3.1 EVALUATION OF FULL-TIME FACULTY

Tenured faculty shall be evaluated by the Department according to rank: biennially for Associate Professors and quadrennially for Full Professors. Untenured faculty shall be evaluated by the Department annually.

3.1.1 Evaluation By the Department

Department evaluation shall be by the full-time Department faculty.

In preparation for Department evaluation, the Personnel Coordinator shall solicit and collect information sufficient to evaluate all areas of performance as specified in the evaluation criteria below. The individual faculty member must provide the Department with a written statement and explanation of activities; copies of current course syllabi; copies of published and unpublished written material to be evaluated; and other relevant material requested by the Department. The faculty member shall also submit a proposed plan for professional activity.

In addition to the material supplied by the faculty member, the Department shall consider student evaluations of teaching. In this process, the Personnel Coordinator will ensure that the faculty member is apprised of all materials examined by the Department and that s/he has a full opportunity to respond to those materials.

In the case of the regular four-year evaluation of tenured faculty, the Department evaluation shall focus primarily on faculty activities since the previous Department evaluation and on the relationship between current performance and the previous evaluation. In the case of a faculty mem-
ber applying for promotion and/or tenure, the evaluation shall focus on the period since the previous promotion or hiring.

In the case of the evaluation of untenured faculty, the evaluation shall examine the whole of the record since hiring and provide the faculty member with a clear evaluation of her/his strengths and weaknesses relative to a recommendation for promotion and tenure at the end of the probationary period.

In the case of the regular two- or four-year evaluation of tenured faculty, the Department, in consultation with the Chair and the faculty member, shall develop a professional activity plan for the next two to four years (depending on rank).

The Personnel Coordinator must inform the candidate of all materials examined by the Committee. The candidate will be given a draft of the evaluation and then, no more than one week later, asked if s/he wishes to meet with either the Personnel Coordinator or with the Committee in response. The candidate must be allowed to meet with the Personnel Coordinator or the Personnel Committee to have frank discussions about the draft evaluation of her/his professional performance. The committee may then choose to revise the draft document. The Committee's final draft must be sent to the Department at least 3 days prior to the Department meeting. At the Department meeting, the candidate being evaluated shall be allowed to respond to the report. S/he may elect to remain for Department discussion and action on the report. The Department shall consider the report, making appropriate corrections and revisions. The Department shall act on the amended evaluation and recommendation.

The Chair is responsible for conveying the evaluation and recommendation of the Department to the Dean.

3.2 EVALUATION OF PART-TIME FACULTY

Part-time faculty shall be evaluated by the Department annually and prior to reappointment. The evaluation shall focus primarily on teaching, using student evaluation of teaching and a substantive review of course materials.

For the purpose of evaluation, the Chair shall request that all part-time faculty submit their course materials to the Department at the end of a course.

The faculty member shall receive a copy of the Department's evaluation and will be allowed to meet with the De-
partment to discuss any aspect of the evaluation. The faculty member may submit a written response to the Department, which shall be attached to the evaluation and placed in the personnel file.

3.3 FACULTY EVALUATION CRITERIA

Evaluations must address teaching, scholarly activity, and Department, University and community service.

3.3.1 Teaching

Effective teaching is a confluence of substance and technique. Students can usefully contribute to the evaluation of technique -- they are best able to provide information concerning a teacher's behavior: e.g., whether the teacher comes to class on time or is available to students outside of class. Students can also provide insight into "classroom environment": e.g., provision of a non-sexist, non-racist atmosphere, openness to alternative viewpoints, fairness of expectations, maintenance of student interest, etc. This awareness we accord students must also be sensitive to the reality that effective teaching may mean occasionally disturbing and offending some students. Questions from the "bubble sheet" and supplemental evaluation can be used to obtain student perceptions on these issues.

Students are less able than faculty to judge the value of teaching materials. Therefore, faculty evaluation of required readings, syllabi, integration of one's research, etc., is essential to any evaluation of teaching.

3.3.2 Procedures for Evaluating Teaching

Teaching will be evaluated on the basis of technique and substance.

1. Technique: Primary attention for evaluating technique will be given to student course evaluations.

2. Substance: Faculty must explicitly state the objectives of each course in the course syllabus. Faculty evaluations will be based on the fit between course objectives and pedagogy, as reflected in the syllabus, required readings, integration of research and intellectual rigor. Course syllabi must comply with University regulations.
3.3.3 Scholarship

Original contributions to a discipline are fundamental to the University's mission as they promote economic, social and cultural advancement and are valuable to "...state, national, and international academic and professional communities" (University of Southern Maine Mission Statement, 1996; p.1). The Criminology faculty believe that our chief responsibilities are the discovery of knowledge and the interpretation of culture.

For purposes of evaluation, the Department recognizes the following list as a rank order of scholarly contributions:

1. Published work
   a) Books
      i. monographs
         a. sole-authored
         b. co-authored
      ii. edited books
   b) Chapters and other parts of books (e.g. prefaces and introductions)
   c) Refereed journal articles
   d) Non-refereed articles
   e) Book reviews and research notes
   f) Reprints of previously published works.

2. Unpublished work
   a) Work in progress observable in manuscript form
   b) Sponsored and unsponsored research
   c) Papers presented at professional meetings. Copies of the papers presented must be submitted to the personnel committee
   d) Translations
   e) Other

3.3.4 Service to University, College and Department

Appropriate services include work on University committees; College and Departmental deliberative or investigative bodies; and other relevant assignments.
3.3.5 Service to Community in a Professional Capacity

This includes

1. Participation and leadership in professional associations

2. Publications, papers and speeches to outside groups

3. Participation in University-sponsored public service programs

4. Consulting, testimony, and other work in the field (research, teaching, other professional services)

5. Work in community projects

3.4 SECRET BALLOT

All votes on personnel issues will be by secret ballot.