



AGREEMENT
between
EASTERN MICHIGAN UNIVERSITY
and
EASTERN MICHIGAN UNIVERSITY
AMERICAN ASSOCIATION OF
UNIVERSITY PROFESSORS

September 1, 2000 – August 31, 2004

*FACULTY APPOINTMENTS, FACULTY PARTICIPATION IN GRADUATE PROGRAMS,
REAPPOINTMENTS, TENURE AND PROMOTION*

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| 471 | <i>Creditable</i>
Service on grants directly related to the Faculty Member's discipline | <i>Non-Creditable</i>
Time spent on unpaid leaves except as provided for in Article XI. |
| 472 | Released time as provided for under Article V. | Service on grants not directly related to the professional field in which the Faculty Member is employed by the University. |
| 473 | Time spent on Sabbatical Leaves or Faculty Research/ Creative Activity Fellowship Leaves. | |
| 474 | Other time spent on leave where service/rank credit is approved by EMU. | |
| 475 | Prior experience at other institutions of higher education or equivalent for which credit is given at the time of hire in accordance with the provisions of XIV.A.14. | |
- 476 F. All grants of tenure or promotion shall become effective at the beginning of the academic year following the academic year in which application for same is made.

ARTICLE XV.

*EVALUATION CRITERIA AND PROCEDURES FOR REAPPOINTMENT, TENURE,
PROMOTION, AND PERIODIC REVIEWS OF TENURED FACULTY*

- 477 A. 1. Each department shall conduct Faculty evaluations using procedures, techniques, and criteria specified in its Departmental Evaluation Document developed and/or subsequently modified in accordance with the Faculty input system as provided for in Article XIII.
- 478 2. There are three (3) kinds of evaluations of Faculty performance: (1) Interim Evaluations of probationary Faculty; (2) Full Evaluations of probationary and tenured Faculty for reappointment, tenure, and/or promotion; and (3) Professional Evaluations of tenured Faculty Members.

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479 3. Evaluations shall be conducted in accordance with the schedules established in this article.

480 4. Annual Activity Reports

481 By no later than October 15 of each year every probationary and tenured Faculty Member shall complete and submit an Annual Activity Report to his/her Department Head unless the Faculty Member is on leave and time is not creditable pursuant to Article XIV.D. The information contained in the Annual Activity Report shall provide the basic data for interim evaluations and professional performance evaluations of tenured Faculty Members. Department Heads may provide additional relevant documentation. In addition Faculty Members undergoing Full Evaluations shall be required to complete additional forms.

482 B. Evaluation Criteria

483 1. Instructional Effectiveness

484 a. The required and most important criterion is Instructional Effectiveness. The teaching Faculty shall give evidence of ability and commitment to lead students of varying capabilities into a growing understanding of the subject matter, tools, and materials of their disciplines. The Faculty Member shall demonstrate his/her continuing concern for Instructional Effectiveness through methods of presentation and evaluation of students. In support of Instructional Effectiveness, a Faculty Member must maintain a high level of knowledge and expertise in his/her discipline or area of specialization. In the case of non-teaching and library Faculty, satisfactory professional performance shall be the equivalent of Instructional Effectiveness.

485 b. Evaluation techniques for all Faculty Members shall include at least the following types of evaluation of teaching: peer evaluations, Department Head evaluations, student evaluations, and self evaluation. Where appropriate, assessment of academic advising of students shall also be included. Departments shall incorporate in their Departmental Evaluation Document: 1) a set or sets of approved questions for the student evaluation form comprised of the two core items plus no fewer than an additional six items appropriate for the course format, 2) approved questions for peer and Department Head classroom visitations, and 3) a procedure for classroom visitations, covering whether and when notice of the visit will be given to the Faculty Member. Each individual peer and Department Head classroom visitation observation and related evaluative statements shall be in writing, shall name the observer, and shall be provided to the Faculty Member within ten (10) working days following the classroom visit. Rationale for evaluative statements must be explained and/or documented.

486 c. Faculty Members shall be responsible for retaining all original copies of

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approved student evaluation forms and summary reports, including handwritten comments, for the period under evaluation. During any evaluation of Instructional Effectiveness, the Faculty Member shall make available to evaluators any and all copies of forms and reports, including handwritten comments, for such period.

487 d. All Full Evaluations (including Full Professional Performance Evaluations of Tenured Faculty) must include classroom visitations by the Department Head and members of the appropriate departmental committee.

* 488 2. Scholarly and/or Creative Activity

489 The manner in which each of the Scholarly and/or Creative Activities listed below
is counted toward fulfilling the evaluation criteria of each department is governed by its Departmental Evaluation Document.

490 a. A Faculty Member shall give documented evidence of his/her contribution to his/her discipline or area of specialization within the discipline or in an interdisciplinary specialization by scholarly investigation (e.g., research) and/or creative activity, and of its publication or other dissemination in one of the following ways:

491 (1) In the classroom; or

492 (2) among practitioners in his/her discipline; or

493 (3) among a wider community.

494 b. It is intended that the Faculty Member shall utilize his/her expertise to address problems in his/her discipline or in an interdisciplinary specialization through scholarly and/or creative activity that clearly contributes to the discipline, specialization, or interdisciplinary area through:

495 (1) Scholarly investigation, creative activity and/or research of an original and/or previously unreported nature; or

496 (2) applied research, investigation, or scholarly analysis of existing research, information, and creative endeavors resulting in the development of new data, information, applications, and/or interpretations.

497 (3) In disciplines where practice and tradition include Faculty involvement in student research which is subsequently published or otherwise disseminated, such research shall not be barred from consideration as appropriate scholarly activity, insofar as said Faculty involvement is shown to fulfill the expectations in 2.b.(1) or 2.b.(2) above.

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- 498 c. Retraining
- 499 In recognition of the need to encourage the retraining of Faculty to assume professional responsibilities in areas where available expertise is in short supply, completion by the Faculty Member of a retraining program which brings him/her to a specified level of skill in such area of need may be applied toward satisfaction of the Scholarly/Creative Activity criterion for such purposes and for such period of time only as expressly approved in writing by the appropriate departmental committee, the Department Head, the college Dean and the Provost and Vice President for Academic Affairs. In those instances where written approval of a retraining program is not obtained in advance, retraining shall be barred from consideration when the Faculty Member's Scholarly/Creative Activity is evaluated.
- 500 Each of the three activities below may, under the conditions specified, be considered as partially fulfilling the Scholarly/Creative Activity criterion. The Scholarly/Creative Activity criterion cannot be satisfied by any of these alone, or solely in combination with each other.
- 501 d. Professional Development
- 502 Professional development shall be an acceptable substitute for Scholarly/Creative Activity, only as specifically allowed in Departmental Evaluation Documents amended after September 1, 1993.
- 503 EMU and the Association recognize the value of substantive professional development activities that may be undertaken by Faculty to enhance their delivery of classroom instruction and/or expand their professional knowledge base. In order to encourage Faculty to engage in such endeavors, professional development activities may be applied toward satisfaction of the Scholarly/Creative Activity criterion insofar as these activities are clearly in addition to those necessary to maintain the level of knowledge and/or expertise in the Faculty Member's discipline or area of specialization required to fulfill the Instructional Effectiveness standards (Article XV.B.1.) of this Agreement, subject to the following conditions:
- 504 Prior to undertaking any professional activity for which credit may be sought, a Faculty Member shall submit a written proposal for pre-approval to his/her department. The proposal shall outline the professional activity, its duration and the projected benefits of the activity. If approved by the Department Head and the appropriate departmental committee, the professional development, when completed, shall be evaluated to determine if it fulfills the criteria for such professional development contained in the Departmental Evaluation Document.

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- 505 e. Grant Development/Administration
- 506 EMU and the Association recognize the need to encourage Faculty to engage in the vital process of seeking, obtaining and administering grants from outside agencies. The preparation of grant proposals for outside agencies, whether funded or not, and/or the administration of a grant project, shall be considered as Scholarly/Creative Activity if said preparation involves scholarly activity (e.g., research or teaching projects) of a substantial nature. The applicant must document such activity and the importance of the endeavor to the discipline or interdisciplinary area, the department, the college and/or University as set forth in Article XV.B.2.b. above.
- 507 f. Doctoral Dissertation Research
- 508 Doctoral dissertation research undertaken by Faculty in those departments where the doctorate is not recognized as the terminal degree or required for the purpose of achieving tenure shall be considered as Scholarly/Creative Activity in the year(s) in which such research is undertaken, provided the applicant furnishes documentary evidence of the nature of the research and provides an abstract documenting the importance of the endeavor to the discipline and the appropriate departmental committee and Department Head provide a qualitative statement supporting the importance of the doctoral research.
- A* 509 3. Service
- 510 The Faculty Member must satisfy one of the criteria below:
- 511 a. The Faculty Member shall give evidence of identifying new needs in the department and assisting colleagues in departmental activities.
- 512 b. The Faculty Member shall give evidence of interest and activity that extends beyond the department into areas such as University and college-wide committees, student activities, professionally related community affairs, and grant activities, either disciplinary or interdisciplinary if not counted as Scholarly/Creative Activity.
- 513 4. Standards of Performance
- 514 a. The foregoing criteria must be applied to applicants engaged in disciplines as varied as dance, literature, marketing, physics, and mathematics. To guide applicants within the various disciplines concerning activities which might be considered appropriate as counting toward fulfillment of these criteria, EMU and the Association have recognized the need for evaluation documents within each department, as provided in Article XIII.
- 515 b. To clarify the role of Departmental Evaluation Documents in specifying the ways in which contract requirements may be met, EMU and the Association

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hereby reaffirm and make clear their intent that, in addition to satisfying the conditions set forth in the applicable Departmental Evaluation Documents, all candidates for reappointment, tenure, and promotion must satisfy without exception and irrespective of the terms of any Departmental Evaluation Document, application form, or other document to the contrary, all elements of the evaluation criteria provided herein, and all other terms and conditions of this Agreement.

- 516 In those instances where a requirement set forth in this Agreement diverges from a requirement set forth in the Departmental Evaluation Document, the more stringent requirement shall apply, except as modified by this Agreement. For purposes of further clarification, each Departmental Evaluation Document contains listings of activities that might be considered appropriate as counting toward fulfilling obligations in the areas of Instructional Effectiveness, Scholarly/Creative Activity, and Service. However, the fact that an applicant may cite an activity which is included in a Departmental Evaluation Document does not mean that it will automatically count toward fulfilling an evaluation criterion. Each Faculty Member must provide qualitative documented evidence that establishes that he/she has, in fact, satisfied the appropriate evaluation criteria. No activity shall count towards fulfilling an evaluation criterion without such qualitative documentation unless otherwise provided herein.
- 517 5. Only work completed while a Faculty Member is in rank at EMU may be counted for purposes of reappointment, tenure, and promotion decisions, unless, in accordance with Article XIV.A.14., partial service/rank credit is granted for experience prior to joining the Faculty at EMU. The partial service/rank credit which a Faculty Member receives at the date of hire, and the Instructional Effectiveness, Scholarly/Creative Activity, and Service documented during the period of time for which he/she is given credit at the initial date of hire shall be creditable for reappointment, tenure, and/or promotion, insofar as: (a) the activities are consistent with the definitions set forth in the Agreement; (b) the activities fulfill the standards of the Faculty Member's Departmental Evaluation Document; and (c) the Faculty Member's application for reappointment, tenure, and/or promotion is in compliance with the terms and conditions of this Agreement.
- 518 C. Procedures for Faculty Evaluation for Faculty Hired Prior to January 1, 1997
- 519 1.. Evaluations shall be initiated in order that all reappointment, tenure, promotion, professional performance evaluations of tenured Faculty, and termination decisions may be made in accordance with the time schedules provided in this Agreement.
- 520 2. It is recognized that the evaluation process is a continuing one, intended for constructive purposes. The Department Head shall provide regular opportunity to discuss professional evaluation and to offer assistance to the Faculty Member in the improvement of his/her professional performance.

