CRITERIA FOR TEACHING, SCHOLARLY ACTIVITY, AND SERVICE  
Department of Biology  
Eastern New Mexico University

The activities below constitute guidelines prepared by the Department of Biology for performance evaluation. Reviewed and updated February 2018.

TEACHING

Does Not Meet Expectations: Fails to satisfy all items listed under Meets Expectations.

Meets Expectations: Satisfies all of the following:

1. Meets classes regularly with prepared lectures.
2. Informs students about objectives, grading policies, and examination schedules.
3. Conducts course evaluations as stated by the department and uses these to improve teaching.
4. Maintains contact with students through office hours or scheduled appointments.

Exceeds Expectations: Meets all expectations in teaching and satisfies at least one of the following:

1. Receives outstanding teacher evaluations.
2. Continues to update lecture material.
3. Supervises independent studies or theses.

SCHOLARSHIP – RESEARCH

Does Not Meet Expectations: Fails to satisfy any one of the items listed under Meets Expectations.

Meets Expectation: Satisfies one of the following:

1. Submits paper for presentation or publication.
2. Submits proposal for a research grant or contract.
3. Maintains ongoing active research program.

Exceeds Expectation: Meets expectations and satisfies one of the following:

1. Has paper accepted for publication in a refereed journal.
2. Makes a presentation at or participates in a national, professional meeting.
3. Receives research grant or contract.
SERVICE

Does Not Meet Expectations: Does not participate in any service activities.

Meets Expectations: Satisfies two of the following:
1. Serves on department, university, or external professional committees.
2. Presents lectures for civic or other groups.
3. Performs special tasks that serve to inform the community about the academic environment.
4. Becomes involved in science fair activities.
5. Makes an effort to recruit students.
6. Involved in admirable departmental services and activities.

Exceeds Expectations: Meets expectations and satisfies one of the following:
1. Accepts unusually difficult committee assignments.
2. Devotes an unusual amount of time to community-university related projects.

For service at the P 0 – 2 level: departmental level service is expected.

For service at the P 3 – 4 level: continued departmental service and engagement with college-level / community-level (e.g. K-12 presentations, public interactions (e.g. to advise and/or identify organisms), assist with science competitions, etc.) service is expected.

For service at the P 5 – 6 level: Continued departmental and college/community service with university / discipline (e.g. reviewing for scientific journals; serving of professional organization committees) level service expected. On occasion getting elected to a university-level committee can be difficult. This condition can be satisfied if the P 5 – 6 candidate can demonstrate a concerted effort at serving on such committees through showing nominations and listings on ballots.
CLAS General Guidelines for Faculty Evaluation

In the Faculty Evaluation process, a review takes place at a number of levels, ranging from the FEC Committee on up to the President, as specified in the Faculty Handbook. At the department level (FEC Committee and Chair), this review takes into account the specific disciplinary guidelines agreed upon in the program, which should be in accordance with established standards of the profession. At the College Level, the Dean is expected to “level the playing field” among all programs in the college and to ensure that similar, non-discipline-specific standards are being held and met by all faculty members under review. At the VPAA and Presidential levels, this “leveling” role extends university-wide. In an effort to supplement (but not replace) discipline-specific direction provided in departmental FEC guidelines, the CLAS Dean’s Office has prepared this document to assist faculty members by providing additional guidance regarding performance expectations across all disciplinary lines.

I. RETENTION - Dean’s level evaluation of review files includes the expectation that tenure-track faculty applicants for retention will show effort in all three categories of teaching, service, and professional development, and that this effort will progress and increase over the course of the probationary term.

There is an expectation that faculty in the first half of probationary service (years P-1 to P-3) will focus on learning the department curriculum, strong teaching, adjustments of teaching pedagogy in response to evaluations, advising, and appropriate departmental service, moving gradually and steadily into university-wide service commitments as the faculty member advances. These faculty members should show evidence of creating and following a research plan, including both personal study and planned presentations of research on and off campus, through manuscript submission and conference presentations.

During the second half of the probationary period (years P-4 to P-6), faculty should show continuing teaching excellence (or much improved teaching performance), an increased service load with service beyond the department, and evidence of steadily increasing professional development, including internal and external validations of professional growth (conference presentations and publications). Disciplines will vary, so faculty need to provide evaluators with information about their discipline’s journals and publication protocols.

Ideally, a faculty member with successful retention for six years who has consistently and satisfactorily addressed all concerns and formative suggestions raised in past evaluation cycles will be a candidate both for tenure and promotion to associate rank. However, these two types of recognition are not automatically awarded together. Early requests for either tenure or promotion require the documentation of extraordinary and exemplary performance that goes beyond what would normally be expected for a favorable “on-time” decision and, as such, positive early decisions will be rare.

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II. TENURE -- The award of tenure is generally a sign that the University perceives the faculty member’s contributions to the institution to be significant, of high quality, and likely to continue at the same level of commitment throughout the employee’s affiliation with ENMU. There is an on-going expectation of collegiality and of continued and dynamic commitment to the institution and its mission. Tenure is earned through
consistently strong performance in teaching, as well as satisfactory progress and performance in service and scholarship, commensurate with expectations at the completion of the probationary term. Academic tenure is not an entitlement and in no way should years of service be considered the only prerequisite for receiving tenure. The award of tenure constitutes an earned recognition which is both an indication of the institution’s present confidence in the individual faculty member and the institution’s rightful expectation of continuing exemplary performance in accordance with principles outlined in the 1966 AAUP Statement on Professional Ethics. In all areas of evaluation, the faculty member’s self reflective narrative should address the ways in which the activities described are successfully tied to university’s central mission of teaching and mentoring students.

III. PROMOTION -- The award of promotion requires verification that the applicant has demonstrated professional development commensurate with those at a senior academic rank at other institutions or in the profession generally. In some instances, a case may be made for outstanding teaching and excellent service balancing fewer publications, but there must be clear evidence of the faculty member being active in the profession, being aware of the current issues and scholarship in the field, and making a sustained effort to enhance and increase his/her expertise in the chosen area of doctoral work or a related area that complements the teaching assignment. Non-tenure track instructors will be evaluated primarily in the area of teaching, although they are expected to maintain scholarly currency in their discipline and to make limited service contributions at the department level. The following discussions refer to expectations in the three traditional areas of evaluation at the specified ranks. Please note that the expectations for each successive rank, by nature, include and expand upon expectations at lower ranks.

Teaching Professor:
A Professor must show a robust dossier of teaching facility, with verification of diversified expertise and leadership readily apparent across multiple years of service. Substantiation of teaching excellence is imperative at the rank of Professor. Leadership and mentoring must be patently evident, and the Full Professor must offer direction to both students and junior faculty as needed. This rank requires a vigorous willingness to work on departmental/programmatic agendas which are essential for ensuring excellence in teaching (e.g., curriculum revisions, assessment of program outcomes achievement, programmatic/content evaluations). Other teaching and student related activities, such as the supervision of independent studies or the mentorship of students at field sites, should further be noted in the Full Professor profile. The Full Professor should be concurrently competent in relating academic knowledge and demonstrating functional applications with diversified and flexible pedagogies and materials. A history of successful advising and distinction in teaching concomitant with personal and programmatic strategic leadership in teaching/curriculum development is expected. At this rank, there is an expectation for a demonstrated record of excellence in teaching.

Associate Professor:
An Associate Professor should show evidence of fitness at prior ranks. Active
participation in departmental curriculum planning, revision, and implementation/assessment should also be noted. An Associate Professor should take on an emergent leadership role in mentoring and programmatic teaching initiatives in the later years of rank. The Associate Professor should be proficient at advising as well as supervising student research efforts, both in academic and applied contexts. A well-developed plan of teaching with self-scrutiny and proactive problem solving should be apparent for the Associate Professor.

**Assistant Professor:**
Submissions at the Assistant Professor level should show evidence of Instructor level competencies as well as a willingness to learn and implement new pedagogies/technologies for teaching and other areas of curriculum development. As appropriate to the discipline, “application” or skills based teaching, as demonstrated by clinical and field/laboratory applications or academic knowledge, should be emergent in the more experienced Assistant Professor. Development of new courses, participation in course assessment activities, and an evolving student advisor role is also to be expected at this rank. A pertinent philosophy of teaching should be manifest in the experienced Assistant Professor.

**Lecturer/Instructor:**
Expectations at the Instructor level are most heavily weighted by documentation of teaching effectiveness. This can be explored through examination of the Instructor’s student evaluations of teaching: Numeric rankings approximating the department and/or college medians should be the standard. Qualitative comments from students should be addressed in the Instructor’s self-evaluation of teaching and appropriate responses based on trend analysis findings should be apparent. The impact of these scores will be considered in conjunction with the number of years the faculty member has been teaching as well as a careful examination of selected course materials such as syllabi, assignments, course notes, examinations, and the like.

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*Consistent with the mission of the University, the faculty of the College of Liberal Arts and Sciences hold paramount the goal of superior teaching. The substance of our teaching defines our success.* The following catalog of teaching and other student related activities is provided as a general guideline to assist faculty in the selection of formative goals for teaching, as well as to assist them as they consider the selection of artifacts for their faculty portfolio submissions. *Suggested teaching and other student related activities are inventoried below.*

- Curriculum development
- Course research
- Development of new teaching materials (e.g., case based learning modules, performance rubrics)
- Development of new instructional strategies and teaching pedagogies (e.g., critical thinking, active learning, problem based learning, community based instruction)
- Development of new teaching formats (classroom/clinical demonstration
modules, podcasts, Wimba/webcam, Polycom and Web-based applications)

- Developing/revising course syllabi (e.g., specifying assignments and measurement for documentation of student achievement, developing learner knowledge and skills outcomes tied to accreditation standards, student learning assessments, etc.)

- Team-teaching efforts (such as TA advising, faculty collaborative teaching efforts, etc.)

- Field, laboratory, clinical, and other in situ teaching and supervision (including demonstration, instructing in techniques, assisting with instrumentation use and analysis, developing written reports, etc.)

- Off-load teaching

- Workshops (student orientations, portfolio/special project instructional presentations, practicum/lab/field meetings, etc.)

- Student specific (e.g., directed studies, internships, student remediation plans; preparing students for conferences and other presentations, mentoring)

- Guest lecturing and speaker programs

- Advising

- Developmental advising (e.g., preparing students to make reasoned academic and professional choices; counseling students regarding course selection)

- Degree plan formulation and updates

- Student research (e.g., reviewing prospectus submissions, supervising projects/theses)

- Course/program assessment activities

- Course data collection/analysis and application to teaching

- Programmatic student assessment measures (e.g., comprehensive examination questions, capstone projects, portfolios)

- Appraisals

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- Classroom teaching evaluations by students (e.g., numeric rankings, qualitative comments, performance trends as noted across APEs)

- Peer evaluations

- Non-classroom teaching evaluations (e.g., tutoring, directed studies, practicum, field programs, senior projects)

Any valuation of faculty achievement in teaching must necessarily consider a teacher’s experiences, opportunities, and the progression of their abilities from semester to semester for this appraisal to be valid and useful for future growth and development. Faculty should be advised of the need for self-reflection on their teaching to inform change as needed for their evolution as successful educators.
**Service:** (University, College, Department, Profession, Community)

**Professor:**
A Professor demonstrates university, college and departmental leadership by chairing committees, drafting documents, and initiating needed department studies and projects; serves willingly on university task forces; leads the department in overseeing advising responsibilities (for students within and beyond the department), and represents the department at university activities, recruitment events, etc. Faculty at this rank should also take a leadership role in mentoring junior faculty members.

**Associate:**
Associate Professors give evidence of active participation in and support of department planning; assume committee responsibilities outside the department; mentor Assistant Professors in service responsibilities; and demonstrate active involvement in advising.

**Assistant:**
For an Assistant Professor, the primary service responsibility is within the department during the initial year and, after the first year of probationary rank, the Assistant Professor begins to participate on college-wide and university-wide committees; becomes proficient about department and its curriculum; learns the advising process; and mentors students—particularly those upperclassmen who are considering graduate study.

*As a general guide regarding the types of service activities that could be recognized, with due consideration to the relative scope and effort involved, the following are examples of service activities at various levels:*

**Departmental service:** Special recognition should be given for service on committees with unusual demands of time and effort, such as key search committees, certain standing committees, and task forces. Faculty must provide documentation/explanation of this effort. Faculty should provide documentation of their contribution in the categories that are relevant to them. The following are suggestions and examples:
- department chair
- special department responsibilities
- committee chair
- committee member
- advising students in the department
- supervision of independent studies
- contributions to sponsored groups and/or activities
- program development
- other

**College/University service**
- committee chair
- committee member
- contributions to ENMU activities and students organizations
- program development/interdisciplinary activities
- involvement in university projects
- sponsor/advisor of student organizations
- awards and recognitions
other

**Professional service**
memberships in professional organizations, especially in the role of officer
professional activities/positions/responsibilities

**Community Service**
volunteer community organizations-chair or member
membership on voluntary boards
assistance to public schools/other educational institutions
other community-based activities

**Scholarship/Professional Development**

**Professor:**
A Full Professor disseminates knowledge at the national/international level; contributes
significantly to the profession through juried journal publications and/or invited
publications and presentations; maintains an established agenda of scholarship and
mentors others in the department in terms of scholarly activity; and maintains
professional contacts and networks within one’s professional field.

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**Associate:**
At the Associate professor rank, a faculty member disseminates knowledge at
regional/national level; contributes to the profession through juried publications that
demonstrate application of scholarly knowledge; maintains a continuing scholarship
plan; and demonstrates ability as a collaborator (with colleagues, students) or team
member in the research process, as appropriate to the discipline.

**Assistant:**
An Assistant Professor disseminates knowledge at the regional/state level; contributes
to the profession through juried publications or invited pieces (such as textbook and
book reviews, etc.); and demonstrates continued progress in defining a scholarship plan
leading to the support of teaching, publications, campus presentations, and conference
presentations.

*With regard to Scholarship, the departmental FEC guidelines will be of paramount
importance in delineating any peculiarities of the established standards of the discipline.*