

# **DEPARTMENTAL HANDBOOK**



**DEPARTMENT OF GEOLOGY**

**KENT STATE UNIVERSITY**

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**Approved by Interim Dean Munro-Stasiuk**

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**Approved by Interim Dean Munro-Stasiuk**



## PREAMBLE

The department handbook provides information pertaining to the organization, policies, and procedures of the Department of Geology within the College of Arts & Sciences. The policies and procedures contained herein shall not conflict with any University, Administrative and Operational Policy of Kent State University, any applicable *Collective Bargaining Agreement*, or any federal, state and local law. For information concerning University and College regulations which affect the department (e.g., class absences, consulting, travel, research appointments, etc.) refer to the Kent State University Policy Register, the University Catalogues, and the Collective Bargaining Agreement.

This document is the approved Handbook for the Department of Geology. Alterations or amendments to this Handbook may be presented to the Department by the Chairperson, initiated by the faculty who should submit such requests in writing to the Faculty Advisory Committee, or may be made at the request of the Dean of the College of Arts and Sciences in order to reflect changes in Department, College, University, or other policies. Proposed changes to this Handbook are subject to the approval of the Dean of the College of Arts and Sciences.

Approved \_\_\_\_\_

Interim Dean, College of Arts & Sciences

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## SECTION I

### MATTERS OF DEPARTMENT GOVERNANCE AND RELATED PROCEDURES

#### A. Goals and Mission of the Department

The Department's mission integrates teaching, the advancement of knowledge through research, and public service. In teaching, the mission includes both the education of specialists and the general education of students who will become decision-makers in society. To accomplish this, the Department has a strong, modern, professional program for its majors and a series of courses which broaden the human experience for non-majors. A core curriculum of fundamental courses for the majors is supplemented by a wide range of specialty courses emphasizing applied geology. The Department also serves a large number of students through the general education requirements and through providing courses ancillary to other degree programs. These courses develop in the student an understanding of the scientific method and provide examples of geological problems and their solutions to prepare the students to be informed citizens. Faculty members are expected to remain current in their areas of expertise, to attempt to anticipate future societal needs from the geologic standpoint, and to assure that the graduate and undergraduate programs are responsive to these needs.

To assure attainment of the educational mission, faculty members are actively engaged in the advancement of knowledge through research. The graduate program is an integral part of this research effort and every attempt is made to provide an atmosphere which stimulates the research growth of faculty and students. The results of these efforts are disseminated regularly by oral presentations at professional meetings and by publication in refereed journals.

Faculty and students of the Department provide continuing public service through speaking engagements, the dissemination of technical advice and information, and membership activities in various civic and professional organizations. This service aspect is a direct function of the strong research and graduate programs in the Department.

The Department has an important mission in providing education, research expertise, and public service to all citizens to help increase their awareness of the natural surroundings so that reasonable decisions may be made regarding resource and environmental problems. The program, which has developed in response to this need, emphasizes the application of geology to the solution of societal problems and at the same time provides a very broad and strong theoretical base.

#### B. Structure and Organization of the Department

##### 1. Definition of the Faculty

The terms "*Faculty*", "*members of the Faculty*", and "*Faculty members*" used in this handbook are defined as full-time faculty of academic rank who hold tenured or tenure-track appointments at the University and who, therefore, are members of the bargaining unit as defined in the current Collective Bargaining Agreement (CBA). Unless otherwise specified, voting rights on departmental matters are restricted to the Faculty. The CBA provides that the tenured and tenure-track Faculty of the Department may decide whether and to what extent full-time non-tenure track (NTT) faculty shall be represented on the Faculty Advisory Committee.

## **2. Administrative and Service Positions**

### **a. Department Chair**

The Department Chair is the chief administrative officer of the Department and reports directly to and is accountable to the Dean of the College. The Chair provides leadership, gives direction, and oversees planning for the future of the Department. The Chair manages the budget and financial affairs of the Department and is responsible for the attraction and retention of outstanding faculty and staff for the Department. The Chair is responsible for recording, maintaining, and implementing the policies and procedures stated in this Handbook through regular and thorough consultation with the Department faculty and the Department's various committees as provided in the Collective Bargaining Agreement.

The Chair is an ex officio, non-voting member of all Department committees and may make appointments as necessary and permitted to Department committees and to the various administrative and service positions in the Department, in consultation with the Faculty Advisory Committee.

The selection, review, and reappointment of the Chair are the responsibility of the Dean, who consults with the Department faculty on such matters. Procedures for the selection, review and reappointment of the Chair are included in the applicable *Collective Bargaining Agreement*.

### **b. Assistant Chair**

The Assistant Chair is appointed by the Chair after consultation with the FAC. The assistant prepares academic year and summer teaching schedules; assists the Chair with faculty search activities, compilation of data, and other matters as needed; serves as the department on-line instruction facilitator; and represents the Chair at meetings or before groups when the Chair is unable to do so. These duties shall be referenced in the description of workload equivalents contained in this handbook.

### **c. Graduate Coordinator**

The Graduate Coordinator is appointed by the Chair after consultation with the FAC. The Graduate Coordinator must be a full member of the Graduate Faculty holding the rank of Associate Professor or Professor. The Graduate Coordinator serves as the initial advisor for entering graduate students, chairs the Graduate Studies Committee, and oversees the operation and development of the Department's graduate programs.

### **d. Additional Administrative Appointments**

Appointments to other administrative positions are made by the Chair after consultation with the FAC. Additional appointments and their duties include:

Graduate Preceptors: supervise teaching assistants; conduct weekly meetings with them regarding the functioning of the introductory labs; provide the Chairperson with periodic assessment of the teaching assistants for the purpose of their retention and reappointment.

Undergraduate Advisors: advise all undergraduate majors and minors and monitor their progress; report to the Chair on problems in scheduling or undergraduate curriculum.

Internship and Employment Coordinator: manage and promote the Department's Internship Program; maintain contact with employers; recruit, evaluate, and place students with employers.

Library Representative: oversee the placement of book and map orders and journal subscriptions.

**e. Non-Academic Staff**

The Department's non-academic staff includes all classified and unclassified staff positions within the Department including, but not limited to, the Administrative Assistant and secretarial staff. Each position has specific duties as defined in the applicable position description.

**3. Department Committees**

All Department committees are advisory and recommendatory to the Chair. The membership, structure, and function of some of the Department's committees are governed by University, Administrative, and Operational Policies and the applicable *Collective Bargaining Agreement*. Except for the FAC, members of all other committees are appointed annually by the Chairperson in consultation with the Faculty Advisory Committee. The Chair may establish ad hoc committees in consultation with the FAC. All committees have a minimum of three members in addition to the Chairperson who serves ex officio on all committees. Committee chairs are appointed by the Chairperson with the exception of the Faculty Advisory Committee, chaired by the Chairperson.

**a. The Faculty Advisory Committee (FAC)**

The FAC is structured and operates as described in the applicable Collective Bargaining Agreement. The FAC is elected directly by the full-time Faculty of the Department as defined in subhead III A Definition of the Faculty above. The FAC serves as an advisory group to the Chair in all Departmental matters; performs duties requested by the Chair; is involved in the preparation of material and agenda for faculty meetings; and makes recommendations to the Chairperson regarding individual merit raises for the faculty. The Committee is composed of three TT faculty from the Kent Campus and one from one of the Regional Campuses. The Committee elects from its membership a Chair of the FAC who will serve as the Department's representative to the College Advisory Committee (CAC). The terms of the FAC members are for two years. Elections are conducted in the Spring Semester, and the FAC members assume office at the beginning of the Fall Semester. The FAC is convened and chaired at least two times per term by the Chair who, in consultation with the FAC, sets the agenda for its meetings. FAC members may request that items be added to the agenda. Additional meetings of the FAC may be called by the Chair as needed or upon a request by at least one-half of the members of the FAC.

**b. The Graduate Studies Committee (GSC)**

The GSC assists the Graduate Coordinator with the oversight and development of the Department's graduate program. The GSC reviews proposals for new graduate courses and changes in course content and related curricular matters, and it conducts periodic reviews of the Department's graduate program as a whole. The GSC may also assume the role of Curriculum Committee for graduate curriculum. The GSC is responsible for graduate recruiting, evaluating applications for admission, evaluating and recommending

candidates for graduate appointments, and monitoring the progress and academic performance of graduate students in the Department. The members of the GSC are appointed by the chairperson from the Full Members of the Graduate Faculty.

**c. The Undergraduate Curriculum Committee (UGCC)**

The UGCC assists the Chair in supervising and coordinating the Department's curricular programs. The UGCC makes recommendations on any and all matters which affect the academic programs of the Department including but not limited to faculty proposals for new courses, changes in course content, major requirements, and other curricular matters. The chair and members of the UGCC are appointed by the chairperson. Membership should include a senior undergraduate major in good standing. The UGCC Chair serves as the department representative on the College Curriculum Committee

**d. Student Academic Complaint Committee**

The Student Academic Complaint Committee is composed of FAC faculty members and one student appointed by the FAC. The faculty Chair of the FAC chairs the SACC. The policies and procedures of this committee are governed by University Policy 3342-4-02.3. In the event that a member of the Student Academic Complaint Committee is the subject of or may otherwise be involved with a student complaint, the Chairperson will appoint a replacement from the full-time tenured and tenure-track faculty. If the Chair of the SACC is the subject of or may otherwise be involved with a student complaint, the department Chair will appoint a member of the Student Academic Complaint Committee to chair the committee and appoint an additional member to the committee from the full-time tenured and tenure-track faculty.

**e. Reappointment, Tenure, and Promotion Committee**

The policies and procedures which govern the Department's Ad Hoc Reappointment, Tenure and Promotion (RTP) Committee are included in University Policy. Procedural and operational guidelines for this committee are provided annually by the Office of the Provost. This committee reviews materials relevant to the professional performance of faculty who are candidates for reappointment, tenure, or promotion in rank, and makes recommendations to the Chair on each of these personnel decisions. The recommendations of this committee and the Chair, together with the materials assembled for the committees, are forwarded to the Dean of the College.

**f. Graduate Faculty Committee**

The Graduate Faculty Committee of the Department of Geology consists of the Chairperson and all Faculty Advisory Committee members who are full members of the graduate faculty and who are approved to direct doctoral dissertations. In the case that a member of the Faculty Advisory Committee does not meet these criteria, the Chairperson shall appoint another member of the faculty who meets the necessary criteria to serve on the Graduate Faculty Committee. The Committee's role is to evaluate the faculty and recommend appropriate graduate faculty status for each member of the Department.

**g. Other Departmental Committees**

The Chairperson may establish, charge, and appoint the membership of additional departmental committees as required by the Department. In establishing departmental

committees, naming members, and designating a committee chair, the Chairperson shall consult with the FAC.

#### **4. Faculty Meetings**

Faculty meeting attendance includes the Chairperson and all full-time tenured and tenure-track faculty in the department. All full-time tenured and TT faculty have a vote on motions presented to the faculty. Faculty meetings are scheduled at least twice each semester. Additional meetings can be initiated by the Chairperson or may be requested by the Faculty Advisory Committee or a minimum 1/3 faculty, as necessary. Meetings are preceded by written announcement of the agenda and followed by minutes which are distributed to the faculty on the Main and Regional Campuses. Conduct of meetings is in accordance with Robert's Rules of Order. Voting procedure is as follows:

1) Voting on all issues requires a quorum consisting of three-fourths of the faculty. Absentee ballots relative to a particular motion will count as part of the quorum except in cases involving amended motions.

2) Motions concerning curriculum, Departmental policies, petitions, changes in course credits, and new courses must be submitted in writing to the faculty at least one week prior to the meeting and must pass by a two-thirds majority. Abstaining votes will count as negative votes since faculty members should be convinced pro or con on matters of such importance to the Department.

3) Motions regarding other matters may be passed by a simple majority.

### **C. Faculty Grievance and Appeal Procedures**

#### **1. Informal Procedure**

It is policy that grievances be resolved at the lowest possible level, within the Department. It should be noted that an attempt at informal resolution, through consultation of the faculty member with the Departmental Chairperson, is required before the filing of a contractual grievance. Complaints about matters other than those of a contractual nature should be resolved within the Department. Faculty members who believe that they are being treated unfairly should consult with the Department Chairperson. The Chair may seek the advice and recommendation of individual faculty members or faculty advisory groups in seeking informal resolution of a dispute or complaint.

#### **2. Formal Procedure**

Formal procedures for addressing grievances affecting the terms and conditions of employment of faculty are described in the applicable *Collective Bargaining Agreement*. Disputes involving substantive academic judgments are subject to a separate academic appeals process governed by the applicable *Collective Bargaining Agreement*.

Faculty grievances that are not directly related to the terms or conditions of employment and are not academic appeals are appropriately addressed within the Department, whenever possible. The Chair and/or faculty members will initiate an informal dialogue with all parties involved in a dispute and strive to reach a resolution agreeable to all parties.



#### **D. Handbook Modification, Amendment and Revision**

The implementation, modification, amendment and revision of this Handbook are governed by the applicable *Collective Bargaining Agreement*. The Department Chair and FAC will review and update this Handbook as needed, but at least every five (5) years. Suggestions for modifications or amendments to the Handbook may be initiated at any time by the Chair or by any faculty member. Proposed modifications or amendments are subject to discussion, revision, and recommendation by the FAC. When a proposed modification or amendment involves a major change in Department policy or practice, the Chair may seek the recommendation of the entire faculty. If the Chair concurs with a proposed modification, amendment or revision, he/she will recommend the change(s) to the Dean. All modifications, amendments and revisions of the Handbook require the approval of the Dean. In reviewing this Handbook, the Dean may request revisions before lending final approval. If these revisions are not adopted by the Department, the Dean shall consult the CAC with regard to the provision(s) in dispute before making a final determination and certifying final approval of the Handbook. Further, the Dean may direct that the Handbook be modified, amended or revised to reflect changes in College or University policy.

## SECTION II

### TEACHING ASSIGNMENTS AND WORKLOAD INCLUDING WORKLOAD EQUIVALENCES AND RELATED PROCEDURES

#### A. Role and Responsibility of the Faculty

**Research, Teaching, Service:** Service on Department, Campus, College and/or University committees is expected as a normal part of a faculty member's contributions in accord with the terms and condition of his/her letter of appointment. Faculty members make their contribution in research, teaching, and service.

Scholarly activity is expected of all faculty members, although the extent and/or type of activity may vary with the terms of each faculty member's assignment and campus location. Faculty involved in research and the graduate program are expected to present evidence of their endeavors as witnessed by publication in peer reviewed journals, proposals submitted for extramural funding, and dissemination of research in various venues as appropriate to the discipline. Activity in professional organizations and the training of graduate students is also expected.

Not all faculty members contribute to the Department in the same manner. A faculty member whose primary responsibilities are undergraduate teaching and undergraduate programs may teach and serve in a greater diversity of courses than a faculty member who is also a member of the graduate faculty. Most of the Department faculty members are expected to be either full or associate members of the graduate faculty. All faculty members on the Kent Campus are expected to be involved in significant research activity, serve on graduate student committees, and direct graduate student research. Supervision and direction of undergraduate research projects and theses is part of the teaching function.

Service to the University is a responsibility of each faculty member. Department, Campus, College, and University committee or task force membership is expected as a normal part of a faculty member's contributions. Special or outstanding service above and beyond that which is typical may be considered during the review of a faculty member, but service alone will not reduce the expectations of quality teaching and scholarly activity. Public service is encouraged and recognized as a part of the professional responsibilities of each faculty member, although contributions in this area can be expected to vary widely due to the nature of the various disciplines within the Department.

#### B. Faculty Code of Ethics

All members of the Department faculty are expected to maintain the highest ethical standards as teachers, scholars, university citizens and colleagues. The **University policy regarding faculty code of professional ethics** can be found in the University Policy Register. (*See, University Policy Register 3342-6-17*)

#### Policy on Non-Exploitation

Members of the Department of Geology at Kent State University must not exploit persons over whom they have direct or indirect supervisory, evaluative, or other authority such as students, supervisees, employees, or research participants. Specifically, members of the department should not directly or indirectly supervise or exercise evaluative authority over any student with whom they have romantic, sexual, or non-KSU employment relationships. Members of the department should recognize that external financial, romantic, or sexual relationships with individuals vulnerable to manipulation, such as current students in their programs or employees under their supervision, may create the

appearance of, or opportunities for, favoritism and/or exploitation, and thus such relationships should be avoided.

### **Responsibility**

In the event that a member of the Department enters into a potentially exploitative relationship that is covered by the above policy it is that member's responsibility to remove themselves from having any supervisory, instructional, or evaluative authority in that relationship and to disclose the relationship to the Department Chair.

### **Sanctions**

Failure to comply with this policy may result in discipline or dismissal according to the institutional rules and policies appropriate to the individuals involved.

## **C. Faculty Workload and Workload Equivalents**

All full-time tenured and tenure-track faculty of the department are expected to carry a maximum workload of twenty-four (24) credit hours per academic year. Full-time non-tenure track faculty members are expected to carry a maximum workload of thirty (30) credit hours per academic year (*See University Policy Register 3342-6-18*). The workload for each individual faculty member is assigned by the Chair with the approval of the Dean. The FAC shall advise the Chair on issues related to teaching assignments, class schedules and the appropriate application of workload equivalents. The Chair shall provide each faculty member with a statement of her/his workload. Every attempt is made by the Chairperson to maintain the average load per semester assigned to the Department by the Dean. However, it is understood that exigencies of staffing and demands of enrollment may require a greater load for a given semester which may be balanced out by a lighter load on a preceding or succeeding semester. In the interests of a high standard of teaching and the desirability of faculty involvement in research and service activities, the teaching of extra courses and overloads is discouraged. Overload assignments (that is, classroom teaching assignments which total more than 24-semester credit hours per academic year) will be made only in unusual circumstances, such as a sudden and unexpected staffing need, the unavailability of a qualified temporary appointee, or the necessity for a specific faculty member's expertise in a relevant course. Such assignments require the agreement of the faculty member and the approval of the Department Chairperson and Dean.

The first obligation of the Department is teaching; therefore, staffing of service courses and courses required for graduation at the baccalaureate and at graduate levels has first priority.

*Workload credit for lab instruction.* Normally, the workload credited to the faculty member will be the credit hours for the course, with TA assistance provided for courses with labs. If a faculty member is in charge of a laboratory course or CORE lab with no TA assistance so that they have to be present in the lab the entire time, then the workload of the assignment is equal to the lab contact hours rounded to the nearest half-workload credit. For example, for a 1-credit hour lab with 1.6-2 hours of contact, the faculty member would receive a total of 2 workload credit hours. If enrollment requires more than one lab section per course, then the faculty member will receive one additional workload credit if assigned a TA, or incrementally more credits based on lab contact hours if not assigned a TA. The maximum allowable lab workload credits will be 4 per semester. This lab workload equivalency is only advisory for RC faculty.

All faculty course load decisions are made by the Chairperson following consultation with the Faculty Advisory Committee, are subject to the Dean's approval, are reviewed periodically, and follow the Load Policy in the Kent State University Policy Register and in the Collective Bargaining Agreement.

*Teaching Load Limits.* Normally, no full-time faculty member teaches more than four classroom courses per semester. Newly hired full-time tenure-track faculty members, entering as assistant professors, receive reduced formal course teaching loads during their first year in order to facilitate preparation of their courses, organization of their laboratories, and initiation of their research and graduate teaching programs. For all new full-time TT faculty at the Kent Campus, the teaching load assigned during the first year involves one course per semester.

*Workload Equivalencies.* The Chair may, in consultation with the FAC and with the concurrence of the Dean, assign workload equivalencies for specific duties which are considered essential to the academic mission of the Department. The department's expectations and specifications for common workload equivalencies are given in the table below. Situations may arise in which course equivalencies are appropriate. When such special circumstances arise, the Chair may assign an equivalency after consultation with the FAC.

**Table 1. Common Workload Equivalents Table**

Title / Name of Assignment	Load Equivalent (Range)	Frequency	Brief Description of Duties
Assistant to Chair	4	Year	See I.B.2.B above
Graduate Studies Coordinator	4	Year	See I.B.2.C above
Large lecture classes (>150)	1	when taught	exceptional demand on the lecturer's time: student consultations, scheduled help sessions, e-mail correspondence, etc
Graduate Preceptors	2	Year	See I.B.2.D above
Undergraduate Advisors	2	Year	See I.B.2.D above
Writing Intensive Course	1-2	Year	Instruction of WIC for majors.
Additional Labs	0-1	as needed	For large major courses with labs
RC labs	1	as needed	For major labs without TA assistance
CAC	3	Year	Service to the College
CCC	2	Year	Service to the College
Internship/employment Coordinator	1	Year	See I.B.2.D. above

## **D. Teaching Assignments and Class Schedules**

Faculty members are assigned to teach specific courses by the Chair. The primary considerations for course assignments are prior teaching experience, subject expertise, and shared responsibility among the faculty for service and introductory courses. Questions regarding teaching assignments should be addressed to the Chair. In the case of a dispute or request for reassignment, the faculty member may request review by the FAC which will make a recommendation to the Chair.

Scheduling of classes is the responsibility of the Assistant to the Chair with approval of the Chair. The primary consideration for scheduling classes is student need with regard to meeting program or major requirements within a reasonable time frame. In addition, the scheduling of some classes may be determined by the need to serve nontraditional students.

## **E. Summer Teaching Assignments**

Each year, prior to preparing the schedule for the succeeding summer session, the Chairperson distributes notices to full-time faculty requesting information as to their availability for Summer school teaching. Summer teaching cannot be guaranteed to any faculty member, although every effort is made to include all faculty wishing to teach during the summer. The size, content, and staffing of summer courses are dictated by budgetary constraints and curricular needs. Courses offered during the Summer Session are generally those with the possibility of large enrollment. Courses must have enrollment sufficient to “break even” (defined as salary + benefits + University tax). When more faculty request full-time Summer teaching than the budget or the needs of the program will accommodate, the Chairperson, in consultation with the Faculty Advisory Committee, distributes the teaching based on the following criteria:

1. relative qualifications of the faculty member to teach a particular course
2. the faculty member's overall effectiveness in teaching,
3. recency of which the individual faculty member has been denied the opportunity to teach during previous Summer Sessions,
4. the success (viewed positively) that the faculty member has had in obtaining extra-departmental summer support, and
5. the recency with which the faculty member has relinquished the opportunity to teach during the Summer Session.

## **F. Other Faculty Duties**

**Advising:** Faculty are required to advise and counsel undergraduate and graduate students on academic matters. Individual faculty members are responsible for providing academic counseling to undergraduate students assigned to them and to other undergraduate students who seek such advice, as needed.

Graduate advising is initially conducted by the Graduate Coordinator for entering graduate students and then by the student’s “major professor” and thesis/dissertation committee members once selected or appointed. The advisor provides information on academic matters, course scheduling, and matters related to the interaction of the student with other members of the Department. In order to assist in student advising, faculty members should maintain current knowledge of University, College, and Department programs and requirements.

**Final examinations:** Final Examinations in all courses must be offered at the time and date specified in the University's schedule of final examinations. Changes of the time and/or date of a final examination require prior approval of the Chair and the Dean, but in any case, the exam must also be offered at the time scheduled and publicized by the University for those students who desire to take the exam at that time.

**Grades and Student Records:** Faculty members must inform students of their progress throughout the semester. Midterm (first year student) and final grades are a faculty member's responsibility and should be assigned fairly and objectively. Submission of final grades must comply with University Policy, including but not limited to, the deadline for the timely submission of grades. Failure of faculty members to provide grades in compliance with University Policy will be taken into consideration in reappointment, promotion, tenure and merit decisions. Materials used in computing grades (e.g., graded papers, exams and other coursework not picked up by the student) should be retained by the faculty member for one (1) year after final grades are submitted. Students have a right to inspect the written work performed during a course and discuss the grade with the faculty member.

All members of the Department must comply with all laws and University Policies which govern the privacy of student education records, including but not limited to, the Family Educational Rights and Privacy Act (FERPA). These regulations require, among other things, that faculty members keep thorough academic records and forbid the posting of grades by name, social security number, or any other system which might identify a student with her/his education record.

**Office Hours:** Faculty members are expected to be available for consultation through office hours either in person or electronically at least five (5) office hours per week (*See University Policy Register 3342-6-18.101*). Office hours shall be posted in the departmental office from the beginning of classes until the completion of the final assessment for the course and communicated to the faculty member's students. If a student, for a legitimate reason or reasons, is unable to meet during the faculty member's scheduled office hours, the faculty member shall make appointments to meet with the student at an alternate time.

**Participation in University Activities:** Faculty members are expected to participate in recruitment programs, graduation ceremonies, and other activities which are appropriate to their role as a faculty member in the Department and to teach the Freshman Colloquium course when it is assigned to them.

**Student and Peer Evaluation:** A Student Survey of Instruction (hereafter "SSI") is required in each course in each semester as one measure of effectiveness in the classroom. Teaching evaluations will be conducted under the auspices of the Chair pursuant to applicable University policies and procedures. Probationary faculty members are required to undergo peer review of teaching during each year of the probationary period.

**Syllabi:** Faculty members are expected to provide students with a syllabus which includes the subject matter to be covered in a course, a listing of assignments and/or reports, approximate dates of examinations, grading standards, attendance requirements, and other pertinent details of the conduct of the class.

## **G. Sanctions**

A sanction is a documented corrective action in response to a faculty member's unsatisfactory performance of his/her duties and responsibilities as a member of the faculty. (*See* CBA Article VIII).

## **H. Workload Summary Reports**

All faculty members are required to provide current curriculum vitae (CV) annually to be kept on file in the Department office.

## **I. Faculty Leaves**

Faculty members may request a leave of absence for a legitimate professional or personal reason. Such leaves may vary from one semester to one year in length. Leaves of absence involve no compensation from the University and such time or leave does not count toward meeting promotion or tenure time limits. Requests for leaves of absence should be initiated as early as possible so that scheduling of courses and hiring replacement faculty can be accomplished.

All leaves, sponsored or unsupported, personal or professional, are subject to the approval of the Chair, the Dean, and the Provost. University leaves include but are not limited to:

1. Research leaves (*See* UPR 3342-6-11.8).
2. Leaves of absence without pay (*See* UPR 3342-6-11.9).
3. Faculty Professional Improvement Leaves (*See* UPR 3342-6-12).
4. Research/Creative Activity appointments (*See* UPR 3342-6-15.3).

## **J. Faculty Absence and Travel Policy**

Faculty members who will be absent from campus for professional or personal reasons must submit a **Request for Absence Form** with the Chair. The request should be made at least two weeks prior to the planned absence and is subject to the approval of the Chair and the Dean. Arrangements for any classes to be missed during the absence must be addressed to the satisfaction of the Chair before approval will be granted.

Attendance at professional meetings is encouraged and approved travel expenses incurred in attending such meetings will be reimbursed when approved prior to travel according to the University's travel policies and are subject to the availability of Department funds.

## **K. Faculty Sick Leave**

The Chair is responsible for keeping complete records of faculty sick leave; however, faculty members are also required to submit the appropriate sick leave forms to the Chair. Sick leave forms should be completed and submitted to the Chair within forty-eight (48) hours after an absence. (*See* UPR 3342-6-11.1)

## **L. Outside Employment and Other Outside Activities**

Faculty members may engage in professional activities outside the university provided the activities do not interfere with the faculty member's teaching, research, or service responsibilities to the Department, Campus, College, or University (*See*, University Policy Register 3342-6-24). These activities must not compete with nor pose a conflict of interest with University activity or the faculty member's employment with the University and must be approved in advance by the Chair and the Dean. Each

academic year, each faculty member must disclose and seek approval for all outside employment or other outside activities on the form provided by the University. Any outside employment or other outside activities are subject to the Faculty Code of Ethics and the University's conflict of interest policies. (See University Policy Register 3342-6-17 and 3342-6-23)

#### **M. Copyright Restrictions**

All faculty members should be aware of current copyright laws which restrict the copying of published materials. For further information, contact the University's Office of Legal Affairs.

#### **N. Academic Misconduct**

The University policy regarding misconduct in research and scholarship and the Administrative policy and procedures regarding allegations and instances of misconduct in research and scholarship is included in the University Policy Register. (See, University Policy Register 3342-3-05 and 3342-2-05.01)



## SECTION III

### RTP CRITERIA AND THE CRITERIA AND PROCESSES RELATING TO OTHER FACULTY PERSONNEL ACTIONS

#### A. Reappointment

The policies and procedures for reappointment are included in the **University policy and procedures regarding faculty reappointment** (*See*, University Policy Register 3342-6-16). Each academic year, reappointment guidelines for Kent and Regional Campus faculty are distributed by the Office of the Provost. Probationary tenure-track faculty members are reviewed by the Department's Ad Hoc RTP Committee (*See*, Section III of this Handbook). The FAC, in consultation with the Chair, assigns faculty members to visit the classes of each probationary faculty member and generally evaluate the faculty member's teaching performance. A written report of the evaluation is submitted to the Chair for placement in the faculty member's reappointment file. Probationary faculty will also create an updated file that is presented to the Chair who will make these materials available to the Ad Hoc RTP Committee. Each probationary faculty member is discussed by the committee which then votes on the faculty member's reappointment. The Chair independently assesses the accomplishments of each probationary faculty member and forwards her/his recommendation and the committee's recommendation to the Dean. The Chair informs probationary faculty of the committee's recommendation and provides a copy of her/his recommendation to the Dean. Probationary faculty members who are not to be reappointed must be notified according to the schedule established in the *Collective Bargaining Agreement*. For faculty members whose appointment is in the Regional Campuses, recommendations on reappointment from the Chair are forwarded to the Dean and the appropriate Regional Campus Dean.

For probationary faculty, reappointment is contingent upon demonstration of adequate progress toward the requirements for tenure. Moreover, the faculty member must have established and articulated short and long term plans for achieving these goals. For faculty members following the traditional tenure clock for Assistant Professors, the review after completion of three (3) full years in the probationary period at Kent State University is particularly critical. Upon completion of the third year of the probationary period, faculty reviewing a candidate for reappointment should consider the record of the candidate's achievements to date. This record should be considered a predictor of future success. The hallmark of a successful candidate is a record of compelling evidence of impact upon the discourse of her/his discipline. This record can be demonstrated through review of the candidate's grants, peer reviewed work including assessment of the impact (as measured by the quality of the journal publishing the paper/journal impact factor) or citation indexes such as Google Scholar. Specific concerns expressed by the Ad Hoc RTP Committee and/or the Chair during this stage of the probationary period should be addressed by the candidate in subsequent reappointment reviews. Finally, the overall evaluation of a candidate for reappointment must include consideration of the faculty member's personal integrity and professional behavior as recognized by the University community. A sound ethical approach to all aspects of teaching, research, publication, and the academic profession is expected of all who seek reappointment in the Department. A candidate who fails to demonstrate likely success in the tenure process will be notified promptly that she/he will not be reappointed.

In the event that concerns about a candidate's performance are raised during the reappointment process, the Ad Hoc RTP Committee and the Chair shall provide detailed, prescriptive comments to

serve as constructive feedback. If such concerns arise during a review that occurs after completion of three (3) full years in the probationary period, the Chair, in consultation with the FAC, will advise and work with the candidate on a suitable, positive plan for realignment with the Department's tenure and promotion expectations; however, the candidate is solely responsible for her/his success in implementing this plan.

From time to time, personal and/or family circumstances may arise that require an untenured faculty member to need to request that her/his probationary period be extended. Upon request, a faculty member may be granted an extension of the probationary period which has been traditionally called "tolling" or "stopping the tenure clock." The **University policy and procedures governing modification of the faculty probationary period** is included in the University Policy Register. (*See* University Policy Register 3342-6-13)

## **B. Tenure and Promotion**

The policies and procedures for tenure are included in the **University policy and procedures regarding faculty tenure** (*See*, University Policy Register 3342-6-14) and the policies and procedures for promotion are included in the **University policy and procedures regarding faculty promotion** (*See*, University Policy Register 3342-6-15). Each academic year, tenure and promotion guidelines for Kent and Regional Campus faculty are distributed by the Office of the Provost. Tenure and promotion are separate decisions. The granting of tenure is a decision that plays a crucial role in determining the quality of university faculty and the national and international status of the University. The awarding of tenure must be based on convincing documented evidence that the faculty member has achieved a significant body of scholarship that has had an impact on her/his discipline, is excellent as a teacher, and has provided effective service. The candidate is also expected to continue and sustain, over the long term, a program of high quality teaching, scholarship, and service relevant to the mission of the candidate's academic unit(s) and to the mission of the University. Tenure considerations can include evaluation of accomplishments prior to arrival at Kent State University to examine consistency, as well as grant proposals submitted but not funded, proposals pending, papers "in review" or "in press," graduate students currently advised, and any other materials that may reflect on the candidate's potential for a long-term successful career. The tenure decision is based on all of the evidence available to determine the candidate's potential to pursue a productive career. On the other hand, promotion is recognition based on a candidate's accomplishments completed during the review period and promotion decisions are based on papers published, grants received, and graduate students graduated during the review period, as well as teaching evaluations and service to the University.

Consideration for promotion to Professor differs from consideration for promotion to Associate Professor. Promotion to Associate Professor is recognition for establishing a career likely to achieve national/international prominence as evidenced by extramural grants received, papers published in the refereed scientific literature, students graduated, etc. Promotion to Professor recognizes the highest level of university achievement and national/international prominence. Evidence for this prominence includes a record of sustained major extramural funding from highly competitive funding sources and a record of increased prominence in and impact on the field.

Many factors and criteria, both subjective and objective, are considered in recommending a faculty member for tenure and advancement in academic rank. The overall evaluation of a candidate for tenure and promotion shall include consideration of the faculty member's personal integrity and professional behavior as recognized by the University community. A sound ethical approach to all

aspects of teaching, research, publication, and the academic profession are expected of all who seek tenure and promotion in the Department.

### **C. Criteria for Tenure and Promotion**

The Ad Hoc RTP Committee shall consider faculty performance in the areas of scholarship, teaching, and university service when making recommendations on tenure and promotion. The following is designed to facilitate assessment of performance of those candidates who are being evaluated for tenure and promotion. During the probationary period, these criteria should be used for developmental assistance and projection of future success in achieving tenure and promotion.

For promotion from Assistant to Associate Professor the faculty member must receive an evaluation of “excellent” in either scholarship or teaching with at least a “very good” in the other category as defined below. University citizenship must at least meet the minimum Department criteria. These same categories and criteria apply for tenure decisions.

A candidate for promotion to Professor must meet the criteria for an “excellent” rating in scholarship and teaching. University citizenship must exceed the minimum Department criteria.

#### **Scholarship**

Scholarship is an essential and critical component of University activity. The Department places major emphasis on research and scholarly activity. Within this context, during annual reappointment reviews, each Kent Campus faculty member who will seek tenure or promotion is obligated to provide evidence supporting his/her scholarly record. This obligation will be met by providing specific information about article and journal quality and impact, funding history and plans, and description in the faculty member’s supplementary materials of any other evidence of scholarship that the faculty member deems appropriate. In turn, the members of the Department’s Ad Hoc RTP Committee and the Chair shall evaluate a candidate’s record in light of the Department’s expectations for a successful tenure decision. Research and scholarship may be documented by publication in reputable refereed professional journals, by papers presented at professional meetings, by research grants and contracts, and by reputation of good scholarship recognized by respected members of the Earth Science community. In addition, ongoing research programs involving active participation with, and direction of, students at the M.S. and Ph.D. levels will be used as evidence of scholarly activity.

The originality, quality, impact and value of the work must be assessed. To assist this process, the candidate shall submit the names of at least five (5) experts in her/his field who are considered capable of judging the candidate's work. Moreover, the candidate must provide the Ad Hoc RTP Committee with ample descriptive evidence of his/her scholarly activity. A faculty member's specific area of specialization may be a factor in the number and size of grants received and in the scope and time required for research and the resulting publications.

In addition to funded research and scholarly publications, other scholarly activities including but not limited to serving on national grant review bodies, presenting at refereed professional meetings, chairing society committees, and presenting papers before learned societies should be considered. These latter activities complement scholarly publications and grant funded research. Faculty members are expected to participate in professional activities such as holding membership in professional societies, attending and participating in institutes and seminars, or organizing institutes, seminars, and workshops, insofar as such activities enhance their professional competency.

## **Standards for the Evaluation of Scholarship and Research:**

All faculty of the department are expected to seek excellence in scholarly activity. Indicators of the quality of a faculty member's research record include a combination of the quality and quantity of published work, the quality of written reviews of grant proposals submitted, as well as the faculty member's success in obtaining extramural funds. All faculty members in the Department are expected to produce records of scholarship that reflect their disciplinary focus and the attributes of an individual faculty member's scholarly activity will vary across disciplines.

A 'very good' evaluation for successful tenure and promotion to Associate Professor can be earned by RTP Kent Campus faculty who publish on average one to two first-tier manuscripts per year, who have supervised graduate students, who have applied on a regular basis for external funding, and who have been awarded a major external grant. An 'excellent' evaluation is earned when the RTP KC faculty exceeds the standard of 'very good' on a regular basis. In addition, to achieve "excellence" in the category of scholarship at the time a Kent Campus faculty member stands for tenure and promotion, she/he should have established a research program which demonstrates an impact upon her/his discipline. In addition to achieving "excellence" as defined above, awarding of additional external grant support will be considered excellent for promotion to Full Professor for Kent Campus faculty. Kent Campus Faculty being considered for promotion to either Associate or Full Professor must have achieved and maintained F4 Graduate Faculty status.

It is 'very good' for a Regional Campus faculty member to have demonstrated a record of pursuit of external funding for research or teaching and to have published on average a first tier manuscript every other year in being considered for Reappointment, Tenure, and Promotion. An 'excellent' evaluation for promotion to Associate Professor is earned when the RTP Regional Campus faculty member exceeds the standard of 'very good' on a regular basis. Continuation of this standard is required for consideration of promotion to Full Professor.

## **Evaluation of Teaching**

Peer evaluations and all student Flash Survey comments must be submitted as part of a candidate's file for reappointment, tenure and promotion; these data must be cumulative in the file so that comparison can be made from year to year. In interpreting student comments, factors likely to affect student evaluations for specific courses should be considered (e.g., whether the class is large or small, required vs. elective course, etc.). Additionally, informative written comments should represent recurring themes, not complaints from a single student. Other documentable criteria may include attendance of external education workshops, undergraduate/high school student mentoring of research leading to student presentations, recognition in student exit interviews, etc. Copies of representative syllabi, examinations, and other relevant teaching material should also be available for review. Additionally, course development and efforts to improve instruction via technology, innovation, and awareness and usage of current pedagogical practices will be considered in the evaluation of teaching. Documentation related to graduate student, undergraduate student, and post-doctoral fellow training should be included in materials provided by a candidate for reappointment, tenure and promotion. Other information such as written comments from students and/or colleagues within and beyond the Department, Campus, College, or University administrators shall be considered when available.

A very good evaluation of teaching can be earned by providing materials noted above that indicate a trajectory of improvement or in which students agree that the instructor 1) challenged students to

think; 2) explained the material clearly, 3) created an environment of mutual respect, and 4) was committed to helping students learn. Collectively, the Flash Survey written responses, peer evaluations, and other materials submitted should demonstrate that the faculty member has had a constructive and positive impact on students' learning experience overall. Faculty members at the Kent Campus are expected to mentor graduate students and/or postdoctoral fellows. A very good evaluation in graduate student advising is measured, in part, by advisee timely degree-completion and by publications that follow from the degree. An excellent evaluation of teaching can be earned by exceeding these criteria for CORE and non-CORE courses, and, in part, by innovative instructional practices and outcomes at the undergraduate and/or graduate level, grants related to instruction, articles on pedagogy, nominations for, or receipt of, teaching awards (DTA, Glen W. Frank Award, etc) given by the University, College, Campus, Department, or a professional organization, in addition to other measures of excellent teaching.

### **University Citizenship**

It is very good for faculty members to be involved in department, campus, or university affairs, as well as in professional and/or community service, and public outreach, and this is the expected departmental minimum. The merits of University service should be evaluated as to (1) whether or not the candidate chaired the committee, (2) the importance of the service to the mission of the unit served, and (3) tangible evidence of contributions as a committee member. Less tangible components of citizenship include active participation in department events such as faculty and graduate student recruitment, seminars, department meetings and seminars, etc. Being an active and useful citizen of the Department, Campus, College, and University is very good; however, service of any magnitude cannot be considered more important than a candidate's research and other scholarly activity and instructional responsibilities. Expectations in service for promotion to Professor are higher than for promotion to Associate Professor. Professional public service may involve service in professional organizations, advising to governmental agencies or community groups, journal editing, manuscript/proposal reviewing, or speaking engagements with local organizations.

### **Appointment to Faculty Ranks**

#### **1. Faculty Appointments**

Normally, an earned doctoral degree in a related discipline is required for all faculty appointments to a tenure-track position in the Department.

#### **2. Faculty Ranks**

The basic definitions of faculty ranks are the following:

##### **a. Instructor**

This rank is intended for persons initially hired with a master's degree. Normally, the Department does not hire at the rank of Instructor except under unusual circumstances

##### **b. Assistant Professor**

This rank is normally the entry level rank for tenure-track or non-tenure-track faculty holding the doctorate in an appropriate discipline.

- c. **Associate Professor**  
Hire to or promotion to this rank presumes prior service as an Assistant Professor, significant academic achievements, and possession of the doctorate in an appropriate discipline (*See*, Section V of this Handbook).
- d. **Professor**  
Promotion to this rank requires credentials and achievements beyond those required for promotion to Associate Professor, and it is reserved for senior faculty members who have achieved significant recognition in their discipline (*See*, Section V of this Handbook).
- e. **Research Associate and Research Assistant**  
These ranks are reserved for individuals who are engaged in research and who are not normally assigned teaching responsibilities. Such positions are typically supported by extramural grant funds and are not tenure-track appointments. Faculty who hold these ranks do not vote on Department committees and do not participate in Department governance.
- f. **Adjunct Faculty Appointments**  
These appointments are held primarily by faculty from other departments or institutions or professional on the staffs of government or industry-based agencies and organizations. Adjunct faculty appointments are made at the discretion of the Chair in consultation with the FAC. Adjunct faculty members do not vote on Department Committees and do not participate in Department governance.
- g. **Visiting Faculty Appointments**  
Visiting faculty appointments at an appropriate faculty rank may be made when leaves of absence occur or special needs arise and funds are available. A visiting faculty member is typically a faculty member from another institution who is employed by the Department for a period not to exceed one (1) year. Visiting faculty do not vote on Department Committees and do not participate in Department governance.
- h. **Full-Time Non-Tenure Track Faculty (NTT) Appointments**  
Full-time non-tenure track faculty (NTT) appointments are made on an annual basis (*See*, Section VI of this Handbook). NTT appointments are not included under the umbrella of the **University policy and procedures regarding faculty tenure** (*See*, University Policy Register 3342-6-14) and NTT faculty members are not entitled to any rights with regard to tenure.
- i. **Part-Time Faculty Appointments**  
When the Kent Campus Department cannot meet its teaching needs from the ranks of its full-time tenured and tenure-track faculty, full-time non-tenure track (NTT) faculty and graduate students, part-time faculty appointments will be made to qualified applicants not currently on regular appointment at the University.
- j. **Graduate Faculty Status**  
As a doctoral degree granting department, the Department normally requires that all faculty hired for tenure-track positions be eligible for appointment to the graduate faculty as associate or full members. The **Administrative policy regarding graduate faculty** is

included in the University Policy Register. (See, University Policy Register 3342-6-15.1) The Department recognizes that members of the Faculty who advise and mentor graduate students have a special responsibility to maintain their expertise and knowledge in the areas of research in which they advise students. Faculty may demonstrate the currency of their expertise and knowledge by peer-reviewed publications that meet basic editorial criteria. To ensure that all faculty have equal access to a list of journals fulfilling these criteria, the Department accepts journals listed in the Thomson-ISI master journal list (<http://www.thomsonscientific.com>) at the time status is determined. Other manuscripts will also be considered at the discretion of the Chairperson following consultation with the FAC. Additionally, the Department accepts maps with accompanying text published by National, State, or Provincial Geological surveys as the equivalent of publication in a peer-reviewed publication as defined above. The Department explicitly excludes publications which appear in proceedings volumes of meetings because they do not provide sufficient documentation of currency of their expertise and knowledge in the field. The Department recognizes the following graduate faculty categories and qualifications for inclusion therein:

***Associate Member of the Graduate Faculty:*** This status shall be assigned to faculty who have the Ph.D. but whose record of publications does not meet the standards provided below for full member. There are two categories of Associate Membership; numbering of categories corresponds to that of Recommendation for Appointment to the Graduate Faculty form.

***Associate Member 1:*** An Associate Member who may teach graduate courses and serve on master's committees: This category is assigned to a faculty member who is well qualified to teach specific courses, and who has published one manuscript as defined above within the last five years.

***Associate Member 2:*** An Associate Member who may teach graduate courses, serve on master's committees, and direct master's theses: This category is assigned to a faculty member whose qualifications match those stated above for AM1 status and who is an active scholar who has published at least two publications as defined above within the last five years.

***Full Member of the Graduate Faculty:*** This status shall be assigned to those faculty members who have attained the Ph.D. degree, who have produced scholarly research of sufficient quality to merit professional recognition, and who are effective in providing appropriate training of graduate students. All Full Members also qualify for membership levels 1) and 2) as listed on the Recommendation for Appointment to the Graduate Faculty form. The Department recognizes two levels of Full Membership, corresponding to those listed on the Recommendation for Appointment to the Graduate Faculty form as follows:

***Full Member 3:*** A Full Member of the Graduate Faculty who may direct Master's theses, serve on doctoral committees, and co-direct with departmental approval doctoral dissertations with a Graduate Faculty member who qualifies for full member 4 status (below). This category shall be assigned to those who, in addition to the basic requirements necessary to be qualified as a Graduate Faculty Member, are active

scholars who have published at least three publications as defined above within the last five years.

***Full Member 4:*** A Full Member of the Graduate Faculty who may direct doctoral dissertations. This category shall be assigned to those who, in addition to the basic requirements necessary to be qualified as Full Members of the Graduate Faculty, are active scholars who have published at least four publications as defined above, within the last five years and who have actively pursued external funding to support graduate students and research expenses. When proposals are not funded, the Graduate Faculty Committee may consider all proposal reviews as part of the documentation for Full Member 4 status. In the case that a newly-hired faculty member, has at least one publication as defined above, that person shall serve as a Full Member 4 and that person's credentials will be reevaluated after three years and then on the customary departmental schedule thereafter. F4 faculty who have successfully advised a Ph.D. student to degree completion will be designated F4D.

***Temporary Associate Member of the Graduate Faculty:*** This status shall be assigned to a faculty member or an individual from another university, from a governmental agency, or from industry, whose participation in the graduate program is desired by the department for a limited time and for a limited objective. This status is assigned to allow the appropriate instruction of a graduate course for a semester or service on a Master's thesis or Doctoral dissertation committee. Upon completion of the temporary assignment, the status of Temporary Associate Member is withdrawn.

The assignment of Graduate Faculty members to teach graduate courses, serve on master's or doctoral committees, direct master's theses, direct doctoral dissertations, and to otherwise conduct the affairs of the graduate program of the department, remains the responsibility of the departmental Chairperson following customary procedure and consultation. Faculty members may request a review of their graduate faculty status at any time. If the review results in a positive recommendation, the graduate faculty status will be changed to include approvals for additional graduate faculty involvement according to the processes contained in the Graduate Faculty Membership Procedures of the College. The graduate faculty status of the faculty will be reviewed every five years by the Graduate Faculty Committee. Announcement of a periodic review will be made by the department at least one year in advance of the review and in consultation with the Graduate Dean. Recommendations resulting from a review of graduate faculty status will be forwarded according to the Graduate Faculty Membership Procedures of the College. When a faculty member disagrees with the departmental Graduate Faculty Committee's recommendation, the faculty member may appeal to the Dean of the College who will institute a review of the graduate faculty status of the faculty member.

## **D. Recruiting Faculty**

The Department supports the goals of equal opportunity and affirmative action in recruiting and in making appointments to the faculty. The Search Committee for NTT positions is composed of the FAC. The Search Committee for TT positions is composed of a faculty of the whole. Following the search, the faculty recommends to the Chair that at least three (3) candidates be invited to campus for an interview. The faculty may recommend its choice of candidates to the Chair. Faculty recommendations are advisory



to the Chair, who then makes a recommendation to the Dean. If the Dean concurs with the Chair, a recommendation is forwarded to the Office of the Provost. If the Chair's recommendation is different than that of the faculty, the Chair shall inform the Dean of all recommendations and the reasons for the disagreement.

### **E. New Faculty Mentoring Program**

The Geology department recognizes the considerable benefits provided by a successful faculty mentoring program and is committed to quality mentoring of pre-tenure faculty to enhance research productivity and career advancement. We believe that a successful mentoring program improves the overall climate of the department and enhances faculty retention. We recognize that there are multiple pathways to successful mentoring that assist professional development, both formally and informally, and that any positive mentoring relationship must be mutual. If any relationship is not working, it should be dissolved and reconstituted.

The Chair will promote and facilitate the mentoring program in Geology, ensuring that new faculty have accurate information on academic personnel processes. We recognize multiple types of mentors: 1) A **Peer Mentor** from within the department; 2) A **Career Development Mentor** either from within or outside of Kent State University; and 3) A **Personal Mentor** who can offer support and input on non-academic issues such as work-life balance. The Chair and new faculty will cooperate in selecting the appropriate type and number of mentors.

### **Goals of the Faculty Mentoring Program**

- Provide quality mentoring that results in professional growth of everyone involved.
- Enhance research productivity, faculty retention, job satisfaction, and the overall climate of the department.
- Develop leadership abilities of everyone involved.

### **Expectations for the Mentee/Mentor Relationship**

A positive mentee/mentor relationship is fostered when the following expectations are met:

**Mentors** engage mentees in ongoing conversations; provide constructive and supportive feedback; treat mentees with respect; advocate for mentees, provide encouragement and support; and help foster networks for mentees.

**Mentees** accept critiques in a professional manner; demonstrate commitment to the profession; and thoughtfully consider the mentor's advice.

### **Facilitation and Evaluation of the Mentoring Program**

The Chair of the Department will facilitate successful mentoring by 1) assisting with initial implementation of the mentoring program with each new faculty; 2) inquiring if mentoring needs are being met; 3) valuing and recognizing the work of mentors; and 4) evaluating the mentoring program. Evaluation could be a simple discussion each semester by the Chair soliciting feedback from both the mentee and their mentors.

## **FULL-TIME NON-TENURE TRACK (FTNTT)**

### **1. Renewal of Appointment**

Appointments for full-time non-tenure track (NTT) teaching faculty are governed by the applicable *Collective Bargaining Agreement* and are made annually. Renewal of appointment is contingent upon programmatic need, satisfactory performance of previously assigned responsibilities, and budgeted resources to support the position.

### **2. Performance Review**

Performance reviews will follow the procedures and time-table established by the University. Full-time continuing teaching faculty are employed primarily to teach 15 hours per term and thus the quality of teaching is the most important consideration in reappointing non-tenure track faculty. The faculty member being reviewed must provide the department Chair with a current vita, a summary of student evaluations from all courses that have been taught during the review period, and other representative course materials such as syllabi and examinations. A reflective memo on the faculty member's teaching, which should include a self-evaluation, should also be provided.

Full-time continuing hybrid (teaching and research) faculty are to be reviewed on the basis of both their teaching and research accomplishments. The faculty member being reviewed must provide the department Chair with a current vita, a summary of student evaluations from all courses that have been taught during the review period, and other representative course materials such as syllabi and examinations, and a summary of research publications, grants funded, and grant proposal reviews, etc. A reflective memo on the faculty member's teaching and research, which should include a self-evaluation, should also be provided. In evaluating the faculty member's teaching and/or research, the duties of the Ad Hoc Committee are as follows:

- a. Evaluate the Flash Survey written comments obtained for all courses taught by the faculty member being reviewed. The faculty member's performance should be explicitly noted, with an expectation of written responses that show a trajectory of improvement or in which students agree that the instructor 1) challenged students to think; 2) explained the material clearly, 3) created an environment of mutual respect, and 4) was committed to helping students learn. Flash Survey written responses and peer evaluations should demonstrate that the faculty member has had a constructive and positive impact on students' learning experience overall.
- b. Review course syllabi, exams, and other course materials in order to make an informed judgment about the quality and appropriateness of the course content.
- c. Consider peer evaluations of teaching over the period of review.
- d. Examine the grading pattern in the courses that have been taught to ascertain the appropriateness of the distribution of grades.
- e. Evaluate accomplishments in the areas of research and scholarship advising, and service.

The Ad Hoc Promotion and Tenure Committee will meet to discuss candidate's performance and vote on reappointment. The discussion and vote provides the chair with a

faculty perspective on reappointment. The Chair shall independently assess the whole record of the candidate and reach a separate recommendation regarding reappointment, which would usually be consistent with the vote of the Ad Hoc Promotion and Tenure Committee. The Chair will provide the faculty member being reviewed with a written summary of the review and an indication of whether or not an additional appointment may be anticipated and, if so, under what programmatic, budgetary and/or anticipated staffing or projected enrollment circumstances.

If the faculty member being reviewed is appointed in the Regional Campus System, the Chair's summary of the review and the reappointment recommendation will be forwarded to the Campus Dean, who has the final budgetary and staffing authority for reappointment.

## SECTION IV

### CRITERIA, PERFORMANCE EXPECTATIONS AND DEPARTMENT PROCEDURES RELATING TO FACULTY EXCELLENCE AWARDS

Faculty Excellence Awards are established pursuant to the applicable *Collective Bargaining Agreement*. Procedures and timelines for determining Faculty Excellence Awards for any given year shall be conducted in accordance with guidelines issued by the Office of the Provost. Recommendations regarding salary increments in the Department of Geology are made by the Chairperson in consultation with the Faculty Advisory Committee as set forth in the Collective Bargaining Agreement. Each member of the committee ranks the entire faculty, excluding him- or herself and the Chairperson, and provides written documentation for the ranking. The Chairperson reviews this information along with his/her own evaluation and informs the Committee regarding his/her ranking and why it differs if such is the case. The final distribution of merit increments is then communicated to the Dean in accord with provisions of the Collective Bargaining Agreement. Special consideration may be given to new faculty members who are focusing their energies on organizing new courses and establishing their research programs.

Recommendations are based substantially on data supplied by each faculty member including documentation of performance in the areas of research and publication (50%), teaching (30%), and service (20%). The guidelines for determining merit are:

- a. Research and Publication (50%)**
  - i. Publication of Research - papers published in refereed journals, publication of major works (books, monographs).
  - ii. Grant Activity - submission of a proposal for extramural support, receipt of an extramural grant, principal investigator or co-investigator on an active grant.
  - iii. Superior graduate student advising measured by advisee timely degree-completion, papers published, papers presented, extramural grants received, teaching/research/paper awards.
  - iv. Major extra-university recognition of scholarship or professional competence (research award, proposal review panel, invited national-meeting workshop).
- b. Teaching (30%)**
  - i. Student evaluations indicative of superior performance.
  - ii. Receipt of, or finalist for, a university, college, or professional society teaching award.
  - iii. Other tangible measures of teaching quality (peer evaluations, department outstanding teaching award, etc.).
- c. Service (20%)**
  - i. Departmental, collegial, and/or university service deemed meritorious by the Faculty Advisory Committee and Chairman.
  - ii. Service to the Profession – such as committee membership or leadership positions held in Professional Societies.
  - iii. Public outreach and engagement – such as presentations at community science education venues.
  - iv. Extra-university recognition of community service and outreach.

## SECTION V

### OTHER DEPARTMENT GUIDELINES (not subject to Grievance)

#### ROLE OF REGIONAL CAMPUS PROGRAM & FACULTY IN THE DEPARTMENT

Members of the faculty in the Regional Campuses are strongly encouraged to take an active, positive role in departmental matters. The Department of Geology considers the Regional Campus faculty to be a strong and viable part of the Department providing quality preparation of students in its programs at the lower division level. Full-time TT faculty members at the Regional Campuses are represented on the departmental Faculty Advisory Committee, can be appointed to departmental committees, are notified of and are encouraged to attend departmental faculty meetings and other departmental functions and, where appropriate, are encouraged to share in seminar, colloquium, and classroom presentations.

Although members of the Regional Campus Geology faculty are encouraged to play an active role in departmental matters, in accord with University policy their teaching schedules, teaching loads, and salary raise increments are determined by the Dean of the appropriate Regional Campus. Approval for offering of specific sophomore-level courses on the Regional Campuses must come from the Chairperson in consultation with the Faculty Advisory Committee. Consideration for reappointment, tenure, and promotion of Regional Campus faculty members is initiated by the Department in accord with procedures stated in the University Register and Collective Bargaining Agreement.

#### GEOLOGY DEPARTMENT ORGANIZATIONAL CHART

