

FINAL REPORT

JOINT STUDY COMMITTEE ON ACADEMIC CAREER SPECIALISTS

MAY 15, 2000

SUBMITTED FOR CONSIDERATION AND APPROVAL TO

WESTERN MICHIGAN UNIVERSITY

AND

THE WMU CHAPTER OF THE AMERICAN ASSOCIATION OF UNIVERSITY
PROFESSORS

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Approved by:

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Section 1:

Background

The Study Committee on Academic Career Specialists was created as a result of the *Agreement between Western Michigan University and the WMU Chapter of the American Association of University Professors: September 6, 1999 through September 6, 2002*. Article 20.§2.1 of that Agreement states that "Additional criteria for continuing status, evaluation, and promotion not listed in Articles 17 and 18 shall be developed by a joint study committee appointed by the President and approved by the President of the Chapter, with changes incorporated into this article no later than January 1, 2000, to suit the unique characteristics of Academic career specialists."

Committee Business

The Committee has dealt primarily with issues related to one type of academic career specialist, Professional specialist/clinical supervisor. Another committee is addressing issues related to another category of academic career specialists, career language specialists. If provisions of this report conflict with provisions applying to career language specialists, the provisions specific to the CELSIS Program Committee report will apply.

The Committee began meeting on November 4, 1999. It quickly reached two conclusions: 1. It could not complete its work by January 1, 2000, and 2. More needed to be done than developing "additional criteria for continuing status, evaluation, and promotion [of academic career specialists] not listed in Articles 17 and 18" in order to effectively integrate this new position into the University. The Committee made the following recommendations to the WMU AAUP Chapter Executive Committee and to the provost: 1. The target date for the completion of the Committee's work should be the end of Winter 2000 semester; and 2. Within the contractual boundaries of additional criteria for continuing status, evaluation, and promotion, the Committee would make decisions that would be binding on both sides, but that the Committee should also consider and develop policy in other areas concerning the academic career specialists that would need to be taken back to the Chapter and the Administration for approval. Both the Chapter and the Administration agreed to these two provisos.

Section 2:

Transition Issues

There were a number of issues that needed to be resolved concerning how academic career specialists would make the transition into the bargaining unit. These primarily involved one-time decisions that would apply to the 1999-2000 academic year. Following are the Committee's recommendations in these areas, most of which have already been agreed to by the Chapter and the Administration and have been or are in the process of being implemented.

Requirement for academic career specialists to receive the 1999-00 across the board salary increase called for in the Agreement

To receive the full across the board salary increase, an academic career specialist needed to be hired by no later than October 1, 1998. Any hired between that date and

January 1, 2000 would receive fifty percent of the across-the-board increase. This recommendation has been implemented.

Merit for academic career specialists for the 1999-2000 academic year

To be eligible for merit, academic career specialists must have been appointed to Board-appointed positions no later than October 1, 1998. The Provost's Office was to ask the chair of each department having academic career specialists eligible for merit to make a recommendation for each. The amount of the merit increase awarded would consist of the amount in the merit pool divided by the number of academic career specialists recommended for merit by the chairs. Salary increases for merit would be applied to base and made retroactive to the beginning of the Fall, 1999 academic year. Both Western and the Chapter agreed to this proposal, and the recommendation has been implemented.

Assignment of ranks to existing academic career specialists

Ranks assigned to existing professional specialist/clinical supervisor positions should correspond to the ranks they held before becoming bargaining unit members. In cases where consideration of promotion was delayed during the 1998-99 academic year because of the bargaining process, those academic career specialists should be reviewed immediately by their department chair, their dean, and the provost. If promotion is recommended, it should be made retroactive to the beginning of the 1999-2000 academic year. This process has been followed for three academic career specialists, all of whom have been promoted.

Annual leave that has been accumulated by academic career specialists who are not fiscal year appointments

Chairs of departments having academic career specialists who are not fiscal year appointments should be asked by the Provost's Office to determine the accuracy of their existing accumulations of annual leave. Once accurate totals have been developed, accumulated leave will remain on the record and will be paid off when the person leaves Western at the salary in place as of June 30, 1999. Contract negotiation funds will be used for this payoff.

New letters of appointment for existing academic career specialists

The Provost's Office should develop a procedure to generate new letters of appointment for each existing academic career specialist, because existing letters do not reflect their status as bargaining unit members. These letters should include, but not be limited to, rank, type of appointment (one-year renewable term, grant/contract, probationary continuous, or continuous track), number of years credited in rank, a description of the position and responsibilities that may include performance measures, and the timetable for their next review. They should also contain a statement that the academic career specialists are bargaining unit members.

Section 3:

Issues and Committee Recommendations

Consideration for Merit, Promotion and Continuous Status for Academic Career Specialist (Professional specialist/clinical supervisor only)

The committee considered these issues as they related to the current WMU/AAUP contract (September 6, 1999-September 6, 2002). Two documents were developed and are submitted by the committee for approval as articles accompanying or attached to the current WMU/AAUP Agreement. Article 17b, Continuing Appointment: Policy and Procedures, is contained in Section 4 (page 8) of this document. Article 18b, Promotion Policies and Procedures, is contained in Section 5 (page 10) of this document. These documents reflect appropriate content revisions which apply to the faculty category of Academic career specialist (Professional specialist/clinical supervisor only).

Participation of Academic Career Specialists in Department Governance

Academic career specialists have the same rights and privileges regarding assistance in departmental governance as those afforded to faculty. Faculty participation in governance is delineated in Article 23. Academic career specialists may, for example, participate in the development of the Department Policy Statements and serve on department, college, and university committees.

Academic Career Specialist Service on Department Tenure and Promotion Committees (Professional specialist/clinical supervisor only)

Academic career specialists may be designated to serve on department tenure/continuous appointment review committees. Only tenured faculty and specialists who have achieved continuous appointment are eligible to serve on department tenure/continuing appointment review committees. See Article 17.8.2.

Academic career specialists may be designated to serve on department faculty and ACS promotion committees. ACS and faculty who serve on a promotion committee must be at or above the rank sought by the promotion candidates. See Article 18b.4.

Stipulations of Deadlines or Requirements Related to Achievement of Specific Goals

Just as deans may stipulate in new tenure-track faculty letters of appointment deadlines for the attainment of a terminal degree, deadlines highly significant to position responsibilities may be specified for Academic career specialists on probation leading to continuous appointment. See Article 17b.4.

In addition, because of the varied responsibilities of Academic career specialists, the professional responsibilities of each specialist will be detailed in the letter of appointment. See Article 42.§3.

The Relationship Between the Tenure Award and the Award to Associate Academic Career Specialist

For academic career specialists in rank at the level of assistant Academic career specialist, promotion to the level of associate Academic career specialist shall be concurrent, and automatically conferred, with the granting of continuous appointment. See revised Article 18.§16.

Accrual of Annual Leave

Academic career specialists working an academic year do not accrue annual leave. Those working a fiscal year will accumulate leave. For those working a ten-month year, annual leave will vary depending upon position responsibilities described in the letter of hire. If the letter of hire is silent regarding annual leave, it will be assumed the employee is ineligible.

Eligibility of Academic Career Specialists for FRACASF, Faculty Travel Funds, and Sabbatical Leave(professional specialist/clinical supervisor only)

Academic career specialists are eligible to apply for and be chosen to receive FRACASF, Research Travel Funds, and sabbaticals as appropriate to the position responsibilities and/or the letter of hire, and also as described by the current WMU/AAUP Agreement.

Conversion From Faculty Status to Academic Career Specialist Status

Faculty members may not convert their faculty status to Academic career specialists (ACS); however, faculty members who believe they are qualified may apply for departmental ACS positions. The number of available ACS positions within each department will be determined by the Provost, while the total number of appointments to the ACS employment category is stipulated in Article 20 of the current WMU/AAUP Agreement. Faculty members who become ACSs will abide by the current WMU –AAUP Agreement which delineates the policies and procedures of appointment, promotion, and continuous appointment (Article 17b, 18b, and 20).

Differences Between Tenure Requirements and Requirements for Continuous Appointment for Academic Career Specialists (professional specialist/clinical supervisor only)

The current WMU/AAUP Agreement (Article 17) articulates the definition of tenure, as well as the statement of principle; qualifying requirements; tenure stipulations; areas of performance for tenure; and the process, timetable, and procedure for tenure decisions.

Further, the WMU/AAUP Agreement (and revised Article 17b) delineates the modified requirements for continuous appointment of the ACS, which include areas of performance, additional stipulations, and departmental review. Academic career specialists will be evaluated in the areas of competence and service with no expectation of publication/scholarship unless otherwise specified in the letter of appointment. The WMU/AAUP Agreement (as specified in the revised Article 18b) describes the guidelines for promotion of the ACS (professional specialist/clinical supervisor only).

As stated in the WMU/AAUP Agreement, continuous appointment status shall be granted to the ACS following successful completion of the probationary period. In addition, performance appraisal of the ACS shall occur at least every four years.

Levels of Rank for Academic Career Specialists

The range of appointment ranks parallels the range available for faculty positions as specified in Article 20 of the current WMU/AAUP Agreement. The following ranks are

reserved for the academic career specialist (professional specialist/clinical supervisor only): academic career specialist instructor, assistant academic career specialist, associate academic career specialist, senior academic career specialist.

Salary Minima and Promotion Increments (professional specialist/clinical supervisor only)

Salary adjustments and salary minima will conform to the formulas set forth in the 1999-2002 Agreement between WMU and the WMU Chapter of the AAUP as specified in Article 32.1 and 32.2 respectively.

Types of Appointment

An academic career specialist (professional specialist/clinical supervisor only) may be appointed on a one-year renewable term, grant/contract or continuous track appointment.

Duration of Appointment

As reviewed in Article 17b, the academic career specialist may receive an academic year appointment, a ten-month appointment, or a fiscal year appointment.

Additional Evaluations of Academic Career Specialists by Western

Consistent with Article 16.5 of the current (1999-2002) Agreement, Western may evaluate the performance of any bargaining unit faculty member in the academic career specialist category at other times than those specified in the Agreement if it needs additional information in order to make personnel decisions.

Work of the Unit

With reference to Article 42.3.3 of the current Agreement, it should be noted that Article 42.3.3 **does not** apply to academic career specialists. Relative to Article 42.3 of the current Agreement, it should be noted that the workload for academic career specialists includes a necessity to adhere to the shape and conditions of clinical, programmatic, and accreditation requirements. At times, the professional demands of the academic career specialist will deviate from those of the faculty. The specific nature of the differences will usually be detailed in the letter of appointment. With reference to Article 42.10.6, it should be noted that the office hours of the academic career specialist will often be more extensive than those required of teaching faculty when the academic career specialist is performing program and clinical duties.

Section 4:

ARTICLE 17b: Tenure and Continuous Appointment Document

The committee addressed a large variety of issues related to promotion and continuous status pertaining to academic career specialists. As issues were resolved to the satisfaction of the committee members, the resolutions were incorporated into a revision of Article 17 of the current contract. The proposed revisions, additions and deletions are

presented in the following document titled Academic Career Specialists, ARTICLE 17b, Continuous Appointment: Policy and Procedures.

ACADEMIC CAREER SPECIALISTS:

ARTICLE 17b

CONTINUOUS APPOINTMENT: POLICY AND PROCEDURES

This statement will serve as a guideline regarding the nature of continuing appointment for academic career specialists at Western Michigan University. It is predicated on Article 17, Tenure Policy and Procedures, in the current Agreement. Therefore, the section numbers of Article 17 will be referenced. When subsections remain the same, they will not be repeated herein. In every instance, when the reader sees “faculty” in Article 17, the words “academic career specialist” should be substituted for the purposes of this statement. Similarly, when the word “tenure” appears in Article 17, substitute “continuous appointment”. When Article 17 refers to AREAS OF PERFORMANCE, in the case of academic career specialists, only two of the three areas will apply. Professional Recognition shall be omitted as a distinct category. Some aspects of that category will be added to the category of professional competence for academic career specialists. When new language is added, all “caps” will be used and the subsection repeated in its entirety.

- 17.1 same
- 17.2 same
- 17.3 same
- 17.4 same
- 17.5 AREAS OF PERFORMANCE. The University standards and departmental criteria for CONTINUING APPOINTMENT evaluation shall be assessed as follows. PROFESSIONAL COMPETENCE MAY INCLUDE PROGRAM COORDINATION, CLINICAL SUPERVISION, AND/OR TEACHING. PROFESSIONAL SERVICE IS THE SAME AS FOR FACULTY. PROFESSIONAL RECOGNITION IS NOT CONSIDERED FOR ACADEMIC CAREER SPECIALISTS.
- 17.5.1 *Professional Competence*. Competence in teaching, AND/OR PROGRAM COORDINATION, AND/OR CLINICAL SUPERVISION is a necessity for awarding CONTINUING APPOINTMENT to ACADEMIC CAREER SPECIALISTS. Therefore, although student evaluations are intended primarily for use in faculty self-improvement, numerical summary data of such ratings shall be included and considered in all CONTINUOUS APPOINTMENT decisions. No single item, nor small subset of items, on the student rating forms shall be used as the sole basis for a CONTINUOUS APPOINTMENT decision. Student ratings should not be the sole source of information about competence, and it is the responsibility of the ACADEMIC CAREER SPECIALIST to provide additional evidence of competence. Western shall seriously consider all such evidence in conjunction with, OR AS A SUBSTITUTE FOR numerical summaries of student ratings. Insofar as they are related to the individual ACADEMIC CAREER SPECIALIST’S teaching, PROGRAM COORDINATION, OR CLINICAL SUPERVISION, successful efforts at MEETING THE REQUIREMENTS OF THE POSITION shall be included

in the evaluation. ATTAINMENT OF VARIOUS LEVELS AND FORMS OF LICENSURE AND CERTIFICATION MAY BE CONSIDERED AS CONSTITUTING PROFESSIONAL COMPETENCE. IN MANY FIELDS, WORKING WITH THE SCHOOLS, PROVIDING CONSULTATION FOR EXTERNAL AGENCIES, SERVING AS A CONSULTANT FOR COLLEAGUES AND ADVANCED GRADUATE STUDENTS, AND PROJECT IMPLEMENTATION ARE APPROPRIATE BASES FOR COMPETENCE. IN ADDITION, HOLDING OFFICE IN NATIONAL, REGIONAL, AND STATE PROFESSIONAL ASSOCIATIONS AND CONTRIBUTING SERVICES TO SUCH ORGANIZATIONS CONSTITUTE PROFESSIONAL COMPETENCE. THE PREPARATION OF PROFESSIONALLY SOUND PROPOSALS AND/OR ACQUISITION OF EXTERNALLY FUNDED GRANTS CONSTITUTE A FORM OF COMPETENCE.

- 17.5.2 *OMIT*
- 17.5.3 *Professional Service.* Same
- 17.5.4 *Professional Conduct.* same
- 17.5.5 *External Review Process.* same
- 17.6 same
- 17.7 same, except
- 17.7.2 *Additional Stipulations.* While the University standards interpreted through the departmental criteria constitute the minimum University stipulations, departments may propose additional or more particular stipulations THAT MAINTAIN THE INTEGRITY OF THE JOB DESCRIPTION. If departments wish to propose additional or more particular requirements, these shall be developed in accordance with the procedures employed in establishing the Department Policy Statement. Departments that write such stipulations should consider the effects of changes, if any, upon probationary faculty hired prior to the changes.
- 17.8.1 same
- 17.8.2 *Departmental Review.* Designated departmental faculty members, INCLUDING, WHEN POSSIBLE, ACADEMIC CAREER SPECIALISTS, shall have the right and responsibility to make recommendations, with supporting data, concerning the award or denial of CONTINUOUS APPOINTMENT to their colleagues, according to the Departmental Policy Statement and in accordance with the established criteria and timetable. THE ESTABLISHED TIMETABLE MAY BE ALTERED BY UP TO TWELVE MONTHS, IF SO STIPULATED IN THE LETTER OF APPOINTMENT. THIS IS TO COMPENSATE FOR THE FACT THAT ACSS MAY BE HIRED AT ANY POINT IN THE ACADEMIC YEAR. TENURED FACULTY SHALL BE ELIGIBLE TO PARTICIPATE IN THE REVIEW OF CANDIDATES FOR CONTINUING APPOINTMENT, AND IN THE RENDERING OF THE DEPARTMENTAL TENURE RECOMMENDATIONS. ACADEMIC CAREER SPECIALISTS ON CONTINUOUS APPOINTMENT WITHOUT PROBATION SHALL BE ELIGIBLE AS WELL.

17.8.2.1 Within the guidelines contained herein, it is the responsibility of the faculty AND ACADEMIC CAREER SPECIALISTS of each department to recommend the evaluation methods to be used, etc.

17.8.2.2 It is the responsibility of the faculty AND ACADEMIC CAREER SPECIALISTS of each department to develop their own procedures for making timely recommendations to the department chairperson and the dean in accordance with the procedures contained in the Department Policy Statement and in compliance with the timetable as stipulated in 17.10. These procedures shall contain a provision allowing candidates to appeal a recommendation by the Department Tenure Committee (DTC) prior to the committee's presentation of recommendation to the chairperson and dean. THE DTC SHALL SERVE AS THE REVIEW COMMITTEE FOR ACADEMIC CAREER SPECIALISTS, WITH THE MODIFICATIONS MENTIONED IN 17.8.2. Etc.

17.8.3 same
 17.8.4 same
 17.8.5 same
 17.8.6 same

17.9 same
 17.10 same
 17.11 same
 17.12 same
 17.13 same
 17.14 same

Section 5:

Promotion Policy and Procedures

The committee addressed a number of issues related to the promotion of academic career specialists. When the committee was satisfied with the resolution of these issues, the appropriate changes were applied to the text of ARTICLE 18 in the current contract. The proposed revisions are presented below in a document titled Academic Career Specialists, ARTICLE 18b, Promotion Policy and Procedures. Sample criteria for performance in areas are presented in Appendix A.

Academic Career Specialists

ARTICLE 18b

PROMOTION POLICY AND PROCEDURES

This statement will serve as a guideline regarding the nature of promotion for academic career specialists at Western Michigan University. In every instance, when the reader sees "faculty", the words "academic career specialist" or "faculty and/or academic career specialist" should be substituted for the purposes of this statement. All additions or changes to the Promotion Article will be in all caps.

18.§1 STATEMENT OF PRINCIPLE. Western Michigan University recognizes the ranks of SENIOR ACADEMIC CAREER SPECIALIST (ACS), ASSOCIATE ACS, ASSISTANT ACS, AND ACS INSTRUCTOR. Promotion is the advancement of a faculty member from one of these ranks to the next higher rank. There shall be no restriction on the rank distribution in the University, in any college or division, or in any department, or in the number of promotions granted in any one year. The parties recognize that:

18.§1.1 Same.

18.§1.2 Same.

18.§1.3 Same.

18.§1.4 Same.

18.§1.5 Same.

18.§1.6 Same.

18.§2 Same.

18.§2.1 *Educational Attainments*. The appropriate terminal degree will be determined in the letter of appointment, as approved by the chair and the dean.

18.§2.1.1 Same.

18.§2.1.2 Same.

18.§2.2 Same.

18.§2.3 Same.

18.§2.4 Same

18.§3 JUDGMENTAL CRITERIA. No later than October 15 all faculty who are eligible for promotion on the basis of qualifying criteria and who wish to be evaluated for promotion by the department shall submit their promotion files to their Department Promotion Committee. A faculty member who is eligible for promotion in a given year but who does not submit his/her file shall be removed from consideration for promotion during the said year. The promotion files, when submitted, shall contain at least the faculty member's current vita, as well as any additional materials called for by this Agreement and by an approved Department Policy Statement and/or requested by evaluators. Areas to be evaluated include professional competence, and professional service achieved in prior ranks and in the present rank. Each department may publish in its Department Policy Statement the relative importance of any or all achievements and activities on which it places value. Criteria specified in this section and in approved Department Policy Statements shall be used in making promotion recommendations.

18.§3.1 *Professional Competence*. Competence is a necessity for promotion for ACS'S. Student ratings should not be the sole source of information about competence, and it is the responsibility of the ACS to provide additional evidence of competence. Western shall seriously consider all such evidence submitted by the ACS in conjunction with numerical summaries of student ratings, WHEN APPLICABLE in making promotion decisions. Insofar as they are related to the individual ACS's teaching of assigned courses, successful efforts by the ACS at curriculum development, teaching innovations, and continuing self-education shall be included in the evaluation. Competence in performance of other professional duties appropriate to certain disciplines, is correspondingly a necessity for the promotion of ACS's whose responsibility is other than classroom teaching. Attainment of various levels and forms of licensure and certification may be considered as constituting professional competence. Competence in PROGRAM OR PROJECT COORDINATION, the supervision of master's theses, doctoral dissertations, clinical and practicum work, as well as the general tutelage of graduate students, shall also be considered. IN MANY FIELDS, WORKING WITH THE SCHOOLS, PROVIDING CONSULTATION FOR EXTERNAL AGENCIES, AND SERVING AS A CONSULTANT FOR COLLEAGUES ARE APPROPRIATE BASES FOR COMPETENCE. THE PREPARATION OF PROFESSIONALLY SOUND PROPOSALS AND/OR ACQUISITION OF EXTERNALLY FUNDED GRANTS CONSTITUTE A FORM OF COMPETENCE.

18.§3.2 OMIT.

18.§3.3 Same.

18.§3.4 Same.

18.§3.5 Same.

18.§3.6 *Application of Judgmental Criteria*¹. In considering candidates for promotion; professional competence, and professional service are BOTH important. AN ACS whose major achievement is outstanding achievement as a PROGRAM COODINATOR, PROFESSIONAL SPECIALIST, OR CLINCIAL SUPERVISOR OR teacher may be promoted to assistant or associate professor. For promotion to SENIOR ACS, AN ACS must have achieved outstanding professional competence, outstanding professional service, and substantial contributions to the field.

18.§3.7 Same.

18.§3.7.1 Same.

18.§4 RECOMMENDATIONS. Departmental faculty members AND ACSs at or above the rank sought by the promotion candidates shall have the right and responsibility to make negative and positive recommendations, with supporting data, for promotions of colleagues according to the Department Policy Statement and in accordance with the

¹ For the purpose of clarification in the promotion review process, the following terms are presented ordinally, from high to low: *outstanding*; *substantial*; *significant*; *satisfactory*.

established criteria and contractual timetable. Should there be a COMBINED shortage of faculty colleagues within a department/unit who are at or above the rank sought by a promotion candidate, the departmental faculty AND ACSs, in consultation with the promotion candidate, shall have the right to select qualified faculty members AND/OR ACSs from within the college at the necessary rank for participation in the promotion review process. ONE ADDITIONAL MEMBER OF THE REVIEW COMMITTEE MAY BE APPOINTED BY THE CHAIR IN CONSULTATION WITH THE CANDIDATE AND THE COMMITTEE CHAIR. SUCH MEMBER SHALL BE ANY PROFESSIONAL KNOWLEDGEABLE OF THE CANDIDATE'S WORK PERFORMANCE. Within the guidelines contained herein, it is the responsibility of the faculty AND ACSs of each department to determine: (a) the evaluation methods to be used; (b) the procedures to be followed; and (c) that promotion evaluations are conducted and the results transmitted, in a timely fashion, to the persons evaluated and to those individuals and groups entitled to make promotion recommendations. Candidates for promotion shall not be ranked by either the Department Promotion Committee or the College Promotion Committee.

18.§4.1 Same.

18.§4.2 *Same*.

18.§5 Same.

18.§6 Same.

18.§7 Same.

18.§8 TIMETABLE. The timetable for consideration of promotions shall be as follows:

September 15	Latest date for department chairperson to notify faculty members of eligibility for tenure considerations and/or promotion.
October 15	Latest date for department chairperson to convene the first meeting of the Department Tenure Committee (DTC) and/or the Department Promotion Committee (DPC).
October 15	Latest date for faculty member to submit tenure file to DTC and/or promotion file to DPC.
November 15	Latest date for DTC and/or DPC to inform faculty member of recommendation.
November 18	Latest date for faculty member to inform DTC and/or DPC of intent to appeal.
November 23	Latest date for DTC and/or DPC recommendations, together with supporting data, to be presented to the department chairperson and, for promotion, to the College Promotion Committee (CPC).
November 23	Latest date for the dean to convene the first meeting of the CPC.
January 10	Latest date for the CPC to inform faculty member of recommendation.
January 10	Latest date for the department chairperson to inform faculty member of recommendation.
January 13	Latest date for faculty member to inform chairperson of intent to appeal.

January 13	Latest date for faculty member to inform CPC of intent to appeal.
January 18	Latest date for DTC and/or DPC recommendations, with the separate recommendations of the chairperson appended, together with supporting data, to be presented to the dean.
January 18	Latest date for the CPC recommendations, together with supporting data, to be presented to the dean.
February 25	Latest date for the dean to inform faculty member of recommendation.
February 28	Latest date for the faculty member to inform dean of intent to appeal.
March 12	Latest date for the dean to present the recommendations of the DTCs and/or DPCs, the CPC (for promotion), and the chairpersons, with the dean's separate recommendations appended, and with the tenure and/or promotion checklist, to the provost. All supporting material submitted by a faculty member shall be held in or returned to the office of the dean until the final recommendations are submitted to the Board of Trustees, and, at that time, shall be returned to the faculty member. At the time the promotion/tenure recommendations are forwarded from the dean's office to the provost, all of the supporting material shall be included for each faculty member where the dean has overturned any of the preceding decisions. In addition, a faculty member who requests an appeal hearing with the provost may also request that the supporting material be forwarded to the Provost's Office for review prior to the scheduled hearing.
April 21	Latest date for the provost to inform faculty member of recommendation.
April 24	Latest date for the faculty member to inform provost of intent to appeal.
May	The recommendations of the provost shall be submitted to the Board of Trustees, to be acted upon at the regularly scheduled June meeting.

18.§8.1 In the event that a contractually specified date in the promotion timetable falls on a weekend, University holiday, or semester recess, that due date shall move forward to the next scheduled work day.

18.§9 Same.

18.§10 Same.

18.§10.1 Same.

18.§1 Same.

18.§11.1 Same.

18.§12 Same.

18.§13 Same.

18.§14 Same.

18.§15 Same.

18.§16 Same.

Conclusion

This report is submitted, with the support of the entire working committee, to Western and the WMU Chapter of the AAUP for consideration. With the submission of the report, the work of the committee is considered to be concluded on May 15, 2000.

Respectfully submitted by:

John M. Hanley, Committee Chair
Sandra Glista
Diane Hamilton
Alonzo Hannaford
Georgina Hill
Gary Mathews
Janet Pisaneschi
Chester Rogers

APPENDIX A

SAMPLE CRITERIA FOR EVALUATING ACADEMIC CAREER SPECIALISTS

NOTE: No individual would be expected to have an outstanding record in all of these areas. Specific criterion measures and their relative weights would be established on an individual basis for each position, with each unit having input regarding the standards of value in that particular unit.

I. COMPETENCE IN PRACTICE (with SAMPLE criterion measures)

- A. Clinical or field work skills
 1. Evaluation by supervisor/team leader/etc,
 2. Evaluation by peers
 3. Evaluation/supportive evidence submitted by consumers or community agencies
- B. Effectiveness as a consultant
 1. Requests for consultation by consumer groups/community agencies/etc.
 2. Evaluation/supportive evidence of the quality of consultation from consumer groups/community agencies/etc.
 3. Submission of consultative materials or products for direct evaluation
- C. Effectiveness as a supervisor or coordinator
 1. Evaluation by consumer groups/community agencies/etc.
 2. Evaluation by fellow team members/peers
 3. Evaluation by supervisees
- D. Knowledge in discipline
 1. Participation in continuing education and specialty credentialing activities
 2. Demonstration of currency in practice and knowledge, e.g., through supervisor and peer review
- E. Use of assessment tools and intervention methods
 1. Evaluation/supportive evidence submitted by consumers and peers
 2. Demonstration of currency (e.g., through participation in workshops/continuing ed. activities)
- F. Humanistic qualities and interpersonal skills
 1. Evaluation by agency manager/coordinator/learn leader/etc.
 2. Evaluation by peers/fellow team members
 3. Evaluation by consumer groups/community agencies/etc.
- G. Professional behavior and attitudes
 1. Evaluation by agency manager/coordinator/team leader/etc.
 2. Evaluation by peers
 3. Adherence to professional code of ethics within the discipline
 4. Evaluation by students/supervisees
- H. Appropriate terminal degree and credentialing
 1. Professional development plan for obtaining terminal degree if not currently held
 2. Specialty certification and credentials appropriate to the field

II. CLINICAL AND FIELD EDUCATION (with SAMPLE criterion measures)

- A. Strength in methodology and philosophy of clinical teaching or field education
 1. Attendance and/or participation in educational/professional meetings, inservices, etc.
 2. Innovative and/or creative contributions in clinical education domain
 3. Promulgation of new information to service agencies and the community
- B. Teaching excellence
 1. Course/practicum evaluations by student clinicians
 2. Evaluations by supervisor
 3. Evaluations by peers

4. Evaluations/supportive evidence submitted by consumers or community agencies
- C. Recognition for clinical teaching
 1. Invited presentations/workshops (national/state/local)
 2. Publication of clinical materials pertaining to teaching/supervision/professional issues
 3. Contributions to development and innovative use of clinical teaching media (e.g., VT, software)
 4. Modeling of clinical competence and treatment in clinical teaching contexts (e.g., practice plan, community contracts)

III. FACILITATING STUDENTS TO INTEGRATE CLASSROOM-BASED KNOWLEDGE IN PRACTICE (with SAMPLE criterion measures)

- A. Development of clinical or field services in the community
 1. Leadership positions in community planning efforts
 2. Letters of support from community leaders who recognize value of the professional's input
 3. Evidence of participation in developing existing community institutions or creating new ones (e.g., family support centers, neighborhood clinics or job banks)
- B. Creation of channels for dissemination of health care and human services information
 1. Evidence of introduction of new scientific principles, systems research perspectives, organization analysis to the community
 2. Evidence of dissemination of practical information in targeted areas or to targeted populations (e.g., churches, schools, indigenous institutions)
- C. Networking within the community leadership structure
 1. Evidence of participation in developing community-based/neighborhood-based educational resources, teams, centers, or clinical services
 2. Evidence of successful planning efforts, needs assessments, or interventions
- D. Working with students
 1. Evaluation of effectiveness at placing and supervising students
 2. Evaluations of work with students in the context of a practice plan
- E. Directing, supervising, consulting, or coordinating clinical or field services
 1. Evaluations of clinical and service activities by consumers and supervisees (e.g., family services)
 2. Evidence of effective team development (e.g., through team member and consumer evaluations)
 3. Evidence of new and improved services

IV. PROFESSIONAL RECOGNITION (with SAMPLE criterion measures)

- A. Awareness in the community of clinical excellence
 1. Receives many referrals
 2. Evidence of numerous requests for consultation
 3. Letters of support from peers
- B. Leadership in the profession
 1. Elected to leadership positions in professional organizations
 2. Evidence of positive influence on activities within the community or institution
- C. Development of innovative models of service
 1. Evidence that clinical/field service models developed by the individual are used by others
 2. Evidence of collaboration on interdisciplinary teams
 3. Participation In the development or field testing of computer software and other models or methods
- D. Facilitation of research
 1. Provision of subjects for clinical trials or clinical research
 2. Development of methods or tools for research
 3. Acknowledgments in published articles
 4. Contributions to student projects, theses, dissertations, and papers
 5. Contributions to multi-authored reports (perhaps as 2nd or 3rd author)
 6. Consults regarding research activities in the clinical area
- E. Dissemination of information

1. Presentations
2. Case studies
3. Book reviews/clinical material reviews
4. Videos
5. Popular articles

V. SERVICE TO COMMUNITY AND UNIVERSITY (with SAMPLE criterion measures)

- A. University activities
 1. Membership on departmental or committees
 2. Membership on college committees
 3. Membership on University committees
 4. Participation in interdisciplinary activities or grants
 5. Instruction of health care/human service professionals in other colleges, departments, or units
- B. Community activities
 1. Membership on committees, boards, and task forces for not-for-profit agencies that provide health care services to the community
 2. Membership and participation in local patient/client advocacy organizations
 3. Membership and participation in local and state regulatory agencies or peer review boards
 4. Community volunteerism that enhances health and human services
 5. Paid or nonpaid consultation as a recognized expert for local and state agencies and governmental units
 6. Public recognition through service awards, leadership positions, or participation in community service activities
- C. National/international activities
 1. Membership in national professional organizations
 2. Membership and participation in national committees, task forces, boards, or interest groups
 3. Paid or nonpaid consultation to national organizations, agencies, or facilities
 4. Recognition as a national leader
 5. Participation in federal grants that serve to enhance service delivery
 6. Membership or participation in international groups

VI. PARTICIPATION IN GRANT AND CONTRACT ACTIVITIES (with SAMPLE criterion measures)

- A. Awareness of grant and contract opportunities
 1. Maintains contacts within the profession and with professional organizations
 2. Demonstrates awareness of grant/contract activities at local, state, and national levels
- B. Initiative in seeking and obtaining grants and contracts
 1. Alerts appropriate faculty and staff of impending opportunities
 2. Initiates efforts, including collaborative efforts, at grant writing
- C. Completion of grant and contract applications in one or more of the following areas:
 1. Clinical research grants
 2. Training grants
 3. Service grants and contracts
- D. Catalyst for obtaining funding or other resource support through grant and contract activities
- E. Sought after participant or collaborator on grants and contracts written by others