

**CHICAGO STATE UNIVERSITY
COLLEGE OF HEALTH SCIENCES
DEPARTMENT OF NURSING
DEPARTMENT APPLICATION OF CRITERIA
FOR TENURE TRACK FACULTY
SEPTEMBER 1, 2006 – AUGUST 2010**

The Department of Nursing will consider the activities and materials as specified in the Department's Application of Criteria (DAC) of personnel who are being considered for retention, tenure, promotion or professional advancement increases. The Department of Nursing's DAC consists of three (3) sections: Activities considered appropriate for teaching/performance of primary duties, research /creative activity and service activities, including the relative importance of those activities and the methods of evaluating the three performance areas.

RESPONSIBILITY OF THE FACULTY MEMBER BEING EVALUATED

A faculty member who is being evaluated for a personnel action should provide a portfolio of materials. The portfolio is to be submitted according to the timetable designated in the University schedule of personnel actions. The portfolio submitted should include but is not limited to:

1. A current updated curriculum vitae.
2. Evidence of academic and professional credentials (i. e. Illinois RN licensure, CPR and other types of professional certification).
3. Documentation of activities related to teaching/primary duties, research/creativity and service.
4. A description summarizing his/her activities preceding each of the three performance areas.
5. Yearlong assignment forms

Guidelines for Personnel Action for Bargaining Unit A Members

Retention

For retention in probationary year one:

Satisfactory teaching/performance of primary duties
Appropriate research/creative activity; and
Appropriate service

For retention in probationary year two:

Satisfactory teaching/performance of primary duties
Satisfactory research/creative activity; and
Satisfactory service

For retention in probationary years three:

Effective teaching/performance of primary duties
Highly satisfactory research/creative activity; and
Highly satisfactory service

For retention in probationary year four:

Highly effective teaching/performance of primary duties

Effective research/creative activity; and
Effective service

For retention year five:

Significant teaching/performance of primary duties
Highly effective research/creative activity; and
Highly effective service

For tenure:

Superior teaching/performance of primary duties
Significant research/creative activity; and
Significant service
Must possess a terminal degree

For tenure by exception:

Must exceed standards in two of the three areas

Promotion

For promotion to assistant professor:

Highly effective teaching/performance of primary duties
Satisfactory research/creative activity; and
Satisfactory service

For promotion to associate professor:

Superior teaching/performance of primary duties
Significant research/creative activity; and
Significant service

For promotion to professor:

Superior teaching/performance of primary duties
Superior research/creative activity; and
Superior service

For promotion of promotional advancement initiative (PAI)

Professor for five (5) years
Superior teaching, evidence must be presented from four (4) activities
from Category III or higher. One of the remaining areas must be superior
and the other must be significant.

I. Teaching/Primary Duties

It is important that the faculty include only those documents that are directly relative in demonstrating involvement in the areas of performance. Please reference any non-original material. A summary of student evaluations for all classes taught, peer, and chairperson's evaluation, updated course materials; syllabi, supplemental materials and submit a sample of examination questions must be included. Categories of materials and activities appropriate for the evaluation of teaching/primary duties are grouped to demonstrate the order of their relative importance as guidelines of effective performance include:

1. Student Evaluations

Students' evaluations of classroom, clinical and online instruction will be determined through the use of the appropriate Faculty Evaluation Form. The Department

Chairperson will provide the faculty member with a composite report of the students' evaluations. Student evaluations are ranked according to the following scale:

Satisfactory	3.0 -3.3
Effective	3.4 – 3.7
Highly Effective	3.8 - 4.1
Significant	4.2 – 4.5
Superior	4.6 - 5.0

2. **Peer Evaluations**

The faculty member being evaluated will have two peer evaluations using the appropriate departmental evaluation form. These two evaluators will each provide a written summary of the evaluation. The observations will take place in the term during or preceding the personnel action.

Satisfactory	3.0 - 3.3
Effective	3.4 – 3.7
Highly Effective	3.8 - 4.1
Significant	4.2 – 4.5
Superior	4.6 - 5.0

3. **Chairperson's Evaluation**

The faculty member being evaluated will provide the Chairperson of the Department a copy of the relevant class content from the syllabus laboratory practice, and seminar and/or clinical schedules each semester. The faculty whose primary duties are other than teaching will be evaluated by his/her job description. The Chairperson will then submit the summary and observations and recommendations to the Dean and faculty member.

A. **Standards of Performance**

1. Satisfactory teaching, evidence must be presented from four (4) activities from Category I or higher.
2. Effective teaching, evidence must be presented from four (4) activities of which two (2) are from Category 2 or higher.
3. Highly effective teaching, evidence must be presented from four (4) activities from Category II or higher.
4. Significant teaching, evidence must be presented from four (4) activities of which one (1) must be from Category III and three (3) from Category II or higher.
5. Superior teaching, evidence must be presented from three (3) activities from Category III or higher.

B. **Types of Activities Documented**

Category I

1. Satisfactory student evaluations
2. Satisfactory peer evaluations
3. Revision of course syllabi including an updated reference list (with references not more than 5 years old)
4. Availability to students during scheduled office hours
5. Serves as an instructional media reviewer

6. Development of creative and innovative teaching strategies (handouts, power point presentations)
7. Recipient of a teaching award from a local professional organization

Category II

1. Effective/highly effective student evaluations
2. Effective/highly effective peer evaluations
3. Utilization of outside resources (i. e. an invited guest speaker from a professional organization)
4. Appointment as a course Director
5. Recipient of departmental teaching award
6. Development of WEB enhanced course
7. Renewal as a nurse educator from a professional organization (e. g. NLN, AACN)
8. Development of creative and innovative teaching strategies (case studies)
9. Recipient of a teaching award from a state professional organization

Category III

1. Significant/superior student evaluations
2. Significant/superior peer evaluations
3. Appointment as a Level Coordinator
4. Appointment as a Coordinator of LPN-BSN Track
5. Appointment as a Coordinator of RN-BSN Track
6. Appointment as a Coordinator of Academic Enrichment
7. Appointment as an Assessment Coordinator
8. Development of a new and expanded program request to the Illinois Board of Education
9. Recipient of College or University teaching award
10. Development of an Honors course
11. Development of a new course for Weekend College or Continuing Education
12. Development of a WEB based course
13. Development of creative and innovative teaching strategies (multifaceted, video, DVD, development of computer programs)
14. Obtain certification/recertification in a nursing specialty
15. Development of a new Nursing or Health Sciences course
16. Recipient of a national/international award for teaching

II. Research/Creativity

Categories of materials and activities appropriate for the evaluation of research/creative activity are grouped to demonstrate the order of their relative importance as guidelines of effective performance including:

A. Standards of Performance

A candidate will use the following performance standards as a basis to designate the desired degree of effectiveness by the end of the evaluation period. Substantial

efforts can be considered for more than one category if the effort is fully documented. Based on the documented evidence presented, the candidate will be judged by the voting members of the Department Personnel Committee as to whether or not the individual has fulfilled the required standards. In order for an individual to be rated as demonstrating:

1. **Appropriate Research/Creativity**, evidence must be presented from two (2) activities from Category I or higher.
2. **Satisfactory Research/Creativity**, evidence must be presented from three (3) activities from Category I or higher.
3. **Highly Satisfactory Research/Creativity**, evidence must be presented from three (3) activities from Category I or higher of which one (1) must be from Category II.
4. **Effective Research/Creativity**, evidence must be presented from three (3) activities from Category II or higher.
5. **Highly effective Research/Creativity**, evidence must be presented from three (3) activities from Category II or higher of which one (1) must be from Category III.
6. **Significant Research/Creativity**, evidence must be presented from three (3) activities from Category III.
7. **Superior Research/Creativity**, evidence must be presented from four (4) activities from Category III.

B. Types of Activities Documented

Category 1

1. Completion of courses toward an doctoral/advanced degree
2. Obtain 1 – 10 contact hours of continuing education (CE) from nursing or other health care related professional organizations
3. Presentation at a local professional conference
4. Submission of a manuscript to a professional journal/publication
5. Participation in the writing of a grant proposal
6. Citation in 1 – 3 professional publications
7. Recipient of a research scholarship award from a local professional organization

Category II

1. Award of a University sponsored grant
2. Obtain 11 – 20 contact hours of CE from nursing or other health care related professional organizations

3. Presentation at professional organizations' meetings, conferences, seminars, or workshops at the state level
4. Recipient of a departmental award for research/scholarship
5. Co-author/author of an article published in a non – refereed professional journal/publication, i.e. newsletter.
6. Author of a book chapter
7. Major contribution toward an externally funded research grant/contract
8. Major contribution toward an externally funded training grant
9. Principal Investigator (PI) or CO-PI on a research grant proposal submitted for external funding
10. PI or CO-PI on a training grant proposal submitted for external funding
11. Citation in 4 – 6 professional publications
12. Recipient of a research/scholarship award from a state professional organization

Category III

1. Presentation at professional organizations' meetings, conferences, seminars, or workshops at the national or international level
2. Recipient of a College or University award for research/scholarship
3. Principal co-author author of an article published in a refereed professional journal/publication
4. Author of a book
5. PI or CO-PI on an externally funded research grant/contract
6. PI or CO-PI on an externally funded training grant
7. Citation in over 6 professional publications
8. Recipient of a research/scholarship award from a national/international professional organization

III. Service

A. Standards of Performance

A candidate will use the following performance standards as a basis to designate the desired degree of effectiveness by the end of the evaluation period. Based on the documented evidence presented, the candidate will be judged by the voting members of the Department Personnel Committee as to whether or not the individual has fulfilled the required standards indicated for the appropriate retention, promotion or tenure. The standards for evaluation are as follows:

1. **Appropriate Service**, evidence must be presented from two (2) activities from Category I or higher.
2. **Satisfactory Service**, evidence must be presented from three (3) activities from Category I or higher.
3. **Highly Satisfactory Service**, evidence must be presented from three (3) activities from Category I or higher of which one (1) must be from Category II.

4. **Effective Service**, evidence must be presented from three (3) activities from Category II or higher.
5. **Highly Effective Service**, evidence must be presented from three (3) activities from Category II or higher of which one (1) must be from Category III.
6. **Significant Service**, evidence must be presented from three (3) activities from Category III.
7. **Superior Service**, evidence must be presented from four (4) activities from Category III.

A. Types of Activities Documented

Category I

1. Serves as an active member of three (3) departmental committees
2. Participates in local/professional community events
3. Participates in student recruitment activities
4. Serves on a College committee
5. Represents the Department, College or University at professional meetings at the local level
6. Membership in 1 – 3 professional organizations
7. Serves as a consultant to a local professional organization
8. Serves as a judge at an educational event such as a science fair
9. Serves as an officer of a professional organization at the local level

Category II

1. Serves as member of an Advisory Board/Task Force
2. Serve as a committee officer of a local professional organization
3. Serves as a member of a University committee
4. Plans, implements and evaluates a local/state professional conference and/or workshop
5. Mentoring 1 – 2 faculty according to Departmental established guidelines for mentors
6. Serve as a mentor/preceptor to 1 – 2 students according to Departmental established guidelines for mentors
7. Represents the Department, College or University at professional meetings at the state level
8. Membership with 4 – 5 professional organizations/task force
9. Chairperson of a departmental committee
10. Serves as an officer of a professional organization at the state level
11. Member of a professional Advisory Board
12. Serves as a Consultant to a state organization
13. Serves as an Advisor of a student organization
14. Recipient of Departmental award for service
15. Recognition for outstanding leadership/service activities at the local/state level
16. Chair a committee of a professional or public organization at the local level
17. Serves as a Coordinator of a local/professional community events

Category III

1. Serves as a committee officer of a state or national organization
2. Mentoring three or more faculty/students according to Departmental established guidelines for mentors
3. Represents the Department, College or University at national/international professional meetings
4. Membership with over 6 or more professional organizations
5. Chairperson of a College or University committee
6. Serves as an officer of a professional organization at the national or international level
7. Chairperson of a professional Advisory Board
8. Serves as a peer reviewer for governmental grants
9. Serves as a Consultant to a national professional organization
10. Recognition as a member of a master's thesis or doctoral dissertation committee
11. Appointment as an editor or member of an editorial board of a professional journal
12. Plans, implements and evaluates national/international professional conference and/or workshop
13. Recipient of College or University award for service
14. Serves as a class Advisor for sophomore, junior or senior nursing class
15. Recognition for outstanding leadership/service activities at the national/international level
16. Serves as a chairperson a committee on a professional or public organization at the state or national level
17. Serves as an item writer of questions for a professional organization
18. Serves as an accreditation site visitor for a professional nursing organization
19. Serves as an advisor of a student organization

ANNUAL EVALUATION OF TENURED EMPLOYEES

The annual evaluation for tenured employees not being considered for promotion or PAI is a limited process to identify areas of strength and weakness and to improve performance. The evaluation shall consist of the review by the Departmental Chairperson and Dean of the required material and other professionally related materials including work in progress done since the last evaluation period.

The evaluation shall include:

- 1) required student evaluations
- 2) materials submitted by the employee to substantiate performance in each of the areas of teaching/primary duties, research/creativity and service; and
- 3) materials in the employee's personnel file.
- 4) yearlong assignment form

**CHICAGO STATE UNIVERSITY
COLLEGE OF HEALTH SCIENCES
DEPARTMENT OF NURSING**

**DEPARTMENT APPLICATION OF CRITERIA FOR UNIT B – FULL TIME
TEMPORARY TEACHING PROFESSIONALS (LECTURERS/INSTRUCTORS)
SEPTEMBER 2006 – AUGUST 2010**

1. Responsibility of the Faculty Member being Evaluated

A full-time Lecturer/Instructor who is being evaluated for annual teaching/primary duties must provide a portfolio of materials to the Chairperson, in conformity with the deadline date specified by the University.

The portfolio must include the following:

- A. A signed and updated curriculum vita and a copy of the approved Department Application of criteria (DAC).
- B. Evidence of academic and professional credentials (i. e. Illinois RN licensure, CPR and other types of professional certification).
- C. Documentation of activities related to teaching.
- D. A copy of a current professional license.
- E. A description summarizing his/her activities.
- F. Documentation of all activities under Teaching Effectiveness Performance Area.
- G. Yearlong assignment form

Guidelines for Personnel Action

1. Student Evaluations

Students' evaluations of classroom and clinical instruction will be determined through the use of the appropriate Faculty Evaluation Form. The Department Chairperson will provide the faculty member with a composite report of the students' evaluations. Student evaluations are ranked according to the following scale:

Satisfactory	3.0 -3.3
Effective	3.4 – 3.7
Highly Effective	3.8 - 4.1
Significant	4.2 – 4.5
Superior	4.6 - 5.0

2. Peer Evaluations

The faculty member being evaluated will have two peer evaluations using the appropriate departmental evaluation form. These two evaluators will each provide a written summary of the evaluation. The observations will take place in the term during or preceding the personnel action.

Satisfactory	3.0 - 3.3
Effective	3.4 – 3.7
Highly Effective	3.8 - 4.1

Significant	4.2 – 4.5
Superior	4.6 - 5.0

3. **Chairperson's Evaluation**

The faculty member being evaluated will provide the Chairperson of the Department a copy of the relevant class content from the syllabus laboratory practice, and seminar and/or clinical schedules each semester. The faculty whose primary duties are other than teaching will be evaluated by his/her job description. The Chairperson will then submit the summary and observations and recommendations to the Dean and faculty member.

A. **Standards of Performance**

1. Satisfactory teaching, evidence must be presented from four (4) activities from Category I or higher.
2. Effective teaching, evidence must be presented from four (4) activities of which two (2) are from Category 2 or higher.
3. Highly effective teaching, evidence must be presented from four (4) activities from Category II or higher.
4. Significant teaching, evidence must be presented from four (4) activities of which one (1) must be from Category III and three (3) from Category II or higher.
5. Superior teaching, evidence must be presented from three (3) activities from Category III or higher.

B. **Types of Activities Documented**

Category I

1. Satisfactory student evaluations
2. Satisfactory peer evaluations
3. Revision of course syllabi including an updated reference list (with references not more than 5 years old)
4. Availability to students during scheduled office hours
5. Serves as an instructional media reviewer
6. Development of creative and innovative teaching strategies (handouts, power point presentations)
7. Recipient of a teaching award from a local professional organization

Category II

1. Effective/highly effective student evaluations
2. Effective/highly effective peer evaluations
3. Utilization of outside resources (i. e. an invited guest speaker from a professional organization)
4. Appointment as a course Director
5. Recipient of departmental teaching award
6. Development of WEB enhanced course
7. Renewal as a nurse educator from any professional organization (e. g. NLN, AACN)
8. Development of creative and innovative teaching strategies (case studies)
9. Recipient of a teaching award from a state professional organization

Category III

1. Significant/superior student evaluations
2. Significant/superior peer evaluations
3. Appointment as a Level Coordinator
4. Appointment as a Coordinator of LPN-BSN Track
5. Appointment as a Coordinator of RN-BSN Track
6. Appointment as a Coordinator of Academic Enrichment
7. Appointment as a Assessment Coordinator
8. Development of a new and expanded program request to Illinois Board of Education
9. Recipient of College or University recognition award for teaching
10. Development of an Honors course
11. Development of a new course for Weekend College or Continuing Education
12. Development of WEB based course
13. Development of creative and innovative teaching strategies (multifaceted, video, DVD, development of computer programs)
14. Obtain certification/recertification in a nursing specialty
15. Development of a new Nursing or Health Sciences course
16. Recipient of a national/international award for teaching

Retention

For retention in year one to 10 years:

Satisfactory teaching/performance of primary duties

For retention after 10 years:

Lecturer/instructor is eligible for a five (5) year multiple year contract if the lecturer/instructor had earned “highly effective” performance evaluations for two of the preceding five years.

Once the five (5) year appointment status has been achieved, lecturers must receive “highly effective” performance evaluations for their teaching/primary duties in at least two (2) of the next five years to continue renewing the five (5) year multi-year appointment.

If the Lecturer/instructor fails to attain a multiyear contract because of not achieving sufficient number of “highly effective” evaluations, they will be eligible after earning two (2) “highly effective” performance evaluations within five (5) years.

Lecturers/instructors on multi-year contracts must continue to earn a minimum level of “satisfactory” performance on annual evaluations to continue in the current multiyear contract.

Standards for Rating Lecturer’s/Instructor’s Teaching Effectiveness

The students', peers', and chairperson's evaluations and a performance standard in the teaching category will be utilized to evaluate the teaching effectiveness of all full-time Lecturers/Instructors.

Both the Chairperson of the Department and the Dean of the College will forward an annual evaluation to the Vice President for Academic Affairs for all temporary teaching professionals. No Lecturer/Instructor will be evaluated until one full academic year has been completed at the University.

Approved by the Faculty Organization of the Nursing Department:

Date _____