Department of Political Science
DEPARTMENTAL GUIDELINES 2014
TENURE

EVALUATION GUIDELINES

Metropolitan State University-Denver was founded in 1965 with a vision to provide an urban education with affordable tuition, professors who are experts in their fields, and a curriculum attuned to the real world. The faculty and staff strive to meet the needs of students from a rich and diverse mixture of age groups, socioeconomic classes, ethnic backgrounds, and life experiences. While upholding high academic standards, the faculty seeks to accommodate the myriad needs of nontraditional students, offering classes on weekdays, evenings, and weekends at three locations in the metropolitan area. It has also developed on-line offerings. The university also provides a network of support services.

In establishing the standards for the university evaluation criteria, the Political Science Department recognizes that the rating for every faculty member should reflect the overall contribution made under each one of the criteria listed and that each evaluation should reflect the full and proper consideration of all material relevant to the criterion in question.

TEACHING

Teaching is the act of creating and maintaining an environment that enhances the opportunities for student learning and discipline-related growth; it includes advising students to facilitate graduation and to transition to post baccalaureate careers or further educational opportunities.

Effective teachers display knowledge of their subject matters in the relevant learning environment (classroom, on-line, hybrid, field work, etc.), which typically includes the skills, competencies, and knowledge in a specific subject area in which the faculty member has received advanced experience, training, or education.

At the instructional level, the most important responsibilities of a teacher to his/her students are the following:

(1) Content Expertise: To demonstrate knowledge and/or relevant experience:
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GUIDELINES TO ACHIEVE TENURE: THE TENURE CANDIDATE MUST DEMONSTRATE THAT EACH COURSE IS KEPT CURRENT THROUGH REVIEW OF INSTRUCTIONAL RESOURCES AND THE REGULAR ADDITION OF NEW MATERIALS, AS APPROPRIATE.

NARRATIVE DESCRIBES HOW COURSES ARE DESIGNED AND DELIVERED USING MULTIPLE APPROACHES TO FACILITATE STUDENT LEARNING INCLUDING LECTURING AND, BUT NOT LIMITED TO, AT LEAST ONE OF THE FOLLOWING:
   1. ENGAGED LEARNING PRACTICES, INCLUDING BUT NOT LIMITED TO GROUP PROJECTS, CLASS PRESENTATIONS, SIMULATIONS, DEBATES, PEER-TO-PEER INSTRUCTION
   2. GUEST SPEAKERS WITH SPECIALIZED EXPERTISE
   3. INTEGRATION OF NEW TECHNOLOGIES AND /OR SOCIAL MEDIA

EXPECTATIONS FOR STUDENT LEARNING AND PERFORMANCE ARE CLEARLY COMMUNICATED IN SYLLABI AND THE TENURE CANDIDATE USES STUDENT LEARNING OBJECTIVES/OUTCOMES TO FACILITATE STUDENT LEARNING AND ASSESSMENT.

FACULTY MEMBER USES PROFESSIONAL EXPERTISE ALONG WITH COURSE AND/OR PROGRAM ASSESSMENT RESULTS TO IMPROVE COURSES.

FOR ANY GENERAL STUDIES COURSES TAUGHT, THE TENURE CANDIDATE DESIGNED THEIR COURSE IN ACCORDANCE WITH THE OFFICIAL COURSE SYLLABUS MEETING, DEPARTMENTAL AND UNIVERSITY EXPECTATIONS INCLUDING THE WRITING AND STUDENT LEARNING OUTCOME EXPECTATIONS. ASSESSMENT OF GENERAL STUDIES COURSES COMPLY WITH DEPARTMENTAL AND UNIVERSITY REQUIREMENTS.

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THE FACULTY MEMBER HAS SRI’S USING THE APPROVED FORM FOR ALL ACADEMIC YEAR CLASSES WITH 5 OR MORE STUDENTS OR WHEN FEWER THAN 5 STUDENTS, THEY ARE EVALUATED ACCORDING TO DEPARTMENTAL GUIDELINES. A SINGLE SUMMATIVE PEER OBSERVATION IS ALSO REQUIRED FOR EVALUATION FOR TENURE.

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POST TENURE

EVALUATION GUIDELINES

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TEACHING

Teaching is the act of creating and maintaining an environment that enhances the opportunities for student learning and discipline-related growth; it includes advising students to facilitate graduation and to transition to post baccalaureate careers or further educational opportunities.

Effective teachers display knowledge of their subject matters in the relevant learning environment (classroom, on-line, hybrid, field work, etc.), which typically includes the skills, competencies, and knowledge in a specific subject area in which the faculty have received advanced experience, training, or education.

At the instructional level, the most important responsibilities of a teacher to his/her students are the following:

1. Content Expertise: To demonstrate knowledge and/or relevant experience:
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2. Instructional Design: To re-order and re-organize this knowledge / experience for student learning:
   Effective teachers design course objectives, syllabi, materials, activities, and experiences that are conducive to learning.

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(4) Instructional Assessment: To evaluate the mastery and other accomplishments of students:

Effective teachers design assessment procedures appropriate to course objectives, ensure fairness in student evaluation and grading, and provide constructive feedback on student work.

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Effective advisors interact with students to provide career guidance and information, degree program guidance and information appropriate schedule to facilitate graduation), and answers to questions relating to a discipline.

GUIDELINES TO ACHIEVE POST-TENURE: THE POST-TENURE CANDIDATE MUST DEMONSTRATE THAT EACH COURSE IS KEPT CURRENT THROUGH REVIEW OF INSTRUCTIONAL RESOURCES AND THE REGULAR ADDITION OF NEW MATERIALS, AS APPROPRIATE.

NARRATIVE DESCRIBES HOW COURSES ARE DESIGNED AND DELIVERED USING MULTIPLE APPROACHES TO FACILITATE STUDENT LEARNING INCLUDING LECTURING AND, BUT NOT LIMITED TO, AT LEAST ONE OF THE FOLLOWING:

1. ENGAGED LEARNING PRACTICES, INCLUDING BUT NOT LIMITED TO GROUP PROJECTS, CLASS PRESENTATIONS, SIMULATIONS, DEBATES, PEER-TO-PEER INSTRUCTION
2. GUEST SPEAKERS WITH SPECIALIZED EXPERTISE
3. INTEGRATION OF NEW TECHNOLOGIES AND /OR SOCIAL MEDIA

EXPECTATIONS FOR STUDENT LEARNING AND PERFORMANCE ARE CLEARLY COMMUNICATED IN SYLLABI AND THE POST-TENURE CANDIDATE USES STUDENT LEARNING OBJECTIVES/OUTCOMES TO FACILITATE STUDENT LEARNING AND ASSESSMENT.

THE POST-TENURE CANDIDATE USES PROFESSIONAL EXPERTISE ALONG WITH COURSE AND/OR PROGRAM ASSESSMENT RESULTS TO IMPROVE COURSES.

THE POST-TENURE CANDIDATE DESIGNED COURSES IN ACCORDANCE WITH THE OFFICIAL COURSE SYLLABUS, MEETING, DEPARTMENTAL AND UNIVERSITY EXPECTATIONS INCLUDING THE WRITING AND STUDENT LEARNING OUTCOME EXPECTATIONS. THE ASSESSMENT OF GENERAL STUDIES COURSES COMPLY WITH DEPARTMENTAL AND UNIVERSITY REQUIREMENTS.

POST-TENURE CANDIDATE’S SRI’S IN THE MAJORITY OF THE COURSES ARE WITHIN THE RANGE OF 0.5 TO 0.7 OF THE PREFIX MEAN OR ABOVE THE UNIVERSITY MEAN FOR SAME LEVEL COURSE OR THEY HAVE SHOWN A TREND OF IMPROVEMENT TOWARD THE PREFIX AVERAGE FOR SAME LEVEL COURSES AND THE NARRATIVE ADDRESSES WORK TOWARD IMPROVING STUDENT RATINGS OF INSTRUCTION THROUGH SHIFTING INSTRUCTIONAL CONTENT AND/OR DESIGN AND/OR DELIVERY AND INCORPORATING FEEDBACK FROM STUDENT COMMENTARY.
POST-TENURE CANDIDATE OBTAINS SUMMATIVE PEER OBSERVATION AND INCORPORATES FEEDBACK INTO COURSE DESIGN.

POST-TENURE CANDIDATE THOROUGHLY AND ACCURATELY ADVISES STUDENTS, USING PROFESSIONAL KNOWLEDGE AND CONTACTS WHEN POSSIBLE, AND REGULARLY HOLDS 5 WEEKLY OFFICE HOURS.

THE POST-TENURE CANDIDATE HAS SRI’S USING THE APPROVED FORM FOR ALL ACADEMIC YEAR CLASSES WITH 5 OR MORE STUDENTS OR WHEN FEWER THAN 5 STUDENTS, THEY ARE EVALUATED ACCORDING TO DEPARTMENTAL GUIDELINES. A SINGLE SUMMATIVE PEER OBSERVATION IS ALSO REQUIRED FOR EVALUATION FOR TENURE.

EVALUATION STANDARDS FOR TEACHING

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| This performance | |

Post-tenure 07/7/2014
level demonstrates the minimum required accomplishments for a faculty member.

REGULAR ADDITION OF NEW MATERIALS, AS APPROPRIATE. NARRATIVE DESCRIBES HOW COURSES ARE DESIGNED AND DELIVERED USING MULTIPLE APPROACHES TO FACILITATE STUDENT LEARNING INCLUDING LECTURING AND, BUT NOT LIMITED TO, AT LEAST ONE OF THE FOLLOWING:

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THE POST-TENURE CANDIDATE THOROUGHLY AND ACCURATELY ADVISES STUDENTS, USING PROFESSIONAL
SCHOLARLY ACTIVITIES

Scholarly and creative activities are disciplinary or interdisciplinary expressions or interpretations that develop ideas, frame questions, create new forms of representation, solve problems, or explore enduring puzzles.

GUIDELINES TO ACHIEVE POST-TENURE:  THE POST-TENURE CANDIDATE MUST DEMONSTRATE THAT DURING THEIR POST-TENURE PERIOD A DISCIPLINARY OR PEDAGOGICAL OR CREATIVE WORK WAS ACCEPTED IN A PEER-REVIEWED OR PROFESSIONAL OR SCHOLARLY PUBLICATION OR THE DISCIPLINARY EQUIVALENT. ADDITIONALLY, THEY HAVE HAD MULTIPLE PRESENTATIONS OF THEIR SCHOLARLY OR CREATIVE WORKS ACCEPTED AFTER REVIEW FOR PRESENTATION AT PROFESSIONAL MEETINGS.

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SERVICE

Faculty engage in service when they participate in the shared governance and good functioning of the institution; service to the institution can be at the program, department, school, or UNIVERSITY level. Beyond the institution, faculty engage in service when they use their disciplinary and/or professional expertise and talents to contribute to the betterment of their multiple environments, such as regional communities, professional and disciplinary associations, nonprofit organizations, or government agencies.

GUIDELINES TO ACHIEVE POST-TENURE: THE POST-TENURE CANDIDATE MUST DEMONSTRATE CONTRIBUTIONS TO SHARED GOVERNANCE IN THE DEPARTMENT, SCHOOL OR UNIVERSITY OR WITHIN THEIR DISCIPLINARY ORGANIZATION OR CONTRIBUTIONS USING THEIR DISCIPLINARY EXPERTISE TO THE COMMUNITY OUTSIDE OF THE UNIVERSITY. REGULARLY SUPPORTS DEPARTMENTAL ADMINISTRATIVE AND OUTREACH NEEDS. THESE CONTRIBUTIONS MUST BE OF VALUE TO THE DEPARTMENT. THESE CONTRIBUTIONS OFTEN, BUT NOT EXCLUSIVELY, TAKE THE FORM of COMMITTEE PARTICIPATION AND PROGRAM OR DEPARTMENT CONTRIBUTIONS.

Evaluation Standards for Service

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EVALUATION GUIDELINES FOR CATEGORY II FACULTY

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In establishing the standards for the university evaluation criteria, the Department of Political Science recognizes that the rating for a Category II faculty member should reflect the contributions made under each one of the criteria listed in the teaching category and that each evaluation should reflect the full and proper consideration of all material relevant to teaching.

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