

## 2019 COLLEGE OF EDUCATION APPOINTMENT, SALARY, PROMOTION AND TENURE POLICIES

Policies and procedures developed by Department or School Faculty Status Committees (DFSCs/SFSC) within the College of Education will be performance-based, fair, clear, consistent with the mission of the College, and in conformity with College policies consistent with Illinois State University Faculty Appointment Salary Promotion and Tenure (ASPT) Policies effective January 1, 2019.

### College Appointment, Salary, Promotion, and Tenure Policies

1. **Responsibility to Students:** Student achievement and learning are the primary ends of faculty work. Faculty members are expected to demonstrate a high commitment to students, offering the support and respect that are crucial to student success.
2. **DFSC Responsibility:** DFSC members must act in the best interests of the Department consistent with college and university policies. The Chair, as the permanent member of the DFSC, shall provide a long-term perspective on each faculty member's performance and offer recommendations to the DFSC regarding the work of the DFSC.
3. **CFSC Membership:** The CFSC shall be comprised of six tenured faculty members, including two members from each academic department, and the Dean, who is an ex-officio voting member and Chairperson of the Committee. Members from each department are elected at-large by the faculty of the College for staggered two-year terms.
4. **CFSC Responsibility:** CFSC members must act in the best interest of the College consistent with department and university policies. CFSC members will participate in, be present at, and vote in ASPT deliberations (including appeals) involving individuals from each department, including their own department. However, in cases of a disciplinary proceeding emanating from their home departments/schools, CFSC members of the same department/schools are not to participate and are automatically recused in accordance with XII.B.3. The Dean may serve on cases from his/her home department/school but must recuse himself/herself when there is a specific conflict of interest, bias, or conflict of commitment. Likewise, any administrator or member of a committee involved in a disciplinary proceeding who deems themselves disqualified for bias, conflict of interest, or conflict of commitment will remove themselves from the case, either at the request of the faculty member or of the initiator of the proceedings (DFSC or Provost), or on their own initiative. If the Dean is recused from these proceedings, an Associate Dean designated by the Dean will substitute as the chair of the CFSC deliberations. The Dean will designate substitutes and the order in which they will succeed one another in a case of conflict or lack of availability annually on July 1 in accordance with XII.B.3. The Associate Dean will have full voting rights as acting dean in the case.
 

Should recusals result in a CFSC of less than five elected members, including the CFSC chairperson, the selection of replacement members will come from other college's CFSCs and/or past member pools (first by most recent past year of service on the CFSC and next by years in service). The replacement members to sit on the COE CFSC will be drawn from colleges in the following order: CAS, MCN, CAST, COB, then CFA.
5. **Performance Expectations:** All faculty members, including those who are newly appointed, will be evaluated annually based on their record of performance between January 1 and December 31 for the calendar year of their evaluation. During the annual performance review, the DFSC shall consider activities performed (or reaching completion) during the calendar year being evaluated

but give due attention to long-term contributions made by particular faculty. “Anonymous communications (other than officially collected student reactions to teaching performance) shall not be considered in any evaluative activities” (2017 ASPT Policies, V. C. 2. d., p. 18). Faculty performance in teaching, scholarly and creative productivity, and service may vary annually in terms of emphasis. “The annual performance evaluation process shall include (1) an annual assessment of the faculty member’s performance in teaching, scholarly and creative productivity, and service; (2) a separate interim appraisal of the faculty member’s progress toward tenure and/or promotion, if applicable; and (3) an overall evaluation of the faculty member’s performance in the evaluation period as either “satisfactory” or “unsatisfactory” (2017 ASPT Policies, VII. E., p. 23).

- **Teaching:** The College of Education values outstanding teaching by all faculty members. No probationary faculty member shall be reappointed who does not demonstrate promise of excellence or excellence in teaching. All courses delivered by College of Education faculty members will be evaluated by students using an instrument with a common core of questions asked of all classes. Departments and faculty members may add questions to the instrument. In their policies and procedures, DFSCs must describe the acceptable mechanism(s) for the evaluation of teaching performance beyond that of student reactions to teaching performance to be used within the Department (2017 ASPT Policies, Appendix 2, pp. 60-62).
- **Scholarly and Creative Productivity:** Scholarly and creative productivity may take many forms. Scholarly and creative productivity should be connected to the mission of the College of Education. Scholarly and creative productivity needs to result in products that are open to review by knowledgeable peers. Both individual and collaborative efforts in scholarly and creative productivity are valued (2017 ASPT Policies, Appendix 2, pp. 62-63).
- **Service:** Faculty members shall make internal contributions within the University, College, and Department. They shall also make external contributions to schools, other education entities, professional associations, or organizations (2017 ASPT Policies, Appendix 2, pp. 63-64).

5. **Promotion and Tenure:** Consistent with the 2017 ASPT Policies, VIII., pp. 24-26.

*Promotion to Associate Professor:* Faculty seeking promotion to associate professor must show evidence of sustained and consistent performance in all three areas as defined above, promise of outstanding contributions in the future, and connection to the mission of the College (2017 ASPT Policies, VIII. F. 1., p. 25).

*Tenure:* The granting of tenure is a major decision. A summative review of a faculty member’s professional activities shall be completed at the time a tenure recommendation is made (2017 ASPT Policies, IX, pp. 27-31).

*Promotion from Associate Professor to Professor:* Earning the rank of professor requires a level of accomplishment of the highest quality and sustained productivity across all three areas of performance expectations (2017 ASPT Policies, VIII. F. 2, p. 26)

*Application Format:* In order to ensure uniformity and simplicity in the presentation of evidence from candidates for promotion or tenure, all DFSCs will use the College format for documentation. This format will be disseminated annually by the CFSC with the college policies.

6. **Salary Review:** The annual salary reviews should be directed toward ensuring that faculty salaries are consistent with the performance records of faculty in accordance with the expectations established by the DFSC and CFSC. DFSC criteria may also include equity and/or market

adjustments for individual faculty. Except in unusual circumstances, salary recommendations may not be of equal shares (e.g. percents, dollars) across faculty.

**Approved by the University Review Committee, November 29, 2018**