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Department of Human Resource Development & Performance Technologies

Department Policies, Responsibilities, and Duties

The Human Resource Development & Performance Technologies (HRDPT) Department will use the criteria as set forth in this document, the Indiana State University Handbook, and the College of Technology Promotion, Tenure, and Evaluation Policy for definitions and general expectations of personnel.

Hiring Policies for Faculty Appointments

1. The Department faculty or subset of those willing or if none, elected, will serve as the screening committee for full-time regular faculty positions.
2. The Department chair will gain a recommendation by the faculty on all full-time regular faculty hiring decisions within the department.
3. In addition to the University and College guidelines, the HRDPT faculty have set a minimum of a relevant master's degree for adjuncts and instructors, and an appropriate doctorate for tenure-track positions. Applicants for tenure-track positions may be hired ABD, but must have their doctorate completed one year from the appointment date of employment. Exceptional circumstances will be considered by the personnel committee in consultation with the Department chair.

Personnel Committee Responsibilities

1. The HRDPT Department Personnel Committee is primarily responsible for evaluating all faculty in the department for the purposes of annual and biennial review, promotion, tenure, and sabbatical leaves.
2. The personnel committee will include all tenured faculty members; instructor(s) will be added to the committee for evaluation of instructors and adjuncts.
3. The chair of the personnel committee will be selected by a personnel committee vote at the first personnel committee meeting of the academic year.
4. In the evaluation of tenure-track, instructors and adjuncts, the personnel committee will ensure that classroom/blackboard visits occur.
5. The personnel committee chair will write the faculty evaluation report with input and approval from personnel committee members.
6. The University and College calendar from the Provost's office and distributed by the Department Chair will be adhered to for the deadlines for internal submissions to ensure that all documents are forwarded to the Department Chair in a timely manner.
7. The Department Personnel Committee will review all applications for Sabbatical Leave following the University Handbook, and provide a recommendation to the Department Chair.

Other Committees

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1. The HRDPT faculty will develop ad hoc committees as needed such as curriculum, budgeting, student recruitment, program assessment, and scholarships.

Review of Department Chair

1. Per University policy, every three years, the Dean will inform the department that the Chair is to be evaluated.
2. To help ensure fairness and impartiality, the faculty may choose to engage an “external” facilitator to conduct a faculty meeting during which the faculty discuss elements of the Chair’s performance.
3. The Chair’s performance will be reviewed using the guidelines found in Section 350.2 of the University Handbook.
4. Department Chair will be evaluated for promotion and tenure according to the standards for teaching, scholarship, and service.
5. In addition to any evaluation procedures used by the Provost or Dean, the Chair of the Personnel Committee will lead a review process with the Department faculty to conduct a separate annual evaluation of the Chair. This evaluation will be completed in mid-April and will provide the Chair with constructive feedback.

Department of Human Resource Development & Performance Technology

Promotion, Tenure, and Evaluation Guidelines

- I. The HRDPT department will use the criteria as set forth in this document, the Indiana State University Handbook, and the College of Technology Promotion, Tenure, and Evaluation Policy for definitions and general expectations for promotion to each rank, adhering to at least the minimum standards in the areas of teaching, scholarly activities, and service. The department will also use the evaluation forms provided by the Provost's office to complete evaluations. The Personnel Committee may also consider activities not listed below if deemed appropriate.

- II. Tenure track faculty are expected to participate in teaching, scholarly activities, and service. Non-tenure track faculty are expected to participate in teaching, unless otherwise indicated in their appointment letters. Recognizing that Indiana State University is primarily a teaching institution, teaching will have the highest priority in the department.

- III. All faculty are expected to meet expectations on the following:
 - A. Maintain at least a 3.5 yearly average in Student Course Evaluations
 - B. Provide syllabi to students and to the department office that states and uses committee approved course objectives of the course.
 - C. Organize course materials and presents relevant subject matter (within the course description).
 - D. Available to answer student questions both in and out of class.
 - E. Stimulate class discussions and student thinking.
 - F. Ensure that examinations, projects, papers, and assignments are appropriate, represent course content, and adequately measure student competence.
 - G. Fulfill obligations to students by meeting classes and being available during office hours.
 - H. Available for and committed to advising students.
 - I. Willing to direct independent studies, internships, or theses/dissertations.
 - J. Willing to engage in quality teaching, use ISU sponsored distance technologies, and employ innovative teaching methods.

- IV. Department pre-tenured faculty are required to make progress toward promotion and/or tenure. All other ranks, both tenured and non-tenured track professionals, are encouraged to make progress towards the next rank. For example, tenured Associate Professors are encouraged to progress toward promotion to Professor.

A. Senior Instructor:

For promotion to Senior Instructor, the faculty are required to meet expectations on the following:

1. Teaching Activities:

- 1 Meets basic expectations of all faculty regarding teaching as listed in Section III.

2. Scholarly and/or Service Activities:

Three from the following:

Scholarship

- 1 Progresses toward doctorate.
- 2 Delivers peer-reviewed lectures, papers, speeches or presentations at colleges or universities, professional meetings, conventions, conferences, workshops, or training sections in business and industry. Peer-review is the standard rather than the perceived size of the audience.
- 3 Submits products of scholarly activity to colleagues for evaluation and critique (such as philosophical/theoretical position papers, prototypes, and innovative designs).
- 4 Writes proposals for and/or receives research grants and awards.
- 5 Obtains recognition regionally, nationally, or internationally for contributions to a particular field of study.
- 6 Publishes the results of scholarly activity in peer-reviewed publications. Peer-review is the standard for scholarly activities not order of authorship or perceived journal quality. The result of scholarly activities may include abstracts and/or posters.
- 7 Publishes the results of scholarly activities through monographs or books.
- 8 Publishes the results of scholarly activities through textbook or yearbook chapters.
- 9 Publishes the results of scholarly activities through non-peer reviewed articles or software.
- 10 Obtains copyrights or patents on works produced.
- 11 Writes proposals and obtains funding for laboratory development.
- 12 Participates in and completes educational, industrial, or service sector consulting experience related to the faculty member's discipline.
- 13 Creates a tangible product or process that is judged as creative by his/her peers.
- 14 Facilitates community engagement through developmental or participative activities for the purpose of establishing collaborative partnership between business, social education, and community agencies, which contribute to the University's academic mission and directly benefits the community.

Institutional Service

- 1 Serves on departmental, school, or university committees.
- 2 Serves as an officer of a departmental or school committee.
- 3 Serves as an officer of a university committee.
- 4 Assumes administrative responsibilities (not part of load) related to either the academic or support services.

- 5 Conducts studies or prepares proposals for the department, school, or university.
- 6 Sponsors and/or advises a student club, society, or professional organization.
- 7 Coordinating and documenting program assessment results.

Community Service

- 1 Participates in off-campus programs for the community such as non-credit continuing education.
- 2 Makes presentations to community groups.
- 3 Contributes services to the community that are relevant to the faculty member's role in the university.
- 4 Contributes to the university and the community by developing and/or participating in partnerships.

B. Assistant Professor

For the initial appointment of Assistant Professor, the faculty member must show **potential** to perform at the sustained level by meeting expectations on the following:

1. Teaching Activities:

- 1 Meets basic expectations of all faculty as listed in Section III.
- 2 Integrates scholarly activities into the overall scope of instructional content.
- 3 Contributes to course and curriculum development.
- 4 Involved in, develops and/or teaches courses of a special nature (honors, workshops, distance delivery, special topics, symposiums, etc.) or provides individualized instruction.

2. Scholarly Activities:

*To be sustained, a faculty member must show potential in at least **two** of the following:*

- 1 Delivers peer-reviewed lectures, papers, speeches or presentations at colleges or universities, professional meetings, conventions, conferences, workshops, or training sections in business and industry. Peer-review is the standard rather than the perceived size of the audience.
- 2 Submits products of scholarly activity to colleagues for evaluation and critique (such as philosophical/theoretical position papers, prototypes, and innovative designs).
- 3 Writes proposals for and/or receives research grants and awards.
- 4 Obtains recognition regionally, nationally, or internationally for contributions to a particular field of study.
- 5 Publishes the results of scholarly activities in peer-reviewed publications. Peer-review is the standard for scholarly activities not order of authorship or perceived journal quality. The result of scholarly activities may include abstracts and/or posters.

- 6 Publishes the results of scholarly activities through monographs or books.
- 7 Publishes the results of scholarly activities through textbook or yearbook chapters.
- 8 Publishes the results of scholarly activities through non-peer reviewed articles or software.
- 9 Obtains copyrights or patents on works produced.
- 10 Writes proposals and obtains funding for laboratory development.
- 11 Participates in and completes educational, industrial, or service sector consulting experience related to the faculty member's discipline.
- 12 Creates a tangible product or process that is judged as creative by his/her peers.
- 13 Facilitates community engagement or experiential learning through developmental or participative activities for the purpose of establishing collaborative partnership between business, social education, and community agencies, which contribute to the University's academic mission and directly benefits the community.

3. Service Activities:

*To be sustained, a faculty member must show potential in at least **one** of the following:*

1. Institutional Service

- 1 Serves on departmental, college, or university committees
- 2 Serves as an officer of a departmental or college committee.
- 3 Serves as an officer of a university committee.
- 4 Serves on a dissertation/thesis committee
- 5 Serves as a dissertation/thesis committee chair.
- 6 Assumes administrative responsibilities (not part of load) related to either the academic or support services of the university community (e.g., program coordinator).
- 7 Conducts studies or prepares proposals for the department, college, or university.
- 8 Sponsors and/or advises a student club, society, or professional organization.
- 9 Coordinating and documenting program assessment results.

2. Professional Service

- 1 Serves as a committee member of a professional organization related to her/his expertise.
- 2 Acts as a conference planner/organizer/chair at the local, regional, national, or international levels.
- ③ Coordinating and/or leading activities at professional conferences such as session host, volunteering, etc.
- 4 Serves as a committee chair or officer of a professional organization at the local, regional, national, or international levels.

- 5 Consults as requested by government, business, industry, or other educational institutions in the area of expertise.
- 6 Serves as a reviewer for scholarly journals or conferences.
- 7 Serves as a journal editor or member of editorial board.

3. Community Service

- 1 Participates in off-campus programs for the community such as non-credit continuing education related to his/her expertise.
- 2 Makes presentations to community groups in areas related to his/her expertise.
- 3 Contributes services to the community that are relevant to the faculty member's role in his/her expertise.
- 4 Contributes to the university and the community by developing and or participating in partnerships.

C. Associate Professor

For promotion to Associate Professor, the faculty member must perform at **substantial** level is required to meet expectations on the following:

1. Teaching Activities:

- 1 Meets basic expectations of all faculty as listed in Section III.
- 2 Meets Assistant Professor standards and expectations.
- 3 Integrates scholarly activities into the overall scope of instructional content.
- 4 Contributes to course and curriculum development.
- 5 Involved in, develops and/or teaches courses of a special nature (honors, workshops, distance delivery, special topics, symposiums, etc.) or provides individualized instruction.

2. Scholarly Activities:

Six from the following and two of these must be peer-reviewed publications and/or creative works:

- 1 Delivers peer-reviewed lectures, papers, speeches or presentations at colleges or universities, professional meetings, conventions, conferences, workshops, or training sections in business and industry. Peer-review is the standard rather than the perceived size of the audience.
- 2 Submits products of scholarly activity to colleagues for evaluation and critique (such as philosophical/theoretical position papers, prototypes, and innovative designs).
- 3 Writes proposals for and/or receives research grants and awards.
- 4 Obtains recognition regionally, nationally, or internationally for contributions to a particular field of study.
- 5 Publishes the results of scholarly activities in peer-reviewed publications. Peer-review is the standard for scholarly activities not

- order of authorship or perceived journal quality. The result of scholarly activities may include abstracts and/or posters.
- 6 Publishes the results of scholarly activities through monographs or books.
 - 7 Publishes the results of scholarly activities through textbook or yearbook chapters.
 - 8 Publishes the results of scholarly activities through non-peer reviewed articles or software.
 - 9 Obtains copyrights or patents on works produced.
 - 10 Writes proposals and obtains funding for laboratory development.
 - 11 Participates in and completes educational, industrial, or service sector consulting experience related to the faculty member's discipline.
 - 12 Creates a tangible product or process that is judged as creative by his/her peers.
 - 13 Facilitates community engagement or experiential learning through developmental or participative activities for the purpose of establishing collaborative partnership between business, social education, and community agencies, which contribute to the University's academic mission and directly benefits the community.

3. Service Activities:

Four from the following, with at least two from Institutional Service:

1. Institutional Service

- 1 Serves on departmental, college, or university committees.
- 2 Serves as an officer of a departmental or college committee.
- 3 Serves as an officer of a university committee.
- 4 Serves on a dissertation/thesis committee.
- 5 Serves as a dissertation/thesis committee chair.
- 6 Assumes administrative responsibilities (not part of load) related to either the academic or support services of the university community (e.g., program coordinator).
- 7 Conducts studies or prepares proposals for the department, college, or university.
- 8 Sponsors and/or advises a student club, society, or professional organization.
- 9 Coordinating and documenting program assessment results.

2. Professional Service

- 1 Serves as a committee member of a professional organization related to his/her expertise.
- 2 Acts as a conference planner/organizer/chair at the local, regional, national, or international levels.
- 3 Serves as a committee chair or officer of a professional organization related to his/her expertise at the local, regional, national, or international levels.

- 4 Consults as requested by government, business, industry, or other educational institutions in the area of expertise.
- 5 Serves as a reviewer for scholarly journals or conference.
- 6 Serves as a journal editor or member of editorial board.

3. *Community Service*

- 1 Participates in off-campus programs for the community such as non-credit continuing education Related to his/her expertise.
- 2 Makes presentations to community groups in areas related to his/her expertise.
- 3 Contributes services to the community that are relevant to the faculty member's role in his/her expertise.
- 4 Contributes to the university and the community by developing and or participating in partnerships.

V. Professor

- A. For promotion to Professor, a faculty member should present evidence to support one of the options as stated in Section 305.12.4.5 of the University Handbook:
 - Option 1 – Perform at the substantial level in teaching, scholarship, and service as assigned.
 - Option 2 – In two of three domains perform at the sustained and/or substantial level as assigned. In the third domain, perform at the excellence level as assigned.
- B. For promotion of Professor, a faculty member must be nationally recognized through at least one of the following:
 - i. Leadership service to an international or national organization (e.g., officer, editor, board member).
 - ii. International or national, awards or grants.
 - iii. Scholarly national recognition, such as an award from a national or international organization.
 - iv. Publication in an international or national peer-reviewed journal or conference proceeding/presentation.
 - v. Record of high dissemination of a publication.

For promotion to Professor, the faculty is expected to meet expectations on the following:

1. Teaching Activities:

- 1 Meets basic expectations of all faculty as listed in Section III.
- 2 Meets Assistant Professor standards and expectations.
- 3 Meets Associate Professor standard and expectations.

*Evidence of sustained teaching should include at least **one** from the following:*

*Evidence of substantial teaching should include at least **two** from the following:*

*Evidence of excellence teaching should include at least **three** from the following:*

- a Recognition for excellence in teaching at the college, university, nationally, or internationally levels.
- b Demonstrates leadership and/or mentorship in student development at the department, college, or university levels.
- c Demonstrates leadership and/or mentorship in faculty development at the department, college, or university levels.
- d Demonstrates leadership and initiative in curricular development at the department, college, or university levels.
- e Maintains at least a 4.0 end of course student evaluation average for at least three out of eight semesters.
- f Teach a non-compensated overload for at least two semesters.
- g Use of pedagogical teaching techniques.
- h Attainment of teaching and/or advising related certificates.
- i Use of a mix of distance and traditional instructional methods.
- j Engagement in activities designed to improve teaching.
- k Community engaged or experiential teaching and learning activities.
- l Evaluation of teaching by or for peers.

2. Scholarly Activities:

*Sustaining accomplishment in research, scholarship, or creativity must include at least **six** from the following with at least **two** peer reviewed publications, presentations, conference proceedings, and/or creative works.*

*Substantial accomplishment in research, scholarship, or creativity must include at least **seven** from the following with at least **three** peer reviewed publications, presentations, conference proceedings, and/or creative works.*

*Excellence accomplishment in research, scholarship, or creativity must include at least **eight** from the following with at least **four** peer-reviewed publications, presentations, conference proceedings, and/or creative works.*

- 1 Delivers peer-reviewed lectures, papers, speeches, or presentations at colleges, or universities, professional meetings, conventions, conferences, workshops, or training sessions in business and industry. Peer-review is the standard rather than the perceived size of the audience.
- 2 Submits products of scholarly activity to colleagues for evaluation and critique (such as philosophical/theoretical position papers, prototypes, and innovative designs.)
- 3 Writes proposals for and/or receives research grants and awards.
- 4 Obtains recognition regionally, nationally, or internationally for contributions to a particular field of study.
- 5 Publishes the results of scholarly activities in peer-reviewed publications. Peer-review is the standard for scholarly activities not order of authorship or perceived journal quality. The result of scholarly activities may include abstracts and/or posters.

- 6 Publishes the results of scholarly activities through monographs or books.
- 7 Publishes the results of scholarly activities through textbook or yearbook chapters.
- 8 Publishes the results of scholarly activities through non-peer reviewed articles or software.
- 9 Obtains copyrights or patents on works produced.
- 10 Writes proposals and obtains funding for laboratory development.
- 11 Participates in and completes educational, industrial, or service sector consulting experience related to the faculty member's discipline.
- 12 Creates a tangible product or process that is judged as creative by his/her peers.
- 13 Facilitates community engagement or experiential learning through developmental or participative activities for establishing collaborative partnership between business, social education, and community agencies, which contribute to the University's academic mission and directly benefits the community.
- 14 Community engaged or experiential scholarly activities.

3. Service Activities:

Sustained accomplishment in service activities must include at least four from the following

Substantial accomplishment in service activities must include at least five from the following

Excellence accomplishment in service activities must include at least six from the following

1. Institutional Service

- 1 Serves on departmental, college, or university committees
- 2 Serves as an officer of a departmental or college committee.
- 3 Serves as an officer of a university committee.
- 4 Serves on a dissertation/thesis committee
- 5 Serves as a dissertation/thesis committee chair.
- 6 Assumes administrative responsibilities (not part of load) related to either the academic or support services of the university community (e.g., program coordinator).
- 7 Conducts studies or prepares proposals for the department, college, or university.
- 8 Sponsors and/or advises a student club, society, or professional organization.
- 9 Coordinating and documenting program assessment results.

2. Professional Service

- 1 Serves as a committee member of a professional organization related to her/his expertise.

- 2 Acts as a conference planner/organizer/chair at the local, regional, national, or international levels.
- 3 Coordinating and/or leading activities at professional conferences such as session host, volunteering, etc.
- 4 Serves as a committee chair or officer of a professional organization at the local, regional, national, or international levels.
- 5 Consults as requested by government, business, industry, or other educational institutions in the area of expertise.
- 6 Serves as a reviewer for scholarly journals or conferences.
- 7 Serves as a journal editor or member of editorial board.

3. Community Service

- 1 Participates in off-campus programs for the community such as non-credit continuing education related to his/her expertise.
 - 2 Makes presentations to community groups in areas related to his/her expertise.
 - 3 Contributes services to the community that are relevant to the faculty member's role in his/her expertise.
 - 4 Contributes to the university and the community by developing and or participating in partnerships.
- VI. Faculty are encouraged to take steps beyond end-of-course student evaluations to provide evidence that their teaching is of the highest quality possible. This might include, but is not limited to, mid-term student evaluations, peer evaluations, self-evaluations, department chairperson evaluation, and assessment of academic advising of students.
- VII. Faculty are expected to remain current within their respective field(s). This is accomplished primarily by their scholarly activities, inclusive of professional development activities, such as conferences, consulting, and advanced certifications.
- VIII. Faculty are encouraged to participate in community engagement and experiential learning within the areas of teaching, scholarly activities, and/or service as appropriate.