the written observations.

The Faculty Member may request a meeting before being evaluated for tenure and/or promotion with the Personnel & Finance Committee the semester the evaluation occurs.

Data Collection Procedures

Evaluation Rankings for Instructional Effectiveness

Exceptional (E): Awarded when the quality of instruction shall be evaluated as that of a superior teacher. Evaluators must describe through specific details (or in the case of student evaluations, quantify) performance as better in quality than distinctly above average. In addition to meeting all of the criteria for Distinctly Above Average, this shall be evidenced by such factors as:

1. Takes an active role in curriculum planning and enhancement.
2. Participates creatively in the subject area through the development of new teaching materials and/or pedagogical approaches.
3. Demonstrates a high degree of organizational knowledge of the discipline.

Distinctly Above Average (DAA): Awarded when the quality of instruction offered by the applicant shall be evaluated as that of an outstanding teacher. Evaluators must describe through specific details (or in the case of student evaluations, quantify) performance as better in quality than average. In addition to the criteria for an Average rating, this shall be evidenced by such factors as:

1. Seeks latest information in the subject area(s) by reading, attending professional conferences and communicating with colleagues.
2. Actively involved in the development of new courses.
3. Demonstrates a very good degree of organizational knowledge of the discipline.

Average (A): Awarded when the quality of instruction offered by the applicant shall be evaluated as that of a good teacher. This shall be evidenced by such factors as:

1. Thorough preparation and planning for teaching.
2. Practices effective teaching methods.
3. Demonstrates commitment to students.

Satisfactory (S): At least an Average rating (see above) will be expected to receive a satisfactory rating on a Professional Performance Evaluation

Below Average (BA): Denotes performance below the expectations for present rank as specified by student and peer evaluations.

Scholarly Research and/or Creative Activity

Data Collection Procedures

Scholarly Research and/or Creative Activity will be evaluated for each Faculty Member utilizing the criteria set forth in the collective Bargaining Agreement and this Department Evaluation Document. Evaluators will take into account the interdisciplinary and multidisciplinary nature of Women's and Gender Studies when evaluating faculty member scholarship. For example, writing genres, presentation types, citations expectations, conference acceptance rates, and community impacts should be taken into consideration. Each applicant must include a personal report of her/his scholarly research and/or creative activities. This report should specify what activities were accomplished and how they address the factors listed under "Ratings." Each applicant must also provide copies of papers, articles, books, publications and/or other tangible documentation. Scholarly research and/or creative activity is not evaluated during interim evaluations. Examples of scholarly research and/or creative activities include but are not limited to the following:

1. Published books and monographs.
2. Published articles, including review articles, in professional journals (as well as a letter of intent to publish an already completed work from a publisher other than a vanity press).

3. Published manuals, guides, and textbooks.
4. Published book reviews or encyclopedia entries.
5. Work published in the proceedings of conferences (e.g. published papers).
6. Editorial work, if it involves dissemination of scholarly research and/or creative activity.
7. Participation in conferences, both internal and external to the university (papers, organization of research sessions and discussant).
8. Papers delivered at professional meetings
9. Participation at professional meetings which involves dissemination of scholarly research and/or creative activity.
10. Completion of classes in the discipline or related disciplines and retraining efforts as permitted by the Agreement, that are approved in advance.
11. Participation in the development of research grant proposals as the Agreement language permits.
12. Seminar participation and professional involvement with others in the discipline, in which one's own scholarly research and/or creative activity is disseminated.
13. Extensive research in curriculum development resulting in dissemination of scholarly research and/or creative activity.
14. Fellowships and awards which result in dissemination of scholarly research and/or creative activity.
15. Interdisciplinary scholarly research and/or creative activity.
16. Faculty involvement in student research which is subsequently published.
17. Professional development is demonstrated by, for example, attendance at NEH (or similar type of) seminar, developing a new skill, or participating in training for further research.
18. Invited speaker at a national or regional research or professional conference.
19. Designer and Head, curriculum transformation project or community project, involving multiple disciplines or sites, requiring coordination across differences, taking place over a two-year period, and resulting in a substantial written report.

Ratings

Evaluations will be based on the quality of work as judged on the individual balance between the number of activities and degree of depth in and commitment to each by the Faculty Member, recognizing that circumstances and individuals vary. In developing the summary statements regarding scholarly research and/or creative activity and designating a qualitative rating (i.e., Average, Distinctly Above Average, etc.), the Department Head and Personnel and Finance Committee will consider and address such factors as those listed below (wherever and whenever applicable). The following will be used in evaluating scholarly research and/or creative activity:

1. The effort required in the performance of the activity.
2. In what respects the candidate's activity has advanced insight or knowledge in her/his discipline or area of specialization
3. How the candidate's activity has advanced her/his own professional growth.
4. In what respects the activity has benefited students, colleagues, the curriculum, the university, or a wider community.

5. What distinguishes the scholarly research and/or creative activity from contributions of others or from the candidate's previous work.
6. In what form and for what audience it was published or disseminated, considering in addition:
 - a. the nature of the publication
 - b. the reputation of the journal
 - c. editorial board and policy, and
 - d. the degree of dissemination (i.e., local, state, national, international).
7. In what form other than publication the work was disseminated (e.g., lecture, consultative activity, workshop), considering in addition:
 - a. the nature of the audience (e.g., scientists, students)
 - b. the institution, agency, or organization (private, public, governmental), and
 - c. the degree of dissemination.
8. Honors or awards bestowed on the applicant in recognition of the activity.
9. Other relevant material.

Ratings (Assigned on the basis of the foregoing considerations)

Exceptional (E): A continued record of high quality publications as evidenced by peer review, editorial board decisions, critical reviews or awards. The evaluators, specifically citing the factors laid out under "Ratings," can describe the whole of the applicant's scholarly research and/or creative activity within the period being evaluated as having a demonstrated impact on the knowledge base, insight or understanding of the field (e.g., provided the field with significant new facts or interpretations of old facts or directions of research, helped direct a publisher or a granting agency to support good work or discourage bad, etc.). Evaluators must describe in terms which show how quality and/or quantity exceed distinctly above average.

Distinctly Above Average (DAA): Awarded when there is a continued record of publication and the whole of the applicant's scholarly research and/or creative activity or research within the period being evaluated has produced results which make a difference in the level of knowledge of understanding of the intended audience. Evaluators, specifically citing the factors laid out under "Ratings," must describe how quality and/or quantity exceed average.

Average (A): Awarded when there is a continued record of significant professional activities (lectures, papers, participation in professional conferences, etc.) that shows active involvement in the candidate's field of specialization. Evaluators, specifically citing the factors laid out under "Ratings," must describe in terms which show how quality and/or quantity exceed below average.

Satisfactory (S): At least an Average rating is necessary to receive a satisfactory rating on a Professional Performance Evaluation. Average is the same as that noted above.

Below Average (BA): Denotes performance below the expectations for present rank (i.e., the lack of a continued record of significant professional activities such as lectures, papers, participation in professional conferences, etc.). Evaluators, specifically citing the factors laid out

under "Ratings," must describe in terms which show how quality and/or quantity are below average.

Service Activity

Data Collection Procedures

Service activities will be evaluated for each Faculty Member utilizing the criteria set forth in the Agreement and this Department Evaluation Document. The applicant will clearly identify her/his service activities related to the Department, the university and the community in a narrative text. Supportive evidence must be provided to indicate the quantity of different service activities and the quality of the effort extended in those activities.

Service to the Department, university or community may include, but is not limited to, the following:

Service to the Department

1. Continued attendance at, and participation in, Department meetings.
2. membership in a Department area of concentration committee
3. Membership in an *ad hoc* committee (e.g. Search Committee).
4. Membership on standing Department committees such as Personnel and Finance or Curriculum.
5. Serving in a leadership capacity in various co-curricular student activities of the Department (e.g. sponsoring or assisting student activities, presentations made in residence halls or to student organizations).
6. Serving on the Community Advisory Board
7. Engaging in fundraising for the Department.
8. Other appropriate Department service.

Service to the University

1. Membership on interdepartmental committees or councils.
2. Membership in a Council, Committee or Sub-committee at the University level and offices in such a committee or the EMU-AAUP.
3. Membership in a Council, Committee or Sub-Committee at the University level.
4. Organizing or presenting at university Departments and activities.
5. Development of cross-discipline curricula and Departments.

Service to the Profession and the Community

1. Committee activity in professional national or international organizations, including holding elected offices.
2. AAUP activity at chapter, state or national level
3. Organizing external meetings or Departments.

4. Participation in community educational activities or action (e.g., giving speeches, presentations, disseminating knowledge on radio, television, etc.).
5. Serving on external dissertation committees or as referee in external tenure/promotion decisions.
6. Serving as a consultant to a Department or Departments at another university or college.
7. Community service activity in local, national, or international organizations that specifically address feminist issues, including holding elected positions.

Evaluation Reports may include the following:

1. Faculty member's own report of activities and accomplishments in this area.
2. Evaluations of intradepartmental service by colleagues, including evaluations by the Department Personnel and Finance Committee.
3. Evaluations of Department service by the Department Head.
4. Evaluations of college or university service by university officials and/or Faculty members qualified to judge.
5. Evaluations, whenever feasible and appropriate, by persons qualified to judge the Faculty member's professionally-related community activities and accomplishments.

Ratings

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

The Department intends that no minimum or maximum of activities should be set as requirements for evaluation of Service. Evaluation will be based on the quality of work as judged on the individual balance between the number of activities and the degree of depth in and commitment to each by the Faculty Member, recognizing that circumstances and individuals vary. However, some service to the Department is required for a rating of Average or better.

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 normal Department expectations. This shall be evidenced by such factors as:

1. Consistently assuming and executing leadership roles in committees, council, and/or boards.
2. Identifying, initiating the actions for, and satisfying the needs of the Department, University or Community.
3. A continuing record of involvement in service activities benefiting the Department, the University or the discipline.

Distinctly Above Average (DAA): Awarded when the quality and quantity of service shall be evaluated, in addition to the basis described for Average, as substantially more than Department expectations. This shall be evidenced by such factors as:

1. Frequent membership on committees and assuming major responsibilities for the successful conclusion of their work: sometimes assumes leadership roles.
2. Developing new solutions for the needs of the Department and seeing them through committees and administrative procedures.
3. Expanding the resources available to the Department.
4. Recognizing Department, University and Community needs and working towards fulfillment of those needs.

Average (A): Awarded when the quality and quantity of service shall be evaluated as that normally expected or one's fair share. This shall be evidenced by such factors as:

1. Accepting assignments and executing the prescribed duties.
2. Volunteering or accepting nominations to serve on committees or councils.
3. Attending and contributing to meetings of the Department and of other organizations to which the applicant belongs.
4. Performing other Department service as needed.

Satisfactory (S): (Professional performance Evaluation) To achieve a Satisfactory ranking, the Faculty Member shall achieve at least an Average ranking in service as noted above.

Below Average (BA): Denotes performance below the expectations for present rank (i.e., less than that normally expected, such as failure to accept assignments and executing duties, volunteering or accepting committee or council nominations, attending and contributing to Department meetings and performing other Department service).

There are no differentials by rank for meeting these criteria except those implicit in the rating scale.

**APPENDIX A
 CLASS OBSERVATION FORM (IN PERSON AND ONLINE)**

Instructor evaluated _____
 Course _____
 Number of Students _____
 Date _____
 Evaluator _____

Directions: Below is a list of instructor behaviors that may occur within a given class or course. Numbers 19 and 20 have deliberately been left blank. The instructor being evaluated and the evaluator are encouraged to add their own instructional characteristics. If the evaluator rates the instructor other than "excellent" or "good" on the scale, the evaluator should make comments below.

	Excellent	Good	Fair	Poor	Not Applicable
Organization and Clarity					
1. Defines objectives for class presentation	()	()	()	()	()
2. Is organized and clear	()	()	()	()	()
3. Presents material appropriate to class level	()	()	()	()	()
4. Explains important ideas simply & clearly	()	()	()	()	()
5. Presents relevant examples	()	()	()	()	()
6. Summarizes major points of lesson	()	()	()	()	()
Overall ranking in this category	()	()	()	()	()

(comments) _____

	Excellent	Good	Fair	Poor	Not Applicable
Communication with and responsiveness to Students					
7. Communicates clearly & audibly	()	()	()	()	()
8. Demonstrates enthusiasm for subject	()	()	()	()	()
9. Appropriate use of audio visual aids	()	()	()	()	()
10. Encourages student participation	()	()	()	()	()
11. Responds appropriately to students questions and comments	()	()	()	()	()
12. Responds to nonverbal cues	()	()	()	()	()
13. Presents material in more than one way	()	()	()	()	()
14. Uses humor appropriately	()	()	()	()	()
Overall ranking in this category	()	()	()	()	()

(comments) _____

Knowledge	Excellent	Good	Fair	Poor	Not Applicable
15. Demonstrates command of subject	()	()	()	()	()
16. Refers to relevant research	()	()	()	()	()
17. Translates knowledge into lecture preparation if appropriate	()	()	()	()	()
18. Encourages critical thinking/analysis	()	()	()	()	()
Overall ranking in this category	()	()	()	()	()

(comments) _____

Other	Excellent	Good	Fair	Poor	Not Applicable
19.	()	()	()	()	()
20.	()	()	()	()	()

General comments:

1. What were the instructor's major strengths?

2. What suggestions do you have for improvement?

APPENDIX B
STUDENT EVALUATION QUESTIONS (IN PERSON AND ONLINE)

- 007 My instructor seems well prepared for class.
- 136 Directions for course assignments are clear and specific.
- 084 I understand what is expected of me in this course.
- 017 My instructor displays enthusiasm when teaching.
- 051 My instructor is readily available for consultation
- 023 This course motivates me to take additional related courses.