

DEPARTMENT OF PHYSICS and ASTRONOMY
University of Wisconsin – Stevens Point
RULES and PROCEDURES

Revised: 06/08/2022

I. Definitions and General Policies.

A. General Definitions.

1. Department shall mean The Department of Physics and Astronomy.
2. School shall mean the School of Mathematics, Computing, Physics and Astronomy.
3. Assistant Dean shall mean the Assistant Dean of the School of Mathematics, Computing, Physics and Astronomy.
4. Dean shall mean the Dean of the College of Letters and Science.
5. Vice-Chancellor shall mean the Vice-Chancellor for Academic Affairs and Provost of the University of Wisconsin-Stevens Point.

B. Regular Members. All faculty holding the rank of instructor, assistant professor, associate professor or professor who are assigned to the Department for at least 50% of an academic year appointment shall hold regular membership in the Department and shall be eligible to vote on all issues at Department meetings and shall be eligible to serve on all Department committees, except as otherwise restricted by these rules.

C. Associate Members. All persons holding academic staff appointments who are assigned to the Department, all persons teaching less than half time in the Department, and all persons who hold rank and tenure in the Department but are currently assigned to other units of the University shall hold associate membership in the Department.

1. Academic staff with appointments of at least half-time shall be eligible to vote on all issues at Department meetings except for personnel questions of recruitment, promotion, retention, and tenure.
2. Faculty and Academic Staff who teach less than half-time in the Department are eligible to vote on all issues at Department or (as elected members) at Department committee meetings except the following: curricular matters; personnel questions of recruitment, retention, tenure, promotion, salary and merit; the election of Department representatives to college or university bodies; the nomination of Department members to Department, college or university office or award; and the nomination of a candidate for Department chairperson.

3. The eligibility of associate members to serve on Department committees shall be governed by their eligibility to vote on the matters within that committee's jurisdiction.

D. Quorum. A quorum at all Department and Departmental committee meetings shall be one more than half the membership of that body, except as otherwise defined in these rules.

E. Voting.

1. Affirmative Vote. Motions at all Department and Departmental committee meetings shall be passed when a majority of the votes cast are in the affirmative. Abstentions are not votes.

2. Method of Voting. Voting at all Department and Departmental committee meetings, except for the election of a nominee for chairperson, shall normally be by a show of hands. Any member of the body voting may require that a vote be taken in such a manner that the vote of each member is ascertained and recorded. Election of a nominee for chairperson shall be by secret ballot.

3. Absentee voting shall not be permitted.

F. Minutes.

4. Written minutes of each meeting of the Department or Departmental committee shall be taken and copies made available to all members of the Department, Assistant Dean's office and archives, except that when a meeting has been closed under one of the exemptions in Wis. Stats. 19.85, the written minutes shall be made available only to the Assistant Dean and members of the body holding the closed meeting.

5. The minutes of all Department and Departmental committee meetings shall, at a minimum, record all motions and the disposition of all motions, and all roll call votes. Complete files of all minutes shall be kept by the Department chairperson and (for Departmental committee meetings) by the chairperson of each committee and shall be maintained in the Assistant Dean's office.

6. The minutes shall be open to public inspection to the extent prescribed in Wis. Stat. 19.21.

G. Open Meetings.

7. All meetings of the Department or of the Departmental committees shall be open, except that meetings of the Retention and Tenure Committee, the Promotion Committee and the Salary and Merit Committee may be closed, upon

a motion duly made and passed, under one of the exemptions in Wis. Stats. 19.85.

8. Any member of the Department may require that the meetings at which his/her tenure is to be discussed be open. Notice of this right to an open meeting shall be contained in the notice of the meeting which such members receive. Any member of the Department may request that the meetings at which his/her retention is to be discussed be open, but the decision for such action rests with the Committee.
9. The Department chairperson and the chairs of all Departmental committees shall provide such advance public notice of their meetings as is reasonably likely to apprise all interested persons of the meeting. Persons about whom a personnel decision is to be discussed or made shall receive individual written notice of the meeting at least ten days prior to the meetings, except when the pending decision is renewal of a probationary appointment or granting of tenure, in which case the notice shall be twenty days.

II. Committees

A. Standing Committees.

1. Retention and Tenure Committee.

- a. **Membership.** The Retention and Tenure Committee consists of all regular tenured members of the Department. The Department chairperson shall serve as a regular, voting member with no special, ex-officio duties. As the Department's personnel manager, the Assistant Dean shall call the first meeting of the committee and serve as the committee's primary resource to assure proper completion of required duties.
- b. **Chairperson.** The chairperson of the Retention and Tenure Committee shall be elected from the membership at the committee's first meeting of the academic year and shall serve for one year. The Chairperson shall report directly to the Assistant Dean in coordinating and executing the duties of the committee.
- c. **Duties.** The Retention and Tenure Committee shall make recommendations to the Dean and to the Vice-Chancellor regarding:
 - i. The renewal or non-renewal of probationary appointments according to the policies described in the section on Renewal of Probationary Appointments in the University Handbook.
 - ii. The granting of tenure according to the policies described in the section on Granting of Tenure.

2. Promotion Committee.

- a. Membership. The Promotion committee shall consist of all regular members of the Department with rank equal to or above the rank to which the candidate is being considered for promotion. If of sufficiently high rank, the Department Chairperson shall serve as a regular, voting member with no special, ex-officio duties. As the Department's personnel manager, the Assistant Dean shall call the first meeting of the committee and serve as the committee's primary resource to assure proper completion of required duties.
 - b. Chairperson. The chairperson of the Promotion Committee shall be elected from among the membership at the first Committee meeting of the academic year and shall serve for one year.
 - c. Duties. The Promotion Committee shall recommend to the Dean and to the Vice-Chancellor the promotion or non-promotion of eligible faculty in the Department according to the policies described in the section on Promotions in the University Handbook.
3. Search and Screen Committee.
- a. Membership. Three regular members of the Department shall be elected by the Department, as needed. Persons appointed shall represent a mix of ranks and, where possible, shall represent both tenured and non-tenured faculty. At the Department's discretion, the size of the Committee may be increased for purposes such as providing adequate representation of disciplines, ranks, or perspectives. As the Department's personnel manager, the Assistant Dean shall call the first meeting of the committee and serve as the committee's primary resource to assure proper completion of required duties.
 - b. The Assistant Dean shall, in consultation with the Department, determine the number and nature of positions needed in the Department and submit position requests and other related paperwork to the Dean and Vice Chancellor.
 - c. Chairperson. The chairperson of the Search and Screen Committee shall be elected from among the committee membership at the first meeting and shall serve for the duration of the search process.
 - d. Duties. The Search and Screen Committee shall, in consultation with the regular members of the Department and Assistant Dean:
 - i. Prepare a position description and other necessary search materials (e.g., a candidate screening instrument) in accordance with University policies and practices, and obtain the approval of such materials from the Department, the Dean, the Vice

Chancellor, and the affirmative action officer as appropriate;

- ii. Solicit applications and nominations of candidates by advertising in the appropriate media;
- iii. Screen and rank applicants in accordance with University policies and practices. Develop a short list of candidates for the purpose of conducting phone interviews and share that list with regular members of the Department;
- iv. Conduct phone interviews and report results to the regular members of the Department from which the regular members of the Department shall determine a list of candidates for on-campus interviews. An affirmative vote of the Department is required before a candidate is recommended for an on-campus interview;
- v. Arrange and organize interviews of those candidates selected by the Department for interview;
- vi. Solicit the Department's recommendations of the candidate(s) to fill the position(s) available and transmit those recommendations to the Assistant Dean. An affirmative vote of the Department is required before a candidate is recommended for appointment. The Department's recommendation shall also specify the type of appointment, the rank or title to be offered, and the crediting of prior service as agreed to in consultation with the Assistant Dean, the Dean, and the Vice Chancellor;
- vii. Assure that all university policies, including those pertaining to affirmative action, are followed. The Department chairperson shall provide a copy of all Department personnel rules and procedures to each person to whom an appointment is offered.

4. Salary and Merit Committee.

- a. **Membership.** The Salary and Merit Committee shall consist of three regular faculty elected by the Department. The terms shall be for three years and shall be staggered. The membership shall contain a mix of ranks as is possible.
- b. **Chairperson.** The chairperson shall be the faculty member in their third year of service on the committee. The chairperson shall serve for one year.
- c. **Duties.** The duties of the Salary and Merit Committee are described in the section on Salary and Merit.

5. Curriculum Committee.

- a. Membership. The Curriculum Committee shall consist of the Department chairperson and two regular faculty members, appointed by the Department chairperson. The appointments shall be for three years and shall be staggered.
- b. Chairperson. The Department chairperson shall serve as the chair of the Curriculum Committee.
- c. Duties. The Curriculum Committee shall be responsible for the review of all matters pertaining to curriculum, course sequences, content of the majors, minors, and programs administered by the Department, and all courses offered within the Department. The Committee shall:
 - i. Review all proposals regarding changes in departmental educational policies submitted by faculty within the Department, including the formulation of new course proposals, course revisions, and proposed changes in major and minor requirements;
 - ii. Present its recommendations to the Department for consideration;
 - iii. Present proposals approved by the Department to the appropriate faculty committees for their consideration;
 - iv. Ensure that all educational policies of the Department are accurately reflected in the university catalog, timetables, and other relevant publications;
 - v. Establish committee operating procedures to perform its duties.

6. Budget Committee.

- a. Membership. The Budget Committee shall consist of three regular faculty elected by the Department. The terms shall be for three years and shall be staggered.
- b. Chairperson. The Budget Committee chairperson shall be elected from among the members at the first meeting of the committee each academic year which shall be called by the Department chairperson.
- c. Duties. The Budget Committee shall make recommendations to the Department on all matters concerning the allocation of Department funds for capital equipment, supplies and expenses (S&E), travel, and all other issues relating to the use of Department resources. The Budget Committee shall:
 - i. Review all requests from Department faculty for capital

equipment, for S&E purchases greater than 1% of the annual departmental S&E budget, and for travel. Purchases less than this amount can be made without review by the Budget Committee, but the committee should be notified about all expenditures;

- ii. Review an annual estimate from the Laboratory Equipment Committee regarding anticipated purchases for the academic year. These shall be considered in two categories:
 - Requests for laboratory equipment associated with 100- and 200-level astronomy and physics courses
 - Requests for laboratory equipment associated with 300- and 400-level astronomy and physics courses
- iii. Establish priorities for all requests, while maintaining prudent fiscal policy regarding available and future Departmental resources;
 - Requests essential for the effective operation of the department (for example, teaching supplies that exceed the 1% threshold in (c)(i), etc.) should be assigned the highest priority.
 - Purchase requests for teaching laboratories should be assigned the next highest priority, especially for those items identified in the annual estimate from the Laboratory Equipment Committee.
 - Requests for support of student research participation, particularly students enrolled in the required Physics 388 course, should be assigned the next highest priority.
 - Requests for non-essential capital equipment, travel expenses, and atypical student employment (i.e. beyond the normal allocation for planetarium, observatory, and tutoring student help) should be assigned lower priority.
- iv. Report all requests for capital equipment, S&E, student employment, and travel to the Department, along with the recommendations of the committee;
- v. Review primarily expenditures not connected to the Planetarium and Observatory. The Director of the Planetarium and Observatory retains decision-making authority regarding expenses connected with those facilities, and shall prioritize its supplies and expenses budget and its program revenue as funding sources. If anticipated expenses connected with the Planetarium and Observatory exceed the amount in those funds, the Director may seek funding from the Department by submitting a request to the Budget Committee.

- vi. Ensure that all purchase requests are reviewed in a timely fashion;
- vii. Report regularly to the Department on the state of the Department budget.

7. Program Review and Assessment Committee.

- a. Membership. The Program Review and Assessment Committee shall consist of the Department chairperson and two regular faculty members, appointed by the Department chairperson. The appointments shall be for three years and shall be staggered.
- b. Chairperson. The Department chairperson shall serve as the chair of the Program Review and Assessment Committee.
- c. Duties. The Program Review and Assessment Committee shall be responsible for the review of all matters pertaining to program reviews and assessments mandated by the University of Wisconsin-Stevens Point. The Committee shall:
 - i. Gather and maintain such data as may be required, together with such supplementary data as may be deemed useful for assessment purposes, for the preparation of assessment reports and program reviews;
 - ii. Draft assessment reports and program reviews;
 - iii. Present drafts of assessment reports and program reviews to the Department for consideration;
 - iv. Ensure department compliance with University assessment policies and program review policies;
 - v. Establish committee operating procedures to perform its duties.

8. Lab Equipment Committee

- a. Membership. The Lab Equipment Committee shall consist of three regular faculty elected by the Department. The terms shall be for three years and shall be staggered.
- b. Chairperson. The Lab Equipment Committee chairperson shall be elected from among the members at the first meeting of the committee each academic year which shall be called by the Department chairperson.
- c. Duties. The Lab Equipment Committee shall:

- i. Keep an annual inventory of all the physics and astronomy teaching lab equipment and supplies and establish priorities for lab equipment purchase for each academic year.
- ii. Initiate purchase of lab equipment and supplies for 100- and 200-level astronomy and physics courses which are less than 1% of the annual departmental S&E budget. For purchases greater than this amount, the Lab Equipment Committee will ask the Budget Committee to review the purchase request.

Purchase requests for laboratory equipment associated with 300- and 400-level astronomy and physics labs will be made directly to the Budget Committee by the lab instructors.

- iii. Submit at least one annual review to the Budget Committee regarding anticipated laboratory equipment purchases for the academic year. These shall be done in two categories:
 - Anticipated purchases for laboratory equipment associated with 100- and 200-level astronomy and physics courses.
 - Anticipated purchases for laboratory equipment associated with 300- and 400-level astronomy and physics courses. The requests in this category shall be collected from the lab instructors by the Lab Equipment Committee.
- iv. Ensure that all lab equipment and supplies are in working condition by seeking repairs or upgrades for the equipment in need of repair or maintenance.
- v. Maintain a detailed list of requested and purchased lab equipment and supplies and share the list with the members of the Department.
- vi. Report regularly to the Department on the state of the lab equipment.

9. Student Recruitment Committee

- a. **Membership.** The Student Recruitment Committee shall consist of the Department chairperson and at least two regular members of the Department, appointed by the Department chairperson. Membership will include the Planetarium director and a faculty member from a branch campus. The appointments shall be for three years and shall be staggered.
- b. **Chairperson.** The Department chairperson shall serve as the chair of the Student Recruitment Committee. The Department chairperson shall also serve as the Department's Recruitment Liaison and on the School's student recruitment committee.

- c. Duties. The Student Recruitment Committee shall:
 - i. Assist the Office of Admissions in activities and events for the recruitment of new and transfer students to UWSP;
 - ii. Assist in the development of student recruitment materials, such as brochures, mailers, and websites;
 - iii. Make contact with newly admitted students expressing interest in programs administered by the Department;
 - iv. Solicit student recruitment ideas from the Department and work to execute such ideas as appropriate and feasible;
 - v. Coordinate requested tours of the Department's facilities for prospective students;
 - vi. Provide Departmental leadership presenting the Department in the most effective and positive light to prospective students;

B. Ad Hoc Committees. The Department chairperson shall form necessary ad hoc committees, appoint members, and define the duties of such committees in consultation with the Department. Normally, the formation of ad hoc committees shall be approved by the Department.

III. Renewal of Probationary Appointments. The policies for the renewal of probationary appointments shall be consistent with those contained in the University Handbook.

A. Schedule. The Retention and Tenure Committee of the Department shall recommend the renewal or non-renewal of all probationary appointments according to the schedule provided by the offices of the Vice Chancellor and Assistant Dean. Normally, the schedule for decisions is as follows:

1. In November for those faculty in their second year of service (for the following year);
2. In February for those faculty in their first year of service (for the following year);
3. In April for those faculty completing their second, third, fourth, fifth or sixth year of service (for the year following the following year).

B. Criteria. The recommendations of the Retention and Tenure Committee shall be based on a review and evaluation of the probationary faculty member's teaching, scholarship and service. This review and evaluation shall be consistent with the criteria defined in the University Handbook and those approved by the Department. All criteria used shall be transmitted to the probationary faculty at the time of appointment, or at least one

year in advance of their use in evaluating the probationary faculty member. See “Review and Evaluation of Performance” in this document.

C. Data. The data used in the review and evaluation of a probationary faculty member is described in the section on "Review and Evaluation of Performance" in this document and the University Handbook.

D. Procedure.

1. At least 20 days before the Retention and Tenure Committee meets to make its recommendation, the concerned probationary faculty member shall receive notice from the Committee chairperson of the date, time and place of the meeting. In the case of a tenure decision, and only in the case of a tenure decision, this notice shall also advise the probationary faculty member of his/her right to demand that the portion of the meeting which concerns him/her be open, and of the date by which written demand for an open meeting must reach the Committee chairperson.
2. Meeting. The chairperson of the Retention and Tenure Committee shall announce the purpose of the meeting, determine the existence of a quorum, and may request a motion to close the meeting unless a demand for an open meeting has been made. Written minutes of the meeting shall be taken, and shall, at a minimum, record all motions made and the disposition of all motions by the numbers voting for, against, or abstaining. A roll-call vote shall be required in a closed meeting.
3. Report of Decision. The chairperson of the Retention and Tenure Committee shall immediately inform the Assistant Dean in writing of the Committee's recommendation, and the Committee chairperson shall notify the probationary faculty member in writing within 10 working days. The Assistant Dean, the Dean and the Vice Chancellor shall receive copies of the recommendation of the Committee.

E. Non-Renewal of Probationary Appointments.

1. The procedures followed by the Department for non-renewal of probationary appointments shall be consistent with those defined in the University Handbook.
2. A faculty member who has been denied renewal of a probationary appointment by either the Retention and Tenure Committee may request from the Committee chairperson a written statement of the reasons for non-renewal. This statement of reasons shall be written by the Committee chairperson in consultation with the Retention and Tenure Committee and shall be provided within 10 working days of the request. This statement shall become a permanent part of the personnel file of the faculty member. A copy of the statement of reasons shall be sent to the Assistant Dean, the Dean, and the Vice Chancellor. The Assistant Dean shall serve as a neutral resource to assure compliance with Departmental and University-Handbook policies.

3. A faculty member who has received a written statement of reasons for non-renewal of a probationary appointment may request a reconsideration hearing before the Retention and Tenure Committee. The request for reconsideration shall be granted. The Assistant Dean shall serve as a neutral resource to assure compliance with Departmental and University-Handbook policies.
4. If reconsideration is sought, the faculty member who has been denied renewal of a probationary appointment shall file with the Committee chairperson a written response to the written statement of reasons within 10 working days of receipt of the statement of reasons. The Retention and Tenure Committee shall reconsider within 20 working days of the request, except that this time may be extended by mutual consent of the two parties. The probationary faculty member shall receive, from the chairperson, at least a 10-day notice of the date, time, and place of the reconsideration. This notice shall also advise the probationary faculty member of their right to demand that the reconsideration be open to all, and of the date by which the written demand for an open meeting must reach the Committee chairperson. The Assistant Dean shall serve as a neutral resource to both parties in order to assure compliance with Departmental and University-Handbook policies.
5. At the reconsideration meeting the probationary faculty member shall have the opportunity to respond to the written reasons for non-renewal and to present any new written or oral evidence or arguments to the non-renewal decision. Written minutes shall be taken and a tape recording of the meeting may be made at the discretion of chairperson conducting the meeting.
6. The chairperson of the Retention and Tenure Committee shall immediately inform the Assistant Dean of the Committee's decision in all reconsiderations. The Committee chairperson shall inform the probationary faculty member of the reconsideration decision within five (5) working days of the reconsideration. Copies of the Committee chairperson's letter to the probationary faculty member shall be sent to the Assistant Dean, the Dean, and the Vice Chancellor.
7. If reconsideration reaffirms an earlier decision to recommend non-renewal, the probationary faculty member may appeal that decision to the Faculty Mediation Subcommittee of the Faculty Council within 20 days of receipt of the reconsideration decision. This appeal is governed by the provisions in the University Handbook.

IV. Grant of Tenure.

- A. Policies and procedures of the Department regarding tenure decisions shall be consistent with those contained in the University Handbook. A recommendation regarding tenure shall be made by the Retention and Tenure Committee for each full-time probationary faculty member who is being considered for reappointment to an eighth year. A recommendation regarding tenure shall be made by the Retention and

Tenure Committee for each part-time probationary faculty member who holds an appointment of at least half-time and who is being considered for reappointment to a tenth year. All recommendations regarding tenure shall be made to coincide with the appropriate renewal recommendation may be made as part of the motion to recommend renewal of appointment.

- B. The recommendations of the Retention and Tenure Committee regarding tenure shall be based on a review and evaluation of the probationary faculty member's teaching, research, professional and public service, and contributions to the institution. The UWSP interpretation of these criteria is found in the University Handbook in the section "Evaluation of Faculty and Academic Staff," and the Department's application of these criteria is found below in the section "Review and Evaluation of Performance." A description of the data upon which the review and evaluation of the probationary faculty member shall be based is also found below in the section "Review and Evaluation of Performance."
- C. The procedures outlined in III D. (1, 2, 3, 4) shall apply to all recommendations regarding tenure.

V. Promotion.

- A. Promotion recommendations shall be made by the Promotion Committee to the Dean and the Vice Chancellor through the Assistant Dean.
- B. The minimum standards which each person is expected to achieve before consideration for promotion to a particular rank are found in the University Handbook under "Faculty Ranks." However, promotion does not follow automatically when a faculty member has achieved these minimum standards.
- C. The recommendation of the Promotion Committee shall be based on the review and evaluation of the candidate's teaching ability, scholarship, and general educational service. These criteria are further defined in the University Handbook in the section "Evaluation of Faculty and Academic Staff." The Department's application of these criteria is found below in the section "Review and Evaluation of Performance." A description of the data to be used in promotion review is found below in the section "Review and Evaluation of Faculty."
- D. The Promotion Committee shall normally make all promotion recommendations by mid-November. The chairperson of the Promotion Committee shall inform the Assistant Dean of the Committee's schedule of review and evaluation meetings. The Committee chairperson shall then notify each person who is to be considered for promotion, giving the individuals at least 10 days advance notice and inviting them to submit additional materials and information for review and evaluation.
- E. The Promotion Committee shall make its recommendations directly to the Assistant Dean, with a report of its actions to the Department. The Committee shall inform the individuals of the relevant recommendations of the Promotion Committee within 10

working days of receiving the report.

VI. Salary and Merit.

- A. The Salary and Merit Committee shall, at an appropriate time each year (normally January and February) make recommendations regarding the salary of each Department member. These recommendations shall be consistent with directions from the Board of Regents and from the University Senate which adopts an annual set of "Salary Distribution Guidelines."
- B. The data upon which salary and merit recommendations are to be based are described below in the sections "Review and Evaluation of Performance" and "Merit." These data shall be available to all members of the Salary and Merit Committee.
- C. The Salary and Merit Committee shall develop procedures for the distribution of merit that shall be consistent with the policies of the Board of Regents and the University Senate then in use. These procedures shall be approved by the Department prior to their implementation.
- D. The chairperson of the Salary and Merit Committee shall report the salary and merit recommendations for Department members to the Department chairperson. This report shall include a description of the committee's procedures. The Department chairperson shall inform each individual Department member of the Salary and Merit Committee's recommendations regarding that individual within 10 days. A summary of the Committee's recommendations shall be reported to the Department within 20 days.
- E. The Department chairperson shall forward to the Assistant Dean the recommendations of the Salary and Merit Committee, and may submit separate recommendations. If the Department chairperson's recommendations differ from those of the Salary and Merit Committee, the chairperson shall inform the individual(s) affected and the chairperson of the Salary and Merit Committee before transmitting the recommendations to the Assistant Dean.

VII. Review and Evaluation of Performance.

- A. General. The performance of all members of the Department shall be periodically reviewed and evaluated by the Department chairperson and by appropriate Department committees for the following purposes:
 - 1. Recommendations concerning renewal or non-renewal of probationary or fixed-term appointments;
 - 2. Recommendations concerning the conferral of tenure;

3. Recommendations concerning promotion in rank;
4. Recommendations concerning salary and merit.
5. Periodic Evaluation of Tenured Faculty (See Section VII.E for procedures)

B. Criteria.

1. The University Handbook provides that "decisions relating to renewal of appointments or recommending of tenure shall be made in accordance with institutional rules and procedures which shall require an evaluation of teaching, research and professional and public service and contribution to the institution."
2. The University Handbook provides that the following criteria shall be used as guidelines for evaluation for retention, tenure, promotion, salary and merit decisions; teaching ability, scholarship, and general educational service. These guidelines are further explained in the University Handbook section "Evaluation of Faculty."
3. Teaching: The Department assigns the greatest importance to teaching ability; proficiency in teaching must be demonstrated in order for a favorable evaluation to be made. In assessing teaching ability and performance, the department will consider the following:
 - a. Peer observations of instruction:
 - i. Reports of classroom visits by different faculty members and, when possible, different classes to evaluate how effectively the instructor communicates with the students, whether the instructor presents the material at a level appropriate for the course and how the instructor strives to maintain a classroom atmosphere that encourages students to remain focused on learning. During the period leading to the first retention consideration, a probationary faculty member's classes are to be observed by at least two colleagues, presenting a minimum of four observations. For subsequent personnel decisions, a minimum of two classroom observations are to be conducted.
 - ii. Review of exams and syllabi to assure material covered is appropriate for the courses being taught.
 - b. Student evaluation of course instruction:
 - i. The trimmed mean_of the instructor rating from the Student Evaluation of Course Instruction Forms when compared to the department average.

- ii. The trimmed mean_of the course rating from the Student Evaluation of Course Instruction Forms when compared to the department average.
 - iii. When considering (i) and (ii) above, retention and tenure committee members will also consider the average grades assigned by the instructor in comparison to the department average. Ideally instructors should be rated highly by their students while maintaining the department's high academic standards.
- c. Participation in university, local, state, and national meetings that focus on teaching.
 - d. Involvement in projects or initiatives designed to enhance student learning.
 - e. Publications on topics related to teaching.
4. Scholarship: The Department provides numerous opportunities for undergraduate students to become involved in meaningful research. Since these students aspire to a wide array of career options, including graduate study, industrial employment, and secondary education, department faculty may pursue a variety of scholarly interests that enhance the professional objectives of each student. Acceptable scholarship can be theoretical, experimental, computational, or pedagogical. Pedagogical scholarship will be accorded equal weight with traditional disciplinary investigations.

Collaborative scientific research is becoming increasingly prevalent and faculty participation in such research is encouraged by the Department. However, a viable, long- term research program based on facilities and resources available at UW-Stevens Point should be a scholarship goal of each faculty member in order to reduce external constraints and ensure continuing opportunities for student research. Publications and grant applications identifying a UWSP faculty member as principal investigator will be valued more highly than those in which the UWSP faculty member is identified as a secondary investigator.

Forms of Scholarship

Although there are many different ways that department faculty can fulfill the scholarship expectations of the Department, some forms of scholarship are valued more highly than others. Thus, it is possible for a faculty member to meet the scholarship expectations of the Department by pursuing a fewer number of more highly valued scholarship activities or by pursuing a greater number of less highly valued scholarship activities. When evaluating the different forms of scholarship, it can be expected that:

- a. Refereed publications and presentations will be valued more highly than contributions that have not been subject to the normal peer review process;
- b. Manuscripts published in national or international journals will be valued more highly than manuscripts published in regional journals;
- c. Invited presentations will be valued more highly than contributed presentations;
- d. Publications and presentations that include students as co-authors will be valued more highly than those that report on work conducted without student participation;

In addition to traditional forms of scholarship (publication, professional presentation, and grant application), the following activities shall be considered evidence of scholarship if sufficient documentation exists for the appropriate department review committee to evaluate:

- e. Creation of or participation in workshops designed to improve classroom or laboratory instruction;
- f. Creation of innovative lecture or laboratory exercises;
- g. Participation in the national discourse related to the science curriculum;
- h. Service as a professional consultant, including professional review panels;
- i. Other scholarly activities by prior agreement with the Department.

In general, performance in more than one of the above scholarship activities shall be required for a positive personnel decision. However, outstanding performance in only one scholarship activity will be sufficient if the record indicates the activity has achieved national recognition by colleagues in the discipline. At least some scholarship activities must be reviewed outside of the Department.

5. Service: The University Handbook states: “General educational service is the acceptance and fulfillment of professional responsibilities outside the classroom, e.g. academic or extracurricular advising. Service may also be shown by participation in organizations related to the discipline, by acceptance of professional responsibilities within the university, and by professional relationships within the community.” One vital aspect of educational service is its relationship to the mission of the Department or the institution and to the faculty member's academic or professional experience.

The following activities shall be considered evidence of educational service:

- a. Academic advising; including the applied emphasis coordinator and the dual degree coordinator;
- b. Extracurricular advising;
- c. Service to professional organizations;
- d. Outreach activities with area schools;
- e. Active High School student recruitment;
- f. Committee work on governance committees as well as departmental committees;
- g. Technology transfer;
- h. Service through public education opportunities;
- i. Evaluation of programs;
- j. Service as an expert witness;
- k. Providing consultation services to elementary and secondary education programs;
- l. Development/fundraising work;
- m. Refereeing manuscripts.

In making personnel decisions, the department will take account of the quality and the extent of the faculty member's service contributions.

C. Data.

1. The recommendations of the Retention and Tenure Committee and the Promotion Committee shall be based on a review of the following data:
 - a. Data provided by the individual: an up-to-date vita; copies or abstracts of articles published in the last five years; course syllabi; grading and attendance policies, examples of exams used; records of professional activities; other materials deemed relevant by the individual.

- b. Data provided by students: Student Evaluation of Course Instruction forms from the past three years together with statistical summaries prepared by the Department program assistant.
 - c. Data from other sources: written reports of classroom visitations conducted by members of the Department; any other peer evaluation materials deemed relevant by the Department.
2. The recommendations regarding salary and merit shall be based on the most recent student evaluations of course instruction and other data determined by the Salary and Merit Committee.

3. Student Evaluation.

- a. Board Policy. Board of Regents policy requires that data gathered from students be considered in making all personnel recommendations for members of the University of Wisconsin System staff.
- b. The University Handbook requires that every faculty member be evaluated by students at least once each year in all sections and courses taught during the last quarter of the course, or during the final exam period. University guidelines for this evaluation are found in the University Handbook, in the section "Periodic Student Evaluation of Teaching."
- c. In addition to the Board of Regents requirements and the UWSP requirements, the Department requires that:
 - i. Student Evaluation of Course Instruction Forms shall be administered by each faculty member each semester in all sections taught. Merit recommendations shall be based on the most current student evaluations;
 - ii. Each faculty member administers an evaluation instrument, prepared and approved by the University, during the final two weeks of the course being evaluated. The evaluations shall be collected by a designated student and delivered to the Department program assistant, who will tabulate the results and provide a statistical summary. The original evaluations shall be given to the appropriate faculty member at his/her request, following the submission of the final grades for the course. The statistical summary and a summary of comments shall be placed in the appropriate personnel file for use in personnel evaluations. Statistical information regarding student evaluations of course instruction for Department faculty as a whole shall be available to all faculty, to the Assistant Dean, and to the Dean;
 - iii. Statistical summaries of student evaluations as well as student

comments from such evaluations shall be retained in the faculty member's personnel file according to the provisions of UWSP 3.05.

D. The Assistant Dean shall maintain, for each individual, a file of all written data gathered for the purpose of review and evaluation of performance. Each individual has the right to examine his/her file periodically and to place in it written responses to any materials contained therein. The Assistant Dean shall make this file available for the appropriate use of each Department committee charged with making personnel recommendations concerning the individual.

E. Periodic Evaluation of Tenured Faculty.

1. Post-tenure evaluation of all tenured faculty members shall follow the procedures defined in these rules and those identified in the University Handbook. If the two sets of procedures are in conflict, those in the University Handbook shall prevail.
2. Tenured faculty shall be evaluated at least once every five years for the purposes of general review, development and recognition.
3. Tenured faculty who apply for promotion shall have the promotion evaluation substituted for their next scheduled post tenure evaluations and will then be rescheduled for the next evaluation in five years.
4. Review Committee. The review committee shall consist of three tenured members of the Department appointed by the chair of the Retention and Tenure Committee and shall be acceptable to the faculty member being reviewed.
5. Notice of post-tenure review must be given to the faculty member three months in advance of the review.
6. Review Process.

a. Performance Objectives. The criteria for the evaluation of tenured faculty shall be those established under the performance objectives defined in these Rules and Procedures. Unless otherwise defined in accordance with i through iii below, the performance objectives of each faculty member shall be based upon 1) teaching ability; 2) scholarship; and 3) general educational service. Of these three, teaching ability shall be the primary objective and shall be weighted the most heavily in any performance evaluation. Exceptional performance in either of the other two areas may offset more modest performance in the other.

- i. For individual faculty with unique duties or interests within the Department, individualized performance objectives may be

defined in consultation between the faculty member and the Department Chairperson. Such performance objectives must be in writing and must be approved by the faculty member, the Department Chair, the Dean of the College of Letters and Science, and the Vice Chancellor. Copies of these objectives shall be placed in the faculty member's personnel file and in the Dean's office.

- ii. Individualized performance objectives shall retain the excellence in teaching as the primary goal.
 - iii. Individualized performance objectives shall be expected to involve longer-term effort (i.e., greater than one year) and shall identify approximate timelines for their completion. The performance objectives shall be reviewed annually by the faculty member and the Department Chairperson.
- b. Required Materials. The evaluation shall include, but need not be limited to, the following:
- i. Current curriculum vitae
 - ii. Analysis of student evaluations of course instruction;
 - iii. Peer observation and evaluation of instruction;
 - iv. Review of professional/service accomplishments;
 - v. Review of any additional/alternative objectives agreed upon by the faculty member and the Department.
- c. Conducting the Review. The review committee shall review the Student Evaluations of Course Instruction forms and all material submitted by the faculty member and shall conduct at least one classroom visitation by each reviewer during its evaluation. The committee shall evaluate the performance of the faculty member according to the defined performance objectives.

The Review Committee shall make a recommendation regarding the faculty member's performance and write a summary report, which shall be provided to the faculty member. The writing of the report shall occur within 60 days of the established review date. The faculty member may provide the dean with a written response to the report within 10 days of receipt of the report. A summary report of the final evaluation shall then be provided to the Department Chair and a copy shall be provided to the faculty member and shall be included in the faculty member's personnel file.

Any previous post tenure evaluations shall, at the request of the faculty member, be removed from the file.

7. Reporting of Results.

- a. The Department Chair shall send a brief written summary of the post-tenure review, a list of any recommendations, the faculty member's written responses to the various reviews if there are any (including any remediation plan), and a statement of completion of the review to the appropriate dean with a copy to the faculty member. The dean shall conduct a sufficiency review to ensure that the Review Committee's work was conducted according to the criteria and procedures established by the department and that the results of the review are within reasonable expectations for a faculty member. In the event that the dean considers that the review was insufficient, the dean shall provide the reasons to the Review Committee in writing why the review was insufficient within five working days of receiving the report. The Review Committee may provide a response addressing the dean's concerns about the sufficiency of the review within 10 working days. The dean may conduct an independent review of the submitted materials. As part of the independent review, the dean shall request advice from the appropriate department or unit chair. The dean shall request advice from the department or unit chair within 5 days of receiving the report, and the department or unit chair will provide their advice within 14 days of receiving the request from the dean. The dean will then make a recommendation to the chancellor (or designee) on whether or not the faculty member "meets expectations" or "does not meet expectations". The faculty member may provide the chancellor with a written response to the dean's recommendation within 10 days of receipt of the recommendation. The chancellor (or designee) shall review the post-tenure review materials and determine that the faculty member either "meets expectations" or that a remediation plan must be developed. A faculty member may provide a written response within 10 days of receipt of the decision.
- b. In accordance with University policy, a faculty member who has received a review in the category of "meets expectations," shall receive a base salary increase of 2.0%.
- c. If the faculty member receives a review in the category of "does not meet expectations," and where deficiencies are indicated, a remediation plan for responding to those deficiencies shall be established as follows:
 - i. Areas of deficiency must be described in writing and provided to the faculty member.
 - ii. The remediation plan, developed by the faculty member in consultation with the department chair and dean, shall address any deficiencies identified in the review and will provide opportunity for professional growth and include appropriate support from the department or dean as applicable.

- The remediation plan must establish how and when the faculty member will have satisfied the expectations of the plan within a reasonable time period, not to exceed three academic semesters (not including the summer sessions). In those few remediation plans related to a performance shortfall in scholarship where more than three academic semesters may be necessary to correct identified deficiencies, an extension of one academic semester shall be permitted only with the approval of the chancellor.
- The remediation plan must list the actions to be taken when the faculty member fails to meet the expectations set forth in the plan, including reference to existing faculty complaint processes, and which permit the imposition of discipline, as appropriate, up to and including dismissal for cause under Chapter UWS 4.
- If the faculty member's performance does not show satisfactory improvement within the time frame specified in the remediation plan, the departmental committee that conducted the review will notify the department chair and dean of the remaining areas in need of improvement. The dean, in consultation with the chancellor and faculty member, makes the final determination whether the faculty member has satisfied the remediation plan.

VIII. Selection of Department Chairperson.

- A. The policies and procedures for the selection of a Department chairperson shall be consistent with those defined in the University Handbook in the section "Department Chairperson."
- B. The selection of a Department chairperson shall normally occur every three years and the person selected shall assume office at the beginning of the following academic year. The term of office shall be three years.
 1. Timelines. The procedures followed in the selection of a Department chairperson shall be completed such that the Department's recommendation can be submitted to the Dean no later than April 1.
 2. Eligibility. All regular members of the Department who meet the requirements defined in the University Handbook are eligible to serve as chairperson of the Department. If a Department faculty position is vacant at the beginning of the term of the Department chairperson, the Department may, in consultation with the Dean, recruit a chairperson from outside the Department.

3. Selection of Department nominee. The Department shall:

- a. Determine if the Department wishes to initiate a search for a chairperson;
- b. Determine, by a simple majority vote of its eligible members, whether it wishes to recommend consideration of nominees from within the Department, from outside the Department, or both;
- c. Solicit nominations from regular members of the Department. The present Department chairperson shall determine from each nominee if he/she is willing to serve before that nominee's name shall appear on any ballot;
- d. Elect a Chairperson Selection Committee consisting of two regular members of the Department. Normally, the committee members shall be selected from those who are not candidates for Department chairperson;
- e. Conduct a primary election in which all eligible nominees shall be considered. A ballot listing the names of all eligible nominees, listed in alphabetical order, shall be distributed to all eligible voters in the Department. Each eligible voter shall indicate his/her first choice (3 points), second choice (2 points), and third choice (1 point), and return his/her ballot in a sealed envelope to the Department program assistant on or before the date specified by the Chairperson Selection Committee. The ballots shall be counted by the members of the Chairperson Selection Committee;
- f. Conduct a final vote by directing the Chairperson Selection Committee to prepare a ballot containing the names of the two candidates receiving the two highest vote totals on the primary ballots. The ballots shall be distributed to each voting member of the Department who shall vote for one of the two candidates, or abstain. Each ballot shall be delivered to the Department program assistant in a sealed envelope on or before the date specified by the Chairperson Selection Committee. The ballots shall be counted by the members of the Chairperson Selection Committee, and the results reported to the Department members. A simple majority shall determine the Department's nominee for chairperson. In the case of a tie vote, a second vote shall be taken, between the same two candidates, with the balloting procedure as prescribed above. If a second tie vote results, the Department may either establish its own procedures to break the tie or may transmit the names of both candidates to the Dean.

4. The Dean, in consultation with the members of the Department, shall appoint the chairperson.

- C. Temporary Chairperson. If it becomes necessary to appoint a temporary chairperson, the procedures described in the University Handbook shall be followed.

IX. Summer Session. Beginning with the Summer Session of 1975 and every summer thereafter,

it shall be the policy of the Department that each regular faculty member whose major responsibility is in the Department shall teach at least three credits (i.e., at least half time), or be employed within the Department or the University in a professional capacity equivalent to teaching three credits during the summer sessions if he/she so desires, and if such opportunities are available. The following guidelines shall apply:

- A. No person shall teach full time if another is unemployed unless the lack of employment is by choice.
 - B. Any variations in excess of the normal summer session teaching load of three credits shall be apportioned by the Department chairperson, in consultation with the affected faculty.
 - C. If the summer session offerings are not extensive enough to provide a sufficient number of half-time positions to employ all ranked faculty members who wish to be employed, the following policies shall apply:
 - 1. Programmatic needs shall be the primary consideration in assigning faculty;
 - 2. Those eligible faculty members whose average fractional employment per summer session, (calculated for all summer sessions from 1975, or from the date of employment, whichever is later), is least shall be offered employment first;
 - 3. Grants in which an individual participates during the summer sessions shall not be used in determining the individual's priority in summer session teaching assignments.
 - D. These policies and procedures shall be consistent with those in the University Handbook in the section "Summer Session Teaching Load and Salary."
- X. Merit. Merit shall be defined as exemplary service in any of the following areas:
- A. Teaching. Excellence in teaching must be demonstrated, specifically with regard to the performance of the teacher in the classroom and laboratories and in the informal outside-the-classroom contacts with students. Consideration shall be given to the workload of the teachers involved;
 - B. Academic Preparation. A faculty member should display continuous preparation in his/her field. This may include participation in formal course work, institutes, seminars, independent study, state and national professional meetings, etc;
 - C. Professional Accomplishments. A faculty member should demonstrate professional accomplishments through publications (e.g., monographs, research articles, textbooks, reviews, etc.), presentations at seminars, state and national professional meetings, development of new or revised courses and course material, preparation of grant proposals, etc. The quality of these activities shall be given appropriate consideration;

D. Professional Service. A faculty member should exhibit professional service through active participation in professional organizations and professionally related community activities;

E. University Service. A faculty member should contribute to the university community through service in Department, University and System committees. The capacity and degree to which the individual participates shall be given appropriate consideration;

F. Administrative Responsibilities. Those faculty members with administrative responsibilities within the Department, College, or University shall exhibit excellence in the performance of those duties to be considered meritorious. Specifically, administrators shall be evaluated on:

1. Their effectiveness and timeliness in handling routine day-to-day duties;
2. Their accessibility to both faculty and students, and their ability to effectively communicate with both groups;
3. Their ability and effectiveness in representing the Department to the rest of the university and the public.

XI. Distribution of Merit Awards. The Salary and Merit Committee shall supervise the distribution of merit award recommendations and shall transmit those recommendations to the Dean. In addition to the guidelines for merit defined in the University Handbook, the following guidelines shall apply:

A. The criteria for merit awards shall be those identified in the section "Merit" above, and shall be applied to each eligible member of the Department over the preceding 12-month period (normally the preceding Spring semester and the Fall semester of the current academic year) If the Department chooses to do so, the Salary and Merit Committee shall create and distribute an information form to be completed by each eligible Department member. The form will identify relevant activities. This form, together with the results of the most recent Student Evaluations of Course Instruction forms for each member shall be made available to all Department members before merit recommendations are made. Individuals may add information they consider relevant to their information form and their student evaluation forms for review by other Department members.

B. A rating form shall be distributed to all regular Department members for the purpose of determining the Department's merit recommendations. On the form each regular Department member shall rate all other eligible members, according to the following rules:

1. An average of ten merit points per eligible Department member shall be awarded by the Department in its recommendations to the Dean and the Vice- Chancellor;
2. Each regular Department member shall assign to all other eligible Department

members an average of ten merit points per member (e.g., if there are nine eligible members in the Department, each evaluator shall assign a total of 80 points to the other eight eligible members);

3.No evaluator shall assign merit points to him/her self;

- C. The largest number of points in each category signifies the greatest merit.
- D. The rating forms shall be collected and counted by the Salary and Merit Committee. Using the results obtained from the rating forms, the Committee shall formulate a means of distributing the available merit award points that satisfies System and University guidelines, and shall present its recommendations to the Department. The Department shall make the final recommendations to the Dean.

XII. Academic Staff Promotion. The University Handbook provides for academic departments to specify performance criteria for promotion of Category B academic staff.

- A. To be considered for promotion from Associate Lecturer to Lecturer, the candidate must have completed either part-time or full-time employment as an academic staff member for at least 5 years and have taught a minimum of 48 credits. To be considered for promotion from Lecturer to Senior Lecturer, the candidate must have completed either part-time or full-time employment as an academic staff member for at least 10 years and have taught a minimum of 168 credits.
- B. Teaching quality is the primary criterion used to evaluate academic staff members. Scholarship and service activities provide evidence that the candidate is maintaining currency in the field and are therefore encouraged.
- C. If more than one Category B academic staff member is employed within the Department, then senior academic staff members will be expected to contribute to the evaluation of junior academic staff members.

XIII. Part-Time Members. As the demand for courses in the Department changes, and as a result of other unanticipated occurrences, it may be necessary for the Department to request authorization to hire part-time academic staff or faculty on a limited term. Such part-time members of the Department shall:

- A. Be recruited locally when possible and for a limited term of employment;
- B. Be nonvoting members of the Department and shall not be expected to serve on Department committees;
- C. Have their salaries determined by the Dean, in consultation with the Department chairperson;

- D. Be subject to the policies and procedures defined for part-time employees in the University Handbook.
- XIV. Members on Leave from the Department. Regular or associate faculty members who are temporarily on leave from the Department (e.g., teaching elsewhere, on sabbatical, on sick leave, working through a grant, etc.) shall retain their status in the Department, except that:
- A. They shall not be part of the membership used in defining a quorum, unless they participate in the meeting;
 - B. They shall normally not vote on motions unless they participate in the meeting.
- XV. Amendments. These rules and procedures shall be subject to review and amendment. A proposed amendment shall be submitted, in writing, to members of the Department no later than one week (seven days) prior to the meeting at which it is to be considered. A simple majority of voting members of the whole Department shall be required to approve these rules and to pass any amendment.