

Proposed changes regarding the NTT faculty portfolio schedule and corresponding changes to the Faculty Handbook:

3.2.9 Faculty Evaluation.

Tenured faculty will be evaluated every three years in conjunction with tenure review. The vice president for academic affairs will notify tenured faculty when they are scheduled for review.

Non-Tenured Tenure Track (NT-TT) faculty will be evaluated every fall semester and the evaluation should focus on the previous academic year. First-year **NT-TT** faculty are exempt from submitting a portfolio, but will have student evaluations done in the fall and should begin developing a portfolio. **NT-TT faculty will complete a portfolio following their first complete academic year, and each year thereafter until their application for initial tenure.** **NT-TT** faculty to be considered for initial tenure should submit a portfolio based on all years at Northwestern Oklahoma State University.

Non-tenured non-tenure track (NT-NTT) faculty will be evaluated every fall semester and the evaluation should focus on the previous academic year. **NT-NTT faculty will complete a portfolio following their first complete academic-year of employment and every third year thereafter.** The vice president for academic affairs will notify NT-NTT faculty when they are scheduled for portfolio review. During non-portfolio years, an immediate supervisor will evaluate a NT-NTT faculty member by using the Annual Faculty Evaluation Form with input from student evaluations.

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(outline of standards for evaluation: pages 3-7 through 3-10 of 22-23 faculty handbook). **Relabel the 5 areas using section numbers 1 through 5 (rather than A through E) to match rubric and ALCA notation.**

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Timetable

August-September

- Vice president for academic affairs notifies faculty who **should complete a portfolio including tenure track faculty who** are to be considered for tenure, tenure review, or promotion **and non-tenure track faculty up for portfolio review.**

October-November

- October 1 – Completed faculty portfolios are due and submitted in ALCA. Department/Division chairs share portfolio with appropriate peer evaluators.
- Faculty required to complete the portfolio include ~~non-tenured tenure-track (NT-TT) faculty~~, **those NT-NTT faculty up for review**, **tenure track** faculty being considered for initial tenure or tenure review, and those being considered for a promotion. A tenured faculty member does not have to complete a portfolio unless he/she is up for tenure review or a promotion.

Following are guidelines to assist faculty in determining the materials to include in the portfolio:

1. Non-tenured faculty members – **the previous 1 academic year**
2. Initial Tenure – **the previous 4 to 5 academic years**
3. Tenure Review – **the previous 3 academic years**
4. Promotion – **the previous 4 to 5 academic years**

- Peers and department/division chairs evaluate faculty portfolios. Scores and comments are submitted online through the ALCA system. ...

Other handbook changes as related to the proposed revision of the rubric:

Include alternate Area 1 for Library Faculty?

AY24-25 revisions to Section 2 (currently B): reflect combining into a single evaluation item in the rubric and to match formatting of Sections 3, 4, and 5 (currently C, D, and E):

In the area of **Professional Development** (5 – 25%, *Evaluated 60% chair, 40% peers*) the faculty member will **perform one or more of the following**:

1. Be involved in the professional organizations that represent the discipline in which s/he teaches. (~~Weight 55%, Evaluated 60% chair, 40% peers~~)

~~Examples of this may include, but are not limited to:~~

- Maintaining membership in professional organizations
- Attending professional meetings
- Holding office in professional organizations
- Participating in university professional development activities

2. Continue his/her education. (~~Weight 45%, Evaluated 60% chair, 40% peers~~)

~~Examples of this may include, but are not limited to:~~

- Progressing toward advanced degrees
- Attending seminars/conferences/workshops

This faculty role will be evaluated holistically. Each part contains suggested activities that may be evaluated, but not necessarily required.