

**DEPARTMENT OF GEOLOGY & ENVIRONMENTAL SCIENCE
CRITERIA AND STANDARDS
FOR ANNUAL EVALUATION, PROMOTION AND TENURE**

I. Overview

The Geology & Environmental Science Department considers evaluation to be an ongoing process designed to support professional development and growth in its faculty. Evaluations are used in making personnel decisions, including allocation of merit pay, tenure, and promotion. All evaluations shall consider a faculty member's performance in the areas of 1) teaching, 2) scholarly achievement, and 3) professional service. In addition, contributions that are of such a general nature that they do not easily fall into one or more of the above categories may be considered. These could include significant contributions to students' overall development, commitment to the discipline, the department, the college, the university, and the community. Because there are numerous methods of achieving excellence, the standards for evaluation should not be interpreted as inflexible and absolute. Evaluations are to be made in the spirit of the collegiality with the intent of improving faculty performance.

The reward system at James Madison University, and within the Geology & Environmental Science Department, should be sufficiently flexible that all members of the faculty will be able to concentrate on their strongest areas within teaching, scholarly achievement, and professional service. Each faculty member will set the approximate level of effort in each category in consultation with the Department Head.

The three areas of evaluation as outlined in the Faculty Handbook include the following:

1. The Initial Evaluation
2. Annual Evaluations
3. Comprehensive Evaluations

II. Evaluations

1. Initial Evaluations and Conference

The Department Head shall provide a new faculty member with copies of the department's *Criteria and Standards* and *Requirements and Expectations of Tenure Track Faculty*. The initial evaluation will be conducted at the beginning of the second full semester of full-time employment at James Madison University. All policies and procedures set forth in the Faculty Handbook (2001 Faculty Handbook, Section III. E. 3) will be followed.

At the start of a new faculty member's second full semester, the Department Head shall schedule an evaluation conference with the faculty member. The conference provides an opportunity to discuss the faculty member's first semester performance and professional needs as perceived by both the faculty member and the Department Head. The Department Head will provide to the faculty member a written initial evaluation. As stated in the Faculty Handbook, "The evaluation shall state whether the faculty member's overall performance has been satisfactory or unsatisfactory."

2. Annual Evaluations

The Annual Report of Professional Activities will be used as a primary tool for evaluation but a faculty member may submit additional materials for the evaluation if he or she chooses. Each faculty member's Annual Report should include material for the year reporting period as defined by the University and normally will be due to the Department Head in a timely fashion.

The annual evaluation shall consider the performance of the faculty member in the areas of teaching, scholarly achievement, and professional service. In each of the areas, a faculty member shall be evaluated as excellent, satisfactory, or unsatisfactory. In addition to an evaluation in each of the three areas of performance, the faculty member's overall performance must be evaluated as satisfactory or unsatisfactory.

Each departmental member will evaluate other faculty members in each of the three areas of performance.

Department heads are evaluated by the faculty in consultation with the Dean of the College of Science and Mathematics. It is the responsibility of each faculty member to provide the necessary documentation for evaluation. Results of each evaluation will be compiled by the department head and a summary evaluation will become part of the faculty's file.

III. Promotion

The promotion of a faculty member shall be determined by merit regardless of the distribution of faculty by rank within the department. Normally, a faculty member should have completed five years in rank in the Department before being reviewed for promotion. The candidate for promotion must inform the Department Head of their intention to apply for promotion by September 1. All supporting materials for promotion are due to the Department Head and PAC by October 1.

The following criteria and standards, as stated in the Faculty Handbook, will be used in determining the eligibility and recommendations for promotion of a faculty member of the Department:

Assistant Professor

Satisfactory ratings in all areas are required for promotion to Assistant Professor.

Associate Professor

An excellent rating in one area and satisfactory ratings in the others are required for promotion to Associate Professor.

Professor

Excellent ratings in two areas and a satisfactory rating in the other are required for promotion to Professor.

PAC Recommendations

A simple plurality of those eligible to vote will suffice for recommending excellent, satisfactory, or unsatisfactory in the three areas of achievement (teaching, scholarly achievement and professional qualifications, and professional service). Although consultation among PAC, the Department Head, and the Dean is encouraged, the Department Head and PAC shall make independent evaluations and independent recommendations. PAC's recommendation regarding promotion will be determined by a secret ballot of the PAC.

IV. Department Personnel Advisory Committee (PAC)

The Personnel Advisory Committee (PAC) advises the Department Head and makes recommendations on tenure and promotion decisions within the Department including appeals. In making their evaluations and recommendations, PAC and the Department Head will follow the procedures set forth in the James Madison University Faculty Handbook. PAC shall consist of all faculty members in the Department holding the rank of associate professor or (full) professor, excluding the Department Head. For tenure decisions, a subcommittee of PAC that consists of all tenured faculty members on PAC will make the evaluation and recommendations for tenure.

V. Tenure Guidelines

Yearly Evaluations

In addition to being evaluated by each faculty member, essentially for merit pay allocations, the untenured member will be evaluated by the Head for the purpose of documenting the candidate's progress. Written and oral feedback will be given by the Head to the faculty member.

Tenure Recommendations

To be awarded tenure, the faculty member must meet performance standards required for promotion to associate professor and should enhance the academic environment of the academic unit and the university. The James Madison University's Faculty Handbook should be the candidate's reference.

VI. Evaluation Criteria

The reward system in the department is sufficiently flexible that all members of the faculty will be able to concentrate on their strongest areas within teaching, scholarly achievement and professional qualifications, and professional service. Each faculty member will set the approximate level of effort in each category in consultation with the Department Head. The level of effort of a faculty member in each category may change, on a yearly basis, by mutual agreement of the faculty member and Department Head during the year.

Teaching

Excellent

- Presentations at national or regional meetings by students of supervised research or projects.
- Receiving a teaching award from the University or external professional organization.
- Teaching a variety of levels and subject areas in geology.
- Developing new courses and/or workshops.
- Consistent long-term above average ratings on student evaluations. An exceptional rating on student evaluations is not required for obtaining an exceptional rating in teaching by PAC or the Department Head.
- Demonstrated instructional accomplishments.

Satisfactory

- Supervising independent study and honors projects.
- Coordinating a laboratory or other instructional program.
- Acceptable ratings on student evaluations.
- Participating in regional and national pedagogical organizations.
- Participating in workshops and meetings concerning teaching.

Scholarly Achievement

Excellent

- Publications of ongoing research and other scholarly activity in refereed professional journals.
- Presentation of papers at national professional meetings.
- Initiating a successful grant proposal for external funding and/or directing the resulting project.
- Consulting activity that brings recognition or resources to the department.
- Authoring textbooks or substantial textbook revision.
- Other scholarly achievement, recognition, or professional development that PAC deems exceptional.

Satisfactory

- Supervising student research projects, independent study and honors projects.
- Active participation in grant proposals for support of research or other scholarly activities.
- Presenting papers at regional meetings and publishing in non-refereed journals.
- Development of instructional or educational materials.
- Ongoing personal professional development (NSF short courses, attending national meetings, etc.) or an organized program of self-study in a new area of research.
- Acting as a professional consultant.
- Memberships and participation in professional organizations.
- Presentation of faculty seminars and colloquia.
- Current professional activity at other academic institutions and in non-academic settings.

Professional Service

Excellent

- Serving in an organization in an office that brings positive recognition to the University.
- Initiating and carrying out a program that leads to a significant increase in the resources of the University or in its ability to perform its mission.
- A major contribution which applies the resources of the University to solving a problem of local, regional, state, or national concern.
- A major service or office at the college, university, or state level.
- A major effort as a staff member of a professional journal.
- A major effort conducting workshops, symposia, and training sessions in one's professional area.
- Other professional service that PAC deems exceptional.

Satisfactory

- Serving on department and university committees
- Participating in public relations events and student recruiting.
- Participating in grant proposals for external funding for teaching and equipment support.
- Serving as a faculty advisor to a student organization.
- Serving as a satisfactory student curriculum advisor.
- Serving as a referee or reviewer of scholarly articles or textbooks.