



MEMORANDUM

Environmental Science & Engineering Program
177220

TO: John Froines
FROM: Arthur Winer *AWW*
DATE: February 8, 1995
RE: REVISED FACULTY RESPONSIBILITIES AND GUIDELINES FOR
PERFORMANCE

The attached guidelines on faculty responsibilities have been reviewed, discussed and approved by a vote (8 yes and one abstention) of the EHS Department faculty at today's faculty meeting. I am forwarding it to you for the future use of the Department.

**FACULTY RESPONSIBILITIES
AND GUIDELINES FOR
EVALUATION OF SCHOLARSHIP, TEACHING AND SERVICE**

Environmental Health Sciences Department
School of Public Health

FACULTY RESPONSIBILITIES

Overview

If the strength and quality of research, teaching and service are to be maintained in a protracted period of decreasing resources and increasing workload, it is essential that each member of the EHS Department shoulder their fair share of responsibilities in all areas of Department activities.

It is recognized that different members of the Department may bring strengths in different areas and contribute more effectively in certain ways than others. Moreover, no hard and fast rules can be applied in evaluating performance; a weighted function of scholarly productivity, teaching excellence and load, administrative responsibilities, support of Department functions, and extent of professional and public service must be considered. However, normative standards of performance and contribution are appropriate for all faculty in all three areas of teaching, research and service if the department is to meet its responsibilities to its students and develop a national reputation for excellence.

The principal purpose of these guidelines is to outline such normative standards in order to aid department faculty in applying uniform and fair standards when evaluating merit and promotion decisions, and in allocating service and teaching responsibilities.

Teaching and Advising

A normal teaching load in the Department is taken to be at least three full, formal lecture courses with no more than two instructors in any one course, or equivalent. Satisfactory teaching evaluation scores should be in the range 6-7 or higher.

Faculty are expected to advise and mentor their students in a conscientious manner and to serve on, or Chair, their share of Masters and Doctoral committees.

Service

In general, service on Department Committees should be rotated so that the same individual does not serve on the same Committee for more than three consecutive years. Administrative responsibilities within the department should be distributed on an equitable basis, taking into account the level of contributions in all other areas.

SCHOLARSHIP AND GUIDELINES FOR EVALUATIONS

Procedures

In the first week of Fall Quarter the Chair shall write to each Department faculty member requesting whether they wish to be considered for advancement, instruct them to update their academic file, and establish the schedule for submission of files for merits and promotions. The process for promotions and accelerations should begin in the Spring Quarter of the year before the action is to be considered, in order to allow ample time for solicitation of letters and preparation of dossiers.

Merits

Advancement rates for normal merits are specified in The Call.

Normal In the past, normal publication rate has been taken to be about four peer-reviewed articles in first class journals since last advance for those ranks with two years between advancements and about six peer-reviewed journal articles since last advance for those ranks with three years between advancements. Articles must be accepted for publication to count for advancement. The quality of journals will be assessed by faculty in the field. Peer-reviewed is taken to mean capable of being rejected.

Faculty must specify their role on each publication if multi-authored, and document, in their self evaluation, their teaching and service accomplishments. There must be clear justification for a publication rate significantly below the norm.

Accelerated An accelerated merit raise should require a publication rate approximately twice the normal requirements, plus outside letters if more than a one year acceleration is sought. Publication rate shall be the principal criterion for acceleration, although professional recognition and stature at the national and international level will also be evaluated on the basis of invitations to meetings and service on prestigious committees.

Promotions

The applicant seeking promotion must notify the Chair by the second week of Fall Quarter. The complete academic file must be submitted to the Department by the deadline specified in The Call. The rates of publication specified above shall apply for normal promotions. In addition, there must be a strong record in teaching and service. There should be less leeway in any category of evaluation relative to a merit action, since promotions must be approved by the Dean and CAP. The Chair should appoint an Ad Hoc Committee by the fourth week of the Fall Quarter and solicit ten extramural letters, five recommended by the candidate and five chosen by the Department. Special attention should be given to tenure actions.