

Promotion & Tenure: An Expedition



Lisa Millhous, Communication Studies



Your Expedition Colleagues





Where are we headed?

- The BIG Picture
- The Minutiae
- Some Ideas for the Journey





Dr. Roger
Mustalish



Dr. Paul Morgan





Dr. Frank Fish

Locomotion in Whales Improves Turbine Design



Tree Cover Linked to Mental Health



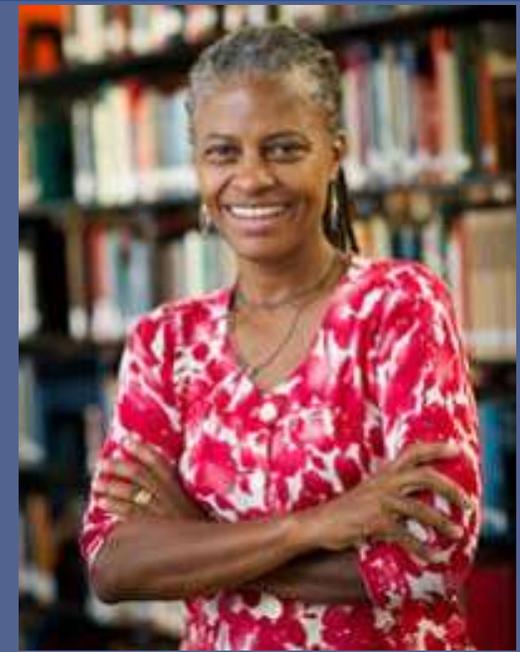
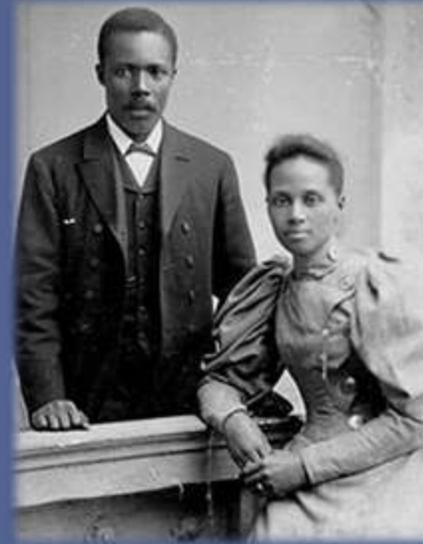
Dr. Matin Katirai

Dr. Joy Frischle



Dr. Ellie Brown





Dr. Anita Foeman
Dr. Bessie Lawton



DNA and Family Stories

The BIG Picture

5 Years May 31, 2022

Tenure Decision Announced



10 Years

20 Years

Retirement

Expanding Your View





Where are we headed?

SIGNPOSTS:

- www.APSCUF.org/members/contracts/
Relevant CBA articles:
 - 12 Evaluation
 - 14 Renewals/Non-renewals
 - 15 Tenure
 - 16 Promotions
- wcupa.edu/Provost/
WCU Tenure Policy, Promotion Policy, evaluation forms
also, who is on the University-wide Tenure Committee (TeP) changes yearly (staggered 2-year terms)





Members

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Our organization represents the faculty and coaches who have devoted themselves to providing

**AGREEMENT
BETWEEN
ASSOCIATION OF PENNSYLVANIA
STATE COLLEGE AND
UNIVERSITY FACULTIES
(APSCUF)
AND
THE PENNSYLVANIA
STATE SYSTEM OF HIGHER EDUCATION
(STATE SYSTEM)**

July 1, 2015, to June 30, 2018



WCU Home > Provost

Executive Vice President and Provost

Home

CONTACT US

- Home
- Faculty Personnel Items
- Teaching, Learning, and Assessment
- Forms and Policies**
- Meet the Staff
- Provost's Portal



Dr. R. Lorraine (Laurie) Bernotsky
Executive Vice President
Provost

Professor of Public Policy & Administration
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Dr. R. Lorraine (Laurie) Bernotsky is Executive Vice President and Provost at West Chester University of Pennsylvania, the largest university in the Pennsylvania State System of Higher Education. The Academic Affairs Division is comprised of five colleges offering over 100 academic degree programs and houses the Office of Institutional

- ### Quick Links
- [Accreditations](#)
 - [Awards](#)
 - [Committees](#)
 - [Copyright and Intellectual Property](#)
 - [List of Deans and Chairpersons](#)

Evaluation

- [Faculty Evaluations - schedule and materials](#)
- [Chairperson Evaluation Form](#)
- [Committee Evaluation Form](#)
- [Deans Faculty Evaluation Checklist](#)
- [Tenured Faculty Evaluations - C.B.A. - Article 12. G. 1,2,3](#)
- [Tenured Faculty Classroom Checklist](#)
- [Tenured Faculty Non-Classroom Checklist](#)
- [Probationary Faculty Classroom Checklist](#)
- [Probationary Non-Classroom Checklist](#)
- [Temporary Faculty Review Checklist One Semester](#)
- [Temporary Faculty Review Checklist for one Year](#)



Hiring

- [Tenure-Track Faculty Hiring Checklist](#)
- [Temporary Faculty Hiring Checklist for Advertised Positions](#)
- [Temporary Faculty Hiring Form for Non-Advertised Positions](#)
- [Hiring Processes and Tips for Conducting a Successful Search](#)



Salmon Salmon



West Chester University of Pennsylvania
Department Evaluation Committee's Performance
Review and Faculty Evaluation Form

Faculty Member _____ Date of Review _____
Department _____ Semester(s) Reviewed _____

Date of Appointment to Department: _____

Date of Appointment to University: _____

Type of Evaluation: (check where applicable)

- Post 5th year evaluation
- Probationary 1st 2nd 3rd 4th 5th
- Temporary
- Regular Part Time
- Promotion Year 1 or 2
- Interim

Rank/Title: _____

Highest Degree Earned: _____





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Expedition Timeline: Years 1 and 2



Year 1 = Fall Semester!

Year 1 Evaluation (Article 12 in your CBA)

**For each evaluation, you should have the opportunity to speak with the evaluator about their evaluation after they have completed it and before they have forwarded it on. Once their evaluation is submitted, you have a small window to submit a rebuttal that will be attached to the evaluation for all subsequent evaluators to see (rebuttal is optional).*

January 2018	Submit materials to your Dept. Evaluation Committee. Discuss their evaluation with them in a face-to-face meeting.
January 30, 2018	Dept. Eval Committee submits Year 1 recommendation for renewal to chair/Dean
Late Jan-Early Feb 2018	Meet with your Dept. Chair to discuss the Eval Committee recommendation and your year 1 materials prior to the Chair finalizing evaluation.
February 7, 2018	Dept. Chair submits year 1 recommendation for renewal to the dean.
February 2018	Receive draft version of Dean's Year 1 recommendation. You have the option to meet with the dean before it is finalized.
February 28, 2018	Dean submits year 1 recommendation for renewal to the Provost.
April 1, 2018	President notifies first-year faculty of renewal for 2018-19. [CBA Article 14]

Note: Dates are different if you started your tenure-track position in January.

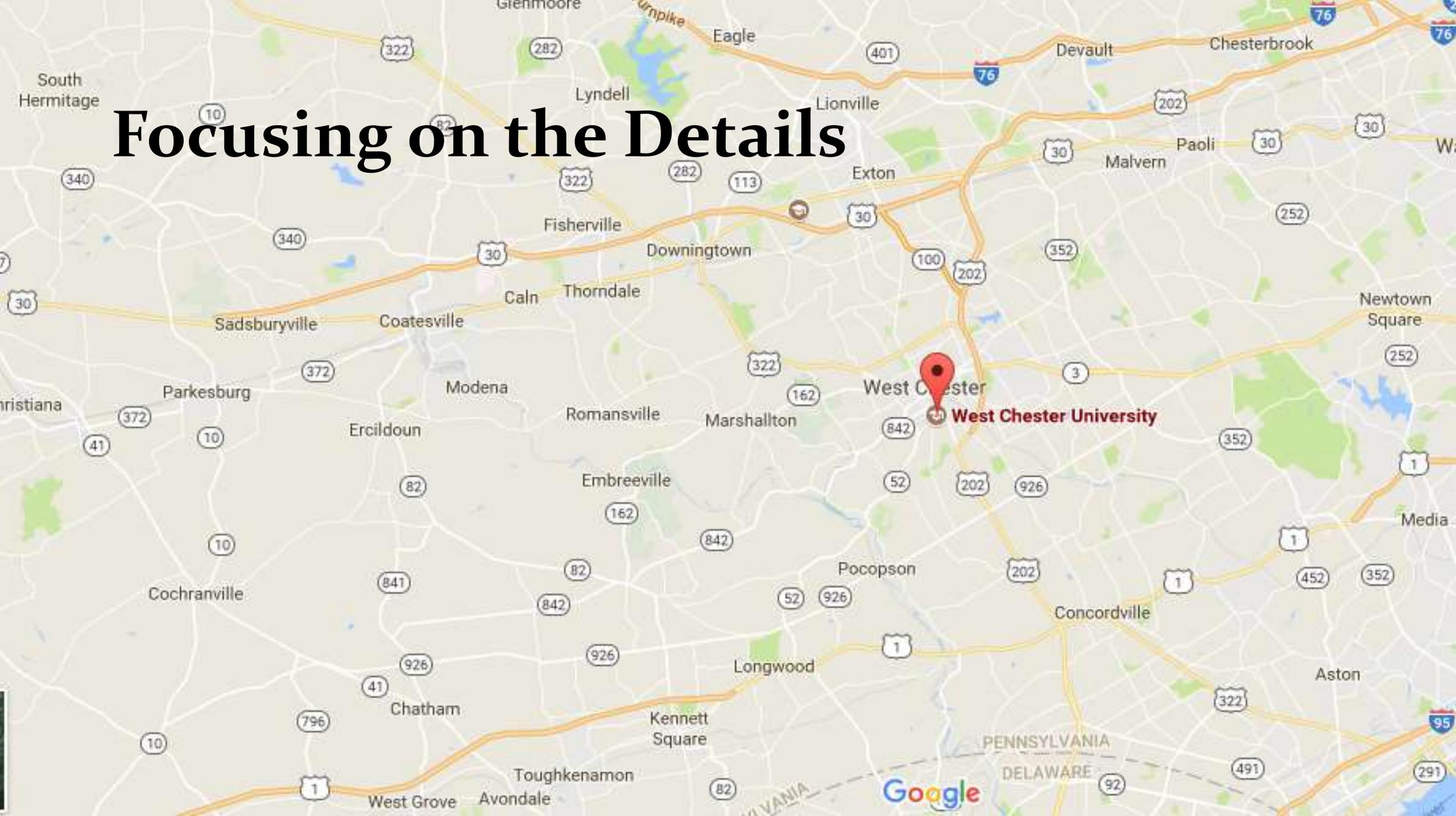
Year 2 = Spring+ Semester

Year 2 Evaluation

**Officially only Fall semester is within the Year 1 evaluation and only Spring semester (+summer is optional) is within the Year 2 evaluation. BUT your SRIS student evaluations may not be available until later in February. You should submit everything that was not considered in your year 1 evaluation in your year 2 evaluation even if it technically occurred in Year 1. The goal is to have your Committee and Chair review all of your accomplishments as you make them so that in your 5th year they can write a summative evaluation (having already seen everything earlier).*

October 2018	Submit materials to your Dept. Evaluation Committee. Discuss their evaluation with them in a face-to-face meeting.
November 1, 2018	Dept. Eval Committee submits Year 2 recommendation for renewal to chair/Dean
First week Nov 2018	Meet with your Dept. Chair to discuss the Eval Committee recommendation and your year 2 materials prior to the Chair finalizing evaluation.
November 8, 2018	Dept. Chair submits year 2 recommendation for renewal to the dean.
December 2018	Receive draft version of Dean's Year 2 recommendation. You have the option to meet with the dean before it is finalized.
December 15, 2018	Dean submits year 2 recommendation for renewal to the Provost.
January 30, 2019	President notifies probationary faculty of renewal for 2019-2020.

Focusing on the Details



to do list

Year 1 To Do List

1. Create new Vita, only WCU work
2. Talk to your Department Chair:
 - a. Who is my Dept. Eval Committee?
 - b. I need Dept. Teacher-Scholar model
3. Teaching (or primary assignment) observed by 2 faculty peers and Dept. chair in first semester. Showcase your classroom repertoire at its broadest.
4. Collect informal feedback on courses from students (You won't get formal feedback in time to make changes).
5. Make sure SRIS (formal student feedback) are administered in your courses:
6. Grades due on Tuesday of each week (usually by 3 pm)
7. Year 1 Evaluation starts mid-June. During break put a packet together for your Dept. Eval Committee.
8. **During Spring**, make sure 2 peers observe your teaching; make sure SRIS are collected in all classes.
9. Plan new service activities for next Fall, many elections are in March-April
10. Revisit what you are doing. **DON'T** overextend yourself. Pace yourself.
11. **During summer**, organize evidence from previous year, put together packet



Meet with your Department Chair

- Who is on my Department Evaluation Committee?
- Do we have a peer observation form our department uses?
- Get a copy of the Department Teacher-Scholar Model
- Ask about service opportunities in the department, and do not overextend yourself!



27227

West Chester University Student Rating of Instructor Survey



Course: _____ Section: _____ SRIS No: _____

West Chester University seeks your input in the evaluation of your instructor. Please answer the following questions as they apply to the instructor under evaluation. Try to put aside your reaction to the course itself and focus on the quality of instruction provided by this instructor. Please completely darken one circle corresponding to the single best response for each question. The instructor will not have access to any individual responses, only the class results as a whole, and those only *after* the course is complete and the grades posted. Your participation is important to help us make West Chester a better university.

	<i>Outstanding</i>					<i>Poor</i>
	6	5	4	3	2	1
	○	○	○	○	○	○

1. Please rate the quality of teaching provided by this instructor.

Formal Student Evaluations (SRIS)





Evaluation Criteria



Evaluation Criteria

- Your Statement of Expectations
- Your Dept Teacher-Scholar Model
- The WCU Tenure Policy
- The System-wide CBA

EXPEDITION NARRATIVE: Part 1 TENURE



EXPEDITION NARRATIVE: Part 1 TENURE

INTRODUCTION

to YOU

50%

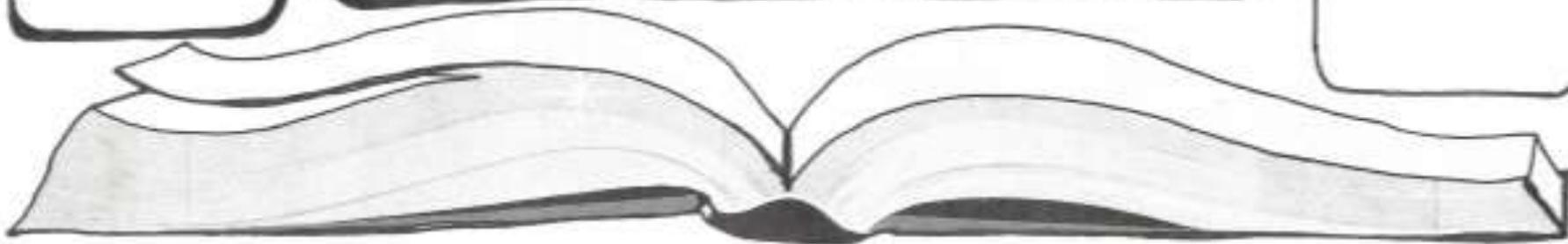
Teaching
(Primary Responsibility)

35%

Scholarly
Growth

Service
15%

TEASER[™]
for
PART 2



AN NARRATIVE: Part 1 TENURE

INTRODUCTION

to YOU

- Expertise
- Interests
- Prior Work



Teaching
(Primary Responsibility)

35%
Scholarly
Growth

Service
15%

TEASER[™]
for
PART 2



EXPED

+ 1 TENURE

INTRODUCTION

to **YOU**

- Expertise
- Interests
- Prior Work



50%

Teaching
(Primary Responsibility)

MY EXPECTATIONS & HOW I
MET THEM.

What you teach
How you teach it
How you know students
are engaged + learning



Service
15%

TEASER
for
PART 2

EXPEDITION NARRATI

TENURE

INTRODUCTION

to YOU

- Expertise
- Interests
- Prior Work



50%

Teaching

(Primary Responsibility)

MY EXPECTATIONS & How I MET THEM.

What you teach
How you teach it
How you know students are engaged + learning



35%

Scholarly Growth

- Discipline-appropriate
- Peer review
- Documented



TEASER[™]
for
PART 2

EXPEDITION NARRATIVE: Part 1

INTRODUCTION

to YOU

- Expertise
- Interests
- Prior Work



50%

Teaching
(Primary Responsibility)

MY EXPECTATIONS & How I MET THEM.

What you teach
How you teach it
How you know students are engaged + learning



35%

Scholarly Growth

- Discipline-appropriate
- Peer review
- Documented



Service

15%

Dept
College

University

System

Discipline

Community



EXPEDITION NARRATIVE: Part 1

INTRODUCTION

to YOU

- Expertise
- Interests
- Prior Work



50%

Teaching

(Primary Responsibility)

MY EXPECTATIONS $\frac{1}{2}$ HOW I MET THEM.

What you teach
How you teach it
How you know students are engaged + learning



35%

Scholarly Growth

- Discipline-appropriate
- Peer review
- Documented



Service

15%

Dept
College
University
System
Discipline
Community

TEASER[™]
for
PART 2

WHERE I'm GOING

NEXT STEPS

TRANSITION



EXPEDITION NARRATIVE: Part 1 TENURE

INTRODUCTION

to YOU

- Expertise
- Interests
- Prior Work



50%

Teaching

(Primary Responsibility)

MY EXPECTATIONS $\frac{1}{2}$ HOW I MET THEM.

What you teach
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35%

Scholarly Growth

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Service

15%

Dept
College
University
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Community

TEASER[™] for PART 2

WHERE I'M GOING
NEXT STEPS
TRANSITION



Criteria for Tenure by Rank

D. → Criteria for Tenure by Rank ¶

*From the WCU Tenure Policy (2011) page 14. --For tenure you are measured against the paragraph of your current rank. --↔
For promotion you are measured against the paragraph of the rank you aspire to. ¶*

Instructor ¶

Instructors must demonstrate substantive contributions to the West Chester University academic community. The Instructor's first priority is to teach assigned courses and/or execute assigned duties within their defined area of expertise. Teaching and advising effectiveness or competence in the primary assignment for their defined area of expertise must be established commensurate with experience. Instructors demonstrate that they continue to build their teaching ability through attending professional development workshops (or other experiences) and producing tangible outcomes of such opportunities. Instructors must demonstrate that they are keeping current with their area of expertise through attending conferences, participation in educational opportunities including short courses, workshops, continuing education, graduate coursework, or other means appropriate to their discipline. They must demonstrate an increasing degree of participation in professional venues by active participation as a presenter, respondent, panelist, consultant, or other featured role. Instructors must demonstrate to their department that they can be relied on to contribute to the functioning of the department. Their work should be competent and professional. ¶

Assistant Professor ¶

Assistant Professors must demonstrate that they have the potential for a successful career in academia. Teaching and advising effectiveness or competence in the primary assignment must be established commensurate with experience. The Assistant Professor teaches assigned courses or performs assigned duties, shows sound professional judgment, performs advising duties (if assigned), and performs professional responsibilities in a competent manner. Assistant Professors must demonstrate that they are beginning to build the foundation for a record of continued scholarship, research, or other creative activities. Tangible scholarly products such as refereed publications; regional or national conference presentations, exhibits, or performances; and/or successful internal or external grant awards must be part of this foundation. Assistant



Building Your Tenure Portfolio

- Required documents will be saved online
- Save everything that you do
- Add to your vita regularly



Milestone: May 31, 2022



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