

Department of Criminology & Criminal Justice Biennial Review Procedure

The department personnel committee and the department chair will conduct separate reviews of each eligible faculty member as specified by university policy. The university policy presumes that most faculty members will be found to meet expectations, and the process will focus on identifying outliers for recognition or remediation.

It is expected that all faculty members will meet expectations in all areas of the evaluation (teaching, scholarship, service, administrative assignment). The department review process will begin by determining the normal range of faculty productivity. Much like examining a data set or grading on a curve, the normal range can be found by examining the distribution of faculty activity in each category. Anyone whose productivity is significantly higher than the normal range of faculty activity should be identified as Exceeds Expectations. Anyone whose productivity is significantly lower than the normal range of faculty activity should be identified as Does Not Meet Expectation. Faculty members whose productivity is in the normal range of faculty activity should be identified as Meets Expectations.

It is expected that instructors will meet expectations in the area of teaching and other assignments such as advising when applicable. The department review process will begin by determining the normal range of faculty productivity. Much like examining a data set or grading on a curve, the normal range can be found by examining the distribution of faculty activity in each category specifically teaching and other assignments. Anyone whose productivity is significantly higher than the normal range of faculty activity should be identified as Exceeds Expectations. Anyone whose productivity is significantly lower than the normal range of faculty activity should be identified as Does Not Meet Expectation. Instructors whose productivity is in the normal range of faculty activity should be identified as Meets Expectations.

While it is expected that faculty members will contribute in all areas, low productivity in one area may be balance with high productivity in another. For example, a faculty member who takes on a challenging and time consuming assignment or dedicates him/herself to exceptional success in one area may see a temporary decline in another area. It may be in the department's interest to balance the faculty member's deficiency with his or her success. Again it is expected that faculty members will contribute in all areas, so success in one area is not sufficient to make up for a lack of effort or an insignificant effort in other areas.

Next, an evaluation of the faculty members overall contribution will determine if he or she Contributes Exceptionally, Contributes, or Contributes Below Expectations. This determination is based on the guidelines provided in the university's biennial review policy. (See below.)

Teaching, Scholarship/Creativity, and Service

Individuals doing performance evaluations shall focus on the quality of the work in each domain when determining whether the faculty member is exceeding, meeting, or not

meeting expectations. Assigned ranks for each of the areas will then be applied to the evaluation to create an overall determination that the faculty member's professional activities are *Contributing Exceptionally, Contributing, or Contributing Below Expectations*. (see Overall Performance Evaluation criteria)

1. **Teaching:**

a. *Exceeds Expectations*: A faculty member exceeds his/her department's definition of *Meets Expectations* or consistently teaches courses and earns competitive extra departmental awards or obtains evaluations* of teaching that are well above those typical for colleagues in the college.

b. *Meets Expectations*: A faculty member meets his/her department's definition of *Meets Expectations*.

c. *Does Not Meet Expectations*: A faculty member fails to meet his/her teaching responsibilities as laid out in section 310.1 of the University Handbook, or regularly engages in one or more of the following practices: teaches courses in a fashion that produces substantiated breaches of propriety or professionalism including failure to complete required attendance, interim or final grade reporting; refuses to have his/her teaching evaluated*; does not substantively cover the prescribed course content; has evaluations* well below those typical of departmental colleagues, or generally provides an environment inappropriate to facilitate learning .

*The Faculty Senate has endorsed a University policy that states that students have the right to evaluate teaching. That policy, however, does not imply that those evaluations should be the sole source of information regarding quality of teaching. The Faculty Senate strongly encourages departments and colleges to use teaching evaluation systems with multiple sources of input that includes student, peer, and chairperson evaluations.

2. **Scholarship/Creativity:**

a. *Exceeds Expectations*: A faculty member consistently produces scholarship (appropriately defined with regard to the discipline, college, and University mission) that is recognized nationally and/or internationally (either in terms of competitive awards or as a result of publication in the most highly-regarded discipline-specific journals or with prestigious publishers, or at the most highly-regarded exhibitions or performance arenas), or the faculty member (in terms of quality, quantity, or a combination) exhibits or performs scholarship/creativity well beyond that typical for departmental colleagues, or in other ways exceeds his/her department's definition of *Meets Expectations*.

b. *Meets Expectations*. A faculty member meets his/her department's definition of *Meets Expectations*.

c. *Does Not Meet Expectations*. A faculty member does not have a recent record of scholarship/creativity, and shows no progress on any project of significant magnitude, or in other ways does not meet his/her department's definition of *Meets Expectations*.

3. **Service:**

a. *Exceeds Expectations*. A faculty member consistently participates in service activities within the profession, discipline, community, University, college, and/or department, making a positive difference as a result of that service in a way that is well beyond that typical of colleagues, or in other ways exceeds his/her department's definition of *Meets Expectations*.

b. *Meets Expectations*. A faculty member meets his/her department's definition of *Meets Expectations*.

c. *Does Not Meet Expectations*. A faculty member does not work with colleagues to advance the mission of the department, college, and/or University, or in other ways does not meet his/her department's definition of *Meets Expectations*.

4. **Evaluations of Instructors:**

a. *Exceeds Expectations*. An instructor exceeds his/her department's definition of *Meets Expectations* or consistently teaches courses and earns competitive extra departmental awards or obtains evaluations* of teaching that are well above those typical for colleagues in the college or library. This may include evaluations of other assignments related to teaching such as advising

b. *Meets Expectations*. An instructor his/her department's definition of *Meets Expectations*.

c. *Does Not Meet Expectations*. An instructor fails to meet his/her teaching responsibilities as laid out in section 310.1 of the University Handbook, or regularly engages in one or more of the following practices: teaches courses in a fashion that produces substantiated breaches of propriety or professionalism including failure to complete required attendance, interim or final grade reporting; refuses to have his/her teaching evaluated*; does not substantively cover the prescribed course content; has evaluations* well below those typical of departmental colleagues; does not meet the expectations of an advisor such as meeting office hours or engaging

students in engagement leading to retention and graduation; or generally provides an environment inappropriate to facilitate learning.

Overall Performance Evaluation

1. *Contributing Exceptionally.* A faculty member's overall performance may be designated *Contributing Exceptionally* if the individual is classified as *Exceeds Expectations* in at least two of the evaluation categories and meets expectations in the other categories, or may be considered *Contributing Exceptionally* if designated *Exceeds Expectations* in his/her first-ranked category and is meeting expectations in the other evaluation categories. An instructor may be designated as *Contributing Exceptionally* if the individual is classified as *Exceeds Expectations* in teaching and other assignments.
2. *Contributing Below Expectations.* A faculty member's overall performance will be designated as *Contributing Below Expectations* if he/she is judged *Does Not Meet Expectations* in his/her first-ranked area; or if similarly judged in two or more areas (whatever their rank). An instructor will be designated as *Contributing Below Expectations* if he/she is judged *Does Not Meet Expectations* in his/her teaching or other assignment.