

MONTCLAIR STATE UNIVERSITY

Office Of the Provost and
Vice President for Academic Affairs

CRITERIA, DOCUMENTATION, AND PROCEDURES FOR REAPPOINTMENT AND PROMOTION

Candidates for reappointment, tenure or promotion are responsible for providing evidence regarding the quality of their work in each of the categories listed below. For at least one of the scholarship categories (B, C or D), candidates must provide evidence of work which, following external peer review, has been selected for dissemination through normally accepted venues for academic products such as publications, conference presentations, exhibitions or performances or other equivalent forms of Professional accomplishment. The significance of the accomplishments will be judged rigorously, with disciplinary standards determining the appropriateness of the venues. The following criteria ¹ will be used to evaluate the quality of the work:

- Clarity of goals
- Adequacy of preparation
- Appropriateness of methods
- Significance of results
- Effectiveness of presentation
- Evidence of reflective critique

The promise for future productivity will be considered for reappointment, tenure, or promotion.

Aspirants to higher rank are expected, as they present themselves as candidates for that rank, to have demonstrated progressively more advanced levels of professional maturity, accomplishment, and recognition extending beyond the boundaries of the university. The difference between successive ranks is primarily one of achievement. Accomplishments while in rank at other institutions can be considered if they satisfy the promotion criteria at Montclair State University. At the same time, performance in all areas while at Montclair State carries the most weight. Holders of higher rank are expected to demonstrate advanced levels of accomplishment and recognition beyond the boundaries of the university as they are considered for reappointment and tenure

Faculty must identify their current FSIP category and provide evidence of the products produced as a result of their participation in FSIP. Faculty who have prior participation in categories different from their current category shall include the categories and product results in their documentation.

Paid activities should be noted.

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Charles E. Glassic, Mary Taylor Huber, Gene I. Maeroff, Scholarship Assessed: Evaluation of the Professoriate. (Ban Francisco: JOSBOY-Bass Publishers, 1997) p. 36.

- A. Teaching. The category requires evidence of quality in teaching, which includes classroom, laboratory and studio instruction, as well as independent study, supervision of interns/co-op students/student teachers/student research, clinical supervision and advisement.

All faculty are expected to be more than just "good" teachers and excellence in teaching is especially important for reappointment as or promotion to associate professor and professor

Documentation must include a statement which communicates the candidate's views about, and strengths in, teaching. Other evidence must include student course evaluations and peer classroom evaluation as required by the contract. Candidates may, and are encouraged to, include other materials such as syllabi and exams that indicate content and quality as well as additional student and peer classroom evaluations and samples of student work. Evidence of the range and type of courses taught, unique teaching style and techniques, use of technology to enhance teaching/learning, participation in teaching general education courses, and interdisciplinary teaching may also be included.

Effectiveness in other on-load non-teaching responsibilities except FSIP (if applicable) should be included in this category and considered in proportion to time spent

- B. Scholarship of Pedagogy. The category requires evidence of the scholarly examination of teaching. Such evidence could include documentation of attendance at workshops (both on disciplinary knowledge and pedagogical innovation); engagement in curricular revision; the coordination of mentoring activities; engagement in a major personal examination of teaching (including attending a series of professional conferences or workshops on the subject and undertaking a study documenting the effects of changes); carrying out a major programmatic curricular revision; development of novel teaching methods; laboratory experiments or other pedagogical innovations; the acquisition of significant grant or contract funding; and writing about pedagogy.
- C. Scholarship of Discovery, Integration, or Aesthetic Creation. The category requires evidence of scholarship that adds to the field of knowledge in the discipline, makes connections among existing ideas within and across disciplines or in the production of works of art in any medium including creative writing. Such evidence could include documentation of publications, presentations, significant grant or contract funding, performances, or exhibitions.

D. Scholarship of Application. The category requires evidence of scholarship that applies knowledge to issues of contemporary social concerns and that, in the process, yields new intellectual understanding, and could include work in, for example, the public schools, museums, social agencies, and government. Such evidence could include documentation of the service which generated position papers reports, or other writings, and the evaluations of those who received the service; significant grant or contract funding; editorships; or holding office in regional or national professional organizations.

In this category, candidates should also report their work on campus initiatives, service on committees, as well as work in professional associations.

Faculty are expected to make contributions to their professions and to the institution. Service to Montclair State University, including contributions at the department, school/college or university level are recognized as important to the life of the scholarly community. For reappointment as or promotion to associate professor, the record must demonstrate, at a minimum, significant service at the departmental level. For reappointment as or promotion to professor, the record of service must be substantial, including contributions beyond the department level.

Department Chairs or others involved in departmental administration who receive twelve or more TCH per year to perform administrative functions may select any one of the boxes on Form B indicating the option desired as the basis for their own personnel action. Those faculty with FSIP projects must check the box on Form B indicating the FSIP scholarship category selected and show progress (current FSIP project) or results (completed FSIP project) on the form in the scholarship area(s) relating to the FSIP project(s).

8/3/99

AT ANY STEP IN THESE PROCEDURES, INFORMATION NOT SPECIFICALLY REQUESTED ON THESE FORMS MAY BE ADDED. COPIES OF ALL SUCH MATERIAL NOT ORIGINALLY FROM THE CANDIDATE MUST BE SUPPLIED TO THE CANDIDATE.

FORM A MUST BE SIGNED AT ALL LEVELS

THE CANDIDATE IS TO RECEIVE A COPY OF FORMS C, D, E AND THE SUMMARY OF STUDENT DATA UPON COMPLETION OF EACH FORM.

STEPS IN PROCESSING

1. All forms are distributed to the Department Chair.
2. All candidates shall provide a broad spectrum of evidence regarding the quality of their work in each of the four required categories (A through D). A current vitae must be attached to Form B. All Attachments shall not exceed 8 1/2" X 11".
3. The candidate completes Form B and forwards it to the PAC Chair by the submission date listed in the Administrative Calendar
4. The Departmental Personnel Advisory Committee evaluates candidate information Form B and completes Form C. Forms B and C are transmitted to the Department Chair with a copy of C to the candidate.
5. The Department Chair evaluates Form B, completes Form D (a copy to candidate) and transmits a complete set of forms to the Dean of the College/School. The Department Chair will insure that a summary of the completed student evaluations is forwarded to the candidate.
6. The Summary of the Student Evaluation Questionnaires must be sent to the Department Chair, Department PAC and candidate at least two days prior to the date that the PAC is to forward its report to the Chair.

The evaluation summary is to be attached to the forms by the Department Chair.
7. The Dean of the College/School evaluates all forms, completes Form E (copy to candidate) and forwards all material to the Provost/Vice President for Academic Affairs.
8. The President will review, evaluate, make recommendations, and then forward this report to the Board of Trustees for its action. The President must inform the candidate of this recommendation.

FORM B.

MONTCLAIR STATE UNIVERSITY

CANDIDATE INFORMATION PAGE

FOR THE ACADEMIC YEAR _____

CANDIDATE'S NAME:

RANK: _____

EDUCATION:

Institution	Location	Degree	Year	Major Field
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Professional Experience Prior to MSU: Academic ___Yrs. Other Prof. Exp. ___Yrs.

Check the box corresponding to the category to be the basis of evaluation:

- Teaching
- Scholarship of Application
- Scholarship of Pedagogy
- Scholarship of Discovery, Integration or Aesthetic Creation

A. TEACHING: (By candidate)

- 1. Teaching

- 2. Effectiveness in other on-load non-teaching responsibilities, except FSIP (if applicable)

B. SCHOLARSHIP OF PEDAGOGY: (By candidate)

DEPARTMENT CHAIR

FORM D

CANDIDATE'S NAME: _____

The Department Chair is to evaluate the candidate - not simply reiterating information provided by the candidate - for the following items: A. Teaching; B. Scholarship of Pedagogy; C. Scholarship of Discovery, Integration or Aesthetic Creation; D. Scholarship of Application; E. Significance of Appointment.

A. TEACHING

1. Teaching:

2. Effectiveness in other on-load non-teaching responsibilities, except FSIP (if applicable):

B. SCHOLARSHIP OF PEDAGOGY

C. SCHOLARSHIP OF DISCOVERY, INTEGRATION OR AESTHETIC CREATION

