

Faculty Personnel Process

To be read in conjunction with 6136

Approved by the Board of Trustees (9/27/99)

LEVELS OF REVIEW
PROPOSED PROCESS

FINISH

BOARD OF TRUSTEES

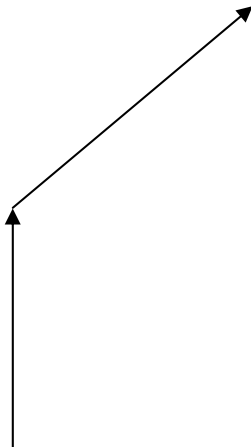


(Only positive recommendations are forwarded to the Board.)

PRESIDENT'S RECOMMENDATION



VPAA'S RECOMMENDATION



COLLEGE-WIDE
PERSONNEL
COMMITTEE
RECOMMENDATION
(9 senior faculty with vote,
elected college-wide.)
(2 students, non-voting)

DEAN'S RECOMMENDATION



EACH ACADEMIC PROGRAM WILL EVALUATE ITS CANDIDATES

START

CANDIDATE PREPARES HIS/HER FILE

I. PERSONNEL PROCESS

LEVELS OF REVIEW

The College agrees to establish a College-wide Personnel Committee (CPC) that will provide peer review at the College level for reappointment, promotion, and tenure of faculty. The personnel process will now include the following levels of review (see attached diagram):

Program review and recommendation forwarded to the appropriate Dean and the College-wide Personnel Committee simultaneously

Simultaneous review by the appropriate Dean and by the College-wide Personnel Committee with independent recommendations by the Dean and the CPC forwarded to the Vice President for Academic Affairs

Review by the Vice President for Academic Affairs and recommendation to the President

Review by the President for final decision and recommendation of positive decisions to the Board of Trustees.

PROCESSES

All files and review materials will be maintained in the offices of Divisional Deans and the Vice President for Academic Affairs as appropriate.

In addition to those materials already outlined in 6136, all files previously submitted by the affected candidate for the 1st, 2nd, 3rd, or 4th year reappointment will be made available to the College-wide Personnel Committee and appropriate academic administrators per 6136.

Where relevant, the most recent promotion file for the same rank may be requested by the CPC and appropriate academic administrators per 6136.

In their operation, the Program Committee and the College-wide Personnel Committee will adhere to the requirements of 6136 relating to the review of faculty.

Program Committee

The Program Committee will consist of all tenured members of the program. In those cases where a program has less than three tenured faculty, a sufficient number of tenured faculty from adjacent disciplines will be selected by mutual agreement of the Dean and the program faculty. Accordingly, each Program Committee will be composed of at least three tenured faculty. It is the basic expectation that there will be one program letter written to reflect the evaluation of the program. However, a dissenting member(s) of the Program Committee may submit an individual letter which should be so identified.

The program evaluation will be submitted simultaneously to the Dean and the College-wide Personnel Committee. The Dean will transmit a copy of the program evaluation to the candidate. The candidate will have the right to write a formal response to the program evaluation, within three business days, which will be added to the file prior to the final consideration of the file by the CPC and the Dean.

College-Wide Personnel Committee (CPC)

The College-wide Personnel Committee will include two faculty representatives, at the Associate or Full Professor rank, from ARHU, NAMS, PROS, and SOBL and one representative from GENS. Each of the representatives will serve three year terms and the terms will be staggered. Candidates may be nominated by members of their divisional faculty or self-nominated. The Committee will be elected by secret ballot in a college-wide election administered by the Vice President for Academic Affairs at a time determined in the annual personnel calendar. A valid election requires that ballots be cast by at least 75% of the eligible faculty.

In the initial election the candidate receiving the most votes will be assigned the longer term (see below) and the candidate receiving the second highest vote total will be assigned the shorter term. The initial election will elect representatives with the following terms:

ARHU	1 YR, 3 YR
GENS	2YR
NAMS	1 YR, 2 YR
PROS	1 YR, 3 YR
SOBL	2 YR, 3 YR

Thereafter, the candidate receiving the most votes will be elected for a three (3) year term.

The criteria for selection of members of the College-wide Committee will be the language in 6136 which sets forth the qualifications for senior rank (associate and full professor) contained on pp 21-24 of 6136. The SFT agrees that prior to the election of committee members, all nominees will provide faculty in the College with an up-to-date

curriculum vitae to establish currency in the qualifications for rank and will also demonstrate effectiveness in teaching as measured by the record. These background materials will be made available in each divisional office and in the library.

The CPC will organize itself, elect its own chair, and operate under Robert's Rules of Order based on the criteria and regulations delineated in 6136 and the Master Agreement. The CPC will report its vote and recommendation to the Vice President for Academic Affairs. The Vice President for Academic Affairs will transmit a copy of the CPC recommendation to the candidate who will have the right to make a written response, within three business days, which will be added to the file prior to the Vice President's final consideration of the file.

Reappointment and Promotion of Librarians

Reappointment and promotion of librarians will follow processes outlined in the *Master Agreement*.

Other

When the revisions of 6136 are complete, we will highlight the agreed upon changes and the following:

- boldface opportunities currently set forth in 6136 to meet with the Dean, VPAA, and President
- indicate opportunities for access to prior years' recommendations from the various levels of review

Finally, this new procedure will be reviewed by June 30, 2002 and will be renewed or modified only by the authority of The Board of Trustees.

ADDITIONAL UNDERSTANDINGS IN CONJUNCTION WITH PROPOSED CHANGES
IN THE PERSONNEL PROCESSES FOR EVALUATING FACULTY

1. "Excellence"

It is agreed that the President and the President of the Stockton Federation of Teachers will jointly send to all affected employees a copy of the "Explications of Excellence in Teaching, Scholarly/Creative Activity, and Professional Service" accompanied by the following statement:

"In general, the explication of "Excellence" that is used by the Administration was shared at the negotiation 8/30/99 (see attached). The *AFT* officers have requested and have been granted the establishment of a Task Force (Faculty and Administration) to consult with the College on possible improvement in the language and context of the meaning of "Excellence." The Task Force will be co-chaired by a faculty and an administrator and will meet on a schedule to be mutually determined."

2. "Transition Period for Students"

The role of the students will not be part of the negotiated personnel process proposal. However, two (2) students without vote will be permitted to participate in the College-wide Personnel Committee (CPC) evaluation review process. The emphasis of the students participation will be under the criteria "Teaching."

This recommendation will be for a two (2) year transitional period with review of the student's role, after two (2) years, for renewal *or* modification.

3. "6136"

6136 will not be changed pending the Board of Trustees decision. If the Trustees approve the recommended changes in the personnel process, appropriate policy, process, and procedural changes will be made to 6136. The explication of "excellence" as it currently appears in 6136 will not be changed pending outcome of discussion by the anticipated task force and final decision by the Trustees.

Excellence in Teaching

The single most important qualification for any academic rank at Stockton is excellent teaching. Excellent teaching is recognizable by a consistent pattern of performance which demonstrates:

1. A thorough command of the subject matter, teaching techniques, and methodology of the discipline.
2. Continuous growth in one's field of expertise.
3. Soundness of presentation, including thoughtful course organization, content reflecting the best available scholarship or artistic practice, and teaching techniques appropriate to eliciting a high level of student understanding in all one's teaching assignments.
4. Current knowledge in the subject matter in which he/she teaches.
5. Ability to use technology appropriately in his/her teaching.
6. The ability to organize course material and to communicate this information effectively.
7. The capacity to relate the subject matter to other fields of knowledge when appropriate.
8. The ability to perform effectively in all one's teaching assignments, whether at the introductory or advanced levels, or in interdisciplinary teaching.

Excellence in teaching also entails respect for students as members of the Stockton academic community: responding to student questions effectively; encouraging academic freedom; as well as positively seeking opportunities inside and outside the classroom to enhance student learning of the subject matter.

To assure that the teaching of each faculty member is judged as fairly as possible, the judgment of teaching excellence should be performed in diverse and general ways, including: self-evaluation of aims, goals, and accomplishments; the cumulative record of student evaluations; professional growth as documented in an updated, current, curriculum vitae; and any other documented evidence relative to the standards outlined above provided by the faculty member.

Excellence in Scholarly/Creative Activity

Faculty are expected to be engaged in an ongoing program of scholarly or creative activities. It is expected that these activities will be brought to conclusion by such means as: publications, papers or presentations, funded external grant proposals, juried performances, compositions, and exhibits.

1. Books should be published by reputable academic or trade presses. Reviews of the book in appropriate journals should be considered. Textbooks ought to be evaluated as to the quality of the content and the contribution to the teaching of the discipline.
2. Articles, essays, and creative writings should be published in appropriate scholarly journals found in regular college libraries. Some assessment should be made as to the quality of the journal in which the piece appears; in particular, is the journal refereed and what is its scholarly reputation.
3. A presentation should be evaluated on the quality of its content and on the prestige of the meeting to which it was delivered. National and regional meetings should rank higher than local meetings. Scholarly presentations should be ranked more highly than popular ones.
4. Work in the arts should be assessed by considering its quality and the reputation of the gallery or museum or drama or musical group where it was presented. Appropriate reviews of the presentation, if available, should be consulted.

It is these means that enable competent professional peers both from the campus and the broader scholarly community to testify to the significance and quality of the faculty member's work.

Excellence in Professional Service

Professional service entails the voluntary application of one's professional skills in support of the College, one's professional or scholarly community, or the community at large. Excellence in service is recognized by the significance of the service, that is its importance to the mission and goals of the College; the impact that one's contribution has made in achieving these mission and goals; the scope of the impact; and the quality of leadership exercised

New Personnel Process

For the College:

/s/ Priscilla M. Comfort

Chair, Contract

Date:

For the Union:

/s/ Michael McGarvey

Stockton Federation of Teachers
Local 12275, NJSCL, NJSFT

Date:

