

Department of Organizational Studies

DOS faculty vote 10/2019

Faculty Evaluation Policies

We use faculty evaluations for the following purposes:

- 1) To guide annual merit raises
- 2) As the criteria for mid-probationary, tenure and promotion decisions
- 3) To assess performance for allocating teaching loads
- 4) To provide feedback to faculty for recognition of their work and to assist with performance improvement.

DOS Faculty Evaluation Guidelines

Research:

Research records will be reviewed over the prior three years. The Department Chair will read each article for quality. If the publication is co-authored, the individual faculty member should note the contribution he or she made for each publication in the annual report. The standards were divided between the tenure track and the tenured faculty.

Rating Scale:

U = unacceptable

MM = meets minimum standard (including AACSB qualifications) but below expectations as a sustained level of contribution

ME = meets expectations for good performance (required standard of efficacy for tenure)

EE = exceeds expectations

Tenure-track Faculty:

ME= meets expectations

- 3 refereed journal publications wherein 1-2 are considered high quality over a three-year period. A minimum of 6 journal articles, including 2 A-level publications, are necessary to be considered for tenure. However, there is no presumption of tenure upon achieving this record as each record will be reviewed on its overall merits. Premier (AMJ, AMR, ASQ) journals will be recognized as such in the tenure and promotion process
- Conference presentations (conference quality will be considered)

The expectation is that untenured faculty should concentrate on quality academic journal publications. In addition, to foster involvement in the research community, they should present at and/or attend at least one academic conference every 2 years.

EE=exceeding the above criteria

Tenured Faculty:

ME = meets expectations

A tenured faculty member must publish 3 journal articles in three years or some combination of equivalent publications. Equivalency will be determined on a case-by-case basis. The options for alternative publications are below:

- Academic monograph (generally worth more than the other alternative publications)
- Textbook
- Edited volume
- Academic book
- Book chapters

The case for quality for each of the above must be made by the faculty member.

Professional conference activities are also required. Below are examples of conference activities:

- Paper presentation
- Professional Development Workshop presenter
- Symposium presentation

Those individuals seeking promotion to full professor must meet the following criteria:

- Minimum of six academic journal publications (1 or 2 high quality) since becoming tenured
- At least one sole-authored journal article
- National recognition (indicators may be invited seminars, keynote speaking engagements, journal editorship, editorial board membership, reprint of previously published articles, number of citations, leadership in professional organizations, etc.)
- Leadership (professional organizations or University-wide)

EE=exceeding the above criteria

Lecturers:

Lecturers are hired for their excellence in teaching and service. They are not required to do research, thus this category is not rated for lecturers. If a lecturer decides to publish, this will count as professional development required by the AACSB as professional qualifications. Thus, additional credit will be given in the service rating for publication activity.

Teaching:

Teaching expectations for tenure-track faculty will be closely equivalent to tenured faculty. One exception to this is that the tenure track faculty must teach at least one core class, at least one undergraduate class, and at least one graduate class before tenure. An additional exception is that tenure track faculty will undergo peer evaluations every year, while tenured faculty will undergo peer evaluations every third year. At this time, lecturers are hired to teach and do service, but are not necessarily hired due to outstanding “master teacher” level performance. Thus, the current lecturers will be evaluated at the same level as tenured and tenure-track faculty. However, the DOS faculty believe that new lecturers should be expected to be at the “master teacher” level and we strongly encourage the Leadership Council to consider hiring individuals through national searches at a higher rate of pay who have proven expertise in undergraduate and graduate teaching.

Tenure-Track, Tenured Faculty, and Lecturers:

U – teaching evaluations consistently below 3.7

MM – teaching evaluations average 3.7-3.9, slightly below average student comments, rigor, innovation

ME – teaching evaluations average 4.0-4.1, average student comments, rigor, innovation

EE – teaching evaluations average 4.2-5.0, high quality rigor, positive student comments, innovation

Other Considerations in Evaluations:

Peer evaluation – every year for tenure-track faculty, at least two courses once every 3 years for tenured faculty

Whether the class is a new course

Whether the class is using a new format

Core or Concentration Class

Undergraduate/Graduate Class

Size of class

Syllabus used

Assignments given to students

Course and concentration learning objectives

Learning Assurance Assessment

Promotion to associate with tenure or to full professor requires at least Meets Expectations in teaching.

Service

Service activities listed below are basic standards for faculty in each category. Any activities that an individual would like to substitute for the standard activities (e.g., chair of a division of the Academy, conference organization, etc.) need to be negotiated with the Chair.

Rating Scale for Tenure-Track:

EE = more activity than ME

ME = meets expectations – all activities listed below

MM = minimum – at least three bullet points for tenure-track, at least four bullet points for tenured and professional development and two bullet points for lecturers

U = attend department and faculty meetings and two bullet points for each

Tenure-Track Faculty:

- Minimum of 5 Anderson events attended each year, one of which must be one of the three graduations (EMBA, regular fall and regular spring graduations)
- 1 Department or Anderson committee after 2 years
- 2 Department, Anderson, and/or University committees over a six year period
- Active in profession (e.g., presentation at conferences, reviewer for conferences, reviewer for journals, participation as chair/discussant in conferences, participation in pre-conference activities, etc.)

Tenured Faculty:

Yearly expectations:

- Active in profession (e.g., presentation at conferences, reviewer for conferences, reviewer for journals, participation as chair/discussant in conferences, participation in pre-conference activities, etc.)
- 1 Anderson or UNM committee per year

- Minimum of 10 Anderson events attended each year, one of which must be one of the three graduations (EMBA, regular fall and regular spring graduations)

Portfolio of involvement over a three-year period in the following:

- Leadership role in academic/professional organizations, Department committees, Anderson, and/or University committees
- Student involvement (e.g., faculty advisor to a student club, attendance at student events, etc.)
- Community involvement (e.g., invited presentations to community groups, service on boards, etc.)

Lecturers:

Yearly expectations:

- 2 Department or Anderson committees or focused efforts per year
- Minimum of 10 Anderson events attended each year, one of which must be one of the three graduations (EMBA, regular fall and regular spring graduations)
- Professional development (e.g., maintain professional qualifications required by AACSB)

Portfolio of involvement over a three-year period in the following:

- Student involvement (e.g., faculty advisor to a student club, attendance at student events, etc.)
- Active in community (e.g., several invited presentations, service on boards, consulting with organizations, etc.)