

FACULTY EXPECTATIONS

GREENSPUN COLLEGE OF URBAN AFFAIRS

Rationale: The annual evaluation process for both probationary and tenured faculty requires that chairs and directors make a judgment about the performance of faculty. Although probationary faculty must also be rated, the key judgment for all faculty is whether their performance is satisfactory. With no written standards, many faculty have been uncertain and confused about what constitutes satisfactory performance. The following guidelines provide clear, concise, and concrete standards by which to judge satisfactory performance.

Nature of the Standards: The standards define the *minimum* level of performance for faculty. *Meritorious* performance stems from either: (1) exceeding the standards (e.g., a higher number of publications, more significant service, extraordinary curricular development); or (2) having extraordinary quality in any area (e.g., publication in prestigious journals; teaching awards, etc.)

Faculty should be aware that their contracts also contain stipulations (e.g., effective date of a 9 month appointment and for probationary faculty, the requirement to attend graduation) that may bear on performance expectations. This document does not address those issues.

Because these standards apply to annual evaluations, they are inevitably related to the assessment of the progress of a probationary faculty member toward tenure. Two factors complicate that relationship. First, the Greenspun College Tenure and Promotion Guidelines specifically stress quality as opposed to quantity in research publication. These standards do NOT address that issue. Second, the Nevada Code requires that a faculty member be excellent in either teaching or research and at least satisfactory in all areas to be eligible for tenure. Thus, simply being satisfactory in all areas during the probationary period **cannot** satisfy the College guidelines nor the Code's requirements.

Rather than being a prescription for getting tenure, then, these standards are markers for the distinction between satisfactory and unsatisfactory performance. To be successful at mid-tenure, a faculty member should have made satisfactory progress in all three areas of teaching, research and service. To gain tenure a faculty member must exceed these minimum standards over the course of his/her probationary appointment. To achieve tenure, a faculty member must have a record of excellence in either teaching or research during his/her probationary period. *To be eligible for promotion, a faculty in residence must exceed the minimum standards in the areas of his/her responsibility.*

Teaching Faculty: A small number of tenured faculty in the College are on 4/4 teaching loads. When a faculty member and his/her chair agree to moving from a research assignment to a full-time teaching assignment, the research requirements are no longer applicable. However, as these standards indicate, faculty with a 4/4 teaching load are expected not only to teach additional courses, but also to shoulder significant service loads and to continue their professional development as teachers.

Tenured Faculty: As these standards suggests, the requirements for satisfactory performance in teaching and research are almost identical for probationary and tenured faculty. In the area of service, however, tenured faculty are expected to assume leadership roles within the units and to do service on the University level. Also, tenured faculty are expected to perform service in their professional associations or in appropriate community organizations. Briefly put, the role of senior faculty in a unit and in the University entails higher service expectations and responsibilities than probationary faculty within the University and in the community. Tenured faculty are expected to lead by example in the areas of teaching, research and service and to represent the University positively in their professional fields. Tenured faculty who wish to receive merit for their teaching or those seeking promotion must have a peer review of their teaching.

Implementation: Each faculty member will prepare his/her annual report. As in the past, the chair/director will prepare the annual evaluation using the standards below. If a faculty member fails to meet the standards in any one area, in the first year s/he will receive a satisfactory rating but will be warned in writing on the evaluation of the need for improvement in the specific area. In the following year, if s/he is deficient in that area or another, s/he will receive an unsatisfactory rating for the year.

The trial implementation of these standards will begin January 1, 2003. The first year of performance impacted by these standards will be 2003. We will not go back in time to get the three year rolling average.

Exceptions or extensions: Under certain circumstances a faculty member may request an exception or extension to these standards through her/his chair or director. Such requests should provide specific reasons for the exception or extension and can only be granted with the approval in writing by the Dean.

Faculty Expectations for Annual Evaluation
TENURED FACULTY

Rank	Teaching	Research	Service
<p>Associate Professor/ Full Professor 3/3 load</p>	<p>1. Continuously improve teaching.</p> <p>2. Maintain at least 5 office hours per week over 3 days.</p> <p>3. Have satisfactory peer review at least once every 5 years or at the discretion of the chair/director.</p> <p>4. Advise/mentor/supervise students.</p>	<p>1. Develop and progress on research agenda.</p> <p>2. Participate on a program at one professional conference above the state level each year over a 3 year moving average.</p> <p>3. Have one publication that adds to a research agenda in a refereed publication per year over a 3 year moving average or make suitable, substantial progress on a research agenda as deemed appropriate by peers. One book over the same period may meet or exceed the satisfactory rating for a 3 year rolling average. Creation, production and dissemination of creative works may meet the requirements for publication.</p> <p>Securing a significant research grant may meet or exceed the satisfactory rating for a given period.</p> <p>Faculty on a 4/4 teaching load have NO research requirements. Units will assign additional service and/or teaching activities and opportunities for professional</p>	<p>1. Maintain collegial and professional working relationships within unit, college, university and profession.</p> <p>2. Regularly attend unit and college meetings offer to serve on college, university, or system committees.</p> <p>3. Assume leadership roles in unit.</p> <p>4. Be continuously involved in professional and/or appropriate community organizations.</p>

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Faculty Expectations for Annual Evaluation of **Probationary** Faculty

In the past, the Greenspun College has had no written statement of the standards that guide annual evaluations and that would help probationary faculty understand the precise expectations for their performance to make satisfactory progress toward tenure. Please notice that these are *minimum* standards. The quality of performance in meeting the minimum standards will determine where a faculty member receives a satisfactory, commendable, or excellent rating.

Rank	Teaching	Research	Service
Assistant Professor	<ol style="list-style-type: none"> 1. Continuously improve teaching. 2. Maintain at least 5 office hours per week over 3 days. 3. Gain a satisfactory peer review each year. 4. Advise/mentor/ supervise students. . 	<ol style="list-style-type: none"> 1. Develop and progress on research agenda. 2. Participate on a program at one professional conference above the state level each year over a 3 year moving average. 3. Average one refereed publication per year over a three year period that adds to a research agenda or make suitable, substantial progress on a research agenda as deemed appropriate by peers. A book may meet or exceed the satisfactory rating for a 3 year rolling average. Creation, production and dissemination of creative works may meet the requirements for refereed publication. <p>Securing a significant research grant may meet or exceed the satisfactory rating for a given period.</p> <p>See College Tenure and Promotion Guidelines for discussion of quality vs. quantity of publications and</p>	<ol style="list-style-type: none"> 1. Maintain collegial and professional working relationships within unit, college, university and profession. 2. Regularly attend unit and college meetings and offer to serve on college, university, and system committees.

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