

**UNIVERSITY COLLEGE  
DEVELOPMENTAL PROGRAMS  
INSTRUCTIONAL FACULTY**

**REAPPOINTMENT/TENURE RECOMMENDATION  
STANDARDS AND PROCEDURES**

**INTRODUCTION**

The Board of Trustees of Ferris State University and the Ferris Faculty Association, MEA-NEA Agreement of 1995-2002, (section 3-Tenure) requires the tenured bargaining unit members of each department/unit to be responsible for:

1. Determining the criteria for attainment of tenure.
2. Reviewing the performance of non-tenured bargaining unit members for a recommendation to reappoint or not reappoint during relevant employment years.
3. Reviewing the performance of non-tenured bargaining unit members for a recommendation regarding the granting of tenure during the relevant employment year.

**MISSION STATEMENT**

The criteria and procedure for the attainment of tenure have been established by the tenured instructional faculty and are contained in this document. These criteria are designed to assure the quality of classroom instruction, academic advising and contributions to the university community. The procedures for evaluation of non-tenured instructional faculty and for making recommendations for the granting of tenure have been established to assure that these criteria are met. The procedures are structured to assist the non-tenured instructional faculty member to improve his/her performance to qualify for tenure. These procedures should assure that the tenured members of the unit have sufficient information to make a fair assessment of a candidate's qualifications while affording assistance and due process to the non-tenured member(s).

**DEADLINES**

If any deadline in this policy falls on Saturday, Sunday or a holiday, the due date will be the preceding work day. All dates and timelines of this policy are adaptive, meaning that whenever official deadlines are established or modified by the FSU/FFA Agreement, this policy will be considered to have been automatically amended accordingly. The Tenure Review Committee (TRC) Chairperson will be responsible to notify members of any such changes.

## Tenure Policy, Instructional Faculty

04/09/01

**THE REAPPOINTMENT/TENURE APPLICATION**

In support of their candidacy for reappointment/tenure, non-tenured instructional faculty will submit to the TRC an application portfolio containing data relative to the evaluation criteria by **October 1 beginning the second year of employment**. Dean and/or supervisor's evaluations or any other data which will show evidence of progress toward meeting the criteria for tenure are to be submitted. Portfolios should not include entire documents; mention of a project and a sample of the first page suffice. Complete documents should be available to the Tenure Review Committee upon request.

**REAPPOINTMENT/TENURE ATTAINMENT CRITERIA**

- I. The primary responsibility of a candidate for tenure as an instructional faculty member is to attain and maintain excellence in the following areas:
  - A. Teaching
  - B. Student advising
- II. The secondary responsibilities of a candidate are to maintain high quality work in the area of departmental, college, and university service in the following categories:
  - A. Committee work
  - B. Curriculum/course development
  - C. Student recruitment and retention efforts
- III. Tertiary responsibilities of a candidate include scholarly and professional development activity in at least two of these areas:
  - A. Professional memberships
  - B. Attendance at workshops and conferences
  - C. Scholarly writing and professional presentations

**THE TENURE REVIEW COMMITTEE**

- I. The tenured instructional faculty of the Development Programs unit (DP) will comprise the Tenure Review Committee.
- II. The chair will be elected by members of the TRC by the third week in April of odd-numbered years and serve a term of two years.

## Tenure Policy, Instructional Faculty

04/09/01

**EVALUATION AND TIMELINE PROCEDURES**

- I. The Chair of the TRC will provide the following documents to all new tenure-track instructional faculty no later than the end of the first week of the academic year.
  - A. A copy of "Evaluation and Reappointment/Non-Reappointment of Non-Tenured Faculty," (Section 3.5) of the current FSU/FAA Agreement
  - B. A copy of the Developmental Programs Instructional Faculty Reappointment/Tenure Policy Standards and Procedures
  - C. A schedule indicating the dates on which each phase of the tenure evaluation must be completed
- II. The TRC will select a member of the TRC to serve as the initial mentor for each new instructional tenure-track faculty member no later than the end of the first week of the academic year (faculty orientation week).
- III. The TRC will meet to discuss and agree on the evaluation plan for each instructional tenure-track faculty member.
- IV. The TRC mentor assigned to each instructional tenure-track faculty member will meet with the candidate to review the tenure policy and evaluation process. This meeting will occur no later than the end of the second week of classes.
- V. In the year in which a tenure decision is to be made, the non-tenured instructional faculty member must submit his/her portfolio to the Tenure Review Committee by **October 1**. In years in which a reappointment decision is to be made, each Tenure Mentoring Committee will complete its evaluation of the candidate and present its recommendation to the Tenure Review Committee by **October 1**.
- VI. **By November 1** the TRC will:
  - A. Complete a review of the submitted portfolio application
  - B. Hold a meeting to determine the preliminary reappointment/tenure recommendation
  - C. Notify the applicant in writing of this recommendation
    1. A simple majority vote of the TRC members present at the meeting will determine the preliminary recommendation.
    2. Voting will be by paper or electronic ballot.

## Tenure Policy, Instructional Faculty

04/09/01

- VII. The non-tenured instructional faculty member shall have the opportunity to appeal to the Tenure Review Committee for a reconsideration of the preliminary recommendation. This written appeal must be received by the Tenure Review Committee Chairperson by **November 6**. The appeal meeting will be held no later than **November 15**. A simple majority vote will determine the disposition of the appeal. Voting will be by paper or electronic ballot. The appellant will be notified in writing by the Tenure Review Committee Chairperson as to the disposition of the appeal.
- VIII. The Tenure Review Committee Chairperson will forward, in writing, the evaluation and final recommendation to the non-tenured instructional faculty member and the appropriate department head/chair or dean by:
- A. **November 20** for those seeking reappointment
  - B. **December 15** for those seeking tenure
- IX. Records of the reappointment/tenure review evaluation process will be maintained by the Tenure Review Committee Chairperson. These records will be shredded upon the awarding of tenure. If tenure is denied, the candidate's tenure review file shall be kept for three consecutive years after the date of denial.

UNIVERSITY COLLEGE  
 FERRIS STATE UNIVERSITY  
 CLASSROOM EVALUATION WORKSHEET  
 (for the observer's informal use only; not for submission)

**Candidate:**

**Course Number/Title:**

**Date:**

- Key:**
- 5 Most helpful to student learning
  - 4 More effective than average
  - 3 Of average help
  - 2 Less effective than average
  - 1 Not very effective

**Presentation Mechanics**

- |    |   |   |   |   |   |   |
|----|---|---|---|---|---|---|
| a) | Effective introduction and summation  | 1 | 2 | 3 | 4 | 5 |
| b) | Organization/continuity   | 1 | 2 | 3 | 4 | 5 |
| c) | Tempo/pace of presentation  | 1 | 2 | 3 | 4 | 5 |
| d) | Technique (appropriate and effective use of materials, communication skills, cooperative learning, CAI, audiovisuals) | 1 | 2 | 3 | 4 | 5 |

**Presentation Dynamics**

- |    |   |   |   |   |   |   |
|----|---|---|---|---|---|---|
| a) | Development of enthusiasm                           | 1 | 2 | 3 | 4 | 5 |
| b) | Student reaction and student-instructor interaction | 1 | 2 | 3 | 4 | 5 |

<b>Overall Impression</b>	1	2	3	4	5
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**Indicate the most positive and negative aspects of the presentation.**

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**Informal student comments before, during and after the presentation.**

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Tenure Policy, Instructional Faculty

04/09/01

INSTRUCTIONAL FACULTY REAPPOINTMENT/TENURE EVALUATION FORM

Faculty Member \_\_\_\_\_ Date \_\_\_\_\_

TEACHING EFFECTIVENESS

- Professionalism: Meets expected departmental outcomes for courses taught; is knowledgeable of current developments in one's discipline and retains professional competence; demonstrates consistency in the application of a defined teaching methodology; maintains a classroom atmosphere that is conducive to learning and respectful of differences; participates in departmental deliberations on curricular and pedagogical matters

Does Not Meet Expectations -----<----- Exceeds Expectations

- Classroom Mechanics: Meets individual student needs through established office hours; presents material in an organized fashion; provides course guidance by a syllabus with course outlines, objectives, basis for evaluation, and grading policy; evaluates student learning consistent with course objectives; provides timely and corrective feedback to students.

Does Not Meet Expectations -----<----- Exceeds Expectations

- Advising: Advises designated student advisees appropriately

Does Not Meet Expectations -----<----- Exceeds Expectations

SERVICE (to department, college, and university)

Serves on department, college, and university committees; is a member of appropriate professional organizations; participates in professionally related community activities; engages in voluntary service to the university community including student organizations.

Does Not Meet Expectations -----<----- Exceeds Expectations

SCHOLARSHIP

Participates in curriculum innovation and development; demonstrates evidence of scholarly activity including research, creative activity, or application of research or pedagogy in one's discipline; remains current in the field as evidenced by attendance at professional meetings, giving presentations, or publishing papers; participates in professional development activities and demonstrates continued professional growth.

Does Not Meet Expectations -----<----- Exceeds Expectations

**Tenure Policy, Instructional Faculty**

**04/09/01**

**GOALS FOR NEXT REVIEW CYCLE**

**MECHANISM FOR ACCOMPLISHING GOALS**

\_\_\_\_\_  
**Reviewer's signature**

\_\_\_\_\_  
**Reviewee's signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

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R E V I S E D  
UNIVERSITY COLLEGE  
EDUCATIONAL COUNSELORS  
REAPPOINTMENT/TENURE RECOMMENDATION  
STANDARDS AND PROCEDURES

May 5, 1999

*Approved with changes  
5-20-99*

## INTRODUCTION

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## MISSION STATEMENT

The criteria and procedure for the attainment of tenure have been established by the tenured educational counselors and are contained in this document. These criteria are designed to assure the quality of educational counseling and that educational counselors are contributing members of the university community. The procedures for evaluation of non-tenured educational counselors and for making recommendations for the granting of tenure have been established to assure that these criteria are being met. The procedures are structured to assist the non-tenured educational counselor to improve his/her performance to qualify for tenure. These procedures should assure that the tenured members of the unit have sufficient information to make a fair assessment of a candidate's qualifications while affording assistance and due process to the non-tenured member(s).

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## THE REAPPOINTMENT/TENURE APPLICATION

In support of their candidacy for reappointment/tenure, non-tenured educational counselors will submit to the Tenure Review Committee an application portfolio containing cumulative data relative to the evaluation criteria by **October 1 beginning the second year of employment**. Dean's/supervisor's evaluations or any other data which will show evidence of progress toward meeting the expectations of the criteria for attainment of tenure are to be submitted. Portfolios should not include entire documents; mention of a project and a sample of the first page should suffice. Complete documents should be available to the Tenure Review Committee upon request.

## **CRITERIA FOR THE ATTAINMENT OF REAPPOINTMENT/TENURE AS AN EDUCATIONAL COUNSELOR**

Service and professional development are important categories and cannot be neglected by any successful candidate. However, it is the intent of the educational counselor faculty that the preponderance of weight to a candidate's reappointment/tenure be ascribed to the evidence presented in the portfolio relative to the Basic Professional Job Responsibilities (counseling/-instruction/administrative) criteria.

### **I. EDUCATION**

All candidates for tenure shall have a minimum of a master's degree with a major in counseling and a full Michigan Professional Counseling license. This educational criterion is mandatory. While reappointment may be recommended, tenure will not be recommended without satisfying this qualification.

### **II. BASIC PROFESSIONAL JOB RESPONSIBILITIES (counseling/instruction/administrative)**

The candidate for reappointment/tenure shall fulfill the Basic Professional Job Responsibilities to which he/she has been assigned. Candidates should show evidence of creative and innovative contribution to student service. Leadership positions are encouraged.

The candidate will include a detailed listing or description of the current assignment and responsibilities and an evaluative letter of the performance of those responsibilities from his/her immediate supervisor.

### **III. SERVICE**

The candidate for reappointment/tenure shall have committee, task force, or organizational service. Leadership positions are encouraged.

### **IV. SCHOLARLY AND PROFESSIONAL ACTIVITIES**

- A. The candidate for reappointment/tenure must exhibit professional behavior.
- B. The candidate for reappointment/tenure must demonstrate knowledge of current developments in counseling/student development issues.
- C. The candidate must demonstrate involvement in at least two of the three categories below:
  - 1. Maintain membership in at least one professional organization related to the counseling profession and/or the current job responsibilities of the candidate.
  - 2. Attend workshops, conferences, seminars or other continuing education opportunities and/or earn graduate level credits in courses related to the counseling profession and/or the current job responsibilities of the candidate.
  - 3. Carry out scholarly activities in the areas of student development, the counseling profession and/or an area related to the current job responsibilities of the candidate.

## **EVALUATION PROCEDURES AND TIMELINES**

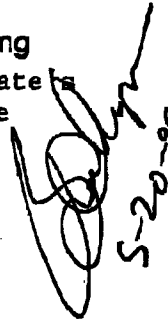
The Tenure Review Committee will be composed of all tenured educational counselors.

- I. **In May each year a meeting of the Tenure Review Committee will be held to:**
  - A. **Review this policy document for appropriate amendments**
  - B. **Elect a Tenure Chairperson. A simple majority vote of the members present at the meeting will determine the outcome of the vote. The Tenure Chairperson will be responsible for:**
    1. **Maintaining all tenure review records**
    2. **Forming Candidate Tenure Sub Committees**
    3. **Convening appropriate tenure review meetings**
    4. **Assisting each newly hired educational counselor until the formation of the Candidate Tenure Sub Committee**
    5. **Forwarding reappointment/tenure recommendations to appropriate university officials.**
- II. **Candidate Tenure Sub Committee**
  - A. **A Candidate Tenure Sub Committee will be established as soon as possible after each tenure-track educational counselor is hired. A Candidate Tenure Sub Committee will be composed of three tenured educational counselors, two elected by the tenured educational counselors and one named by the non-tenured educational counselor. The tenured educational counselors of this committee will select the chair, who is responsible for coordinating the committee's responsibilities, from among themselves, by simple majority vote.**

This committee will:

    1. **Coordinate the evaluation procedures for the candidate throughout the re-appointment/tenure review process**
    2. **Act as advisors to non-tenured educational counselors and assist in the development of the application portfolio as requested**
    3. **Discuss the results of the annual evaluation with the non-tenured educational counselor.**
    4. **The Candidate Tenure sub Committee will be established and its duties will commence during the candidate's first semester of employment. Evaluations may be provided to the Tenure Review Committee during the candidate's first year of employment. Interactions between the candidate and either the Candidate Tenure Sub Committee or the Tenure Review Committee are not subject to the rights of the confidentiality of privileged information.**

- III. **By June 1** the Tenure Review Committee Chairperson will send to each non-tenured educational counselor a copy of the Reappointment/Tenure Recommendation Standards and Procedures document.
- IV. In the year in which a tenure decision is to be made, the non-tenured educational counselor must submit his/her portfolio to the Tenure Review Committee by **October 1**. In years in which a reappointment decision is to be made, each Candidate Tenure Sub Committee will complete its evaluation of the candidate and present its recommendation to the Tenure Review Committee Chairperson by **October 1**.
- V. **By November 1** the Tenure Review Committee will:
- A. Complete a review of the submitted portfolio application,
  - B. Hold a meeting to determine the preliminary reappointment/tenure recommendation,
  - C. Notify the applicant in writing of this preliminary recommendation.
    1. Voting will be by paper or electronic ballot.
    2. A simple majority vote of the Tenure Review Committee members will determine the preliminary recommendation. In the absence of an appeal by the candidate, this will become the final recommendation.
- VI. The non-tenured educational counselor shall have the opportunity to appeal to the Tenure Review Committee for a reconsideration of the preliminary recommendation. This appeal is made in writing and must be received by the Tenure Review Committee Chairperson on or before **November 6**. The appeal meeting will be held no later than **November 15**. A simple majority vote will determine the disposition of the appeal. Voting will be by paper or electronic ballot. The appellant will be notified in writing by the Tenure Review Committee Chairperson as to the disposition of the appeal.
- VII. The Tenure Chairperson will forward, in writing, the evaluation and final recommendation to the non-tenured educational counselor and the appropriate department head/chair or dean by:
- A. **November 20** for those seeking reappointment
  - B. **December 15** for those seeking tenure
- VIII. Records of the reappointment/tenure review evaluation process will be maintained by the Tenure Review Committee Chairperson. These records will be shredded upon the awarding of tenure or ~~the denial of tenure or reappointment~~. If tenure is denied, the candidate's tenure review file shall be kept for three consecutive years after the date of denial.



Handwritten signature and date: 5-20-07

**REAPPOINTMENT/TENURE EVALUATION FORM**

NAME \_\_\_\_\_

DATE \_\_\_\_\_

PRE-TENURE YEAR NUMBER \_\_\_\_\_

TENURE YEAR \_\_\_\_\_

**CRITERIA****1. EDUCATION (This criteria must be satisfied for tenure.)**

Master's Degree in Counseling YES \_\_\_\_\_ NO \_\_\_\_\_

Michigan Professional Counseling License YES \_\_\_\_\_ NO \_\_\_\_\_

**2. BASIC PROFESSIONAL JOB RESPONSIBILITIES (Counseling/Instruction/Administrative)**

Expected outcomes: Fulfills obligations of the Basic Professional Job Responsibilities to which the candidate has been assigned. Shows evidence of creative and innovative contributions to student services. Demonstrates a willingness to assume leadership roles.

\_\_\_\_\_ Satisfactory or above: Achieving appropriate professional performance

\_\_\_\_\_ Progressing: Needs assistance but making progress toward appropriate professional performance

\_\_\_\_\_ Inadequate: Not demonstrating progress toward fulfilling the Basic Professional Job Responsibilities to which he/she has been assigned.

**3. SERVICE**

Expected Outcomes: Shall have committee, task force, or organizational service and a demonstrated willingness to take on leadership positions.

\_\_\_\_\_ Satisfactory or above: Achieving appropriate professional performance

\_\_\_\_\_ Progressing: Needs assistance but making progress toward appropriate professional performance

\_\_\_\_\_ Inadequate: No evidence of service

**4. PROFESSIONAL DEVELOPMENT**

Expected Outcomes: Exhibits professional behavior; demonstrates knowledge of current developments in counseling/student development issues; maintains membership in at least one appropriate professional organization; has attended at least one appropriate workshop, conference, seminar, other continuing educational experience; demonstrates a willingness to take on leadership positions; has carried out appropriate scholarly activities.

\_\_\_\_\_ Satisfactory or above: Achieving appropriate professional performance

\_\_\_\_\_ Progressing: Needs assistance but making progress toward appropriate professional performance

\_\_\_\_\_ Inadequate: No evidence of professional behavior and/or no evidence of professional development and/or no evidence of scholarly activities

**EVALUATION SUMMARY**

- Inadequate:** Evaluated as inadequate in any one of the criteria
- Stagnant/Coasting:** Evidence of some involvement within criteria areas; however, evaluated as not progressing professionally or adapting to the assignment
- Progressing:** Evidence of involvement within all criteria, appropriate professionalism, and adapting to the current assignment. (Minimum evaluation necessary for reappointment)
- Accomplished:** Performing with appropriate professionalism in all evaluation criteria areas and has adapted to the current assignment. (Minimum evaluation necessary for tenure)

\_\_\_\_\_  
Summary narrative if necessary (See attached page.)

\_\_\_\_\_  
**Recommendation:**

**Reappointment**      YES \_\_\_\_\_ NO \_\_\_\_\_

**Tenure:**              YES \_\_\_\_\_ NO \_\_\_\_\_      **Additional Year** \_\_\_\_\_

\_\_\_\_\_  
**Signature Tenure Committee Chairperson**

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