

**SCHOOL OF TEACHING AND LEARNING (STL)
POLICY ON DEPARTMENTAL-LEVEL PROFESSIONAL DEVELOPMENT
FEEDBACK & RECOMMENDATION PROCEDURES**

“The purpose of professional development is to provide for continuing improvement in teaching, in other student interactions, in the quality of scholarly activity and other service to the university and community. The purpose of evaluation is to provide faculty with information that will contribute to their professional development. The evaluation processes are intended to be supportive of a faculty member’s desire for continuing professional growth and academic excellence” (Master Agreement, Article 22, Section A, p. 91).

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Section I: Completing & Providing Feedback on Professional Development Plans

Who Prepares a Professional Development Plan (PDP) for Evaluation, and how often

- Fixed-Term Faculty with appointments $\geq .75$ FTE; annually
- Probationary Faculty with appointments $\geq .5$ FTE; annually
- Tenured and Non Tenure Track Faculty below the rank of Full Professor; every four years
- Tenured and Non Tenure Track Full Professors; every four years

(See Master Agreement, p. 92)

Procedure

Once the department decides on its goals and objectives for the year, the department chair will provide all faculty with a copy of the department's goals and objectives. Faculty members will use those goals and objectives as they prepare their PDPs. Faculty are encouraged to indicate which PDP goals and objectives align with department goals and objectives.

In accordance with the schedule specified by the administration, "Each faculty member shall, after consultation with [the Dean] prepare a professional development plan (PDP) for the period to be covered by the evaluation. The PDP shall include specific objectives, methods, and expected achievement in respect to the criteria in Section B. Faculty members may place different emphases on the various criteria so long as such emphases are consistent with department goals and university policy. For faculty with teaching assignments, the PDP shall include a process for student assessment" (Master Agreement, Article 22, Section D, Subd. 1, p. 92).

Faculty members are reminded to adhere to all dates in the Master Agreement and to dates posted in the current year's editions of *Calendar of Deadlines: Faculty Development and Evaluation Procedures* and *Academic Affairs Calendar* as they prepare their materials.

Who is Eligible to Provide Feedback on the Professional Development Plan (PDP)

- Probationary Faculty; Tenured Faculty; and Fixed-Term Faculty who have appointments $\geq .75$ FTE during the current school year (other than Fixed-Term Faculty in the first year of such status)
(See Master Agreement, p. 82)

Procedure

Department faculty are encouraged to take seriously their role in coaching faculty members in their professional development and to provide feedback throughout that process, beginning with the PDP.

Feedback on PDP with Regard to Professional Development. "When the plan is completed, the faculty member shall provide a copy of the plan to the department members through the department chairperson. . . . Department members are encouraged to provide written comments on the plan to assist the faculty member in his/her professional development and, if applicable, provide guidance with respect to promotion and/or tenure. These written comments will be forwarded to the faculty member" (Master Agreement, Article 22, Section D, Subd. 1, p. 93).

Feedback on PDP with Regard to Alignment with Department Goals and Objectives. Department faculty are strongly encouraged to also include in their comments feedback on the alignment of the PDP with department goals and objectives since the dean, before commenting on the PDP, may (through a separate report for example) ". . . consult with the department chairperson(s) and with other members of the department(s) to determine how the plan relates to departmental goals and objectives" (Master Agreement, Article 25, Section D, Subd. 1, p. 93).

Faculty should also review Appendix G, which “. . . provides elaboration of the types of evidence which is considered appropriate for addressing each category. . . for the individual faculty member in preparing his/her PDP and Progress Report” (Master Agreement, Appendix G, p. 135).

The faculty member may, and is encouraged to, consider colleagues’ comments on his/her PDP prior to submitting the PDP to the Dean.

Department faculty comments on the PDP are intended to provide both quantitative and qualitative feedback—for example, not just *that* department goals and objectives are addressed, but *how well and to what degree* PDP goals and objectives support department goals and objectives.

Section II: Completing & Providing Feedback on Progress Reports: Non-Tenured Faculty

Who Prepares a Progress Report (PR) and how often Evaluated

- Fixed-Term Faculty with appointments $\geq .75$ FTE; PR annually, Evaluation annually
- Probationary Faculty with appointments $\geq .5$ FTE; PR annually, Evaluation annually
(See Master Agreement, p. 92)

Procedure

“At the end of the evaluation period, the faculty member shall prepare a report and send it to the appropriate dean and/or athletic director/designee, together with appropriate documentation describing progress made in respect to achieving his/her objectives as specified in his/her professional development plan. A copy of the report shall be sent to all the affected departments through the department chairperson(s)” (Master Agreement, Article 22, Section D, Subd. 3, p. 93).

Faculty members are reminded to adhere to all dates in the Master Agreement and to dates posted in the current year’s editions of *Calendar of Deadlines: Faculty Development and Evaluation Procedures* and *Academic Affairs Calendar* as they prepare their materials.

Faculty members should also review Appendix G, which “. . . provides elaboration of the types of evidence which is considered appropriate for addressing each category. . . for the individual faculty member in preparing his/her PDP and Progress Report” (Master Agreement, Appendix G, p. 135).

In recognition of the importance of probationary progress reports and supporting materials in assisting a faculty member to work toward a tenure decision, a probationary faculty member may elect, if he/she so chooses, to have a 3-member committee of his/her department faculty-colleagues review

Who is Eligible to Provide Feedback on the Progress Report & to Participate in Review

- Probationary Faculty; Tenured Faculty; and Fixed-Term Faculty who have appointments $\geq .75$ FTE during the current school year (other than Fixed-Term Faculty in the first year of such status)
(See Master Agreement, p. 82)

Procedure

Feedback on PR. “A copy of the [progress] report shall be sent to all the affected departments through the department chairperson(s). Department members are encouraged to provide written comments on the report to assist the faculty member in his or her professional development and, if applicable, provide guidance with respect to promotion and or tenure” (Master Agreement, Article 22, Section D, Subd. 3, p. 93).

Faculty Reviews. A 3-member committee of department faculty selected for each affected faculty member shall review the Progress Report and materials provided by that faculty member and will facilitate a discussion with departmental faculty regarding the materials.

Within two business days following the department discussion, members of the Review Committee will prepare a document with comments summarizing the faculty member’s achievement based on the five criteria contained in Article 22, Section B. The comments document will reflect discussion and recommendations offered regarding the five criteria during the review meeting. Eligible faculty may choose to sign the comments document, prepare a their own comments, or abstain.

Signed and dated copies of the comments document(s) will be provided to the affected faculty member (Master Agreement, Article 20, Section A, Subd. 4, p. 82). The faculty member may choose whether or not to include those comments with materials s/he submits to

the Progress Report and materials as he/she prepares it for presentation to the department.

the dean.

While working with a committee is not required, the department encourages probationary faculty to consider this option so that the committee can provide support for the faculty member throughout the probationary period as he/she prepares for a future tenure or promotion application. The policy for faculty review committees will be followed if this option is selected and the committee will be the same as that chosen to review materials for the department.

“The faculty member will then meet with the Dean and/or Athletic Director/designee to discuss achievements made during the evaluation period” (Master Agreement, Article 22, Section D, Subd. 3, p. 93).

Section III: Completing & Providing Feedback on Progress Reports: Tenured Faculty

Who Prepares a Progress Report (PR) and how often Evaluated

- Tenured and Non-Tenure-Track Faculty (Below Rank of Full Professor), Evaluation every 4 yrs, Summary PR years 2 and 3, full PR year 4
- Tenured and Non-Tenure-Track Faculty (Rank of Full Professor), Evaluation every 4 yrs, Summary PR year 2, full PR year 4
(See Master Agreement, p. 92)

Procedure

“At the end of the evaluation period, the faculty member shall prepare a report and send it to the appropriate dean and/or athletic director/designee, together with appropriate documentation describing progress made in respect to achieving his/her objectives as specified in his/her professional development plan. A copy of the report shall be sent to all the affected departments through the department chairperson(s)” (Master Agreement, Article 22, Section D, Subd. 3, p. 93).

“The faculty member will then meet with the Dean and/or Athletic Director/designee to discuss achievements made during the evaluation period” (Master Agreement, Article 22, Section D, Subd. 3, p. 93).

Faculty members are reminded to adhere to all dates in the Master Agreement and to dates posted in the current year’s editions of *Calendar of Deadlines: Faculty Development and Evaluation Procedures* and *Academic Affairs Calendar* as they prepare their materials.

Faculty should also review Appendix G, which “. . . provides elaboration of the types of evidence which is considered appropriate for addressing each category. . . for the individual faculty member in preparing his/her PDP and Progress Report” (Master Agreement, Appendix G, p. 135).

Who is Eligible to Provide Feedback on the Progress Report & to Participate in Review

- Probationary Faculty; Tenured Faculty; and Fixed-Term Faculty who have appointments $\geq .75$ FTE during the current school year (other than Fixed-Term Faculty in the first year of such status)
(See Master Agreement, p. 82)

Procedure

Feedback on PR. “A copy of the [progress] report shall be sent to all the affected departments through the department chairperson(s). Department members are encouraged to provide written comments on the report to assist the faculty member in his or her professional development and, if applicable, provide guidance with respect to promotion and or tenure” (Master Agreement, Article 22, Section D, Subd. 3, p. 93).

Section IV: Completing & Providing Feedback on Applications for Tenure or Promotion

Who Can Apply for Tenure and/or Promotion

- Probationary Faculty in Year 5 of Continuous FTE
(See Master Agreement, Article 21, Section E, Subd. 7b, p. 90)
- Tenured Faculty
(See Master Agreement, p. 92)

Procedure

Notice of Intent to Seek Promotion. “A faculty member seeking promotion shall give notice of intent to the immediate supervisor by November 15” (Master Agreement, Article 25, Section C, Subd. 1, p. 103).

Preparation for Tenure Consideration.

“Progress reports completed in accordance with Article 2, Section D, along with all required forms and documents, and all information provided by the faculty member being considered for tenure shall be sent to the immediate supervisor by January 31 (or earlier date if agreed upon at Meet and Confer). If a faculty member does not comply by that date, he/she shall lose protection provided in Subd. 11 below. Failure of any faculty member to provide any required materials shall not prevent the process from continuing if the review is during the final year of the probationary period” (Master Agreement, Article 22, Section B, Subd. 1, p. 101). Faculty are reminded to adhere to all required deadlines.

Preparation for Promotion Consideration After giving notice of intent (see above), “[t]he faculty member completes an application for promotion and sends a copy, along with supporting documentation, to the department(s)/unit through the chair(s). The recommendation(s) of the department(s)/unit and of the chair(s) (See Article 20. Section A, Subd. 4), with all documentation, shall be sent to the immediate supervisor by January 31,

Who is Eligible to Provide Feedback on the Application(s) & to Participate in the Review

- Probationary Faculty; Tenured Faculty; and Fixed-Term Faculty who have appointments $\geq .75$ FTE during the current school year (other than Fixed-Term Faculty in the first year of such status)
(See Master Agreement, p. 82)

Procedure

Recommendations on Tenure and/or Promotion Applications. “The faculty member’s department(s) (appropriate college at Metro State) and chair(s) shall forward recommendations regarding tenure to the immediate supervisor (See Article 20, Section A, Subd. 4). The faculty member is entitled to attach comments to the recommendations. Copies of the recommendations shall be sent to the faculty member by the chair(s) (Dean of the college at Metro State). Failure of the department(s) (college at Metro State) and/or chair(s) to make a recommendation to the immediate supervisor shall not prevent the process of review from continuing” (Master Agreement, Article 25, Section B, Subd. 3, p. 101).

Department Review and Recommendation Procedure.

A 3-member committee of department faculty selected for each affected faculty member shall, for a *tenure recommendation*, review the achievements documented in the Progress Report and supporting materials and/or for an *application for promotion*, review the application and supporting materials. The 3-member committee will then facilitate a discussion with departmental faculty regarding the materials and application.

Within two business days following the department discussion, the Review Committee will prepare a recommendation regarding the

with copies sent to the faculty member by the chair(s)” (Master Agreement, Article 25, Section C, Subd. 1, p. 103). Faculty are reminded to adhere to all required deadlines and to refer to Appendix G, p.135.

In recognition of the importance of progress reports and supporting materials used in support of a tenure and/or application materials in support of promotion consideration, a faculty member who has applied for tenure and/or promotion may elect, if he/she so chooses, to have a 3-member committee of his/her department faculty-colleagues review the Progress Report and/or application for promotion and supporting materials as he/she prepares them for presentation to the department.

While working with a committee is not required, the policy for faculty review committees will be followed if this option is selected and the committee will be the same as that chosen to review materials for the department.

faculty member’s tenure and/or application for promotion, based on that faculty member’s achievement with regard to the five criteria contained in Article 22, Section B. Eligible faculty may choose to sign the recommendation(s), prepare their own recommendation(s) or abstain.

Signed and dated copies of all recommendations will be provided to the affected faculty member before being forwarded to the immediate supervisor. “The faculty member is entitled to attach comments to the recommendations” (Article 25, Section B, Subd. 2, p. 101).

The departmental chair will write a recommendation, also based on the five criteria contained in the Master Agreement. The faculty member will receive a signed and dated copy prior to the chair forwarding his/her recommendation to the Dean (Master Agreement, Article 20, Section B, Subd. 3, pp. 82-83). “The faculty member is entitled to attach comments to the recommendations” (Article 25, Section B, Subd. 2, p. 101).

Section V: School of Teaching and Learning Review Committees—Membership and Responsibilities

Input and Support Committee Option (NOT Required). In the School of Teaching and Learning, a faculty member may, but is not required, to have a 3-person committee of departmental faculty formed to provide input and feedback in developing his/her progress report and supporting materials as that faculty member prepares for evaluation (fixed term and probationary faculty) or for tenure and/or promotion application. If the faculty member indicates that he/she would like to work with a committee, the following shall govern the selection of the committee and its responsibilities. Faculty members are reminded to adhere to all dates as referenced in the Master Agreement and to review dates posted in the current year's editions of *Calendar of Deadlines: Faculty Development and Evaluation Procedures* and *Academic Affairs Calendar* as they prepare their materials.

Department Review Committee. To facilitate the review process for fixed-term and probationary faculty, and for those applying for tenure, a 3-member committee of eligible faculty will review progress reports or promotion applications and any supporting materials and report their findings to the department. To facilitate the review process for faculty applying for promotion, a 3-member committee of eligible faculty will review the application for promotion and supporting materials. NOTE: This committee shall be made up of the same members if a faculty chooses the optional input and support committee, as well as if a faculty member chooses to apply for promotion when also being considered for tenure.

Findings from that review and faculty meeting will be formalized in a comments document (recommendation for tenure and/or promotion) prepared by the committee and made available for faculty to examine. Faculty in agreement with the comments document or recommendation may sign the document or recommendation. Faculty may also write their own comments or recommendation, based on their review of the materials, or abstain.

Copies of any comments must be signed and dated before being given to the faculty member. Comments are NOT forwarded to the dean. The faculty member may, if s/he chooses, include the comments with her/his progress report supporting materials.

Copies of any tenure or promotion recommendations must be signed and dated, and a copy provided to the faculty member before being forwarded to the dean. "The faculty member is entitled to attach comments to the recommendations" (Article 25, Section B, Subd. 2, p. 101).

Review Committee Membership. Recognizing that faculty self-governance is important, all faculty members eligible to serve on a review committee are encouraged to do so. In order to have a review committee representative of the department as a whole, members shall be selected as follows. Probationary and tenured members of the department, along with fixed-term faculty with at least .75 FTE appointments who are in the second year of their fixed-term status are eligible to serve on review committees (Master Agreement, Article 20, Section A, Subd. 4, p. 82). The chair does not serve on the committee as he/she writes his/her own comments or recommendation. The committee should be representative of the department as a whole.

~See membership chart, next page~

Committee Membership Chart

One committee member is selected by the chair in consultation with the candidate. Faculty should not serve on review committees more than twice a year.

One committee member is chosen by lottery from the list of eligible faculty as described in the Master Agreement. Faculty should not serve on review committees more than twice a year.

One committee member is chosen by the faculty member under review. A faculty member who has served on a review committee more than twice during the academic year may decline if he/she so chooses, but is not required to.

Review Committee Responsibilities

Assisting Faculty Members who are Developing Progress Report and Supporting Materials. The review committee may meet with the faculty member, if that faculty person so chooses, to assist with the preparation of the progress report and materials. The committee members may make suggestions related to the format and content of the report as well as with regard to the supporting materials if asked by the faculty member under review to do so. All committee members will be available for consultation with the faculty member.

Role of Committee in a Faculty Member's Review. Once the progress report and supporting materials are shared with the department, the review committee will examine the progress report and supporting materials in preparation for their report to the department. The members of the review committee will select a convener then mutually determine how work will be equitably divided.

The Review Committee will make a presentation to departmental faculty, sharing findings from their review of the progress report and supporting materials. Departmental faculty will have the opportunity to comment and/or ask questions, as will the faculty member under review.

Preparation of Written Comments (for annual progress reports). Within two business days following the department discussion, members of the Review Committee will prepare written comments regarding the faculty member's review, based on that faculty member's achievement with regard to the five criteria contained in Article 22, Section B. Eligible faculty may choose to sign the comments, prepare their own written comments or abstain. Signed and dated copies of all comments will be provided to the affected faculty member.

Preparation of Recommendations (for tenure and promotion). Within two business days following the department discussion, members of the Review Committee will prepare a recommendation regarding the faculty member's tenure and/or application promotion, and based on that faculty member's achievement with regard to the five criteria contained in Article 22, Section B. Eligible faculty may choose to sign the recommendation, prepare a separate recommendation or abstain. Signed and dated copies of all recommendations will be provided to the affected faculty member before being forwarded to the immediate supervisor.