

Academic Council Minutes

April 14, 2014

Midwestern State University

The Academic Council did not meet on April 14, 2014. The agenda was distributed to members of the Council. A majority of the voting members voted electronically to adopt the following policy and handbook revisions.

Voting members:

Dr. Matthew Capps, Dean, Gordon T. & Ellen West College of Education
Dr. Laura Fidelie, Faculty Senate Vice-Chair
Dr. Deborah Garrison, Associate Vice President for Academic Affairs and Dean of the Graduate School
Dr. James Johnston, Dean, Robert D. & Carol Gunn College of Health Sciences and Human Services
Dr. Lynn Little, Dean, College of Science and Mathematics
Dr. Terry Patton, Dean, Dillard College of Business Administration
Ms. Leona Sandiford, Student Government Association Vice President
Dr. Jim Sernoe, Interim Dean, Lamar D. Fain College of Fine Arts
Dr. Sam Watson, Dean, Prothro-Yeager College of Humanities and Social Sciences

Non-voting members

Ms. Naoma Clark, Director, Academic Support Center
Ms. Reagan Foster, Staff Senate Representative
Ms. Darla English, Registrar
Ms. Linda Knox, Assistant Registrar
Dr. Clara Latham, University Librarian
Ms. Julian Lehman-Felts, Coordinator, Honors Program
Mr. Matthew Park, Associate Vice President for Student Affairs and Dean of Students
Ms. Leah Vineyard, Interim Director of Admissions
Dr. Larry Williams, Director, International Programs

1. Policy Revision

3.348 Human Resources

Employment of Foreign Nationals

Date Adopted/Most Recent Revision: ~~02/15/2008~~ **05/09/14**

A. Introduction

The process of employing foreign nationals involves federal rules and regulations that if not carefully followed can result in severe penalties and consequences to the employee and employer. United States (**U.S.**) immigration laws are very specific **and complicated concerning** ~~in regard to~~ the employment **based options for** foreign nationals. ~~and also very specific in terms of the penalties to be imposed for the violation of these laws.~~

Errors in compliance can cause the university to be debarred from immigration filings as well as to be subject to substantial monetary fines and penalties. An employee who violates status can be subject to removal from the U.S. among other penalties. This policy is intended to provide a general overview of the processes relative to employment for ~~of~~ foreign nationals at Midwestern State University and does not propose to represent immigration law.

B. Verification of Eligibility for Employment

All foreign nationals employed by the university, ~~in any capacity,~~ must be processed through the ~~Office of International Services~~ Human Resources Department **in coordination with the Office of the General Counsel, in accordance with approved internal procedures.** Subsequent to the employing authority's confirmation of an offer of employment, the ~~Office of International Services-~~ **Human Resources Department** will verify the employee's credentials (passport, visa, social security number, work authorization status, etc.). ~~Employees determined by the Office of International Services and the Human Resources Department to be ineligible for employment will be denied employment by the university.~~ **Foreign nationals who must have prior authorization obtained from relevant immigration agencies to work for the university shall not commence employment until authorized.**

C. Eligible Employment Status for Foreign National Student Employees

The Office of International Services will issue the Form I-20 for students in F-1 status and Form DS-2019 for students in J-1 (exchange visitor) student status. The "On-Campus Employment Form For International Students," verifying F-1 and J-1 student employment eligibility, must be issued by the Office of International Services before the student employee's first day of work, and must be renewed annually. **The Office of International Students is responsible for all SEVIS database compliance by the university for students.**

D. Eligible Employment Status for Full-time Foreign National Employees

Foreign nationals ~~can~~ **may** be employed in full-time positions through several processes. ~~The current residence and immigration status of the prospective employees have some bearing on the process.~~ **For staff positions, this review will be conducted by the Human Resources Department in conjunction with the Office of the General Counsel. For faculty positions, this review will be conducted by the Office of the Provost and Vice President for Academic Affairs in conjunction with the Human Resources Department and the Office of the General Counsel.**

- ~~1. If eligible, a~~ **A foreign national may be eligible for employment can be hired on via** Optional Practical Training (OPT) or Academic Training (J-1) status for one year or eighteen months, respectively. **For qualifying STEM positions, additional time in OPT status may be available. No employment based petition** processing is required unless the employee is **to be** retained beyond the period specified on the Employment Authorization Document (EAD). ~~Citizens of Canada or Mexico may qualify for employment on a North American Free Trade~~

~~Agreement (TN) status, which is granted for professional positions on a one-year renewable basis.~~

2. ~~Eligible foreign nationals and those losing eligibility with the expiration of the F-1, OPT, TN, or J-1, Academic Training status and current employees in a TN status may gain employment status through the employer sponsored H1-B visa, which entails the filing of a Form I-129 and a Labor Condition Application. The H1-B visa is available to qualified individuals for a period of three years and may be renewed for a second three-year period. In the event of a delay in a pending immigration visa petition, an emergency 7th year of H1-B status may be granted.~~ **At least six (6) months prior to the expiration of work authorization, the applicable department must determine whether to request potential sponsorship by the university for a nonimmigrant visa.**
3. **In some cases, a** ~~A~~ foreign national in non-immigrant status may apply for permanent **residence in the United States**. If the university wishes to retain the employee, the university may sponsor the employee for an immigrant visa, or "green card." Sponsorship for permanent **residence** does not constitute a guarantee of lifetime employment or of tenure; however, there should be no anticipated employment ending date on the part of the university or the employee. An individual employee may not initiate the request for sponsorship. A formal request must be submitted **to the Human Resources Department through the Office of International Services** by the hiring department seeking university sponsorship. ~~for the permanent residency status of a foreign national employee.~~ In the case of faculty, the request will be signed by the respective department chair and dean and approved by the **Provost and Vice President for Academic Affairs**. In the case of staff, the request will be signed by the department director and approved by the **Provost and Vice President for Academic Affairs** or respective vice president. ~~The Director of International Services~~ **Human Resources Department in coordination with the Office of the General Counsel** will determine if the foreign national employee **and the proposed position** meets the federal guidelines for sponsorship. ~~The provost and vice president for academic affairs or respective vice president will determine if the position and the qualifications of the individual meet the criteria for university sponsorship.~~ The president will make the final decision to determine if the sponsorship is in the best interest of the university.
4. ~~A foreign national with an advanced degree and extraordinary ability, such as an outstanding, internationally recognized professor or researcher, may be eligible for an EB-1 visa. EB-1 visa application does not require employer sponsorship.~~
5. ~~A foreign national with a minimum of a Master's degree or an exceptional ability may be eligible for an employer sponsored EB-2 visa. It is advisable to allow one year or more for EB-2 status approval through the standard labor certification procedure utilizing the Form I-140.~~

E. Financial Support

The university will pay the **applicable filing fees and attorney costs related to petitions filed by the university** ~~filing fee and fraud fee~~, as required by law. ~~Legal fees incurred during the labor certification application process for permanent residency status must be paid by the university.~~ A private attorney may not be engaged to represent the university unless first approved by the university president, **the Office of the General Counsel**, and the Office of the Texas Attorney General. **A foreign national does not have the option to retain outside counsel to file immigrant or nonimmigrant petitions based on his or her employment by the university. If expedited processing of a petition is desired or required, the additional “premium processing” fee may be approved for payment by the university when in its best interest unless the foreign national has chosen to expedite the petition for his or her personal benefit. Application fees, costs, and related legal fees for dependent family members related to immigration filings must be paid by the foreign national.** ~~Additionally, the university will contribute 50% of the costs incurred by a qualified foreign national employee seeking status in one of the following categories up to a maximum of \$1,000 per employee. No employee shall receive financial support in more than one category or for more than one request in any one category, while employed at Midwestern State University. Applications for reimbursement of costs incurred seeking status in these categories should be submitted by the employee to the Human Resources Department.~~

~~1. H1-B~~

~~2. EB-1~~

~~3. EB-2~~

2. Policy Revision

Policy 3.120 – Provost and Vice President for Academic Affairs

Faculty Tenure and Promotion Policy

Date Adopted/Most Recent Revision: ~~05/09/2008~~ 4/16/2014

No changes until...

Criteria to Be Met

IV. Evaluation Categories and Criteria

Teaching Effectiveness — ~~The faculty member must meet criteria 1 and 7, and at least four of the five remaining criteria.~~

Quality and effectiveness in teaching as demonstrated through course design, instruction, continuing development, and collegiality, are expected for consideration in tenure and promotion decisions. Submitted materials *must* include: (a) a statement of the faculty member's teaching philosophy, (b) copies of the Annual Faculty Personal Report and Evaluation for the past five years or for every year on contract if the faculty member has served MSU for fewer than five years, including a copy of grade distributions and course evaluations, (c) representative copies of course syllabi, (d) a summary of student evaluations of the faculty member for the past five years or for every year on contract if the faculty member has served for fewer than five years, and (e) a summary and explanation of grade distributions for each course taught. Additional materials representative of teaching effectiveness beyond those suggested above, such as peer evaluations, *may* also be included.

All supporting documentation should be inserted in Section 4 of the portfolio.

1. Course Design

The faculty member must demonstrate the practical application of their teaching philosophy into course design. To this end, they must demonstrate the ability to develop and implement pertinent and applied course objectives; a coherent and appropriate series of class topics and exercises; instructional approaches that encourage independent and critical thinking; and properly rigorous course assignments/assessments. The faculty member should demonstrate how class activities or assignments promote critical thinking skills. Documentation may include examples of class assignments, field trips, debates, papers, bibliographies, case analyses, student performances, etc.

2. Instruction

Faculty members must demonstrate excellence in instruction. As evidence of this excellence, they may point to their ability to present topics in a clear, organized, and enthusiastic manner; to explain and apply abstract ideas and theories; to motivate students to work and participate in course activities; and/or to develop a balanced

treatment of controversial issues. Faculty members must also demonstrate a favorable and supportive attitude towards students, by offering regular and meaningful feedback on student activities, providing effective out-of-class instruction/supervision, and by being available during office hours.

3. Continuing Development

Faculty members are expected to engage in continuous assessment and improvement of their teaching, using such resources as the Teaching and Learning Resource Center, new technologies, pedagogical workshops and institutes, and evaluative feedback from students, supervisors, and faculty peers. Also, they are encouraged to continuously develop their professional knowledge and, where appropriate, to incorporate this knowledge into their teaching. They should detail the means by which they continuously develop their professional knowledge (e.g., professional readings, conference attendance, participation in continuing education seminars, acquisition of professional certification, and successful completion of advanced coursework).

4. Demonstration of Collegiality in Teaching.

Collegiality may be demonstrated through team teaching; interdisciplinary teaching; willingness to teach at odd times and in a variety of formats (e.g. web and other distance courses, concurrent courses, and honors courses); volunteering to teach new classes; contributing to the development, maintenance, and teaching of multiple-section courses; presenting guest lectures when appropriate; substitute teaching for peers when the need arises; relating to others in a respectful and courteous manner inside and outside the classroom; cooperating in the preparation of course/teaching schedules; contribution to common syllabi; sharing resources; and willingly following prescribed curriculum.

Research and Scholarly Activity

Consistent with its mission, Midwestern State University recognizes that scholarship may consist of traditional or applied research. Traditional endeavors include (1) ongoing research through continuing publication of books, textbooks, book contributions, and articles in refereed journals in the faculty member's field (printed or electronic), or refereed conference proceedings (2) presentations of papers at professional meetings, (3) work demonstrating continuing professional commitment to the visual, performing, or literary arts through creative performances and/or presentations, and (4) scholarly achievement in the professional disciplines. Applied endeavors include such activities as (1) basic research conducted for immediate practical application rather than for publication, (2) the integration of information across disciplines or research accomplished to assist organizations, (3) special pedagogical applications of existing or original research, (4) application of existing or original research to artistic pursuits and projects, (5) special applications of technology to scholarly or artistic endeavors, (6) development of educational materials and/or software, (7) primary responsibility for collection, analysis, and reporting of

information or data in connection with assessment and accreditation self-studies (include a letter from chair/dean to document and support), and (8) performance or exhibition of artistic projects.

Departmental and college guidelines will define and clarify traditional and applied research more specifically for the faculty member's particular discipline performance or exhibition of artistic projects.

All supporting documentation should be inserted in Section 5 of the portfolio.

1. Productivity.

The faculty member shows consistent scholarly involvement through regular completion of traditional, or applied endeavors. Such involvement should demonstrate intellectual breadth or depth as well as originality and creativity. Intellectual breadth may be documented either by cross-disciplinary involvement or by research activity, artistic endeavor, or scholarship that demonstrates professional diversity. Intellectual depth may be documented by research activity, artistic endeavor, or scholarship in specialized areas that demonstrates continuing development of skills and knowledge. Applicants who have many peer-reviewed publications are urged to include in the portfolio a copy of only the first page or an abstract of each published work, with accompanying information containing the title of the publication in which the article appears, the precise date of publication, and the total number of pages. Published articles that have not been peer reviewed should be included in their entirety. If the applicant has accumulated a large number of such articles, a representative sample will suffice. NOTE: Documented publication of articles in *Midwestern State University Faculty Papers* may be counted as part of an applicant's productivity.

2. Professional and Scholarly Recognition

The faculty member's work receives recognition both inside and outside Midwestern State University. This recognition may take the form of invited papers, performances, or exhibitions; reprint requests; citations of the faculty member's work in the published literature; awards; and other accolades deemed meritorious by the department or college level. The quality, originality, and creativity of the faculty member's research and scholarly activity will be assessed at each level of review but must be addressed in detail by the College Tenure and Promotion Committee or a recognized group of scholars in the applicant's field.

3. Professional Involvement

The faculty member engages in such activities as reviewing papers for conferences and publications; adjudicating artistic presentations; serving on the editorial boards of professional or scientific journals; consulting in one's area of expertise; external evaluation of theses or grant proposals; or tenure and promotion applications at other institutions.

4. Grant Writing and Acquisition

The faculty member writes grants that support his/her individual research or benefits his/her department, college, or the university. This includes internal or

external grants for the purpose of conducting research. Unsuccessful authoring of substantial grant requests may also be considered (include a copy of the unsuccessful grant in Section 5 of the portfolio). NOTE: External grants or outside contributions for scholarships, student activities, software, equipment, and other resources for professional/community use other than research are to be listed under “Service”.

5. Supervision of Research/Creative Endeavor

The faculty member supervises and mentors undergraduate or graduate students in the development, implementation, and completion of research or creative projects, especially projects that (1) earn publication, presentation, or other recognition or (2) benefit academic, civic, business, or cultural organizations.

6. Presentations

The faculty member consistently presents papers, posters, performances, exhibitions, or workshops at professional meetings. Creative performances or exhibitions should be listed here. Participation in the Midwestern State University Faculty Forum may be counted as part of an applicant’s presentations

7. Demonstration of Collegiality in Research/Creative Endeavor

Collegiality shall be demonstrated through research/creative accomplishments achieved by working respectfully and courteously with the faculty, staff, and administration of the university, and with others.

Service

Ongoing, meaningful, and collegial service is required of all full-time faculty members at Midwestern State University. Service may be demonstrated on a number of levels: contributions to the faculty member’s department, contributions to his/her college, university-wide involvements, and professional/community efforts.

All supporting documentation should be inserted in Section 6 of the portfolio.

1. Service to the University

a. Effective participation in and administration of department/college activities.

This category may include activities associated with undergraduate and graduate instructional programs; committees; student and faculty recruitment; curriculum development; preparation of government documents; and assistance with collection, analysis, and reporting of information or data in connection with assessment and accreditation self-studies.

b. Effective participation within the Midwestern State University academic community. This category may include university committee work; service on Faculty Senate; university-sponsored public service programs; and such activities as seminars, panel discussions and judging; sponsorship of professional or scholarly activities on campus, participation in the American Democracy Project, Constitution Day, Family Day, Mustangs Rally, Spirit Days, and Majors Fair.

c. Responsible and effective out-of-class career planning and academic advisement

of students. This category may include personal counseling, sponsoring of non-academic organizations and activities, assisting in student job placement, assisting with graduate applications, etc.

- d. **Demonstration of Collegiality in Service.** Collegiality shall be defined as a willingness to work with others respectfully and courteously. Collegiality in service may be demonstrated through the mentoring of other faculty; volunteering to participate in university activities; following through on assigned tasks; being willing to take on administrative responsibilities if needed; and sharing in the preparation for and participation in campus events.
2. **Service to the Profession/Community**
 - a. **Ongoing and active involvement in professional organizations such as organizing and chairing sessions, serving as a regional representative, holding offices, and serving on regional, state, or national committees.**
 - b. **Consulting in one's area of professional expertise or providing expertise to agencies, the community, or the university in an ongoing fashion.**
 - c. **Conducting workshops, clinics, and performances, or hosting conferences or academic contests or other academic events.**
 - d. **Obtaining external grants or outside contributions for scholarships, student activities, software, equipment, and other resources for professional / community use other than research.**
 - e. **Participating in public service activities, which may include public talks, exhibitions, or training activities; public interviews; presentation of workshops; judging artistic performances; tutoring; participation on boards or in public organizations; consulting; etc.**

3. Tenure and Promotion Handbook Revision

The handbook accompanies the policy 3.120 revision and attempts to incorporate suggestions and address concerns expressed by each of the College T&P committees submitted in February, 2014.

To summarize the work of the ad hoc T&P Review Committee to date:

Fall 2012 through Summer 2013 – Ad hoc committee met to discuss revisions to the current T&P policy as described in MSU Policy 3.120 II.*

Fall 2013- Draft of Revised T&P Policy distributed to each College T&P committee for review by Provost

February 2014- Comments received from each College T&P committee

March 2014- Ad Hoc T&P Review Committee met to discuss and incorporate suggested changes to Draft T&P Policy

April 1, 2014- Revised draft distributed to each College T&P Committee for review

**Members of the ad hoc T&P review committee are: James Johnston, Patrick Mitchell, Ruth Morrow, Phil Wilson, David Carlston, Tiffany Stewart, and the Provost*

TENURE AND PROMOTION HANDBOOK

A Compilation of Tenure and Promotion Policies and Procedures for Faculty

~~2013~~ 2014

No changes until...

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Tenure Application Timeline...

Beginning with a full-time ~~nine-month~~ academic appointment at the rank of assistant professor or higher, the probationary period for considering a faculty member for tenure shall not exceed six years. A faculty member must have completed a minimum of four (4) years of full-time academic experience in higher education at the rank of Assistant Professor or above before being eligible for application for tenure. If another institution of higher education has employed a faculty member, prior service toward tenure at Midwestern State University may be agreed upon in writing between the individual and the university at the time of employment. In no case will the faculty member be eligible

for application for tenure prior to completion of a minimum of two (2) years of full-time academic experience at Midwestern State University.

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VI. Procedures for Tenure and Promotion Application

Each faculty member is responsible for initiating the process of applying for tenure or promotion in rank. Upon notification of eligibility at the end of probationary service, the applicant should complete the application narrative for tenure or promotion in rank. An electronic copy of the appropriate template for the narrative can be obtained from the Office of the Provost [**Insert an electronic link**].

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VII. Eligibility Requirements and Criteria for Tenure and Promotion

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CRITERIA FOR TENURE AND/OR PROMOTION

This section delineates the criteria that are used for tenure and all levels of promotion once the eligibility requirements have been met. The specific criteria that must be met for each type of application are shown in the chart below.

	Instructor to Assistant Professor	Tenure	Assistant Professor to Associate Professor	Associate Professor to Professor	
Teaching					
1. Course design – demonstrates the practical application of teaching philosophy	Required	Required	Required	Required	
2. Instruction – demonstrates excellence in instruction	Required	Required	Required	Required	
3. Continuing development – continuously develop professional knowledge and where appropriate incorporate into teaching	Required	Required	Required	Required	
4. Collegiality – demonstrates working with others through teaching activities	Required	Required	Required	Required	
Research and Scholarly Activity					
1. Productivity – demonstrates consistent scholarly involvement through traditional or applied endeavors	Must meet at least three (3) of requirements 1, 2, 3, 4, 5, and 6.	Required	Required	Required	
2. Professional and scholarly recognition – receives recognition both inside and outside of Midwestern State University		Required	Required	Required	
3. Professional involvement – engages in professional academic activities		Must meet at least two (2) of requirements 3, 4, 5, and 6.	Must meet at least two (2) of requirements 3, 4, 5, and 6.	Required	
4. Grant writing and acquisition – writes grants that support department, college or the university					Must meet two (2) one (1) of requirements 4, 5, and 6.
5. Supervision of research or creative endeavors – supervises and mentors undergraduate or graduate students’ research or creative projects					
6. Presentations – presents papers, posters, performances, exhibitions or workshops at professional meetings					
7. Collegiality – demonstrates working with others through research/creative	Required	Required	Required	Required	

	Instructor to Assistant Professor	Tenure	Assistant Professor to Associate Professor	Associate Professor to Professor
accomplishments				
Service				
1. University				
a. Effective participation in administration of department/college activities	Required	Required	Required	Required
b. Effective participation within Midwestern State University academic community	Required	Required	Required	Required
c. Responsible and effective out-of-class planning and academic advisement of students	Required	Required	Required	Required
d. Demonstration of collegiality in service	Required	Required	Required	Required
2. Profession/Community				
a. Ongoing and active involvement in professional organizations	None Required Must meet at least one (1) of requirements 2b, 2c, 2d, and 2e.	Required Must meet at least two (2) of requirements 2a, 2b, 2c, 2d, and 2e.	Required Must least two (2) of requirements 2a, 2b, 2c, 2d, and 2e.	Required Must meet at least three (3) of requirements 2a, 2b, 2c, 2d, and 2e.
b. Consulting in one's area of professional expertise or providing expertise				
c. Conducting workshops, clinics, and performances or hosting conferences or academic contests of other academic events.				
d. Obtaining external grants or outside contributions for scholarships, student activities, software, equipment and other resources for professional/community use other than research				
e. Participating in non-compensated public service activities				

C. Teaching Effectiveness

3. Continuing Development. Faculty members are expected to engage in continuous assessment and improvement of their teaching, using such resources as the Teaching and Learning Resource Center, new technologies, pedagogical workshops and institutes, and evaluative feedback from students, supervisors, and faculty peers. Also, they should continuously develop their professional knowledge and, where appropriate, incorporate this knowledge into their teaching. They should detail the means by which they build their professional knowledge (e.g., professional readings, conference attendance, participation in continuing education seminars, acquisition of professional certification, and successful completion of advanced coursework). Faculty members are encouraged to provide up to three specific examples of ~~changes in teaching strategies and the impact of these changes on student learning~~ **in this area**.
4. Demonstration of Collegiality in Teaching. Collegiality may be demonstrated through team teaching; interdisciplinary teaching; willingness to teach at odd times and in a variety of formats (e.g., web and other distance courses, concurrent courses, and honors courses); volunteering to teach new classes; contributing to the development, maintenance, and teaching of multiple-section courses; presenting guest lectures when appropriate; substitute teaching for peers when the need arises; relating to others in a respectful and courteous manner inside and outside the classroom; cooperating in the preparation of course/teaching schedules; contributing to the development of common syllabi; **sharing resources**; and following prescribed curricula.

D. Research and Scholarly Activity

Consistent with its mission, Midwestern State University recognizes that scholarship may consist of traditional or applied research. Traditional endeavors include (a 1) ongoing research through continuing publication of books, book contributions, textbooks, articles in refereed journals in the faculty member's field (printed or electronic), or refereed conference proceedings (b 2) presentations of papers at professional meetings, (c 3) work demonstrating continuing professional commitment to the visual, performing, or literary arts through creative performances and/or presentations, and (d 4) scholarly achievement in the professional disciplines. Applied endeavors include such activities as (a 1) basic research conducted for immediate practical application rather than for publication, (b 2) the integration of information across disciplines or research accomplished to assist organizations, (c 3) special pedagogical applications of existing or original research, (d 4) application of existing or original research to artistic pursuits and projects, (e 5) special applications of technology to scholarly or artistic endeavors, (f 6) development of educational materials and/or software, and (g 7) *primary responsibility* (verified in writing by the Chair and/or Dean) for collection, analysis, and reporting of information or data in connection with assessment and accreditation self-studies. NOTE: *Assistance* with assessment and accreditation activities should be reported as university service (8) **performance or exhibition of artistic projects**. Departmental and college guidelines will define and clarify traditional and applied research more specifically for the faculty member's particular discipline

All supporting documentation should be inserted in Section 5 of the portfolio.

1. **Productivity.** The faculty member shows consistent scholarly involvement through regular completion of traditional or applied endeavors. Such involvement should demonstrate intellectual breadth or depth as well as originality and creativity. Intellectual breadth may be documented either by cross-disciplinary involvement or by research activity, artistic endeavor, or scholarship that demonstrates professional diversity. Intellectual depth may be documented by research activity, artistic endeavor, or scholarship in specialized areas that demonstrates continuing development of skills and knowledge. Applicants who have many peer-reviewed publications are urged to include in the portfolio a copy of only the first page or an abstract of each published work, with accompanying information containing the title of the publication in which the article appears, the precise date of publication, and the total number of pages. Published articles that have not been peer reviewed should be included in their entirety. If the applicant has accumulated a large number of such articles, a representative sample will suffice. Documented publication of articles in Midwestern State University Faculty Papers may be counted as part of the faculty member's productivity.
2. **Professional and Scholarly Recognition.** The faculty member's work receives recognition both inside and outside Midwestern State University. This recognition may take the form of invited papers, performances, or exhibitions; reprint

requests; citations of the faculty member's work in the published literature; awards; and other accolades deemed meritorious by the department or college. The quality, originality, and creativity of the faculty member's research and scholarly activity will be assessed at each level of review but must be addressed in detail by the College Tenure and Promotion Committee or a recognized group of scholars in the faculty member's field.

3. Professional Involvement. The faculty member engages in such activities as reviewing papers for conferences and publications; adjudicating artistic presentations; ~~or~~ serving on the editorial boards of professional or scientific journals; **consulting in one's area of expertise; external evaluation of theses or grant proposals; or tenure and promotion applications at other institutions.**
4. Grant Writing and Acquisition. The faculty member obtains internal or external research grants that support his/her individual scholarly or creative inquiry or that benefit his/her department, college, or the university. Unsuccessful authoring of substantial grant requests may also be considered (include a copy of the unsuccessful grant in Section 5 of the portfolio). NOTE: External grants or outside contributions for scholarships, student activities, software, equipment, and other resources for professional/community use other than research should be listed under "Service."
5. Supervision of Research/Creative Endeavor. The faculty member supervises and mentors undergraduate or graduate students in the development, implementation, and completion of research or creative projects, especially projects that (a) earn publication, presentation, or other recognition or (b) benefit academic, civic, business, or cultural organizations.
6. Presentations. The faculty member consistently presents papers, posters, performances, exhibitions, or workshops at professional meetings. **Creative performances or exhibitions should be listed here.** Participation in the Midwestern State University Faculty Forum may be counted as part of an applicant's presentations.
7. Demonstration of Collegiality in Research/Creative Endeavor. Collegiality shall be demonstrated through research/creative accomplishments achieved by working respectfully and courteously with the faculty, staff, and administration of the university, and with others.

E. Service

Ongoing, meaningful, and collegial service is required of all full-time faculty members at Midwestern State University. Service may be demonstrated on a number of levels: contributions to the faculty member's department, contributions to his/her college, university-wide involvements, and professional/community efforts.

All supporting documentation should be inserted in Section 6 of the portfolio.

1. Service to the University

- a. Effective participation in, and administration of, department/college activities. This category may include activities associated with undergraduate and graduate instructional programs; committees; student and faculty recruitment; curriculum development; preparation of government documents; and *assistance with* collection, analysis, and reporting of information or data in connection with assessment and accreditation self-studies. NOTE: *Primary responsibility* (verified in writing by the Chair and/or Dean) for assessment and accreditation activities may be reported as applied research.
- b. Effective participation within the Midwestern State University academic community. This category may include university committee work; service on Faculty Senate; university-sponsored public service programs; and such activities as seminars, panel discussions and judging, sponsorship of professional or scholarly activities on campus, participation in the American Democracy Project, Constitution Day, Family Day, Mustangs Rally, Spirit Days, and Majors Fair.
- c. Responsible and effective out-of-class advisement and counseling of students. This category may include such service as academic advising, personal counseling, sponsoring of non-academic organizations and activities, career counseling, and assisting with graduate school applications and job placement.
- d. Demonstration of collegiality in service. Collegiality in service may be demonstrated through the mentoring of other faculty; volunteering to participate in university activities; following through on assigned tasks; being willing to take on administrative responsibilities if needed; and sharing in the preparation for, and participation in, campus events.

2. Service to the Profession/Community

- a. Ongoing and active involvement in professional organizations, such as ~~holding offices~~, organizing and chairing sessions, serving as a state or regional representative, **holding offices**, and serving on regional, state, or national committees.
- b. Consulting in one's area of professional expertise or providing expertise to agencies, the community, or the university in an ongoing fashion.
- c. Conducting workshops, clinics, and performances, or hosting conferences or academic contests or other academic events.

- d. Obtaining external non-research grants or outside contributions for scholarships, student activities, software, equipment, and other resources for professional/community use.
- e. Participating in ~~non-compensated~~ public service activities, such as public talks, exhibitions, or training activities; public interviews; presentation of workshops; judging artistic performances; tutoring; participation on boards or in public organizations; and consulting.

F. Other Information

An up-to-date copy of the faculty member's curriculum vitae must be inserted in Section 2 of the portfolio.

APPENDIX A
Tenure and Promotion Evaluation Forms

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EVALUATION FORM: TENURE AND/OR ASSOCIATE PROFESSOR

Requirements	Description	Meets	Does Not Meet
Criteria	Teaching: Must meet all		
C1	Course design		
C2	Instruction		
C3	Continuing development		
C4	Demonstration of collegiality in teaching		
Criteria	Research/Scholarly Activity: Must meet D1, D2, D7, and at least two (2) of criteria D3 through D6		
D1	Productivity		
D2	Professional and scholarly recognition		
D3	Professional involvement		
D4	Grant writing and acquisition		
D5	Supervision of research/creative endeavor		
D6	Presentations		
D7	Demonstration of collegiality in research		
Criteria	Service to the University: Must meet all		
E1a	Participation in, and administration of, department/college activities		
E1b	Participation within the MSU academic community		
E1c	Responsible and effective out-of-class advisement and counseling of students		
E1d	Demonstration of collegiality in service		
Criteria	Service to Profession/Community: Must meet at e2A and at least two (2) of criteria E2b E2a through E2e		
E2a	Ongoing and active involvement in professional organizations		
E2b	Consulting in one's area of expertise or providing expertise to agencies, the community, or MSU		
E2c	Conducting workshops, clinics, and performances or hosting conferences, academic contests, or other academic events		
E2d	Obtaining external non-research grants		
E2e	Participation in non-compensated public service activities		

_____ Recommend for associate professor (if applicable) and/or for tenure

_____ Do not recommend for associate professor (if applicable) and/or for tenure

Submitted by _____ Date _____

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EVALUATION FORM: ASSISTANT PROFESSOR

Requirements	Description	Meets	Does Not Meet
Criteria	Teaching: Must meet all		
C1	Course design		
C2	Instruction		
C3	Continuing development		
C4	Demonstration of collegiality in teaching		
Criteria	Research/Scholarly Activity: Must meet D7 and at least three (3) of criteria D1 through D6		
D1	Productivity		
D2	Professional and scholarly recognition		
D3	Professional involvement		
D4	Grant writing and acquisition		
D5	Supervision of research/creative endeavor		
D6	Presentations		
D7	Demonstration of collegiality in research		
Criteria	Service to the University: Must meet all		
E1a	Participation in, and administration of, department/college activities		
E1b	Participation within the MSU academic community		
E1c	Responsible and effective out-of-class advisement and counseling of students		
E1d	Demonstration of collegiality in service		
Criteria	Service to Profession/Community: Must meet E2a and at least one (1) of criteria E2b through E2e None required		
E2a	Ongoing and active involvement in professional organizations	n/a	
E2b	Consulting in one's area of expertise or providing expertise to agencies, the community, or MSU	n/a	
E2c	Conducting workshops, clinics, and performances or hosting conferences, academic contests, or other academic events	n/a	
E2d	Obtaining external non-research grants	n/a	
E2e	Participation in non-compensated public service activities	n/a	

_____ Recommend for assistant professor

_____ Do not recommend for assistant professor

Submitted by _____

Date _____

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EVALUATION FORM: PROFESSOR

Requirements	Description	Meets	Does Not Meet
Criteria	Teaching: Must meet all		
C1	Course design		
C2	Instruction		
C3	Continuing development		
C4	Demonstration of collegiality in teaching		
Criteria	Research/Scholarly Activity: Must meet D1, D2, D3, and D7, and at least two (2) one (1) of criteria D4 through D6		
D1	Productivity		
D2	Professional and scholarly recognition		
D3	Professional involvement		
D4	Grant writing and acquisition		
D5	Supervision of research/creative endeavor		
D6	Presentations		
D7	Demonstration of collegiality in research		
Criteria	Service to the University: Must meet all		
E1a	Participation in, and administration of, department/college activities		
E1b	Participation within the MSU academic community		
E1c	Responsible and effective out-of-class advisement and counseling of students		
E1d	Demonstration of collegiality in service		
Criteria	Service to Profession/Community: Must meet at least 3 of criteria E2a through E2e		
E2a	Ongoing and active involvement in professional organizations		
E2b	Consulting in one's area of expertise or providing expertise to agencies, the community, or MSU		
E2c	Conducting workshops, clinics, and performances or hosting conferences, academic contests, or other academic events		
E2d	Obtaining external non-research grants		
E2e	Participation in non-compensated public service activities		

_____ Recommend for professor

_____ Do not recommend for professor

Submitted by _____ Date _____

4. Policy Revision

3.112 Provost and Vice President for Academic Affairs

FACULTY HIRING PROCEDURES

Date Adopted/Most Recent Revision: ~~05/11/2012~~ **4/16/2014**

No change until...

E. Records

All position announcements, placement ads, applications, interview questions, Screen Matrices, and applicant evaluations will be kept on file ~~for two years in the appropriate dean's office~~ **and officially maintained in the Human Resources Department.** The application of the successful candidate will become a part of the employee's permanent personnel file.

Respectfully submitted.

Deb Schulte, Assistant to the Provost