

## COMMUNICATION SCIENCES AND DISORDERS

### DEPARTMENT APPOINTMENT, SALARY, PROMOTION AND TENURE (ASPT) POLICIES

2023

#### I. Selection, Organization, and General Responsibilities of the Department Faculty Status Committee (DFSC)

A. Composition of the Committee:

The DFSC will consist of three members of the faculty whose locus of tenure is within the department of CSD. If there is a time in which there are only two tenured faculty members (excluding the Chair) the DFSC shall be comprised of two elected faculty members, at least one of whom holds tenure, and the Chair. The Department Chairperson is an ex-officio voting member and the Chair of the DFSC. When there are more than two tenured faculty members in the Department, tenured faculty (including the Chairperson) must comprise a majority of the committee. The DFSC will be elected by Department faculty members for two-year staggered terms. The limit of service for elected members is two consecutive terms; one year must elapse before a faculty member can be elected again.

Eligibility to serve on the DFSC is limited to probationary-tenured and tenured faculty who hold a full-time department appointment during the period they serve. Probationary-tenured faculty members may not be elected to a term that coincides with the year in which the DFSC is considering the individual for tenure. Tenured faculty members who are seeking promotion to full may not be elected to a term that coincides with the year in which the DFSC is considering the individual for promotion to full professor.

B. Procedures for Selection of Members:

Towards the close of each spring semester, probationary-tenured and tenured faculty will select by secret ballot, members of the eligible faculty to serve on the DFSC. Those eligible to vote include tenured and probationary-tenured faculty who have had a full-time appointment in the department for at least one semester, regardless of previous type of faculty contract. If one position is open, those eligible to vote will be asked to vote for one eligible faculty member; if two positions are open, those eligible to vote will be asked to vote for two eligible faculty members. The Chairperson will announce the election results and the person(s) will begin to serve on the DFSC at the beginning of the summer session.

If a member of the DFSC has to be replaced during the member's term, the same election procedure described above will be used to replace that member.

C. General Responsibilities:

The responsibilities of the DFSC are as described fully in the University Appointment, Salary, Promotion and Tenure Policies. Generally, the DFSC will be responsible for the following:

1. The DFSC shall be responsible for conducting pre-tenure reappointment reviews.
2. The DFSC shall be responsible for reviewing faculty members' professional activities and performance for purposes of determining summative annual performance evaluations and amount of performance evaluated salary increments, formulating recommendations for promotion and tenure, reappointment, dismissal, and post-tenure reviews.
3. Annual performance evaluations shall be provided to all tenured and tenure-track faculty in writing in accordance with University policies.
4. In cases of tenure and promotion, the DFSC shall notify the candidate of its intended recommendation and rationale prior to submitting its recommendation to the CFSC, and shall provide opportunity for the candidate to meet with the DFSC in accordance with University policy.
5. The DFSC shall inform faculty members in writing of its recommendations (and the chairperson's recommendations, if required by University policy) regarding their rank, tenure status, and salary increments according to the University's ASPT Calendar for Reappointment, Promotion and Tenure, Performance-Evaluations, and Post-Tenure Review.
6. The DFSC may conduct discussions with faculty members, which focus on performance, during the annual performance review time or during the post-tenure review time (January-February) to obtain further information from the faculty member or to clarify the information the faculty member submitted to the committee. These discussions may also take place, when appropriate, to discuss the faculty member's progress toward promotion and/or tenure. One purpose of these discussions is to provide mentoring for faculty who have not reached the rank of Professor. They also provide an opportunity for faculty to ask any questions arising from their annual performance evaluation or any other matter. In addition, any faculty member may request an informal discussion with the DFSC at the time annual performance evaluations are conducted and reported (January-February).
7. The DFSC shall report its recommendations regarding performance evaluations, promotions, and tenure to the CFSC in accordance with University ASPT policies.
8. The DFSC shall formally review the ASPT policies every 5 years.

## II. Development and amendment of the Department ASPT document.

1. During the first week of the fall semester, the Chair, as the Chair of the DFSC, will send out a request to the faculty for amendments to the current department ASPT documents.
2. No later than three weeks after the call for amendments, the DFSC will meet to discuss and review the proposed changes and will share recommended changes in the document with all department faculty.
3. Further amendments or modifications to the proposed changes following discussion by the faculty in the appropriate forum (such as faculty meetings) will be considered.

4. The final DFSC recommendation will be forwarded to the faculty prior to a faculty meeting at which a vote on the proposed changes will take place.
5. Approval of the recommended changes requires a majority vote of the tenured and tenure-track faculty in the department. Discussion of suggested amendments and an ensuing vote will take place during a faculty meeting in the November department meeting. Faculty unable to attend this meeting may submit absentee ballots.
6. If approved, the revised ASPT document will serve as the basis for appointment, salary, promotion, and tenure deliberations for the next calendar year.

### III. Appointment Policies

The department will follow these procedures for the appointment of new faculty on tenure-track contracts and for the appointment of faculty on one-year contracts, as time permits.

#### General statements

- A. A search committee, separate and apart from the CSD DFSC will be established for all tenure/tenure-track appointments. The Department Chair will not be the chair of the search committee but will assist in the organization and administration of the search process and oversee implementation of appropriate search procedures in all cases.
- B. Search committees will be established early in the recruiting process to permit the search committee ample time to establish advertising, interview, and other procedural elements of the recruiting process.
- C. Confidentiality and security of search-related materials will be observed throughout the search process. In the application stage, and until approval is granted and invitations for on-campus interviews are issued and accepted, the names of applicants are confidential and will be available only to the Search Committee members and the Department Chair. Once finalists accept invitations for on-campus interviews, they become candidates. At this time their curriculum vitae and other application materials will be available to all tenure-track faculty members and A/Ps in the department.
- D. All parties who review credentials at any stage will review all the credentials of all candidates to assure fairness.
- E. The term credentials, as used in these guidelines, includes any correspondence indicating interest in the position, nomination materials forwarded by any person, the curriculum vitae of the individual, unsolicited recommendation letters, and samples of work supplied by the individual. Under Illinois law, recommendation letters solicited by the search committee may not be shared with the individual seeking employment without a written waiver.
- F. All applicants selected for further interviews, including telephone or campus interviews, will be treated alike as far as reasonably possible in terms of schedules, persons met, and information provided.

#### Step-by-step Recruiting Process

A. Organization stage:

- a. A search committee will be selected in the following manner:
  - i. The search committee will be composed of three tenure-track faculty members. The Department Chair will not be an official member of the Search Committee but will assist the committee throughout the search process.
  - ii. When numbers of faculty permit, all members of the committee will represent tenure-track faculty from the discipline for which the search is targeted (i.e., speech-language pathology or audiology). When numbers of faculty do not permit, then one of the tenure track members of the committee can be from the discipline that is not targeted by the search.
  - iii. Individuals may be nominated to serve on the search committee by any tenure-track faculty or nominate themselves to serve on the search committee. Nominations should be directed to the Chair.
  - iv. If more individuals are nominated for the committee than there are openings for, then the tenure-track members of the department will vote by secret ballot to determine who will serve in that capacity.
  - v. The committee will determine who will chair the committee.
- b. All persons involved in the interview process will receive training from the Office of Human Resources in appropriate search process and impermissible search activities and questions.
- c. Prior to review of any credentials, the Search Committee, and the Department Chair, with appropriate input from the faculty and with the advice of the Provost's Office, will determine the required and preferred qualifications for the position and the criteria to be used to select the final candidate. At that time, the Search Committee will plan the entire search process, including the preparation of appropriate interview questions.
- d. The Search Committee will prepare appropriate advertising and request for indications of interest.
- e. The Department Chair shall provide administrative support for the search through the Department Office, and will assist with or conduct communications with the Dean, the Provost's Office, the Office of Equal Opportunity, Ethics and Access, the Office of Human Resources, or other administrative contacts.

B. Indication of interest stage

- a. Indications of interest, in the form of nominations, letters, vitae, and other desired materials, should be accumulated by the Search Committee.
- b. Any person, including all faculty, may be involved in the recruitment of indications of interest including informal recruiting discussions with potential applicants at conferences. Special effort should be made to provide consistent messages and questions to all who provide indications of interest. In the event that Search Committee members are unable to be involved in any recruiting discussions at conferences or elsewhere, the involved faculty need to insure that the Search Committee is fully informed of the content of those discussions. In order to avoid

potential legal pitfalls, all individuals who are involved with informal recruiting efforts should receive search committee training if at all possible.

- c. The Search Committee Chair will promptly communicate with all persons who have submitted indications of interest or nominated individuals, thanking them for their communications and outlining the process and timeline for the search and the process for submitting applications.
  - d. The Search Committee will review all indications of interest, communicate with the interested persons, and determine whether interested persons should be considered applicants for the position. The Search Committee should review the credentials of all interested person and determine the list of applicants from all available indications of interest. The Search Committee should match potential participants with the criteria developed in item A.c. above.
- C. The Applicant stage:
- a. No reference calls, including on list or off list calls, should occur until (1) the initial cut for interviews (either phone or on campus interviews) has been made, and (2) applicants have been advised that calls may be made. The referencing process should be the same for all applicants.
  - b. The list of applicants, together with their application materials, will remain confidential and secure during the Applicant stage. Only the Search Committee and Department Chair should have access to that list and those application materials.
  - c. The Search Committee will review the list of applicants and all materials submitted and determine a list of candidates. The Search Committee may conduct phone or video interviews.
  - d. The Search Committee will then determine which applicants will be extended an invitation for an on-campus interview. Ideally, three applicants will be asked to interview on campus.
  - e. Search Committee will interview or obtain formal references from all on-list references provided by the candidate prior to the candidate's visit to campus (after notice to the candidate).
- D. The Candidate stage
- a. All tenured and tenure-track faculty members and APs will be given an opportunity to review candidates' credentials. Individuals reviewing credentials should review the credentials of all candidates.
  - b. The Search Committee in consultation with the Department Chair will determine the on-campus interview processes together with the schedules and issue invitations to candidates. Off-list referencing calls should not occur until invitations to campus interviews have been accepted and candidates have agreed to off-list calls.
  - c. Following completion of all on-campus interviews, the Search Committee will review comments from faculty, APs, and other appropriate people, assess the candidates and make its formal recommendation to the Chair and the DFSC. The Search Committee should recommend all acceptable candidates without prioritization.
- E. Final stages

- a. The DFSC, including the Department Chair, will review the recommendations of the Search Committee and determine the strengths and weaknesses of the candidates.
- b. Under ASPT rules, “initial appointments of probationary or tenured faculty members shall ordinarily have the approval of the majority of all DFSC members and the majority of the tenured faculty members of the Department.” (ASPT VI.B.)
- c. All tenured faculty in the department must sign the Pers 140 form indicating whether they do or do not agree with the recommendation that a candidate be offered an Academic Appointment to a Tenure-Track position.
- d. All negotiations with the final candidate should be carried out by the Department Chair, who should keep the DFSC, Dean, and, as appropriate, the Provost’s Office informed.
- e. “A letter of intent should issue from the Department upon final approval setting forth all of the essential terms of employment for the prospective faculty member and providing the candidate with information regarding the department, college, and university policies. The letter of intent should be approved by the relevant college dean and the Provost. Employment will not begin until an appointment contract is issued by the University.” (ASPT VI.I).

#### IV. Faculty Assignments and Faculty Performance Evaluations

##### A. Assignments.

- a. Faculty assignments are integral to the mission of the Department and thus of the University. Each faculty assignment represents the part that the faculty member will play during the coming academic year in carrying out that mission. Because the University expects from all faculty consistent high-quality performance in the mutually supportive areas of teaching, scholarly and creative productivity, and service, faculty assignments shall be designed not to inhibit faculty members from contributing in all three areas over the term of employment. Appropriate effort shall be made to achieve flexibility in faculty assignments so that the changing needs of the University are recognized and so that, by giving faculty members the latitude to explore academic and professional opportunities as they arise, faculty contributions to the University can be maximized. Faculty assignments may differ from person to person in a given year, and an individual faculty member may complete several types of assignments during the course of several years.
- b. The Chairperson will communicate to all faculty members in writing in a timely manner the courses they are to teach and whether the Department will allocate to them reassigned time for the completion of activities that do not involve direct classroom instruction.
- c. Faculty assignments within the Department shall be defined in writing so that faculty members understand the nature of their assignment for the coming year. In the performance evaluation of faculty members, the DFSC will recognize that individual efforts and activities elicit different types of productivity and that the quality and thoroughness of work done by a faculty member in completing an individual assignment constitutes the criteria on which performance evaluation decisions and summative reviews will be based.

## B. Performance Evaluations

- a. The primary principle guiding the DFSC's performance evaluation of faculty shall be the quality of work produced. While focusing on the activities of the preceding year, the performance evaluation will also consider the long-term contributions and accomplishments of the faculty member.
- b. No later than January 5th of each year, faculty members must submit materials to the DFSC for an annual performance evaluation of their activities and accomplishments of the preceding year. As much as possible, these materials should be submitted in electronic format. Items that are difficult to submit electronically may be submitted directly to the Department Chair. Department performance evaluations will not be initiated until receipt of these materials. Faculty members shall submit a completed Faculty Productivity Report provided by the College, a full Curriculum Vitae, a cover letter containing a self-reflection on the previous year's teaching performance and a contextualization of any other components of the productivity report the faculty member deems important, and appropriate evidence to document the accomplishments cited in their Productivity Report. As the CSD department values equity, diversity, and inclusion (EDI) and has encouraged its infusion in courses, research, and service, faculty members are encouraged to provide examples of their contributions to EDI as a section in the productivity report. Examples of appropriate evidence for scholarship are given in Appendix A. Faculty are encouraged to refer to current CFSC Policies and University ASPT Policies for additional guidance regarding expectations in the areas of teaching, service, and scholarship.
- c. Anonymous communications (other than officially collected student reactions to teaching performance) shall not be considered in any evaluative activities.
- d. Members of the DFSC shall not participate in the Committee's deliberative discussions relating to their own annual performance evaluations. Rather, DFSC members shall remove themselves from such evaluative discussions. The remaining members of the DFSC will conduct performance evaluations for the absent member.
- e. Faculty members' work will be evaluated in the areas of scholarship, teaching, and service. Each area will receive a rating of either (a) unsatisfactory, (b) satisfactory; meets minimum expectations but needs improvement, (c) satisfactory; meets or exceeds expectations.
- f. Annual letters of assessment for probationary tenured faculty members will include an assessment of their progress toward promotion and tenure.
- g. Annual letters of evaluation for tenured Associate professors will include an assessment of their progress toward promotion to Full professor.
- h. In addition to evaluating each area, the DFSC will also provide an overall rating of either satisfactory or unsatisfactory. In order for a faculty member to achieve an overall rating of satisfactory, he or she may not receive an evaluation of unsatisfactory in any of the areas of scholarship, teaching, and service.
- i. The DFSC will provide a detailed letter including intended recommendations and overall assessment to each faculty member at least 10 working days before submitting these recommendations to the CFSC and provide opportunity, if requested, for the faculty member to meet informally with the DFSC or to meet formally with the DFSC. Formal meetings with the DFSC are required prior to

an appeal to the CFSC. Intended recommendations will become the final recommendation at the end of ten working days unless additional information is discovered or unless the DFSC changes its recommendation following an informal or formal meeting with the faculty member.

#### V. Promotion and Tenure Policies

- A. Untenured faculty and those below the rank of Professor are urged to carefully consult the College Standards and the University ASPT Policies to monitor their progress toward tenure and promotion.
- B. The DFSC may initiate a recommendation with respect to promotion in rank. In addition, faculty may request consideration for promotion and provide the documentation supporting the request. In either case, a promotion review shall be conducted by the DFSC culminating in the formulation of a written recommendation. The DFSC shall notify the candidate of its intended recommendation and rationale, and shall provide the faculty member an opportunity to meet with the DFSC according to University ASPT Policies. The DFSC shall forward its recommendations to the CFSC according to University ASPT Policies.
- C. Criteria. Generally, to qualify for promotion and/or tenure, a faculty member must exhibit sustained and consistently high quality performance in teaching, research, and service. It is critical that faculty members review and are knowledgeable of the criteria listed for teaching, scholarship, and service in Appendix 2 of ISU's ASPT document.
  - i. Teaching: Faculty must present evidence of high quality achievements as reflected in student evaluations, peer review by the DFSC, and other evidence of teaching identified in Appendix 2 of ISU's ASPT document. For promotion from Assistant to Associate Professor, evidence of developmental growth as a teacher must be present. For promotion from Associate to Full Professor, evidence of a steady level of high quality teaching must be present.
  - ii. Scholarship: In addition to Appendix 2 of the ISU ASPT document, please refer to Appendix A of the CSD ASPT document for examples of additional evidence of acceptable scholarly activities.
    - a. For tenure and promotion to associate professor, the research record should show substantial progress toward becoming a mature and productive scholar within at least one sub-field of the faculty member's discipline. This includes evidence of a cohesive and productive research agenda. Evidence of this progress must include, but is not limited to, publications in refereed journals of high quality.
    - b. Promotion to the rank of full professor is a high academic honor. Clearly, standards for achievement and performance must be much higher for the promotion to full professor than to associate professor. The candidate must substantially have exceeded the minimum contribution required for the rank of associate professor. Therefore, for promotion to full professor, the candidate will have become a mature and productive scholar within at least one sub-field of the



faculty member's academic discipline. Evidence will include publications in refereed journals of high quality with secondary importance attached to other outlets for scholarly research. Research and refereed publications will count heavily in the promotion to professor. A steady level of research activity is also important. When appropriate, the candidate for promotion should have had responsibility for and supervision of graduate students' research.

- c. Service: The candidate for tenure or promotion must present evidence of significant service activities. For tenure and promotion to Associate Professor significant service at the departmental level is sufficient. For promotion to Full Professor significant service to the College, University, or profession must be evident.
- iii. External reviews.
- a. The scholarship of each candidate for promotion and/or tenure will be evaluated by at least three and no more than six scholars from his or her discipline and external to Illinois State University. External reviewers may not be: a) scholars who have resigned or retired from Illinois State University, b) scholars who have not achieved the rank in their institutions to which promotion is sought, c) scholars who have been the thesis or postdoctoral advisor of the faculty candidate, or d) scholars who have collaborated with the candidate in a substantial or on-going way.
  - b. On or before April 15<sup>th</sup> of the year of the tenure and/or promotion review, the candidate shall provide the DFSC with a list of six to ten qualified external scholars in his or her research area as suggestions for the external scholars to be contacted. The candidate shall also provide the DFSC with a rationale for each person suggested as an external reviewer.
  - c. The DFSC will examine the list to ensure that all scholars are qualified to act as external reviewers. If one or more scholars are deemed unqualified, then the applicant for promotion and/or tenure will be asked to provide additional names. The DFSC may also suggest names of individuals they believe would be qualified to the applicant. The applicant will have one week to indicate if any of the names suggested by the DFSC are unacceptable to the applicant and will provide a rationale as to why this is so.
  - d. By April 30<sup>th</sup>, the DFSC will select a total of four external evaluators from the qualified names suggested or approved by the candidate. With the objective of obtaining at least three letters, the DFSC will contact the four selected external evaluators, using the remainder as alternates in case an external evaluator declines to do a review. In the event that one or two decline or cannot be reached, the DFSC will select other names in equal measure from (1) the qualified names suggested by the candidate and (2) those identified by the DFSC for which there was no compelling reason for not seeking their input. The candidate will not be informed of the names of the scholars who agree to be reviewers, of those who decline, or of those not asked to be reviewers.

- e. External reviewers will be assured that their letters will remain confidential unless they sign a waiver of confidentiality that will be sent with the applicant's packet of materials.
- f. By June 1 of the year of the promotion and/or tenure review, candidates will provide the Chair of the Department with four copies of a folder prepared for use by external evaluators. The folder will contain an up-to-date C.V., a summary of research interests and accomplishments (5 pages being the suggested length), a copy of each of up to four published or accepted research articles. The folder may contain a copy of one or two recent research proposals, patent applications, or similar documents at the discretion of the candidate. The DFSC will apprise external evaluators of the nature of the Department's program and the Department's research expectations for promotion and/or tenure, and provide the candidate's folder to those willing to write a review letter. A sample letter for promotion and tenure is attached to this document as Appendix B. This letter can be modified by the DFSC but should retain the essential elements in some form. The waiver of confidentiality form found on the Provost's website will also be included in each packet.
- g. The DFSC will request that external evaluators return letters of evaluation by the end of the second full week of August. The letters will be available to DFSC members when received. All letters, whether a waiver of confidentiality has been signed or not, will be considered equally by the DFSC. All letters of external review will be included in the materials sent to the CFSC. These letters shall also be available to the FRC, Provost, and President as part of their deliberations on promotion and/or tenure. Written evaluations shall not be made available to the candidate for promotion and/or tenure unless the evaluator has given prior written permission pursuant to 820 ILCS 40/10.

## VI. Mid-Probationary Tenure Review

- A. The DFSC shall conduct a mid-probationary tenure review of all candidates for tenure. The mid-probationary review is intended to be informative, and to be encouraging to faculty who are making solid progress toward tenure, instructional to faculty who may need to improve in selective areas of performance and cautionary to faculty where progress is significantly lacking.
- B. The mid-probationary tenure review shall be conducted in the first semester of the candidate's fourth year. Candidates who are awarded service credit toward tenure upon hire shall have their mid-probationary tenure review conducted during the second semester of the year constituting the mid-point of their probationary period.

The review is based on a set of documents that includes: a current vita; annual evaluations; a teaching philosophy statement, a research statement indicating the candidate's past, present, and future work in establishing a cohesive research agenda, selected examples of scholarship; and a brief self-evaluation by the faculty member. The candidate must present his or her materials to the DFSC by the end

of the second week of the fall semester in which the mid-tenure review will be conducted.

- C. The mid-point review becomes a part of the candidate's permanent record.

## VII. Post Tenure Reviews

- A. The DFSC shall conduct five-year reviews of all tenured faculty members. These reviews provide an opportunity for better planning and coordination of responsibilities between the department and the individual faculty, as well as an opportunity for faculty members to view their work in a multi-year context.
- B. In the year of their five-year post-tenure review, faculty shall submit, along with their yearly performance evaluation materials, a narrative that briefly summarizes their accomplishments over the preceding five years, goals and directions contemplated for the next five years, as well as any special needs or requests relating to the performance of their roles. The narrative provides an opportunity for qualitative self-assessment by the faculty member.
- C. The DFSC shall schedule a formative discussion with the faculty member as well as respond with a formal letter.
- D. The post-tenure evaluation will occur five years (or multiple thereof) after tenure is granted.
- E. If a faculty member receives an overall unsatisfactory rating for two of three consecutive years, he or she must undergo a post-tenure review.

## VIII. Termination

- A. **Probationary Faculty**  
A recommendation for non-reappointment of a probationary faculty member prior to a tenure decision shall be made by the DFSC in accordance with University ASPT Policies. Non-reappointment can also be the result of a negative tenure recommendation.
- B. **Tenured Faculty**  
Dismissal of a tenured faculty member shall be in accordance with section XI of the University ASPT Policies.

## IX. Salary Compensation Review Policies

- A. The DFSC shall conduct an annual salary review each year following its performance evaluations of faculty members.
- B. The annual salary review shall be directed toward ensuring that faculty salaries are consistent with performance and contributions to the Department in both the short and long term, and take into account equitable issues affecting salaries (including, for example, compression and unrewarded merit).

- C. The chairperson shall present to the DFSC recommendations for the distribution of salary increases, including performance-evaluated salary increments as well as any equity adjustments. The DFSC, in consultation with the chairperson, is responsible for input and final approval of the salary recommendations.
- D. Faculty members with overall unsatisfactory performance shall receive no incremental raise.
- E. In accordance with University ASPT Policies, 20% of the Department's allocation shall be distributed as a standard increment, and shall be payable as an equal percentage of base salary to all raise-eligible faculty who receive at least minimum satisfactory performance ratings.
- F. Faculty members who receive at least a minimum satisfactory performance rating will be eligible for a portion of the remaining 80% of the Department's allocation. The 80% allocation shall be distributed as performance-evaluated increments that recognize equity, and short-term and long-term contributions.
- G. After the salary increment process is complete, the Department Chairperson shall provide to each faculty member the components of the salary increment process and the number of salary increment dollars awarded to each component for the respective faculty member. The Department Chairperson will also provide each faculty member with the Department's aggregate number of salary increment dollars awarded to each salary increment component.
- H. Members of the DFSC shall not participate in the deliberations concerning their own salary increments.

X. Appeals

- A. Performance-evaluation appeals, promotion and/or tenure appeals, and cumulative post-tenure review appeals shall be conducted in accordance with University ASPT Policies.
- B. A recommendation for nonreappointment of a probationary faculty member is not subject to appeal.

**XI. Termination of Employment Policies and Disciplinary Actions**

- A. The Department will follow the policies specified in University ASPT policies.

## Appendix A

### Additional Performance Criteria for Scholarship

Faculty members are expected to engage in scholarship in addition to publication in scholarly journals. The Department of Communication Sciences and Disorders recognizes and values applied research, basic research, and the scholarship of teaching and learning. Furthermore, the department values collaborative research efforts.

The examples of acceptable scholarship below are listed in three tiers in descending order of value; the top tier represents evidence of scholarship that is most highly valued. While this is a comprehensive list of evidence of scholarly productivity, it is not exhaustive. Faculty members may provide the DFSC with arguments for the inclusion of other pieces of evidence as needed.

#### Tier 1

- Peer reviewed books of original work
- Keynote presentations at national and international venues
- Juried presentations (e.g., paper presentations, posters, panels, technical sessions) at national and international venues
- Writing competitive, external grants
- Receiving competitive, external grants
- Creating original, evidence-based materials that are nationally or internationally distributed (e.g., inventions, patents, or improvements; illustrated material or other media; original therapy protocols; new clinical assessments; software development; textbooks)
- Serving as an editor of a scholarly journal
- Serving as an editor or co-editor of a peer-reviewed book

#### Tier 2

- Serving as an Associate Editor for a scholarly journal
- Invited presentations at international, national, and state venues
- Juried presentations (e.g., paper presentations, posters, panels, technical sessions) at state venues
- Publications in lower tier outlets (e.g., ASHA Special Interest Group publications)
- Book chapters
- Writing competitive, internal grants
- Receiving competitive, internal grants

#### Tier 3

- Invited presentations at local and regional venues
- Juried presentations (e.g., paper presentations, posters, panels, technical sessions) at local and regional venues
- Non-juried presentations (e.g., paper presentations, posters, panels, technical sessions) at local and regional venues
- Publications in non-peer reviewed outlets
- Reviewing scholarly journal articles/serving on an editorial board of a journal
- Editorially reviewed blogs
- Invited reviews of book chapters and books

## Appendix B

### Sample letter to accompany materials to external reviewers

Dear Dr YYYYYY,

I thank you again for being willing to serve as an external reviewer of Dr. XXXX XXXX's research/scholarly contributions. As I stated in my previous letter, we in the department and college believe external evaluations contribute substantially to the academic review process.

In completing your evaluation, we ask that you provide us with your opinion of the independent scholarship of Dr. XXXX's contributions. Please address the significance, depth and originality of this scholarship as well as the degree of productivity in the context of her teaching load. We do not, of course, ask you to make a tenure/promotion recommendation as such. Please keep in mind that your comments should reflect appropriate norms, as you see them, for a candidate for tenure and Associate Professor. Also, please indicate the extent of any relationship you have had with Dr. XXXX.

To assist you in framing your comments, I have provided below the mission statements of the Department, College, and University and a table of the candidate's teaching assignments for the entire time span being evaluated. Additionally, I have included Dr. XXXX's *vita*, research statement, and three of her publications.

#### **Mission statements:**

Department of Communication Sciences and Disorders

*[insert current mission statement]*

College of Arts and Sciences

*Mission Statement*

*[insert current mission statement]*

*Vision Statements*

*[Insert current vision statements]*

Illinois State University

*[insert current mission statement]*

#### **Teaching assignment for the time span being evaluated**

Dr. XXXX's teaching load, as shown in the table accompanying this letter, has been consistent with the department, college, and university mission statements, all of which emphasize value placed on excellence in teaching.

Again, I thank you for agreeing to do this review which will be of great help to all involved in the decision making process. Your written comments will remain confidential unless you agree to waive confidentiality. If you do waive confidentiality, your written comments will become part of Dr. XXXX's file and be available for her review. Please complete the enclosed confidentiality waiver if you agree to waive confidentiality. To allow the Department Faculty Status Committee sufficient time to notify XXXX of our decision, we request that your review be returned to us by September 30, 2011.

If you have any questions or if I can be of further help, please don't hesitate to contact me at .....

Sincerely,

Append a table prepared by applicant documenting teaching assignment for the pretenure time frame