

**DEPARTMENT OF GEOGRAPHY, GEOLOGY, AND THE ENVIRONMENT
Illinois State University**

POLICY AND GUIDELINES OF THE DFSC

Approved by Department Faculty: October 2018

The Department Faculty Status Committee (DFSC) operates under guidelines adopted by the Board of Trustees and within the framework outlined by the University Review Committee and the College Faculty Status Committee.

This document conforms to the University and College of Arts and Sciences ASPT policies. In any discrepancy or items not specifically addressed in this document, the current University ASPT Policy takes precedence. All faculty members are advised to consult the current University ASPT Policy booklet, especially as they prepare for tenure and promotion.

I. SELECTION, ORGANIZATION, AND RESPONSIBILITIES OF THE DFSC

A. Composition and Duties of Committee

Four persons, the majority of whom must have tenure and each of whom has equal voting privileges, comprise the DFSC. Three persons are elected members and the fourth is the Department Chairperson; the latter chairs the DFSC. One elected member must be a geographer and one a geologist.

The DFSC has several important responsibilities. It

1. reviews the ASPT policy annually by March 31st.
2. makes recommendations to the appropriate University persons and committees on salary, appointment, promotion, non-reappointment, and tenure
3. conducts equity reviews of salaries
4. monitors the professional conduct of departmental faculty
5. at least every five years, shall formally invite input from the faculty regarding recommended revisions to ASPT policies and procedures. Based on this input, the DFSC shall present to the faculty the revisions that it endorses. Following discussion and possible amendments, the faculty will vote upon the proposed revisions as per V.B. Changes approved prior to November 1 are effective the next calendar year, on January 1.
6. nominates faculty for various college and university-level awards
7. reviews and ranks sabbatical proposals
8. reviews and ranks URG proposals

B. Procedures for selection of members

Terms for elected members begin on May 1st, are two years in length, and are staggered to ensure continuity. Elections, therefore, should occur prior to May 1. In the event that an elected member cannot complete the term of office, a special election, following the procedures described below for regular elections, takes place to fill the remainder of the vacated term.

The departmental chairperson, or the chairperson's designee, conducts all elections, and provides a list of faculty who are eligible to vote and who are eligible for election. However, a faculty member eligible for election has a right to withdraw from consideration. All elections are by secret ballot at a departmental meeting. A candidate must garner a majority of the votes cast, to be elected. If necessary, voting continues until such a majority occurs.

To serve on the DFSC, faculty members must meet certain requirements. They are as follows:

- 1) The faculty member must have full-time tenure or probationary tenure status and must have completed at least one regular semester of full-time service at either the rank of Assistant Professor or at a higher rank;
- 2) The faculty member cannot serve in the year in which the DFSC considers the individual for tenure or promotion;
- 3) The faculty member's major assignment must be within the Department;
- 4) The faculty member can serve only two consecutive terms, but can again hold office after a lapse of one year; and
- 5) The faculty member cannot serve while on sabbatical leave or leave-of-absence regardless of the reason for the leave.
- 6) The faculty member will recuse themselves from the discussion regarding their own annual evaluation.

II. FACULTY ASSIGNMENTS

The chair shall communicate to all faculty members in writing their assignments for the academic year. The assignments will be determined in consultation with the faculty member, and will ordinarily outline the teaching and service expectations and any reassigned teaching time. The assignments will be utilized during the annual faculty evaluation assessment performed by the DFSC.

III. EVALUATION OF FACULTY

Faculty are encouraged to refer to current DFSC Policies and CFSC Standards, as well as the University ASPT Policies concerning guidance regarding expectations in the areas of teaching, service, and scholarship.

A. Evaluation of Research

Annual Summary of Accomplishments and Future Goals

All faculty members are expected to maintain a record of research accomplishments. In January, each faculty member will submit to the DFSC evidence of research accomplishments during the time period between January 1 and December 31 of the previous year and a summary of research activities for the previous five years. Each faculty member also will submit a summary of long-term research goals and anticipated changes in research direction.

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DFSC Assessment of Accomplishments

Each year, the DFSC shall assess the evidence of research productivity and review the proposed research plan and communicate the assessment/review in writing on the timeline stipulated by the University's ASPT calendar.

Evidence of research productivity may include scholarly products/publications (e.g., books, peer-reviewed articles, book chapters, book reviews, edited works including guidebooks and maps), applications for and award of grants/contracts and fellowships, and professional scholarly presentations. (For a complete listing of research products see Appendix 2 of the University ASPT document.) As well, the DFSC will consider progress on ongoing scholarly activities such as manuscripts and grants/contracts currently under review, and evidence of progress on a scholarly book.

The DFSC shall evaluate these activities on the basis of overall quality and impact of the contribution to the discipline assessed through factors such as the presence of peer-review, type of publication outlet, sole authorship, length of contribution, overall value of the contribution to the discipline and other external validation. The particular criteria that the DFSC may use to assess the quality and impact of a faculty member's research products will likely vary depending on the individual's disciplinary norms.

Overall Assessment and Tenure and Promotion Expectations

Annual letters of performance appraisal will include an assessment of progress towards tenure and promotion or progress towards promotion.

For promotion and tenure each faculty member is expected to demonstrate a sustained record of peer-reviewed scholarly contributions with an average productivity of one publication per year. Most of these publications should be senior-authored (particularly for tenure and promotion to associate professor), peer-reviewed, and appear in leading journals or other appropriate outlets.

An annual DFSC rating of unsatisfactory in terms of research productivity will be given to a faculty member who fails to develop and maintain a sustained record of scholarly activity as described above.

B. Evaluation of Teaching

Annual Summary of Accomplishments and Future Goals

All faculty members are expected to maintain high standards of teaching excellence and to assume their fair share of teaching. In January, each faculty member will submit to the DFSC evidence of teaching accomplishments during the time period between January 1 and December 31 of the previous year, along with a summary of related activities for the previous three years. Each faculty member also will submit a short plan of long-term teaching goals including anticipated changes in teaching direction and plans for improved or revised teaching activities.

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Activities related to teaching improvement include workshops and participation in professional meetings designed to improve teaching.

DFSC Assessment of Accomplishments

The DFSC shall review all faculty members' evidence of teaching productivity, review the proposed teaching plan, and communicate the assessment in writing on the timeline stipulated by the University's ASPT calendar.

The DFSC will assess these activities on the basis of overall contribution as a teacher. The Department values teaching productivity in the form of breadth of teaching (both general education and advanced courses), favorable student opinions on teaching, working with students outside the classroom in the form of advisement, research mentoring, club sponsorship, etc., and the scholarship of teaching and learning. The DFSC will base its evaluation on evidence such as the number and nature of classes taught; a description of new courses developed; peer reviews of teaching; student evaluations; syllabi; and teaching samples such as exercises, examinations, and other class activities. (For a more comprehensive listing of criteria used for evaluating faculty teaching see Appendix 2 of the University ASPT document.)

According to University ASPT Guidelines candidates for promotion and tenure must demonstrate effective teaching in at least two ways, one of which is student evaluation of teaching. In order to conform to this policy, the DFSC requires that all faculty members administer student evaluations in all assigned courses.

In addition, all tenure track faculty members must have a peer review in one course per calendar year. The review must be conducted in the first half of the semester by a faculty member holding the rank of associate or full professor in the department. This form will be the property of the faculty member under review. The DFSC recommends that tenure track faculty have peer reviews of at least three different courses during their tenure track period and that associate professors consider using peer reviews.

The DFSC requires that all part-time, non-tenure track faculty, A/P, GA and other individuals who have primary responsibility for teaching a course as part of his/her assignment administer student evaluations for every course each semester.

Overall Assessment and Tenure and Promotion Expectations

For promotion and tenure, each faculty member is expected to demonstrate a sustained level of teaching excellence demonstrated through the various criteria outlined above.

An annual DFSC rating of unsatisfactory in terms of teaching will be given to faculty members who fail to develop a sustained record of superior teaching as described above.

C. Evaluation of Service

Annual Summary of Accomplishments and Future Goals

All faculty members are expected to be involved in regular service to the department, the university, discipline, and community. In January, each faculty member will submit evidence of service accomplishments during the time period between January 1 and December 31 of the previous year and a summary of related activities for the previous five years. Each faculty member also will submit a short plan of long-term service goals.

DFSC Assessment of Accomplishments

Each year the DFSC will comment on the service achievements of each member of the faculty over the past year and the previous several years. Faculty members are expected to participate regularly in the various activities required for a properly functioning department. Faculty are expected to make contributions to the development of their discipline and of the larger community of world scholars. The DFSC will recognize that the nature of each faculty member's service activities will differ depending on his/her rank and circumstance. (For a more comprehensive listing of criteria used for evaluating faculty service activities see Appendix 2 of the University ASPT document.)

Overall Assessment and Tenure and Promotion Expectations

For tenure and promotion, faculty members are expected to participate in regular service to the department, the university, the discipline, and community.

An annual DFSC rating of unsatisfactory in terms of service will be given to a faculty member who fails to meet the service expectations.

D. Definition of Overall Annual Performance (Satisfactory/Unsatisfactory)

Each year, the DFSC will provide an overall evaluation of unsatisfactory to a faculty member who receives an unsatisfactory rating in two of the three areas of responsibility, research, teaching, and service in that year.

Receipt of minimal satisfactory rankings in annual evaluations does not guarantee a candidate will meet minimal criteria for promotion or the awarding of tenure.

E. Requests for Special Evaluations

Tenured faculty who expect to spend an unusually large part of their time on a particular activity may request in writing that the DFSC temporarily concentrate its evaluation on that particular activity. These activities may include tasks such as program review and designing a new curriculum. Such requests should be for the period of this special activity, which would usually be no more than one calendar year. Should the DFSC agree, it would inform the faculty member

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what their expectations will be for the period in question. Requests for special evaluations will not be granted for routine research, teaching, or service activities.

IV. Recognition of Faculty Achievement

The DFSC will recommend faculty members for College/University Research, Teaching, and Service Awards and other recognitions.

V. Mid-tenure Review

It is the responsibility of the DFSC to include a progress toward tenure review as part of the annual evaluation for all faculty members in the probationary period for tenure. For those faculty appointed with the full probationary term, a more extensive pre-tenure review will be conducted during the third or fourth year. If an individual is credited with tenure-earning service at the time of initial appointment, the review may be conducted at the approximate mid-point of the probationary period. The mid-tenure review will be conducted by the DFSC.

All mid-tenure reviews shall address the performance of annual assignments, including teaching, research/creative activity, and service occurring during the preceding tenure-earning years of employment. In addition, all reviews should critically assess overall performance and contributions in light of mid-point expectations. The mid-tenure review will not be as extensive as the formal tenure review (e.g., no external reviews are necessary) but should be based on a set of documents which would include the following: College-approved Tenure/Promotion Application, current vita, annual evaluations, student/peer evaluation of teaching, selected examples of teaching materials and scholarship, and a brief self-evaluation by the faculty member. The mid-tenure review becomes a part of the candidate's personnel file.

The mid-tenure review is intended to be informative and to be encouraging to faculty members who are making solid progress toward tenure, instructional to faculty who may need to improve in selected areas of performance, and cautionary to faculty where progress is significantly lacking.

VI. Post-tenure Review Process

The post-tenure review process will be satisfied with the annual review letters. In the event that a faculty member receives an overall unsatisfactory ranking in their annual performance review two of three years, he/she must undergo a post-tenure review.

VII. External Review for Tenure and Promotion

Faculty members seeking tenure and/or promotion should communicate their plan to the chair no later than June of the year when they plan to submit their application.

The scholarship of each candidate for promotion or tenure will be evaluated by external reviewers. External reviewers should be selected so as to minimize the possibility of conflicts of interest: actual, potential, or apparent. Generally, outside reviewers should not be selected from

among those with whom the candidate has had familial or close personal relationships, or those who have been current or past colleagues, major professors, coauthors, or other collaborators. Reviewers should be highly regarded and recognized scholars in the candidate's field and able to evaluate the quality, productivity, and significance of his/her research/scholarly/creative activity. Letters from faculty, staff and/or administrators, who are employees of Illinois State University, are not considered to be "external reviewers" and will not be considered in evaluating the applicant.

Candidates will have the opportunity to recommend at least five reviewers to the department chair. The recommendations should be accompanied by brief statements supporting the choices and stating any current or previous relationship. The statements should include brief bios of the proposed reviewers justifying their appropriateness as reviewers in the case at hand. If reviewers who have had significant previous contact with the candidate are recommended, reasons for that choice should be presented in sufficient detail to facilitate a reasonable and fair decision about the approval of the reviewer. The chair/director will select a minimum of three (but not exceeding six) from whom reviews will be solicited. The chair should seek the counsel of the DFSC. Contact with reviewers will be by the chair only.

In the event the chair believes additional recommendations are desirable or necessary, then (1) the candidate should be requested to make supplementary recommendations, and (2) the chair may suggest additional reviewers to the candidate. Ordinarily this process should result in a list of reviewers acceptable to the candidate and to the chair. Should agreements not be reached in this fashion, the candidate will select two preferred reviewers and the chair will select two. A minimum of three (3) external letters, but not exceeding six (6), is required. All letters received will be part of the candidate's dossier.

The candidate will provide an electronic research portfolio containing current vita, a research statement, copies of scholarly publications and any other materials he/she chooses as appropriate for an external review of research/scholarly/creative activity. The chair will forward these materials along with copies of the Department, College and University Mission Statements and a written description of the candidate's assignment of efforts and activities for the entire time span being evaluated, with an invitation to the reviewers. The process should be scheduled to ensure adequate time for the reviews to be returned and be considered by the departmental and college committee. The letters received will be included with the documentation for the tenure case, whether they are returned with a completed waiver of confidentiality or not.

VIII. DISCIPLINARY ACTIONS

Faculty may be subject to disciplinary actions including sanctions, suspensions, or dismissals. The following paragraphs (Sections A-C) offer a general overview of each action (taken from Article XII of the University ASPT document). Details related to each action including sanction types; general provisions; faculty rights; procedural considerations along with the roles of the DFSC, CFSC, Provost, and the President; and appeals procedures are specified in the University ASPT handbook in Articles XII-XVII.

The DFSC will typically use progressive discipline to address misconduct. The process is intended to be remedial, not punitive in nature. It is designed to provide faculty with notice of deficiencies and an opportunity to improve. However, some violations of policies and procedures, or continued negative behavior, may be of such serious nature that suspension or dismissal may be appropriate.

A. Sanctions

Sanctions represent minor disciplinary actions of varying degrees undertaken to address behavioral problems or issues. Sanctions may be effected for such reasons as violations of laws or of University policies, including the Code of Ethics. Specific policies related to sanctions are provided in Article XIII. Sanctions are intended to be remedial.

B. Suspensions

Suspensions are major disciplinary actions of varying degrees undertaken to relieve a faculty member temporarily from all academic duties (teaching, research, and service), with exclusion from all or parts of campus, and may include the temporary loss of University Login Identification access or other privileges. Suspensions may be effected for such reasons as credible threat of imminent harm to the University, including the faculty member in question, other employees, students, or University property; or as a next step in a progressive disciplinary process; or when credible evidence of adequate cause for dismissal is available. Specific policies related to suspensions are provided in Article XIV.

C. Dismissal

Dismissals are major disciplinary actions terminating the appointment of a probationary or tenured faculty member. Dismissals are effected under extraordinary or egregious circumstances or when other resources of disciplinary action have been exhausted without effect. They should rarely if ever occur. Dismissals may be effected for such reasons as lack of fitness to continue to perform in a faculty member's professional capacity as a teacher or researcher, failure to perform assigned duties in a manner consonant with professional standards, or malfeasance. When a dismissal is recommended due to continuing unsatisfactory performance, suggesting a lack of fitness to perform in a faculty member's professional capacity as a teacher or researcher, the policies and procedures provided in Article XV will apply, even if the reason is not viewed as discipline for misconduct per se. Specific policies related to dismissals are provided in Article XV.

D. DFSC Member Recusal

A member of the DFSC may recuse him/herself from a disciplinary action process without explanation. A temporary replacement may be appointed by the Chair, typically from recent DFSC membership.

IX. SALARY

A. Procedure

Annual salary adjustments will be proposed by the chair and presented to the DFSC for review. A consensus shall be established by the DFSC.

B. Principles

1) 20% of the adjustment pool shall be distributed in portions to each faculty member who has evaluated as performing adequately for the past year (other than unsatisfactory). The funds will be distributed to faculty as a uniform percentage of the current salary (therefore generally differing dollar amounts) of each faculty member.

2) Remaining funds will be used for increases to recognize merit in achievements for all faculty members in satisfactory standing. It is anticipated that, in general, no two faculty members will receive exactly the same percentage or dollar amount. Salary increases are to be proportional to the achievements, with no grouping of faculty into categories. Some of the adjustment pool may be distributed in increments that recognize inequity and long-term contributions made by particular faculty members.

X. Faculty Hiring

A. Search Committees

Search Committees are considered *ad hoc* committees in the Geography, Geology, and the Environment Bylaws. Once a search is authorized by the Dean, the Department Chairperson will appoint 3-4 tenured or tenure track faculty members to serve on the committee. Student members may also be appointed. Search committee member selection should be mindful of faculty specialty, diversity, and service workload. The Chairperson shall serve as secretary of the committee. The search committee is responsible for the preparation of the position announcement, ensuring that the position announcement is publicized as broadly as possible, the initial screening of candidates, and making recommendations for on-campus interviews.

The Search Committee will disband once the position is filled or the search has failed.

B. Faculty Appointment

All finalists for vacant faculty positions will participate in on-campus interviews. All faculty, staff and students will have the opportunity to meet with each of the finalists. Shortly after the on-campus interviews are concluded, the Chairperson will call a general faculty meeting to discuss the merits of the candidates. Following this discussion, the Chairperson will call a vote to determine whether or not each candidate is deemed acceptable or unacceptable for hire. All tenured and tenure-track faculty members are eligible to vote. The Chairperson will be mindful of this vote when making the appointment recommendation to the Dean.

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XI: Appeals

The University ASPT Policies offer guidelines and provide timelines for appeals specified in Section XIII of the document.