

Introduction

This document serves as a guideline to be used by faculty in preparing their biennial review documents and as guidance for the EES Faculty Affairs Committee when evaluating teaching, research, and service over the biennium. For faculty who have reassigned time (>3 credit hours) or course buy-outs, FAC will consider each case individually. It is the responsibility of each faculty member to present evidence of their accomplishments over the biennium.

The minimum criteria for meeting expectations is listed within each category.

Teaching

To meet expectations, all faculty should be teaching either a 3-3 or 4-4 load each year and should have an average score for teaching evaluations of at least 3.0. Reassigned time within the department for other departmental duties counts as a course, for example a 3-2 or 2-3 teaching load. Reassigned time must be documented. In addition, all teaching responsibilities, as outlined in the University Handbook section 310.1, must be met.

Research

To meet expectations, faculty teaching a 3-3 or 3-2 load must make on average one presentation at disciplinary meeting each year. Faculty should also submit or publish a manuscript or submit an external grant during the biennium. Faculty teaching a 4-4 or 4-3 load must meet only one of the requirements above.

Service

To meet expectations during the biennium, faculty should be Chair of a departmental committee (e.g., Undergraduate Affairs, Graduate Affairs, Faculty Affairs, or a search committee) or document contributions to a department, college, or university committee. Professional Service is encouraged.