April 21, 2009

MEMORANDUM

TO: Members of the Faculty
    Department of Economics and Geography

FROM: Mark E. Workman, Provost

SUBJECT: Departmental Bylaws

Representatives of the University Administration (UA) and the UFF have completed a review of the above referenced bylaws for the Department of Biology. I too have reviewed the bylaws and have confirmed that all questions and comments have been clarified and/ or changed as requested. As such, the attached bylaws, submitted by Dr. Paul Mason to Academic Affairs, are approved.

We appreciate the hard work of the Department faculty members in developing this set of bylaws.

cc: Paul Mason
    John McAllister
    Joann Campbell
    Shira Schwam-Baird

approved by laws Econ 4/21/09
DEPARTMENT OF ECONOMICS AND GEOGRAPHY
ABRIDGED BYLAWS
FOR UNION AND ADMINISTRATIVE APPROVAL

ARTICLE VIII

SUMMER TEACHING ASSIGNMENTS

Employment during the summer term or terms shall be accomplished through a supplementary contract, in accordance with the prevailing policies of the University. The assignment of a second or third course to a faculty member shall be in conformance with the current agreement between the UNF Board of Trustees and the United Faculty of Florida.

ARTICLE IX

ALLOCATION OF TRAVEL FUNDS

In accordance with the current agreement between the UNF Board of Trustees and the United Faculty of Florida, the allocation of travel funds shall be offered to tenured and tenure earning faculty:

1. Each tenured and tenure earning faculty member who presents a scholarly research paper at an international, national or regional conference, or attends the AEA meeting or attends other conferences geared toward training in research or teaching methods shall be eligible to receive an equal share of available travel funds. Training conferences and the AEA meeting do not require a submitted paper to qualify for travel funds. Faculty members on sabbatical are eligible for this money.

2. At the first of February, the chairperson shall inform faculty if there are unused funds. At this time faculty may submit requests to use these fund for purposes consistent with those listed in 1 above. The unused travel money shall be distributed at the chairperson's discretion to tenured and tenure earning faculty.

3. At the last department meeting of the fall and spring semesters, the Department chairperson shall provide the faculty with a report on the departmental travel budget showing how and where the travel funds are spent or encumbered according to the best estimate.
ARTICLE X
PROMOTION AND TENURE COMMITTEE
BYLAWS

1. The Departmental Promotion and Tenure Committee is charged with reviewing and recommending Department tenure and promotion candidates to the chairperson in conformance with the Tenure Review and Recommendation Procedures contained in the current agreement between the UNF Board of Trustees and the United Faculty of Florida contract sections 19.9 (2).

2. All meetings will be conducted according to Roberts Rules of Order.

3. The quorum for all meetings will be two-thirds of eligible faculty in residence.

4. Membership of Committees.
   a. The Tenure Committee shall consist of all full-time, tenured Department Faculty.
   b. The Promotion Committee shall consist of all full-time, tenured Department Faculty holding the rank equal to or higher than the rank to which the candidate is seeking promotion. If there are not at least 3 department members then the Dean shall appoint other qualified faculty after consultation with the Department Faculty as contained in the current agreement between the UNF Board of Trustees and the United Faculty of Florida contract sections 20.7(b).
   c. The Committees shall elect their own chairperson.
   d. No Department member submitting a dossier for promotion consideration may serve on a Promotion Committee that is considering another department member’s promotion to that same rank.

5. Each Committee member shall read the promotion and tenure policies and procedures outlined in the Collective Bargaining Agreement and the Department Bylaws before the Committee begins its deliberations. Committee members shall be thoroughly familiar with Eligibility for Promotion and Tenure, and the Promotion and Tenure Criteria.

6. By the date specified by the University, the Department chairperson shall make available promotion and tenure dossiers to the appropriate Committee chairperson. The Committee's function is to review these dossiers and to provide a written assessment and recommendation to the Department chairperson with regard to promotion and tenure candidates. The written assessment and recommendation shall be submitted by the date specified by the University and shall become part of the candidate's dossier.
7. In determining promotion and tenure recommendations the Committee shall consider, the candidate's performance over the time periods specified in the current agreement between the UNF Board of Trustees and the United Faculty of Florida contract sections 19 and 20.

8. The Committee's written assessment to the Department chairperson shall describe the Committee's procedures and shall include the results of all final votes taken by the Committee. Names and academic ranks of Committee members shall appear on the report.

ARTICLE XI

TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

1. The faculty members of the Department of Economics and Geography adopt the University Tenure Criteria set forth in the current agreement between the UNF Board of Trustees and the United Faculty of Florida. According to the Collective Bargaining Agreement (CBA), section 19.5(a) Criteria for Tenure and Basis for Tenure Decision: The decision to award tenure to a faculty member shall be a result of meritorious performance and shall be consistent with the University's tenure criteria and the department's interpretations/clarifications of those criteria. The faculty member's accomplishments elsewhere which are applicable to the UNF tenure criteria shall be considered in addition to his/her performance during his/her service at the University.

Also according to the CBA, section 19.5(b) University Tenure Criteria: In order to be awarded tenure, a candidate must be excellent in teaching, must be excellent in scholarship, and must demonstrate continuing meaningful contributions in service.

And in section 19.5(c)(1) Department Interpretations/Clarifications of University Tenure Criteria: Judgments of academic excellence are complex. They cannot easily be reduced to a quantitative formula, nor can the considerations that must be applied in each individual case be completely described in general terms or by numbers alone, separate from necessary qualitative assessments. On the other hand, faculty members seeking tenure must have available to them a description of what tangible accomplishments would normally qualify a candidate for tenure, assuming that the accomplishments are of excellent quality.

Thus these bylaws are intended to demonstrate the breadth, scope and type of accomplishments expected for tenure and promotion to Associate Professor. Accumulating the number of contributions suggested in the bylaws will not in itself guarantee tenure or promotion because determining whether an individual has demonstrated excellence in teaching and scholarship and made meaningful contributions in service will require judgments of both the quantity and quality of the accomplishments.
by reviewers at each step of the process. For this reason the bylaws should be viewed as
guideposts to inform individuals seeking tenure or promotion but are not intended as a
check sheet that will automatically result in tenure or promotion.

It is expected that the faculty member will provide evidence of the accomplishments that justify the granting of tenure and promotion to Associate Professor, and it is understood that it is the responsibility of the reviewers of the dossier to make some qualitative assessments.

Also according to the CBA, section 20.3(b)(1): The criteria for promotion from Assistant Professor to Associate Professor are the same as the criteria for tenure and are contained in Article 19 Tenure.

2. Teaching.
   a. According to the CBA, section 19.5(b) University Tenure Criteria: Excellence in teaching is evidenced by a record of high quality teaching. High quality teaching is demonstrated by evidence of effectiveness in presenting knowledge and skills, in stimulating students’ critical thinking and/or creative abilities, and the development or revision of curriculum and course structure.

   b. The candidate for tenure and promotion to Associate Professor shall write, according to the CBA [section 19.8(e)] a “summary and discussion...” of significant teaching and curriculum efforts, including but not limited to a summary of evaluations of his/her teaching by students and academic colleagues through University-sanctioned methods such as survey instruments, questionnaires, and in-class visitations, observations, and interviews. “This narrative in the main binder of the dossier and the supporting documents (syllabi and other instructional materials) in the supplementary binders should address and take into account the items in the list below. It is understood that not every item on the list, except those mandated by the CBA must necessarily be included, nor is the list itself exhaustive, but the overall effect of the discussion and supporting materials must be clearly to demonstrate the excellence and effectiveness of the candidate’s teaching. Basic activities such as maintenance of regularly scheduled office hours and availability for student conferences by appointment are taken as a given.

   (1) Courses that have been innovative, relevant, creative, and/or showed an original approach to teaching, and/or incorporated instructional technology, collaborative learning, active learning, student engagement or other non-traditional teaching methods
   (2) Program and/or curriculum development
   (3) Creation of new courses
   (4) Revision of existing courses
   (5) Participation in conferences, workshops and committees on teaching, learning and pedagogy
(6) Evaluations by chairperson
(7) Evaluations by peers
(8) Evaluations by students (ISQs and other if available)
(9) Responsiveness to evaluations of teaching by chair(s), peers, and/or students including self-reflection on effectiveness and attempts to improve where necessary
(10) Supporting or mentoring student accomplishments directly related teaching
(11) Development of activities for students that support the University’s and Department’s program, curriculum and assurance of learning objectives
(12) Teaching award
(13) Scholarship of teaching such as publication of a research on topics including pedagogy and student learning
(14) Participation in a study abroad program, transformational learning activities or FIG
(15) Teaching a Directed Independent Study course

3. Scholarship

a. According to the CBA, section 19.5(b) University Tenure Criteria: Excellence in scholarship is evidenced by an agenda of inquiry that has resulted in published scholarly or creative works of high quality. A record of works involving the scholarship of discovery, the scholarship of integration and interpretation, and the scholarship of application and artistic creativity also evidences excellence in scholarship.

b. The candidate for tenure and promotion to Associate Professor shall write, according to the CBA [section 19.8(e)] a summary and discussion by the candidate of his/her research/scholarship/creative activity, publication record, and agenda for continuing research/scholarship/creative activity. This narrative in the main binder of the dossier should be supported by documents in the supplementary binders (copies of books, articles, letters of acceptance from journals and/or publishers, published reviews, etc.). The dossier will also contain a minimum of two (2) letters of external evaluation of the candidate’s research and scholarly/creative activity as per the CBA [section 19.5(c)(2)]. The overall effect of the discussion and supporting materials must be to clearly demonstrate the excellence of the candidate’s research/scholarship/creative activity.

c. The list of publications and equivalencies below is a guideline for determining achievement of excellence in research/scholarship/creative activity. It is understood that quality is the overall determining factor, as per the CBA [19.5(e)(3)b.]. It should be understood that merely having accomplishments within the qualifying general range without the required standard of excellence shall not guarantee that the faculty member will receive tenure. Conversely, a faculty member may qualify for tenure with accomplishments that fall below the qualifying general range but are of extraordinary quality.
d. Tenure earning faculty shall have a minimum of four scholarly publications. Scholarly publications may consist of peer-reviewed journal articles, discipline-related books, or any combination of both. At least three of these must be published or accepted for publication while at UNF. 4 peer-reviewed journal articles or discipline related books assuming they are of excellent quality and at least two of these must occur while the faculty is employed at UNF. Candidates may also provide evidence of excellence from prior academic experience.

c. Tenure earning faculty shall have favorable reviews of their scholarship based on information contained in two or more outside letters submitted to the candidate’s dossier.

4. Service
   a. According to the CBA, section 19.5(b)(3): Making meaningful contributions in service is evidenced by a record of active participation in University governance through committees and otherwise, as well as a record of active service to one’s professional discipline and the broader public which may occur at the local, state, national, and international levels.

   b. The candidate for tenure and promotion to Associate Professor shall provide evidence of “meaningful contributions” over the course of the tenure-earning period by indicating the Professional, University, College, or Departmental committees/service activities he/she has served on or engaged in.

ARTICLE XII

PROMOTION FROM ASSOCIATE PROFESSOR TO FULL PROFESSOR

1. According to the Collective Bargaining Agreement (CBA), section 20.1(a): Promotion decisions shall be based on established University promotion criteria as interpreted and clarified by each department/unit in terms more appropriate or specific to the department’s discipline(s). Such decisions shall reflect assessments that are not merely a totaling of a faculty member’s annual performance evaluations but an assessment of the faculty member’s performance since his/her last promotion or since his/her hiring (if there is no previous promotion). In addition, such decisions shall reflect a demonstration of the faculty member’s potential for growth and scholarly contributions by means of the faculty member’s written statement articulating an agenda for continuing research/scholarship/creative activity. If there has been no previous UNF promotion, the promotion decision shall also include an assessment of the faculty member’s applicable accomplishments at other institutions.

Also according to the CBA, section 20.3(b)(2) Promotion Criteria:
Promotion from Associate Professor to Professor requires that the candidate be an outstanding teacher, be an outstanding scholar, and demonstrate continuing meaningful contributions in service.

Also according to the CBA, section 20.3(c) Department/Unit Interpretations/Clariﬁcations of University Promotion Criteria: Judgments of academic performance are complex. They cannot easily be reduced to a quantitative formula, nor can the considerations that must be applied in each individual case be completely described in general terms or by numbers alone, separate from necessary qualitative assessments. On the other hand, faculty members seeking promotion must have available to them a description of what tangible accomplishments would normally qualify a candidate for promotion, assuming that the accomplishments are of the quality described in the criteria noted above [i.e. outstanding].

Thus these bylaws are intended to demonstrate the breadth, scope, and type of accomplishments expected for promotion to Professor. Accumulating the number of contributions suggested in the bylaws will not in itself guarantee promotion because determining whether an individual has demonstrated an outstanding level of teaching and scholarship and made meaningful contributions in service will require judgments of both the quantity and quality of the accomplishments by reviewers at each step of the process. For this reason the bylaws should be viewed as guidelines to inform individuals seeking tenure or promotion, but are not intended as a check sheet that will automatically result in tenure or promotion.

It is expected that the faculty member will provide evidence of the accomplishments that justify the granting of promotion to Professor, and it is understood that it is the responsibility of the reviewers of the dossier to make some qualitative assessments.

2. Teaching.
   a. According to the CBA, section 20.3(b)(2)a.: Promotion Criteria: Outstanding teaching is evidenced by an overall record of high quality teaching. High quality teaching is demonstrated by evidence of effectiveness in presenting knowledge and skills, in stimulating students’ critical thinking and/or creative abilities, and the development or revision of curriculum and course structure.

   b. The candidate for promotion to Professor shall write, according to the CBA [section 20.6 directs the candidate to section 19.8(c)], a summary and discussion ... of significant teaching and curriculum efforts, including but not limited to a summary of evaluations of his/her teaching by students and academic colleagues through University-sanctioned methods such as survey instruments, questionnaires, and in-class visitations, observations, and interviews. This narrative in the main binder of the dossier and the supporting documents (syllabi and other instructional materials) in the supplementary binders should address and take into account the items in the list below. It is understood
that not every item on the list, except those mandated by the CBA, must necessarily be included, nor is the list itself exhaustive, but the overall effect of the discussion and supporting materials shall clearly demonstrate the outstanding level and effectiveness of the candidate's teaching. Basic activities such as maintenance of regularly scheduled office hours and availability for student conferences by appointment are taken as a given.

(1) Courses that have been innovative, relevant, creative, and/or showed an original approach to teaching, and/or incorporated instructional technology, collaborative learning, active learning, student engagement or other non-traditional teaching methods
(2) Program and/or curriculum development
(3) Creation of new courses
(4) Revision of existing courses
(5) Participation in conferences, workshops and committees on teaching, learning and pedagogy
(6) Evaluations by chairperson
(7) Evaluations by peers
(8) Evaluations by students (ISQs and other if available)
(9) Responsiveness to evaluations of teaching by chair(s), peers, and/or students including self-reflection on effectiveness and attempts to improve where necessary
(10) Supporting or mentoring student accomplishments directly related teaching
(11) Development of activities for students that support the University’s and Department’s program, curriculum and assurance of learning objectives
(12) Teaching award
(13) Scholarship of teaching such as publication of a research on topics including pedagogy and student learning
(14) Participation in a study abroad program, transformational learning activities or FIG
(15) Teaching a Directed Independent Study course

3. Scholarship.

a. According to the CBA, section 20.3(b)(2)b. Promotion Criteria: Outstanding scholarship is evidenced by an ongoing agenda of inquiry that has resulted in a body of published scholarly or creative works of high quality.

b. The candidate for promotion to Professor shall write, according to the CBA [section 20.6 directs the candidate to section 19.8(e)], a summary and discussion by the candidate of his/her research/scholarship/creative activity, publication record, and agenda for continuing research/scholarship/creative activity. This narrative in the main binder of the dossier should be supported by documents in the supplementary binders (copies of books, articles, letters of acceptance from journals and/or publishers, published reviews, etc.). The dossier will also contain a minimum of two (2) letters of external evaluation of the
candidate's research and scholarly/creative activity as per the CBA [section 20.3(c)(1)d.2.]. The overall effect of the discussion and supporting materials shall clearly demonstrate the outstanding quality of the candidate's research/scholarship/creative activity.

c. Faculty seeking promotion to Professor shall have a minimum of 7 peer-reviewed scholarly publications while holding the rank of Associate Professor. Scholarly publications may consist of peer-reviewed journal articles, discipline-related books, or any combination of both. At least three of these must be published or accepted for publication while at UNF journal articles or discipline-related books of excellent quality while holding the rank of Associate Professor. At least two of these must occur while employed at UNF. Candidates may also provide evidence of scholarship from prior academic experience as they are required to remain in a condition of their contract at the time of hire. It is understood that scholarship quality is the overall determining factor, as per the CBA [20.3(c)(1)b.2.]: It should be understood that merely having accomplishments within the qualifying general range without the required standard of “outstanding” shall not guarantee that the faculty member will receive promotion. Conversely, a faculty member may qualify for promotion with accomplishments that fall below the qualifying general range but are of extraordinary quality.

4. Service
a. According to the CBA, section 20.3(b)(2): promotion from Associate Professor to Professor requires that the candidate demonstrate continuing meaningful contributions in service, which is evidenced by a record of active participation in University governance through committees and otherwise, as well as a record of active service to one's professional discipline and the broader public which may occur at the local, state, national, and international levels.

b. To be promoted to Professor a successful candidate will provide evidence of “continuing meaningful contributions” over the course of the period since the last promotion by indicating the Professional, University, College, or Departmental committees/service activities he/she has served on or engaged in. Candidates may also provide evidence of meaningful contributions from prior academic experience if they are bringing in years in rank as a condition of their contract at the time of hire. At least a portion of the service activities must be performed while employed at UNF.

ARTICLE XIII

CRITERIA FOR ANNUAL PERFORMANCE EVALUATION

In accordance with the current agreement between UNF Board of Trustees and United Faculty of Florida, the faculty of the Department of Economics and Geography sets forth the following criteria for annual performance evaluation.
1. Faculty will submit to the Department chairperson the Faculty Annual Report required in accordance with the current agreement between UNF Board of Trustees and United Faculty of Florida. Specifically, the faculty shall complete the Department Faculty Annual Report and shall include any interpretive comments and supporting data pertaining to accomplishments in Teaching, Scholarship and Service.

2. The Department chairperson shall consider all information as required in conformance with paragraph 18.8 (c) of the current agreement between UNF Board of Trustees and United Faculty of Florida.

3. Faculty shall follow the Annual Evaluation Process as required in conformance with Section 18.8 of the current agreement between UNF Board of Trustees and United Faculty of Florida.

4. The Department of Economics and Geography shall interpret/clarify the University’s criteria for annual performance evaluations in terms appropriate to the department disciplines. The intent is that faculty members being evaluated have available to them a description of what tangible accomplishments would normally qualify them for the various evaluative ratings categories (unsatisfactory, below satisfactory, satisfactory, above satisfactory, exemplary) assuming the accomplishments are of sufficient quality.

5. Annual Evaluation of Teaching: The evaluation of a faculty member’s teaching is the responsibility of the department Chair. All Department of Economics and Geography Faculty shall be evaluated according to the following criteria:

   a. Exemplary

   A faculty member shall be assigned a rating of Exemplary when he/she meets the criteria for Above Satisfactory and demonstrates the following:

   (1) Classroom observation / visitation shows an overall pattern of positive evaluation;

   (2) Student evaluations show a general pattern of positive responses (agree=4 or strongly agree=5) on a range of ISQ questions appropriate to the course;

   (3) Evidence of significant extra effort on behalf of students and/or the department, college and/or university teaching mission that shall include a minimum of two additional instances of extra effort beyond those listed for Above Satisfactory. This implies a total of five activities of significant extra effort which includes items such as those from the list below (faculty may use any bullet point more than once).
• Supervising a directed independent study course (with one or multiple students)
• Developing a new course or adding to the curriculum
• Continuing efforts aimed at co-authoring or mentoring scholarship with a student
• Adding a service learning component to a course
• Adding an e-learning component to a course
• Working on a Department, College or University committee dealing with students, pedagogy or curriculum development
• Attending a College or University teaching enhancement workshop or seminar
• Supporting or mentoring a student accomplishment directly related to teaching
• Supporting a student organization and student functions including attendance at their meetings
• Developing problems sets, solution sets, other class materials or pedagogy that support Coggin College of Business Student Assurance of Learning Improvement Areas
  • Critical thinking
  • Written communication including organization, grammar and clarity of focus
  • Oral communication including poise, organization and clarity of focus
  • Ethical behavior especially in the context of firm management
  • Utilization of technology for decision making and to promote business productivity and efficiency
  • Understanding of the global economy in conjunction with how cultural and global socioeconomic factors affect business
• A conference accepted research paper on pedagogy or other teaching and education related topic
• Introducing a significant technology facilitated learning activity
• Continuing effort toward improving course content and assignments that enhance course currency and relevance
• Using a new textbook
• Pursuing a grant or other support for teaching innovation
• An award for excellent teaching performance
• Pursuing a significant classroom innovation that engages students in active learning such as experiments or experimental economics
• Developing a transformational learning activity or a FIG
• Attending a teaching conference
• Participating in a Study Abroad Program
• Publishing a textbook or other instructional materials
• Other activities normally agreed to in advance by the Department chairperson

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b. Above Satisfactory

A faculty member shall be assigned a rating of Above Satisfactory when he/she meets the criteria for Satisfactory and demonstrates the following:

(1) Classroom visitation/observation, student written evaluations and/or ISQ evaluations provide evidence on a range of questions appropriate to the course, that a faculty member communicates clearly and effectively with students and aids in the understanding of the material,

(2) Faculty shows enthusiasm for course material and uses class time well,

(3) Faculty develops lectures and class activities that are well organized and provide a framework for learning,

(4) Evidence of significant extra effort on behalf of students and/or the department, college and/or university teaching mission that shall include a minimum of three extra effort activities. These include items such as those listed in ARTICLE XIII 5.a.(3).

c. Satisfactory

A faculty member shall be assigned a rating of Satisfactory when he/she demonstrates the following:

(1) Faculty member has mastery of course content as evidenced by classroom visitation/observation, student written evaluations and/or ISQ evaluations on a range of questions appropriate to the course and as evidenced by course materials including exams, assessments, handouts, or readings.

(2) Course content is consistent with the College and Department curricular missions and material presented is consistent with course syllabus and catalog description. The chairperson shall examine course materials including exams, assessments, handouts, or readings to help evaluate course content.

(3) Faculty member meets normal course obligations such as convening classes and holding office hours, grading and returning assignments and tests in a timely manner, assigning grades fairly and following university regulations and guidelines regarding classroom conduct. The chairperson shall examine student written evaluations, ISQ evaluations and further evidence about this might include (an absence of) student complaints.

(4) Student evaluations on a range of questions appropriate to the course show a general pattern of satisfactory or higher responses (3-neutral, 4-agree, 5 strongly agree).
d. Below Satisfactory

A faculty member shall be assigned a rating of Below Satisfactory if he/she fails to meet the requirements for a rating of Satisfactory.

c. Unsatisfactory

(1) A rating of Unsatisfactory shall be assigned if the faculty member fails to meet the requirements for a rating of Satisfactory in teaching. Persistent Below-Satisfactory ratings indicate that the faculty member is not making adequate progress toward satisfactory teaching performance.

(2) A rating of Unsatisfactory shall be assigned if the faculty member fails repeatedly to perform assigned teaching duties. The chairperson will notify the faculty member in writing when he/she becomes aware of these failures within two weeks of any occurrence. These failures include but are not limited to,

- repeatedly canceling/missing class meetings,
- disregard for required curriculum content
- disregard for university regulations and guidelines regarding classroom conduct,
- other activities that significantly diminish teaching quality or student learning.

6. Annual Evaluation of Scholarship:

The evaluation of a faculty member's scholarship is the responsibility of the Department chairperson. All Department of Economics and Geography Faculty shall be evaluated according to the following criteria:

a. Exemplary

A faculty member shall be assigned a rating of Exemplary when he/she accomplishes the following.

Assuming excellent quality, the faculty member shall publish two or more intellectual contributions during the evaluation period. (The work shall be counted only once, either when it is accepted or when it is published.) An active research agenda is when a faculty member has any two instances of the scholarly activities listed in ARTICLE XIII 6. b.
Intellectual contributions include
- peer reviewed journal article or an editorially reviewed journal article
  (published or accepted for publication with letter from the editor)
- a scholarly book
- Other intellectual contributions normally agreed to in advance by the
  Department chairperson

b. Above Satisfactory

A rating of Above Satisfactory shall be assigned when the faculty member
meets the criteria for a Satisfactory rating and engages in research activities
that are likely to result in publication of their scholarship. An Above
Satisfactory rating requires publication of one intellectual contribution
(defined in ARTICLE XIII 6.a.), or any three instances of the following
scholarly activities. Faculty may use any activity more than once.

Scholarly activities include the following
- Presentation of research contributions at professional
  regional/national/international association meeting. Must be a non-
  duplicate research paper for each conference. Presentation by a co-author
  at a professional regional/national/international association meeting
  satisfies this requirement
- Organization of a panel session or entire conference
- Research report written for completion of an internal or external
  grant/contract (including Center for Economic and GIS Research)
- Research report published for inter- or intra-state distribution
- Two papers under review for edited scholarly volumes or refereed
  journals. These are new research papers or research that is under review in
  the second year. After the second year, a paper no longer qualifies under
  this category unless there are significant revisions.
- Documented progress toward manuscript publication in an edited
  collection, scholarly book, monograph, or textbook (letter from publisher
  required)
- A book chapter in an edited scholarly volume
- Publication of a new edition of a previously published book
- A review of a book or comment to a peer reviewed article
- Publication of research in non-refereed outlets including work published
  by or with students.
- Publication of research in peer-reviewed conference proceedings
- Research paper revision during a revise and resubmit process
• Other intellectual contributions normally agreed to in advance by the Department chairperson

c. Satisfactory

A faculty member shall be assigned a rating of Satisfactory when he/she is Academically Qualified (AQ). By AACSB guidelines, AQ is satisfied when faculty publish two or more intellectual contributions over a 2 year period.

d. Below Satisfactory

A faculty member shall be assigned a rating of Below Satisfactory if he/she fails to meet the requirements for a rating of Satisfactory.

e. Unsatisfactory

A faculty member shall be assigned a rating of Unsatisfactory if his/her academic accomplishments fail to meet the requirements for a rating of Satisfactory or above in the third year. Persistent Below Satisfactory ratings indicate faculty member is making inadequate progress toward satisfactory accomplishments in scholarship; if none of the scholarly activities listed in ARTICLE XIII 6 b are accomplished.

7. Annual Evaluation of Service

The evaluation of service is the responsibility of the Department chairperson. The evaluation of service must reflect both the quality and quantity of the effort and the significance of the output. Service includes contributions to the department, the college, the university, the profession, and to the community. “Community” refers to service activities at the local, state, national, or international level performed in a professional capacity.

a. Exemplary

A faculty member shall be assigned a rating of Exemplary when he/she meets the criteria for Above Satisfactory and shows evidence of significant extra effort on behalf of the department, college, or university service mission. Evidence of significant extra effort shall include a minimum of two additional instances of extra effort beyond those listed for Above Satisfactory (this implies a total of four activities of extra effort) such as those from the list below. Faculty may use any activity more than once.
Examples of extra effort in service include the following:
- Actively serving on a department committee
- Actively serving on a college committee
- Actively serving on a university committee
- Actively serving on a committee in a professional organization
- Actively serving on a committee in the community in a professional capacity
- Work with Center for Economics and GIS Research, Center for Economic Education or other university related center
- Special projects in the department, college, university, profession, or community
- Invited review of books, articles or other manuscripts
- Actively serving on community projects, commissions or boards
- Serving as a guest speaker for student, business, government or community organization or for other faculty
- Participation at 3 or more university functions
- Service on an editorial board of a journal
- Editor or Associate Editor of a journal
- Working on student placement or recruitment activity
- Chairperson or discussant at an academic or teaching conference
- Mentoring junior faculty
- Other service activities normally agreed to in advance by the Department chairperson

The following are equivalent to two activities:
- Chairperson of a department, college, or university committee
- Officer or leadership position in a university, or discipline related community or professional organization
- Acting in a professional capacity as a member of the Board of Directors for a community or business organization
- An award or other formal recognition for outstanding service contributions

b. Above Satisfactory

An Associate or Full Professor shall be assigned a rating of Above Satisfactory when he/she meets the criteria for Satisfactory and shows evidence of extra effort on behalf of the department, college, or university service mission. Evidence of significant extra effort for an Above Satisfactory rating shall include a minimum of two instances of extra effort such as those listed in ARTICLE XIII 7a. Note that “community” refers to service activities at the local, state, national or international level performed in a professional capacity.
An Assistant Professor shall be assigned a rating of Above Satisfactory when he/she meets the criteria for Satisfactory and shows evidence of extra effort on behalf of the department, college, or university service mission. Evidence of extra effort for an Above Satisfactory rating for an Assistant Professor shall include a minimum of one service activity such as those listed in ARTICLE XIII 7-a.

c. Satisfactory

An Associate Professor or Professor shall be assigned a rating of Satisfactory when he/she accomplishes all elements listed below. Assistant Professors meeting (1) and (2) shall be rated Satisfactory. Attendance at meetings shall be predicated on the compatibility of the faculty’s teaching schedule, office hours and other university commitments with the committee’s meeting times (or as agreed to by the Department Chairperson).

(1) Active participation in department meetings
(2) Regular attendance at college meetings
(3) Attending three or more university functions (These include, but are not limited to Alumni Luncheons, Fall Convocation, Homecoming, Browning Seminars, Eminent Scholar Presentations, International Speakers, Job Candidate Presentations, or Faculty Association Meetings).

d. Below Satisfactory

A faculty member shall be assigned a rating of Below Satisfactory if he/she fails to meet the requirements for a rating of Satisfactory.

e. Unsatisfactory

A faculty member will be assigned a rating of Unsatisfactory after 2 consecutive years of Below Satisfactory ratings in service unless the rating is Satisfactory or above in the third year. Persistent Below Satisfactory ratings indicate faculty members in making inadequate progress toward satisfactory service activity. Unsatisfactory if he/she fails to participate in any of the activities listed in ARTICLE XIII 7c.

Comment (n22): Not to be used. To correct that the faculty member’s performance is rated below satisfactory, the faculty member must be given satisfactory feedback and be expected next year. Unsatisfactory rating permanent.