

7.1. College Standards for Faculty Review

Tenured and tenure track faculty members are reviewed for reappointment, tenure, promotion, award of merit, and ongoing professional development after tenure. The process and schedules for each type of review are specified in the collective bargaining agreement (CBA Article 20.2), the Academic Affairs policy manual, and the Academic Affairs annual calendar; the required materials are detailed on the COTS cover sheet appropriate to each type of review. The office of the provost maintains the official copy of the Professional Record for COTS faculty. Notification of required periodic review follows the timelines laid out in the annually published academic affairs calendar.

In conformance with university standards, review of tenured and tenure-track faculty centers on the three required performance areas: instruction, scholarship, and service. Work performed in all three areas is expected to meet professional standards including collegiality. Non-tenure track faculty and phased retirees are evaluated for instruction; other duties are evaluated when they are part of their contract.

7.1.1. Instruction: Standard and Evaluation

- 7.1.1.1. Effective instruction is the central element of faculty work.
- 7.1.1.2. Effective instruction requires thoughtful and responsive course design, development of appropriate instructional techniques, articulation of student learning objectives, assessment of student learning, and maintenance of the completeness and currency of a faculty member's understanding of his or her discipline. Effective teaching is shaped by formal evaluation and by ongoing professional development.
- 7.1.1.3. The college values multiple modes of instruction and recognizes that student learning occurs in a variety of field, laboratory, research, classroom, and other settings and contexts. Delivery of instruction and its evaluation should reflect this diversity.
- 7.1.1.4. The administration of the Student Evaluation of Instruction (SEOI) is required in all courses with five or more students. Departments and individual faculty may develop their own instruments and means of teaching evaluation to complement but not to replace the SEOI.
- 7.1.1.5. Departments must retain summaries of SEOI including transcription of written comments, using the university's SEOI forms and other evidence of teaching effectiveness, in accordance with college and department policies.
- 7.1.1.6. In conformance with accreditation standards, all teaching faculty are evaluated using multiple methods that typically include student evaluation, peer evaluation through classroom observation, review of syllabi and/or course materials, self-reflection, and assessment of student learning objectives. The instruments and results of evaluation are included in the personnel file.
- 7.1.1.7. Non-tenure track faculty members are expected to maintain effective teaching, as demonstrated through such evaluation.
- 7.1.1.8. Candidates for reappointment shall demonstrate concrete evidence of effective teaching and professional growth.

- 7.1.1.9. Candidates for tenure shall demonstrate a pattern of productivity that demonstrates effectiveness in teaching and promises sustained productivity throughout their career.
- 7.1.1.10. Candidates for promotion are evaluated in accordance with the University Faculty Performance Standard. Effective teaching demonstrated through the evaluation specified in 7.1.1.6 and through progressive professional growth is required for promotion to Associate Professor. Teaching that consistently exceeds expectations and commands the respect of faculty and students is required for promotion to professor.

7.1.2 Research and Scholarly Activity: Standard and Evaluation

- 7.1.2.1. Research and scholarly activity are essential duties of university faculty, and are valued for their contribution to instruction, service, professional development, and the advancement of knowledge. Scholarship takes many forms and is characterized by validation of rigor and dissemination outside the university.
- 7.1.2.2. University and accreditation standards recognize publication in national peer-reviewed venues as an essential form of such validation and dissemination for all faculty members. These correspond to Category A products identified by the University Faculty Performance Standard or discipline-specific, equivalent products established by departmental standards that have been approved at the college and university levels.
- 7.1.2.3. Other forms of faculty scholarship enrich the intellectual life of the faculty, the students, and the university. These correspond to “other products” identified by the University Faculty Performance Standard, herein referred to as Category B products or discipline-specific, equivalent products established by departmental standards that have been approved at the college and university levels.
- 7.1.2.4. In the context of the University Performance standard, departments may establish discipline-specific faculty scholarship standards that support the programmatic goals of the department. These standards require approval of the dean and provost.
- 7.1.2.5. Candidates for reappointment shall demonstrate concrete evidence of progress towards scholarly contributions.
- 7.1.2.6. Candidates for tenure shall demonstrate a pattern of productivity that demonstrates substantive scholarly contributions and promises sustained productivity throughout their career.
- 7.1.2.6.1. This record should include regular contributions in both 7.1.2.2 and 7.1.2.3 above.
- 7.1.2.6.2. Among the regular contributions, at least one category A product shall demonstrate the candidate’s ability to initiate scholarly work at CWU and lead it to peer-reviewed dissemination.
- 7.1.2.6.3. The pattern of productivity is further substantiated by evidence of projects in different stages of development.
- 7.1.2.7. Candidates for promotion shall provide evidence of regular and substantive contributions of peer-reviewed scholarly work in the categories listed in 7.1.2.2 or comparable products when these have been established by university-approved department personnel standards. These products shall be complemented by scholarly activities such as those listed in 7.1.2.3 in accordance with the University Faculty Performance Standard. Faculty

members are especially encouraged to mentor students in research leading to external dissemination.

- 7.1.2.8. In accord with accreditation standards, all tenured faculty members are expected to sustain scholarly activity, during any given post-tenure review period. The balance of instruction, scholarship, and service may evolve throughout an individual's career and performance expectations in each category are established through the workload plan that is assigned by the department and approved by the dean.
- 7.1.2.9. When departments request the evaluation of scholarship by external experts as part of the tenure, promotion, or post-tenure review consideration special procedures for soliciting and handling external evaluations apply. These are detailed in 7.2.5.

7.1.3. Service: Standard and Evaluation

- 7.1.3.1 Service is an essential element of faculty life; faculty service contributes expertise and effort to departments, the university, professional communities of scholars, and the citizenry.
- 7.1.3.2. University service is assigned in accordance with university policy. The dean, in consultation with the department chair, assigns college level service. The department chair assigns department level service.
- 7.1.3.3. Service activities are defined in CBA Article 13.3.3 and may include participation in university governance, public lectures, service as chair or program director, unremunerated consultancies, community activities related to one's discipline, advisement of student organizations, service to professional organizations, and contributions to department operations and activities. Faculty members are especially encouraged to mentor and collaborate with students in community service. Departments may establish tailored guidelines for appropriate types and levels of discipline-specific faculty service activities established by departmental standards that have been approved at the college and university levels.
- 7.1.3.4. Faculty members are responsible for providing documentation of service activities and contributions in their professional files.
- 7.1.1.11. Candidates for reappointment shall demonstrate progressive growth towards appropriate service contributions.
- 7.1.1.12. Candidates for tenure shall demonstrate a pattern of productivity that demonstrates appropriate contributions in service and promises sustained productivity throughout their career.
- 7.1.1.13. Candidates for promotion are evaluated in accordance with the University Faculty Performance Standard, which requires a substantive contribution to university, professional and/or community service for promotion to Associate Professor, and sustained contributions to university life, and increasing service to professional organizations and/or the community for promotion to Professor.