

Date: May 8, 2009

To: All Faculty Affected by IFO-MnSCU Agreement

From: Nancy C. Erickson, Vice President for Academic Affairs (Interim)

Subject: PROFESSIONAL DEVELOPMENT AND EVALUATION UNDER ARTICLE 22 OF THE IFO-MnSCU AGREEMENT, 2007-2009

The evaluation process shall be for the purpose of providing faculty with information that will contribute to their professional development. The evaluation processes are intended to be supportive of a faculty member's desire for continuing professional growth and academic excellence. This process contributes to various personnel activities and supports the interest of each faculty member to achieve continuing professional growth and to pursue the highest level of academic excellence. Any evaluation of faculty will include information that evolves from the process connected with the Professional Development and Evaluation Procedures (Article 22 of the current Agreement). In brief, this article requires:

Note: For purposes of this article, "immediate supervisors" are deans or other (non IFO) administrators and do not include department chairs.

1. that after consultation with your Dean/immediate supervisor, you develop a Professional Development Plan covering the period of evaluation which shall include specific objectives, methods, and expected achievements. For faculty with teaching assignments, the Plan shall include a process for student assessment.
2. that the Plan address your professional development in five broad areas which include: 1) demonstrated ability to teach effectively and/or perform effectively in other current assignments; 2) scholarly or creative achievement or research; 3) evidence of continuing preparation and study; 4) contribution to student growth and development; and 5) service to the university and community.
3. that when the Plan is completed, the faculty member shall provide a copy of the Plan to the department members through the Department Chairperson. Department members are encouraged to provide written comments on the Plan to assist the faculty member in his/her professional development and, if applicable, provide guidance with respect to promotion and/or tenure. These written comments will be forwarded to the faculty member.
4. that your Dean/immediate supervisor (who may consult with your Department Chairperson and with other members of the department to delineate how the Plan relates to departmental goals and objectives) will comment in writing upon your Plan in order to assist you in your professional development and, if applicable,

provide guidance with respect to personnel decisions. You shall have an opportunity to respond to those comments. Copies of the Plan together with comments added shall be maintained as part of your official personnel file.

5. that at the end of the period covered by the Plan, you prepare a Progress Report including appropriate documentation which describes your achievements.
6. that your Report be shared with your department, your Department Chairperson, and with your Dean/immediate supervisor; and that the department members are encouraged to provide written comments on the Report to assist you in your professional development and, if applicable, provide guidance with respect to promotion and tenure. These comments are to be forwarded to you.
7. that you meet with your Dean/immediate supervisor to discuss your achievements and that your Dean/immediate supervisor prepare a written assessment of your accomplishments and make suggestions with respect to your written Progress Report. The Dean/immediate supervisor's written assessment, together with suggestions to guide future professional development, shall be sent to you and placed in your official personnel file.
8. In accordance with the agreement, if you do not meet the deadline, the Dean will inform you in writing that you have ten (10) days to comply.

As noted in Article 22, these procedures have as their purpose to be supportive of a faculty member's desire for continuing professional growth and academic excellence as well as to provide a part of the information the Dean/immediate supervisor needs as a basis for assessment of your performance for personnel actions.

Schedule for IFO faculty participation is as follows:

1. Non-tenured faculty members (with appointments of .5 or more FTE) including faculty on NTT and probationary contracts will be evaluated formally at least once annually. Fixed-term faculty with appointments of .75 FTE or more will be evaluated at least once annually.
2. A tenured faculty member below the rank of Professor, at the end of the first, second and third year of the evaluation period, shall send his/her Dean a Progress Report describing progress made with respect to his/her Professional Development Plan. Copies of these Reports shall be sent to the appropriate department through the Chairperson, to the faculty member's Dean, and to the faculty member's personnel file. Unless requested more frequently by the faculty member, tenured faculty members below the rank of Professor will be evaluated formally once every four (4) years.
3. Tenured full professors shall submit a summary report of their activities pursuant to their PDP, as related to the departmental goals and objectives, to the department through the Department Chair, the Dean/immediate supervisor and to the faculty member's personnel file at the end of the second year of the four-year evaluation cycle. Tenured full professors shall submit a full progress report in the fourth year of the four-year cycle. Unless requested more frequently by the faculty member, tenured full faculty members will be evaluated formally once every four (4) years.

4. To further facilitate the annual assessment of probationary faculty members, we are establishing the attached calendar. We will continue with our pattern of requesting that wherever possible a faculty member's development plan covers an entire academic year. Probationary faculty members (completing their second, third, fourth, and fifth years) will meet with their Dean/immediate supervisor in the spring of each year for the purpose of (1) assessing their professional development accomplishments; (2) developing plans for the coming year; and (3) providing a part of the information needed by the Dean/immediate supervisor for performance assessments and personnel actions.

Note to first-year probationary faculty: we ask you to prepare your Professional Development Plans by the end of fall semester and complete your Progress Report by the end of spring semester. The schedule of evaluation, including departmental review and comments, shall take place between the beginning of fall term and September 10, 2010 of the subsequent year.

Should you have any questions about your Professional Development and Evaluation, the suggested time lines, or the review process, please see your Dean/immediate supervisor or Chair.

Attachments:

- I Professional Development and Evaluation Procedures: Suggested Displays of Evidence
- II Professional Development and Evaluation Procedures: Calendar for 2009-2010.

## PROFESSIONAL DEVELOPMENT AND EVALUATION

### Appendix G

#### GUIDELINES FOR EVALUATION

Evaluation focuses on the five criteria set forth in Article 22 of this agreement. This appendix provides elaboration on the types of evidence which is considered appropriate for addressing each category, both for the department/unit in developing its goals and objectives and for the individual faculty member in preparing his/her PDP and Progress Report. It is recommended that each campus, through the meet and confer process, review this Appendix to assess how it meets institutional needs and where there are other forms of information and data which could be taken into consideration.

Criterion 1. Demonstrated ability to teach effectively or perform effectively in other current assignments. The universities of the Minnesota State Colleges and Universities (MnSCU) are teaching institutions where scholarly and creative activity informs and connects disciplines and the learning process.

Effective teaching begins with well informed and intellectually engaged faculty who are current in their disciplines and their pedagogies and who understand the relationship among disciplines. For teaching faculty, effective teaching shall be the principal proportion of the five criteria considered in evaluation.

Because teaching embraces activities and responsibilities beyond classroom instruction, evaluation may address effectiveness in course development, curriculum design, instructional innovation, ability to organize, analyze and present knowledge, instructional advisement and other such related activities.

The faculty member's Progress Report should include evidence in support of the foregoing. Faculty are encouraged to include student assessments as evidence of ability to teach effectively. Evidence may also include, but is not limited to: peer reviews, quality of syllabi, nature and quality of assignments, practices and quality for assessing student progress, time lines of evaluation of student performance, pedagogical approaches, attention to student advisement, nature and frequency of course development and timeliness of revision, and timeliness of work assignments.

Criterion 2. Scholarly or creative achievement or research. This category supports one's teaching and contributes to one's special field of knowledge. The advancement of knowledge and education calls for many kinds of scholarship/creative activity/research. Each may require a different approach. Evidence of scholarly/creative activity/research may include, but is not limited to, consideration of the faculty member's publication record, works in progress, unpublished reports, professional assistance to other scholars, papers delivered at meetings of professional societies, computer software and other technologically delivered academic products, awards, invited lectures and participation in panels and symposia, participation in policy analysis, grants received, editorial or advisory roles with professional journals, participation on evaluation panels for research funding, participation in juried shows, musical or theatrical performances, consultantships, research projects, and contribution to the scholarly growth of peers.

Criterion 3. Evidence of continuing preparation and study. Faculty are expected to be aware of the changing nature of their disciplines and techniques of instruction. Evidence of continuing preparation and growth can be demonstrated by such activities as participation in seminars, workshops and refresher courses, formal education/study, attendance at professional conferences, structured study leading to development of experimental programs, curricular proposals or revisions, and ongoing revisions to course syllabi reflecting changes in the discipline or its pedagogy, etc.

Criterion 4. Contributions to student growth and development. Faculty are expected to support learning and growth. Evidence of such support might include, but is not limited to effective academic or career advising, service as an advisor or other support of student committees or organizations, involvement in internship development and new student programs, supervising of student projects, assistance to students in gaining entrance to professions or graduate study and involvement in efforts to secure scholarships and fellowships.

Criterion 5. Service to the university and community. Faculty responsibilities extend beyond the classroom to areas such as the department, college/division, university and greater community. Evidence of faculty service might include, but is not limited to participation in and contribution to committee assignments, related leadership roles, university-related regional and national bodies including accreditation and program review, governance of the university, community organizations fostering alumni relationships, community presentations, consulting with community agencies and organizations, special university lectures, seminars, workshops or development activities.

Clearly, an array of relevant information and data may be used as evidence in all five criteria.

Article 22 Professional Development and Evaluation  
2009-2010 Calendar

A. FIXED-TERM (appointments of 3/4 or greater), NTT, SECOND, THIRD, FOURTH and FIFTH\* YEAR PROBATIONARY FACULTY. THIS INCLUDES HEAD COACHES.

1. Meet with Dean/immediate supervisor to discuss development of Plan by September 18, 2009.
2. Provide a copy of Plan by September 21, 2009 to the department members through the Chair. Written comments on the Plan are to be forwarded to the faculty member by October 2, 2009 from the department and Chair through the Chair.
3. Provide Dean/immediate supervisor with a copy of the Plan by October 16, 2009. The Dean/immediate supervisor may consult with your department chair and other members of the department by November 9, 2009. The Dean/immediate supervisor will comment in writing on the Plan by November 30, 2009, and the faculty member shall have an opportunity to respond to any comments. Copies of the Plan together with comments added shall be sent to the faculty member's official personnel record in Human Resources with a copy to the Vice President.
4. Complete the Progress Report by February 19, 2010 and send it together with documentation to the Dean/immediate supervisor with a copy to the department members through the Chair.
5. If the faculty member does not meet the deadline, the Dean will inform the faculty member in writing that she/he has ten (10) days to comply.
6. Written comments on the Progress Report by the department members are to be forwarded to the faculty member by March 5, 2010.
7. The faculty member has until March 19, 2010 to meet with the Dean/immediate supervisor to discuss achievements made during the evaluation period. A written summary of the Dean's assessment shall be sent to the faculty member by March 26, 2010. The Progress Report and the Dean's assessment will be sent to the faculty member's official personnel record in Human Resources with a copy to the Vice President.

\*For fifth year probationary faculty, follow steps A. 1-3 above to develop Plan. Complete Progress Report, along with all required forms and documents and all tenure information, by January 31, 2010\*, and send it to the Dean/ immediate supervisor with a copy to the department members through the Chair. Department members and Chair shall have finished evaluations and have forwarded evaluations, recommendations, and any supporting materials which may be relevant to the Dean/immediate supervisor with copy to faculty member by February 8, 2010. The Dean shall complete his/her Summary Assessment in accordance with Article 22, Section D, Subd. 3, and subsequently provide a copy of his/her tenure recommendation to the faculty member by February 19, 2010. The faculty member has until February 26, 2010 to meet with the Dean/immediate supervisor to discuss the recommendation. The Dean/immediate supervisor shall furnish a copy of his/her recommendation, that of area faculty, and any supporting materials which may be deemed relevant to the supervising Vice President with a copy of his/her recommendation to the faculty by March 1, 2010.

B. FY 10 FIRST-YEAR PROBATIONARY FACULTY (Faculty who began in Fall 2009)

1. Meet with Dean/immediate supervisor to discuss development of Plan by **September 18, 2009**.
2. Provide a copy of Plan by **September 21, 2009** to the department members through the Chair. Written comments on the Plan are to be forwarded to the faculty member by **October 2, 2009**.
3. Provide Dean/immediate supervisor with a copy of the Plan by **October 30, 2009**. The Dean/immediate supervisor may consult with your department chair and other members of the department by **November 9, 2009**. The Dean/immediate supervisor will comment in writing on the Plan by **November 30, 2009**, and the faculty member shall have an opportunity to respond to any comments. Copies of the Plan together with comments added shall be sent to the faculty member's official personnel record in Human Resources with a copy to the Vice President.
4. Complete the Progress Report by **April 29, 2010** and send it and documentation to the Dean/immediate supervisor with a copy of the Report to the department members through the Chair.
5. If the faculty member does not meet the deadline, the Dean will inform the faculty member in writing that he/she has ten (10) days to comply.
6. Written comments on the Progress Report by the department members are to be forwarded to the faculty member by **August 31, 2010** of the second year.
7. Faculty member meets with Dean/immediate supervisor by **September 7, 2010** to discuss achievements made during the evaluation period. A written summary of the Dean's assessment shall be sent to the faculty member by **September 10, 2010**. A copy of the Progress Report and the Dean's assessment will be sent to the faculty member's official personnel record in Human Resources with a copy to the Vice President.
8. Submit Plan for second year as listed above under A. above.

C. TENURED FACULTY BELOW RANK OF PROFESSOR

1. For faculty in the first year of the four-year review cycle, follow steps A. 1-3 above to develop Plan.
2. Faculty member submits Progress Report every year by the last duty day of spring semester.
3. Evaluated formally every four years. If evaluation is during 2009-2010 the timetable in A. 4-7 above is to be followed.

D. TENURED FULL PROFESSORS

1. If in the first year of the four-year review cycle, follow steps A. 1-3 above to develop Plan.
2. Faculty member submits summary report in second year of four-year review cycle, and full Progress Report in the fourth year.
3. Evaluated formally every four years. If evaluation is during 2009-2010, the timetable in A. 4-7 above is to be followed.



**2009/2010 Professional Development and Evaluation (Article 22) (including head coaches)**

Article 22	PDP Consult with Dean/Supv by:	PDP to Dept via Chair by:	Dept/Chair Feedback to Faculty by:	PDP to Dean/Supv by:	Dept/Chair Feedback on Final PDP to Dean/Supv by:	Dean/Supv Feedback on PDP to Faculty by:	Progress Report and Documentation to Dean/Supv and Chair by:	Chair/Dept Comments on Progress Report to Faculty by:	Meet with Dean/Supv to Discuss Progress Report by:	Dean/Supv Eval to Faculty and Copy/w doc to HR File and VP by:
1 <sup>st</sup> Yr Prob (FY 10) Fac Beg Fall 09	9-18-09	9-21-09	10-2-09	10-30-09	11-9-09	11-30-09	4-29-10	8-31-10	9-7-10	9-10-10
1 <sup>st</sup> Yr Prob (FY 09) Fac Begin Fall 08							4-30-09	9-1-09	9-8-09	9-11-09
Fixed Term (.75) FTE or More, NTT, 2-4 <sup>th</sup> Probationary (includes Head Coaches)	9-18-09	9-21-09	10-2-09	10-16-09	11-09-09	11-30-09	2-19-10	3-5-10	3-19-10	3-26-10
5 <sup>th</sup> Yr Prob Tenure	9-18-09	9-21-09	10-2-09	10-16-09	11-09-09	11-30-09	1-31-10*	2-8-10	2-26-10	3-1-10
Tenured Faculty Below Rank of Professor	For Fac in 1 <sup>st</sup> yr of 4-yr review cycle 9-18-09	For Fac in 1 <sup>st</sup> yr of 4-yr review cycle 9-21-09	For Fac in 1 <sup>st</sup> yr of 4-yr review cycle 10-2-09	For Fac in 1 <sup>st</sup> yr of 4-yr review cycle 10-16-09	For Fac in 1 <sup>st</sup> yr of 4-year review cycle 11-09-09	For Fac in 1 <sup>st</sup> yr of 4-yr review cycle 11-30-09	For Fac in 1 <sup>st</sup> , 2 <sup>nd</sup> , & 3 <sup>rd</sup> yr of 4-yr review cycle, by last duty day of <u>spring semester</u>  For Fac in 4 <sup>th</sup> yr of 4-yr review cycle 2-19-10	For Fac in 4 <sup>th</sup> yr of 4-yr review cycle 3-5-10	For Fac in 4 <sup>th</sup> yr of 4-yr review cycle 3-19-10	For Fac in 4 <sup>th</sup> yr of 4-yr review cycle 3-26-10
Tenured Full Professors	For Fac in 1 <sup>st</sup> yr of 4-yr review cycle 9-18-09	For fac in 1 <sup>st</sup> yr of 4-yr review cycle 9-21-09	For fac in 1 <sup>st</sup> yr of 4-yr review cycle 10-2-09	For Fac in 1 <sup>st</sup> yr of 4-yr review cycle 10-16-09	For Fac in 1 <sup>st</sup> yr of 4-year review cycle 11-09-09	For Fac in 1 <sup>st</sup> yr of 4-yr review cycle 11-30-09	For Fac in 2 <sup>nd</sup> yr of 4-yr review cycle Summary rpt by last duty day of <u>spring semester</u>  For Fac in 4 <sup>th</sup> yr of 4-yr review cycle progress rpt 2-19-10	For Fac in 4 <sup>th</sup> yr of review cycle 3-5-10	For Fac in 4 <sup>th</sup> yr of 4-yr review cycle 3-19-10	For Fac in 4 <sup>th</sup> yr of review cycle 3-26-10

\*Contractual Date