Policies and Procedures Appendices to the Department Code

Computer Science Department
Colorado State University

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Preamble

The Policies and Procedures Appendices describe how the department functions in accordance with the Department Code and the University Manual of Colorado State University. The regulations, policies, and procedures specified in the Department Code shall govern matters not treated in these Policies and Procedures Appendices. The Department Code takes precedence when it may conflict with these Appendices. Also, the terms “Faculty”, “Department Chair”, and “University Manual” are defined in the Department Code.

Review and Amendments to these Appendices

A. These Appendices shall be reviewed and amendments proposed as necessary as part of the Department self-review process.

B. Amendments to these Appendices may also occur by the following process:

(1) Any member of the Faculty may propose an amendment or amendments by motion at a meeting of the Faculty.

(2) If the proposed amendment is initially approved by a simple majority vote of the Faculty, the Executive Committee shall review the proposed amendment for consistency with the Department Code and University Manual, recommending specific language within 30 days from the initial approval.

(3) Final approval of amendments, after the Executive Committee review, require a simple majority vote of the Faculty.

A Faculty Performance Review Procedures

A.1 Promotion and Tenure Review

A.1.1 Promotion Review Materials

The following materials must be submitted by the candidate:

1. curriculum vitae,

2. research and teaching statements,
3. list of at least five references excluding the candidate’s Ph.D. and post-doc advisors,
4. list of references to be excluded — references not to be used in the evaluation.
5. three research publications, and
6. course evaluations.
7. other relevant material (optional).

The following must be provided by one or more members of the faculty evaluation committee:

- Letters evaluating the in-class teaching performance of the candidate.

The following must be provided by at least five references:

- Letters describing the performance of the candidate with respect to research, service, and teaching.

The faculty evaluation committee selects the references. No more than 50% of the references may be selected from the list provided by the candidate.

Other materials may be considered by the faculty evaluation committee.

A.1.2 Timing Considerations

- No later than April 1, the Department Chair shall nominate those members of the Faculty to be considered for promotion and/or tenure in the following academic year. Additionally, by April 1, members of the Faculty may nominate themselves for such consideration.

- The promotion and/or tenure candidate must submit all required materials according to the timetable in the Department Code.

- The Department Chair must solicit letters from the references by September 15 for reviews being performed during the current academic year.

- In-class teaching evaluations must be available to the Promotion and Tenure Committee or Professor Promotion Subcommittee by November 1.

- The P & T Chair or Professor Promotion Subcommittee Chair will conduct meeting(s) of the appropriate P & T members before November 7 to decide on the promotion and tenure cases under consideration during the current academic year.

- Formal reports from the P & T Committee or Professor Promotion Subcommittee and the Department Chair will be available to the candidate before December 15 of the academic year of the review.

- The candidate may respond to the formal reports within the deadline stipulated by the University Manual.
A.2 Comprehensive Performance Review of Tenure-Track Faculty

The purpose of a Comprehensive Performance Review of Tenure-Track Faculty (mini-tenure review) is to give detailed feedback to tenure-track faculty so that they can take corrective actions and make progress towards getting tenure. The University Manual states that a mini-tenure review must be carried out for tenure-track faculty at the mid-point of their probationary period. If a tenure-track faculty member plans to apply for tenure within the first three years of their initial appointment, we recommend omitting the mini-tenure review. In other cases, we recommend review within the first four years. The faculty member going through the mini-tenure review, henceforth referred to as the candidate, will be evaluated by a committee as stated in the University Manual.

The Review Committee for the mini-tenure review is the Promotion and Tenure Committee.

A.2.1 Mini-Tenure Review Materials

The following materials must be submitted by the candidate:

1. curriculum vitae,
2. research and teaching statements,
3. list of four references excluding the candidate’s Ph.D. and post-doc advisors,
4. list of references to be excluded (optional).
5. three research publications, and
6. course evaluations.
7. other relevant material (optional).

The following items must be provided by one or more members of the Review Committee:

- Letters evaluating the in-class teaching performance of the candidate.
- Other relevant material (optional).

The Department Chair may provide other relevant material.

The following items must be provided by four references:

- Letters describing the performance of the candidate with respect to research, service, and teaching.

The Review Committee selects the references. No more than 50% of the references may be selected from the list provided by the candidate.

A.2.2 Timing Considerations

- A mini-tenure review must be conducted at the mid-point of a tenure-track faculty member’s probationary period as stated in the University Manual. The academic year which includes a faculty member’s mid-point of their probationary period is called the mid-point year.
- For logistical reasons, we recommend that the mini-tenure review be done during the Spring semester of a faculty member’s mid-point year.
• The candidate must submit materials by the first day of class of the Spring semester.

• The Department Chair must solicit letters from the references by February 15 of a faculty member’s mid-point year.

• The in-class teaching evaluations must be performed before March 1 of a faculty member’s mid-point year.

• The P & T chair will schedule a Review Committee meeting before the end of the Spring semester mid-point year to prepare the mini-tenure review report.

• The P&T Committee and the Department Chair will provide the candidate with formal reports with details of the mini-tenure review before the end of the Spring semester of the mid-point year.

• The candidate may respond to this report by the deadline stated in the University Manual.

A.2.3 Mini-Tenure Review Report

The mini-tenure report provided to the candidate must include the information as specified in the University Manual. It should also identify the strengths and weaknesses of the candidate, and should provide a recommendation to the candidate on areas that need improvement. The report should not be construed as terms for getting tenure.

A.3 Annual Evaluation

Faculty members are evaluated annually on their productivity as scholars, their competence as teachers and advisors, and their service to the department, college, university and their profession.

In preparing annual faculty evaluations, the Department Chair shall consult the report prepared by the Faculty Evaluation Committee for each faculty member. The Faculty Evaluation Committee has the option of not preparing an annual evaluation report for faculty members who are being reviewed for promotion and/or tenure during the current academic year.

A.3.1 Faculty Evaluation Committee

The Faculty Evaluation Committee for each faculty member is a subset of P & T Committee. For assistant professors the Faculty Evaluation Committee will be the full P & T Committee. The Faculty Evaluation Committee for associate and full professors will be the Professor Promotion Subcommittee of the P & T Committee.

The Faculty Evaluation Committee will exclude the faculty member being evaluated as well as faculty members with a conflict of interest as defined in the University Manual.

A.3.2 Responsibilities

The responsibilities of each of the parties involved in the annual evaluation of department faculty members are described below:
**Faculty Member.**  The responsibilities of the faculty member being evaluated are defined below.

- Complete the faculty evaluation form as specified by the department, college and university before the first day of class in the Spring semester.

- Faculty members with significant duties in other university units should solicit reviews from the other department and/or unit as specified in the University Code and submit them as part of annual evaluation materials.

- Examine the written reviews provided by the Department Chair and the Faculty Evaluation Committee.

- Optionally file a response letter within the time limit specified in the University Manual.

- Meet with the Department Chair to discuss the reviews provided by P & T committee and the Department Chair. Special attention should be paid to discussing and/or reformulating the goals for the coming year. The faculty may request the P & T chair to be present at this meeting.

- Sign the written evaluation prepared by the Department Chair to indicate that he/she has received the Department Chair’s review and has been orally briefed on its contents.

- Submit a letter of rebuttal within the time limit specified in the University Manual if he/she disagrees with the contents of the written review provided by the Department Chair.

**Department Chair.**  The Department Chair’s responsibilities with respect to the annual evaluation are stated below.

- Conduct an annual review of each faculty member.

- Prepare a written review of each faculty member for the covered period. Particular attention should be given to how the faculty member’s performance will affect chances for tenure and/or promotion. It should also consider the goals proposed for the coming year and their potential impact on tenure and/or promotion. The review for tenure-track faculty will indicate whether the department will recommend renewal of their appointments.

- Meet with the faculty member to discuss the written review. Any perceived problems with the faculty member’s performance that might jeopardize his/her prospects for tenure must be discussed. The Department Chair will also discuss and explore with the faculty member the potential benefits and risks associated with their goals, as well as the potential impact of these goals on future career development.

**Faculty Evaluation Committee Chair.**  The responsibilities of the Faculty Evaluation Committee Chair with respect to annual evaluation are stated below.

- Schedule meetings to discuss the performance of each tenure-track faculty in the first five weeks of the Spring semester.

- Sign the P & T review letters and submit them to the Department Chair and the corresponding faculty member.
• Take necessary actions when a faculty submits a response to the P & T letter.
• Attend the one-on-one Department Chair and faculty member meeting discussing the faculty member’s performance at the request of the faculty member.
• Meet individually with the faculty member to discuss the annual evaluation at the request of the faculty member.

Faculty Evaluation Committee. The responsibilities of the faculty evaluation committee are stated below.

• Starting during the first week of the Spring semester, convene at least once a week for consecutive weeks until all the tenure-track faculty members in the department have been evaluated.
• Review faculty in the following order: assistant professors, associate professors, full professors.
• Optionally, invite the Department Chair to these meetings.
• Plan to spend an average of 15 minutes to review each faculty member.
• For each evaluation, draft a letter reflecting the collective comments of the Faculty Evaluation Committee. This draft, prepared by one or more volunteers, must be circulated among the rest of the Faculty Evaluation Committee until a consensus is reached with respect to the written report. If no consensus is reached, the report can include one or more minority reports.
• Finalize the draft within 5 working days of the corresponding faculty evaluation meeting.

A.3.3 Timing Considerations

• An annual evaluation will cover the calendar year $N$. The faculty member will provide the Department Chair with a completed annual evaluation form by the first day of class in the Spring semester in year $N + 1$.
• The P & T chair will convene the Faculty Evaluation Committee every week starting the first week of the Spring semester in year $N + 1$ to evaluate all faculty in the following order: (1) tenure-track assistant professors, (2) tenure-track associate professors, (3) tenured associate professors, and (4) full professors.
• The Faculty Evaluation Committee will evaluate the faculty member and submit a written report to the Department Chair no later than the last working day in February $N + 1$.
• The P & T meetings for evaluating all the faculty members should be completed by the 3rd week of February $N + 1$.
• The faculty member gets the P & T letter by March 1, $N + 1$.
• The faculty member will meet with the Department Chair to discuss his/her performance by the last working day of February $N + 1$.
• The faculty member may submit a response to the P & T review letter within the time limit specified in the University Manual.
• The faculty member may submit a rebuttal to the Department Chair’s review within the time limit specified in the University Manual.
A.4 Periodic Comprehensive Performance Review

The Phase I comprehensive review will be performed in accordance with the rules laid out in the University Manual.

Here are the actions that take place in the department:

1. The Department Chair should notify faculty member who are candidates for a Phase I review.

2. A candidate for a Phase I review should provide a curriculum vitae together with a report listing the candidate’s achievements and goals at least 10 working days prior to the date when the review is due. The format of the report is up to the candidate. As guidance only, a suggested rough outline of the report appears below.

Post Tenure Review (January 20XX – December 20XX+4)

Name:
Rank:
Promotion Date:
Tenure Date:

Accomplishments:

1. Research Accomplishments
   - General area of research.
   - Key results.
   - Publications Summary (just a count of the numbers in each category).
   - Grants Summary.
   - Impact (e.g., awards, citations, h-index, i10-index)
     (available from Google Scholar and Harzing’s Publish or Perish).

2. Teaching and Advising Accomplishments
   - List of courses taught with a description of any innovations, etc.
   - Other teaching activities.
   - List of students completing their degrees,
     along with their current positions and accomplishments.
   - Impact.

3. Service Accomplishments
   - Service activities to the CS Research Community (summary).
   - Service to the CS Department (summary).
   - Service to the University (summary).
   - Impact.

Goals and objectives:
- Research goals.
- Teaching goals.
- Service goals.
A Phase II review, if needed, should be performed in accordance with the guidelines given in the University Manual and the Department Code.