

1. Section 4.1 Definition of Teaching

Paragraph 4.1a.3 Assignment of Non-Standard Teaching Credit

If non-standard teaching is assigned to a faculty member, but does not have a credit conversion documented in Table 4.1a.1 or is inconsistent with the credit conversions in Table 4.1a.1, a faculty member should be directed to complete the Non-Standard Teaching Application Form. The application form shall be submitted to the department with the following documentation: a syllabus or project summary and timeline, the course, name, number and section, number of student(s) expected to enroll, and total number of credits, clock hours per week, and other relevant documents. The application form shall be submitted to the department head with documentation attached and must be approved by the department head and dean before enrolling students. Such agreements shall be documented in a letter of offer or Memorandum of Understanding.

2. Section 3.16 Review of Tenured Faculty (Post-Tenure Review)

Paragraph 3.16f.4 Outcome 2: “Needs Improvement” Comprehensive Review Result

If the department head or PAC gives a rating of “Needs Improvement” for one or more areas of faculty performance during the Comprehensive Review, the department head shall work with the faculty member to develop a Performance Improvement Plan in order to strengthen performance in future Annual Reviews. Faculty members draft the Performance Improvement Plan (PIP) to be discussed with their department head as part of the annual goals meeting in September. Faculty should submit goals for any area of performance not covered by the PIP. The Performance Improvement Plan is finalized by October 15 when submissions to the Faculty Evaluation Files are due. The Performance Improvement Plan shall be approved by the department head and dean and placed in the Faculty Evaluation File. If the faculty member and the department head cannot agree on an acceptable plan, the department head and PAC chair will create one that is approved by the dean. The plan shall be sent to the faculty member for final review before implementation.

The plan shall contain specific actions and measures to address the deficiencies found in the review. The department head and faculty member will consult the CETL for teaching improvement plans. Mentoring by faculty peers is strongly recommended for teaching, scholarship, and service improvement plans. Faculty will report their progress on the Performance Improvement Plan in their annual u-FAR submissions completed by April 15 of the following semester.

During the next two subsequent Annual Reviews, the department head shall use the Performance Improvement Plan and Follow-up Report as a basis for evaluation. Significant progress on all corrective elements of the plan will be expected by the second Annual Review.

3. Subdivision 12.6a Days Defined

Unless otherwise stated, in all instances in which “days” is specified in this Chapter, the term refers to class days. Saturdays, Sundays, holidays, and days when classes are not in session are not counted. Class days during the summer session will not be counted except by written agreement between the faculty member and the FPC or Provost. When counting days, the day the appeal is received at any point in the procedure shall be considered “day one”.

4. Section 3.10 Faculty Narrative for Promotion/Tenure Cases or Third-Year Reviews

Faculty are required to submit a Faculty Narrative document in their Faculty Evaluation File on or before October 15 when seeking promotion and/or tenure, and during the year three probationary review period. The narrative should be no more than five pages in length, single spaced in no smaller than 11-point font. This is distinct from the Annual Goals and Reflection component of annual u-FAR materials referenced in Section 3.5b. The narrative shall provide an overview of faculty performance during the period under review (for third-year probationary faculty and faculty seeking tenure or promotion to associate professor, this period includes all years since their hiring; for promotion to professor and post-tenure review, this period includes all years since their last review), with an eye toward explaining how they have met (or in the case of third-year reviews, how they are making progress toward meeting) cumulative Departmental Standards and Criteria in teaching, scholarship, and service, respectively. Faculty shall address strengths, progress made, and areas in need of improvement in teaching*, scholarship, and service during the period under review. Future directions in all three areas shall be noted as well.

Faculty shall complete their Faculty Reflection as part of annual u-FAR materials (see Subdivision 3.5b) and the Faculty Narrative document (if applicable) in order to Meet Expectations or Exceed Expectations in Teaching.

5. Subdivision 3.17c Review of Adjunct, Term (1-4) and Renewable Term Faculty

The evaluation schedule by department heads and PACs is summarized in Table 3.1h.

Department heads review adjunct professors with an appointment of 50% or more during the first year and every sixth semester the instructor teaches thereafter, or sooner if the faculty member's performance is found to Need Improvement (see Section 3.13 Annual Review for Faculty by Department Head) or when seeking promotion. Department heads may review adjunct professors with appointments below 50% at their discretion.

PACs review adjunct professors of any rank when seeking promotion or more frequently as documented in the Professional Assessment Committee Procedures Document (see Section 3.14 Review by PAC). PACs may review adjunct professors with appointments below 50% at their discretion as documented in the PAC Procedures Document.

Adjunct faculty members may request an Annual Review by the department head or PAC at other times. Although not required by the Faculty Handbook, some PACs and/or adjunct faculty may deem it prudent for PAC reviews to take place on a voluntary basis in advance of the mandated review for promotion in years 6 and 12 (see FH 3.17c).

6. Subdivision 4.7a Faculty Portfolio Summary Table

Appointment Type	Rank	Availability	Portfolio
Term (1-4 years) Renewable Term	Instructor		<p><u>Term Portfolio</u> <i>20% teaching = 1 3-credit hour course*</i> <i>20% teaching = 1 3-credit hour course*</i> <i>20% teaching = 1 3-credit hour course*</i> <i>20% teaching = 1 3-credit hour course*</i></p> <p><i>20% service = department, college, university, community, discipline (to be specified in letter of offer; in some instances, this 20% may be split between service and scholarship)</i></p>
Adjunct (temporary)	Instructor		<p><u>Adjunct Faculty (temporary) Portfolio</u> <i>Teaching assignments specified in letter of offer</i></p>

7. Paragraph 3.15a.3 Years Credit

Faculty may be awarded years of credit toward tenure and/or promotion upon hire. Years of credit, including specific accomplishments that count toward standards and criteria for tenure or promotion, must be documented in the faculty member's letter of offer or memorandum of understanding approved by the Dean and Provost (or designee) and placed in the faculty member's Faculty Evaluation File (See Section 3.4). Probationary faculty retain the choice to use prior years of service or not; however, if they elect to not go up for tenure and/or promotion at the prescribed time using those years of credit, they may not use prior service or accomplishments for those credited years in the future. In that case, only UNI years of service will count for a tenure and promotion bid.

8. Subdivision 3.1f Departmental Standards and Criteria Document

All probationary and tenured faculty, PACs, and department heads are expected to collaborate together to create clear, consistent departmental standards and criteria for the purposes of evaluation, promotion, and tenure. Departments should consult with adjuncts, term (1-4), and renewable term faculty regarding standards for their performance. Meetings shall be co-chaired by the department head and PAC chair. All criteria are to be reviewed annually in the spring semester by all departmental faculty members and department heads.

If substantive changes are made to the Departmental Standards & Criteria Document, a probationary faculty member affected by such changes may request the creation of an MOU indicating how and when those changes will be applied in their case. The faculty member's choice between adhering to current or previous standards should be explicitly documented denoting the specific and applicable provisions. The MOU must be approved by the PAC Chair, Department Head, and Dean, signed by the faculty member, and placed in the faculty member's Faculty Evaluation File.

Following the applicable deadline (see Section 3.12 Calendar), departments will complete a draft version of the Departmental Standards and Criteria document for discussion at the Spring College Review Committee (CRC) meeting.

Following the CRC meeting, departments will complete final revisions and title the document Departmental Standards and Criteria Document.

Upon approval of the documents, title pages are signed by all parties (PAC Chair, department head and dean [in consultation with the CRC]). If there are changes from the previous year's document, a second copy with all changes highlighted must accompany the final signed copy. Copies of this document, whether revised or not, should be sent by the dean's office to the Provost's Office by the appropriate deadline (see Section 3.12 Calendar). Following approval from the Provost's Office, the Departmental Standards

and Criteria Document shall be distributed by the department head to the faculty of each department before implementation occurs on July 1.