

Department of Human Services Bylaws

Approved: May 7, 2003

Amended September 29, 2006

I. Department Membership

A. Full-Time Faculty

The Human Services department will include Bargaining Unit Faculty Members (BUFMs) and may include full-time non tenure-track faculty (Instructors and Lecturers).

B. Voting Membership

The voting membership of the department faculty comprises all full-time faculty, except on those issues designated by the collective bargaining agreement (CBA) for bargaining unit faculty only.

C. Adjunct Faculty

The Human Services department may include part-time faculty teaching a variety of courses. Adjunct faculty are not voting members of the department faculty.

D. Emeritus Faculty

Retired faculty who have been granted emeritus status continue to be affiliated with the department and may teach on occasion. Emeritus faculty may also attend all official department functions and open meetings. They are not voting members of the department faculty.

E. Graduate Assistants

The Human Services department may include a number of graduate assistants. Graduate Assistants are not voting members of the department faculty.

F. Support Staff

The Human Services department may include a number of support staff, among them classified staff responsible for assigned duties in the department office. Support staff are not voting members of the department but may attend department faculty meetings if the full-time faculty agree.

II. Department Procedures

A. Meetings

1. Regular Department Faculty Meetings

The department faculty will meet monthly as needed (except during Finals Week) during Fall, Winter, and Spring Quarters. All reasonable efforts will be by made by the Department Chair to schedule department faculty meetings at times that do not conflict with teaching schedules or other scheduled meetings. Meetings will normally be scheduled in the afternoon in consideration of evening classes. An annual schedule for the academic year of anticipated departmental faculty meetings will be provided in writing to all faculty by the Department Chair no later than the first week of classes in Fall Quarter. An effort will be made to avoid conflict between regularly scheduled meetings and yearly professional conferences (e.g., AOCC, ACA, NRA, ORA, etc.) usually attended by a majority of department full-time faculty.

2. Unscheduled Department Faculty Meetings

Departmental faculty meetings may be called by the Chair of the Department or the Chair of a departmental committee (such as Promotion & Tenure Committee) or by request to department faculty by two Bargaining Unit Faculty Members. All reasonable efforts will be made to schedule these meetings at times that do not conflict with teaching schedules or other scheduled meetings. The individual(s) who called the meeting will announce the purpose of the meeting at least 48 hours before the meeting. Faculty requested items will be added to the agenda or the agenda shall contain a standard item titled "Faculty Issues" in which faculty may bring up issues of concern at the meeting.

3. Bargaining Unit Faculty Member's Special Meetings

A minimum of two BUFMs may call a special Bargaining Unit Faculty meeting to be attended only by BUFMs.

4. Voting at Meetings

Voting will be open response unless a voting faculty member requests a secret ballot.

5. Agendas for all Department Faculty Meetings

Except in emergencies, agendas will be provided by the Department Chair or the Bargaining Unit Faculty Member requesting the meeting at least 48 hours prior to the meeting. Faculty-requested items will be added to the agenda by the person requesting the meeting. The agenda will contain a standard item titled, "Faculty Issues," which will allow faculty to address issues of concern at the meeting. Because faculty are routinely assigned classes during late evening hours ending at 10:00 P.M. or later, meetings will be scheduled in the afternoon whenever possible. Issues that affect the Department will be presented at regularly scheduled departmental faculty meetings when classes are in session during the academic year. Normally, faculty members must be informed through the agenda that a vote is anticipated on particular items.

6. Records of Departmental Faculty Meetings

a. Minutes

Minutes of all regular Department faculty meetings and all unscheduled Department faculty meetings called by the Chair will be taken by a

Department Secretary or other designee. These minutes will be recorded and distributed to all full-time Department faculty members and to the Dean of the College. Any changes in these minutes will be proposed at the next Department faculty meeting, where the Department faculty will approve the minutes as written or amended.

b. Special Meeting Minutes

Minutes for special meetings called by Bargaining Unit Faculty Members will be taken by one of the Bargaining Unit Faculty Members calling the meeting. These minutes will be distributed to all Bargaining Unit Faculty Members and other appropriate entities (e.g., AAUP/WSU leadership; Department Chair, Dean; appropriate committees, etc.). Bargaining Unit Faculty members must approve the minutes before they are distributed outside the Bargaining Unit Faculty of the DHS. All approved minutes will be archived by the Department Secretary and will be available upon request.

B. Faculty Appointment, Reappointment and Dismissal

1. Faculty Appointment

See description of the procedures for the department search committee (III. F.)

2. Faculty Reappointment

Reappointment(s) from outside the department (intra-college or inter- university) to the Department will occur after the recommendation of the departmental faculty is sought. This recommendation including reasons will be presented to the Department Chair and Dean

3. Dismissal of an untenured Bargaining Unit Faculty Member will follow procedures in the CBA.

C. Professional Development Leave (PDL)

All Bargaining Unit Faculty Members are eligible for PDL as specified by the CBA. All recommendations must be made dependent upon the quality of the proposals and criteria outlined in the CBA. All PDL proposals will be evaluated solely on how well they advance the academic qualification of Bargaining Unit Faculty Members.

D. Teaching Assignments and Class Schedules

1. Academic Course Schedule

BUFMs may recommend to the Department Chair their preferred teaching assignments and class schedules including day and time of week, normally at least 12 months before the courses are to be taught.

2. Draft of Course Schedule

A draft of the next academic year's course schedules, including day, time, proposed room and assigned Bargaining Unit Faculty Member(s) for each course, will be distributed in writing to all BUFMs by the first week of each Fall Quarter for faculty input and revision (for example in Fall 2005, a draft of the full academic year 2006/07

teaching schedule). Summer projections should also be provided at the same time and in the same manner.

3. Summer Course Schedule

If faculty members are willing to teach a summer course, they should indicate so to the Department Chair prior to the end of fall quarter, identifying the course(s) that they prefer to teach.

E. Faculty Involvement in the Review of the Department Chair

The Department BUFMs will provide comments on the Chair's performance when asked to do so. The BUFMs may also request that the Dean of the College call for a formal review of the Chair when serious concerns regarding the Chair's performance exist among a majority of the Department faculty. All reasonable efforts will be made to resolve any problems with the Chair before taking the concerns to the Dean.

F. Departmental Faculty Role in the Selection of a Department Chair

When the Chair position is available, bargaining unit faculty will constitute a majority of the search committee. In addition, the BUFMs will provide the Dean with a written recommendation. This recommendation will include the BUFMs' written list of each interested candidate's strengths and weaknesses. Those candidates whom the BUFMs find absolutely unacceptable at any level should be so indicated.

G. Department Representation on College Committees

Consistent with the college bylaws, the department faculty will nominate or elect a member of the faculty to serve on the College Senate and other appropriate committees or constituency slots.

H. Communication

The department Chair will keep the department faculty informed regarding the disposition of requests or recommendations from a majority of Bargaining Unit Faculty Members. Updates will be provided in a timely manner that allows for faculty input when possible.

I. Graduate Assistants Selection

Graduate assistants will be recommended by the faculty member(s) for whom they will work. Faculty will interview graduate assistants.

III. Department Committees

A. Department Promotion & Tenure (P& T) Committee

1. Membership

The Department Promotion & Tenure Committee will consist of all tenured Bargaining Unit Faculty Members in the department. The Department Chair will serve as a non-voting member of the committee. The members of the committee will elect their chair for the following year at a meeting during Spring Quarter.

2. Duties

a. Professional Development Leave (PDL)

The Promotion & Tenure Committee shall review and make recommendations regarding POL proposals.

b. Annual Evaluation Reviews

The Promotion & Tenure Committee shall make recommendations to the department chair for annual evaluations of all untenured BUFMs.

c. Promotion and Tenure Reviews

The Promotion & Tenure Committee shall provide each untenured BUFM with an annual statement summarizing the individual's cumulative progress toward tenure and promotion.

The Promotion & Tenure Committee shall provide each tenured Bargaining Unit Assistant and Associate Professor with an annual statement summarizing the individual's cumulative progress toward the next academic rank, unless the BUFM requests in writing to be evaluated every three years.

d. Mentoring New Faculty

The Promotion & Tenure Committee will assist in the professional development and mentoring of new Bargaining Unit Faculty Members. The P&T Committee will assign a tenured BUFM to serve as a mentor to each new BUFM. New BUFMs may request an additional mentor or a separate mentor for functions such as teaching, scholarship, and service. This mentorship will last as long as the Chair, mentor and mentee agree it is necessary.

e. Faculty Awards

The Promotion & Tenure Committee will nominate or solicit nominations of Department faculty for awards and honors for excellence in teaching, scholarship, and service both within and outside the university. Nominators will utilize WSU, DHS, or outside organizational criteria, e.g., Ohio Counseling Association (OCA), Miami Valley Counseling Association (MVCA).

f. Peer Evaluation of Teaching

The P& T Committee shall carry out peer evaluation of teaching for all probationary BUFMS and for tenured BUFMS who request to be evaluated, as specified below.

B. Student Relations Committee

1. Membership

- a. The Department Student Relations Committee will consist of three elected Bargaining Unit Faculty Members.

- b. One graduate and one undergraduate student, selected by the committee Chair, will serve on the committee. Students will not be present for the discussion nor vote for scholarships candidates.
- c. One Rehabilitation and one Counseling alumni.
- d. The Chair of the department will serve ex-officio, without a vote.
- e. The faculty on the committee will choose by majority vote its own chair, who must be a faculty member.

2. Duties

The committee will:

- a. provide advising to the Rehabilitation Club and Chi Sigma Iota or any other Human Services Department organization that is formed.
- b. provide advice and assistance in design, preparation, and distribution of any departmental newsletter or other publication directed toward students or alumni.
- c. provide leadership in establishment and maintenance of outreach activities for undergraduate and graduate students and alumni.
- d. make recommendations regarding departmental scholarships for undergraduate and graduate students.
- e. foster in all ways feasible student interest and involvement in the department and its programs and activities.
- f. report at least annually to the department faculty on its activities.
- g. recommend undergraduates, graduates and alumni to receive annual departmental, college and university awards and recognition.

C. Curriculum Committee

1. Membership

- a. The Department Curriculum Committee will consist of four elected Bargaining Unit Faculty Members, at least one of whom shall be from the rehabilitation program and at least one from the counseling program.
- b. The committee will choose a chair from among themselves.
- c. When possible, at least two members of the committee shall continue from one academic year to the next, but no member shall serve more than three consecutive years without a break. The committee, upon recommendation of its chair, shall determine which of its members shall be rotated off the committee and make a request to the department regarding elected replacements.

2. Duties

- a. Review and make recommendations on all proposed new Department courses, suggested modifications to existing department courses and curriculum.
- b. Consult with the department Chair on course scheduling when feasible to assure that an appropriate distribution of courses by field, level, day, and time of meeting is provided.
- c. Assist the department Chair and program coordinators with annual program assessments.

D. Department Budget Committee

1. Membership

This committee shall be composed of at least three faculty members who volunteer to serve on the committee and the department Chair (non-voting). If three or more

faculty do not volunteer, the department Chair will appoint faculty members to serve so as to bring the voting membership to three faculty. The committee chair will be elected by the committee members.

2. Duties

- a. Review the annual Department budget.
- b. Suggest methods to better utilize Department resources.
- c. Recommend prioritized expenditures for the Department.
- d. Based on a previous year's expenditures, the Committee may recommend changes to amounts allocated for a particular item in the Department's budget. Budget reports will be provided to the committee upon request.

E. Support Services and Technology Committee

1. Membership

This committee shall be composed of at least three faculty members who volunteer to serve on the committee and the department Chair (non-voting). If three or more faculty do not volunteer, the department Chair will appoint faculty members to serve so as to bring the voting membership to three faculty. The committee chair will be elected by the committee members.

2. Duties

- a. Provide input to the Chair regarding the evaluation of clerical and work-study staff.
- b. Review office functioning, physical plant concerns, and audio/visual and other technology needs and make recommendations for improvement.

F. Search Committee(s), When Needed

1. Membership

The Committee will have a minimum of three tenured Department Bargaining Unit Faculty Members.

2. Duties

The Search Committee assumes a major role in the faculty search process by recommending the responsibilities of the position to be filled; reviewing credentials; interviewing applicants; and recommending acceptable candidates to the Dean.

IV. Annual Evaluation Criteria and Procedures for Human Services Department Faculty

The Department Chair will annually evaluate the teaching, service, and scholarship of all Bargaining Unit Faculty Members following the procedures outlined in the CBA.

Weights (%) for teaching, service, and scholarship are determined for each Bargaining Unit Faculty member using an outcome-based optimizing algorithm: given the scores for each category, the algorithm will determine the respective weights from the range of weights listed below such that the net resultant score is maximized. The ranges of weights for Teaching, Scholarship and Service shall be:

1. Teaching: 40 -60%

2. Service: 20 -40%
3. Scholarship: 20 -40%

This system will apply to all BUFMS in the department unless the Department chair assigns a different weighting to allow for unique work assignments that differ from those of other BUFMS, discipline pursuant to Article 14 of the CBA, or correction of a pattern of substandard performance extending more than one year. A BUFM can make recommendations about weights for a unique work assignment.

The department Chair will evaluate each area of the BUFM's professional activity and assign an integer to that area. Each BUFM will review the integers assigned for his or her annual evaluation by the department Chair and the reasons given for the assignment. The BUFM will sign a copy of the evaluation, indicate if he or she agrees or disagrees with the evaluation, and return it to the department Chair. If the BUFM disagrees with the evaluation, he or she may prepare a written rebuttal and submit it to the Chair. This rebuttal must be attached to the evaluation and forwarded as provided for in the CBA.

A. Submission of Materials for Annual Evaluation

Faculty will submit a written report to the Department Chair summarizing their accomplishments in Teaching, Scholarship and Service for the prior calendar year (January 1st to December 31st) by the second week of February.

B. Peer Evaluation of Teaching

A peer evaluation of teaching is required for all non-tenured Bargaining Unit Faculty Members. Tenured BUFMS may request peer evaluation. BUFMS being evaluated will submit evidence of their teaching effectiveness to the Promotion & Tenure Committee. The peer evaluation will include a review of course syllabi, tests and other available materials and, at the discretion of the Promotion & Tenure Committee, classroom visits by peer evaluator(s). The Promotion and Tenure (P& T) Committee will submit a written peer evaluation of teaching report to the faculty member and the Department Chair in time for it to be incorporated in the Chair's annual evaluation.

C. Evaluation of Teaching

1. Criteria for the Evaluation of Teaching:
 - a. 0 or "Unsatisfactory"

Student and/or peer evaluations reveal major problems in teaching.

Evaluations and/or peer review may indicate that the BUFM—

- is unprepared for the teaching assignment and/or teaches in a completely unorganized manner;
- misses classes frequently (without informing the department chair and/or without adequate explanation);
- fails to keep student appointments, and/or keep appropriate office hours.

- b. 1 or "Adequate"

The BUFM meets class on a regular basis and satisfactorily covers expected course content. Student and/or peer evaluation reveal no major problems. The BUFM satisfactorily performs other teaching related activities, such as maintaining office hours, working with students, and providing a syllabus for each course taught.

c. 2 or "Meritorious"

The BUFM meets expectations for "adequate," maintains essential professional credentials (e.g., certification or licensure), and is effective in the classroom as evidenced by student and/or peer evaluations that reflect learning and generally positive feedback.

d. 3 or "Outstanding"

In addition to meeting expectations for "meritorious," the BUFM also offers evidence of outstanding instruction by effectively accomplishing at least four of the following-

- introduces new teaching methods
- develops new courses and/or significantly revises existing courses
- supervises student(s) in independent study(ies), graduate theses, or other projects
- participates in service learning
- develops innovative course evaluation procedures or teaching strategies
- contributes significantly to recruitment activity
- consults and/or collaborates with other faculty and/or at community sites to better achieve course objectives and other learning goals
- serves as a member of a thesis/dissertation committee
- teaches professional workshops and seminars on and/or off campus
- develops instructional materials to be used in the classroom (e.g., power points, overheads, video modeling tapes, etc.)
- develops and teaches a new or substantially revised web enhanced or distance learning course
- receives external funding to enhance teaching
- demonstrates other equivalent teaching contributions to the Department's mission

e. 4 or "Extraordinary"

The BUFM fulfills all the requirements for an "outstanding" and also offers evidence of outstanding instruction from at least three more (total of 7) of the above activities and/or wins recognition for teaching excellence (receives college or university teaching awards or the equivalent).

2. Evidence for the Evaluation of Teaching

At a minimum, evidence used for the evaluation of teaching shall include student evaluations and available peer evaluations. In addition, bargaining unit faculty may submit any materials to the department Chair including (but not limited to) the following:

- a. Selected syllabi or other class materials (to demonstrate a particular classroom innovation, for example);
- b. A written response to one or more of the required peer evaluations;
- c. A description of a particular section or a response to the student evaluations for a particular section (if the BUFM believes the evaluations for that section need to be contextualized, for example);
- d. Additional student evaluation materials, including (but not limited to) a self-administered evaluation instrument, a mid-term evaluation, the numerical evaluations from the official university instrument, signed letter(s) from students in a particular course, etc.;
- e. Evidence showing student learning success, for example the results of a pre- and post-evaluation.

D. Evaluation of Scholarship

Human services scholarship is a painstaking, multi-furcated, and time-consuming process. One must define, implement, complete, and submit a scholarly project in order to produce scholarly peer-reviewed articles and/or monographs. These standards recognize and reward all stages of this process.

1. Criteria for the Evaluation of Scholarship:

In evaluating scholarship, the Chair should not only assess publications, but also the time and effort of preparation. Collaborative scholarship, for example, normally requires as much effort as individual scholarship and should be evaluated accordingly.

- a. A score of 0 (Unsatisfactory) in scholarship will be given to any faculty member who does not satisfy the requirements for an adequate evaluation.
- b. To receive a score of 1 (Adequate) in scholarship, a faculty member must:
 - Pursue a clearly defined scholarly agenda and present a clear blueprint or outline for publication and/or communication of scholarship.
 - Attend at least one professional conference.
- c. To receive a score of 2 (Meritorious) in scholarship, in addition to satisfying criteria in the "Adequate" category, a faculty member must accomplish at least one of the following:
 - Present scholarship at two or more professional conferences, one of which is at the national level.
 - Submit a proposal for an external grant.
 - Submit a scholarly article or book chapter to an external refereed publication.
 - Publish a scholarly article or book chapter in an external refereed publication.
 - Have internal grant funding of at least \$5,000 total costs.
 - Provide other comparable examples of scholarly activity (e.g., have published more than one external refereed scholarly article in the previous year).
- d. To receive a score of 3 (Outstanding) in scholarship, in addition to satisfying criteria in the "Meritorious" category, a faculty member must accomplish at least one of the following:

- Have a scholarly article published (or accepted for publication) in an external refereed publication.
 - Have external grant funding of at least \$25,000 total costs.
 - Have a refereed book chapter published (or accepted for publication).
 - Submit a scholarly book manuscript for consideration at a scholarly press
- e. To receive a score of 4 (Extraordinary) in scholarship, in addition to satisfying criteria in the "Outstanding" category, a faculty member must accomplish at least one of the following:
- Publish a scholarly article or book chapter in an external refereed journal or book.
 - Publish or have in press a scholarly book.
 - Have external grant funding of at least \$75,000 total costs.
2. Evidence for the Evaluation of Scholarship:
- a. In support of the annual evaluation of scholarship, the faculty member must submit the following:
- For all published works: a copy of the publication or a copy of the galley proofs or verification from the editor or publisher. For all works listed as accepted but not yet published: a printed copy of the submitted manuscript or galley proofs of the printed publication or verification from the editor or publisher.
 - In addition, all faculty may (if desired) submit a statement describing their scholarly programs and publication plans.

E. Evaluation of Service

1. Criteria for the Evaluation of Service:
- a. A score of 0 (Unsatisfactory) will be given to any faculty member who does not satisfy the requirements for an adequate evaluation.
- b. To receive a score of 1 (Adequate) in service, a faculty member must:
- Attend department and college meetings.
 - Respond to requests for activity reports, etc.
 - Serve on at least one departmental committee.
 - Perform some college, university, community or professional service.
- c. To receive a score of 2 (Meritorious) in service, a faculty member, in addition to satisfying criteria in the "Adequate" category, must accomplish two or more of the following:
- Serve on an additional departmental and/or college committee.
 - Serve as a mentor for the purposes of peer evaluation of teaching.
 - Take an active role in community or professional service.
 - The equivalent.
- d. To receive a score of 3 (Outstanding) in service, a faculty member, in addition to satisfying criteria in the "Meritorious" category, must accomplish two or more of the following:
- Take a leadership role in department governance and academic life; for example, directing a departmental program, leading a search, chairing a committee, or participating proactively on ad hoc committees.
 - Take a leadership role in college governance and academic life.
 - Take a leadership role in university governance and academic life.
 - Take a leadership role in a state professional organization.

- Take a leadership role in a national professional organization
 - Take a leadership role in a professional function in central capacity in the publication of a professional journal, or the equivalent.
 - Serve on dissertation/thesis committee, or the equivalent.
 - Take a leadership role in service related to professional expertise.
 - Take a leadership role in some aspect of student life.
 - Consult and/or provide expert testimony in field of expertise
 - Develop and present workshops, seminars, or clinical programs
 - Deliver presentations in other WSU departments
 - Produce international or national documents or reports (e.g., NCATE reports)
 - Produce state or local documents or reports (e.g., ODE or task force reports)
- e. To receive a score of 4 (extraordinary) in service, a faculty member, in addition to satisfying criteria in the "Meritorious" category, must accomplish four or more of the criteria listed in the "Outstanding" category or the equivalent.
2. Evidence for the Evaluation of Service:
- a. Faculty should submit to the department Chair:
- A list of all service activities performed during the year;
 - Any other materials relevant to the faculty member's service record.

A faculty member may be involved in professional activities not specifically addressed in the above lists. These activities will be considered in the annual evaluation.

V. Promotion and Tenure (P& T) Criteria

A. Voting Procedures

There must be a majority of all eligible faculty present to vote on promotion and tenure. Only those present for discussions will be allowed to vote on promotion and tenure recommendations. All voting shall be by secret ballot. The Committee Chair will write a letter summarizing the committee recommendation. The faculty who voted will review and approve the letter summarizing the P& T Committee vote and the reasons for the vote before it is sent to the Chair and Dean.

B. Criteria for Promotion and/or Tenure

Candidates for promotion and/or tenure are expected to demonstrate productivity in teaching, scholarship, and service.

Candidates may present accomplishments dating from before their hiring at Wright State University. Scholarly work completed prior to the candidate's appointment at Wright State University will be considered on an equal level to scholarly work done while at this institution, but in no case shall all of the scholarship assessed be done prior to arrival at Wright State. A record of ongoing scholarship at Wright State must be demonstrated.

In support of scholarship, the faculty member must submit the following:

1. For all published works: a copy of the publication.
2. For all works listed as accepted but not yet published: a copy of the official letter from the publisher and/or editor along with a printed copy of the accepted manuscript or galley proofs of the printed publication.
3. For all unpublished papers: a printed copy of the manuscript.
4. For all conference papers: a printed copy of the manuscript.
5. For all grants funded or pending: a copy of the grant proposal and grant funding notice.

C. Criteria for Promotion to Associate Professor with Tenure

1. Teaching
 - a. Peer and student evaluations of teaching demonstrate that the faculty member is consistently effective in the classroom; and
 - b. Faculty member maintains membership in a relevant professional association(s), appropriate certification(s), and/or licensure(s); and
 - c. The faculty member regularly meets his/her assigned classes and is available during office hours; and
 - d. The faculty member participates and/or coordinates program advisory meetings, or
 - e. successfully administers a curricular program(s), or
 - f. serves on WSU masters/doctoral thesis committee(s).

2. Scholarship

Candidates must show that they have pursued a successful program of continuous and ongoing scholarship at Wright State University. Success in scholarship sufficient for promotion and tenure will include a minimum of five (5) external refereed journal articles, up to two of which may have equivalent substitutions as specified below. In addition, the candidate must have completed at least 3 of the 5 articles (includes equivalent substitutions as specified below) while a BUFM at Wright State University. Letters from external reviewers will be used to affirm the quality of a candidate's scholarship.

- a. Five peer-reviewed publications in refereed external professional journals, or
 - b. Three peer-reviewed publications in refereed external professional journals and 2 chapters in scholarly books or one scholarly book in the faculty member's field of specialization while he or she is employed at Wright State University, which may incorporate some work performed outside of Wright State University, or
 - c. Three peer-reviewed publications in refereed external professional journals and 1 chapter in a scholarly book in combination with at least two of the following: resource manual(s), video(s), software, program(s), game(s), or
 - d. Four peer-reviewed publications in refereed external professional journals (a chapter in a scholarly book may count for one of these) in combination with membership on editorial review board(s) for at least 24 months before the P&T document is submitted to the department P&T Committee, or
 - e. Four peer-reviewed publications in refereed external professional journals (a chapter in a scholarly book may count for one of these) in combination with funded grants
 - i. external grant funded for at least \$50,000 total costs, or
 - ii. smaller external grants funded with a combined total of at least \$50,000 total costs.
3. Service

- a. The candidate must provide evidence to document participation and effective leadership performance in Department, College, and/or University service, as well as in external service to the profession and/or community.
- b. During the probationary period, the faculty member-
 - i. attends departmental faculty meetings and contributes to the goals of the department,
 - ii. serves on at least two departmental committees,
 - iii. serves on at least one college committee or university committee, and
 - iv. performs some form of professional service, e.g.,
 - v. review manuscript(s) or book(s) in his/her field, or 2) reviews external grants, or
 - vi. reviews internal proposals for research or teaching development awards, or
 - vii. serves as faculty advisor for student organization (e.g., Chi Sigma Iota or the Rehabilitation Club), or
 - viii. provides leadership with professional association(s), or
 - ix. serves on WSU master/doctoral thesis committee(s), or
 - x. serves on editorial review board(s), or
 - xi. serves as a site visitor or self-study coordinator for the Council on Rehabilitation Education (CORE) and/or Council for Accreditation of Counseling and Related Education Programs (CACREP), or other professional involvement, or
 - xii. serves on professional commission(s), or
 - xiii. serves on agency advisory board(s), or
 - xiv. serves on professional association committee(s), or
 - xv. provides professional expertise to the community, e.g., applied professional service

D. Criteria for Promotion to Full Professor

Promotion to Full Professor requires productivity beyond that required for promotion to Associate Professor and demonstration of excellence in all three areas of faculty activity. The candidate's entire work will be evaluated and should demonstrate a reputation for excellence at a regional/national level

3. Teaching

A high level of teaching effectiveness must be demonstrated using multiple measures; e.g., student evaluations, peer evaluations (if available), syllabi, course materials, use of technology, letters, and samples of student work. Full professors must be excellent teachers. Appropriate certification(s) and/or licensure(s) must be maintained.

4. Scholarship

The candidate must have a minimum of seven (7) external refereed journal articles beyond those required for promotion to Associate Professor, up to three of which may have equivalent substitutions as specified below. In addition, the candidate must have completed at least 4 of the 7 articles (includes equivalent substitutions as specified below) while tenured at Wright State University. Letters from external

reviewers will be used to affirm the quality of a candidate's scholarship demonstrating a reputation at the regional and national level.

- a. Seven peer-reviewed publications in external refereed professional journals (up to 3 chapters in scholarly books may count toward the 7 publications required), or
- b. Four peer-reviewed publications in external refereed professional journals and 1 chapter in a scholarly book, and one scholarly book in the faculty member's field of specialization, or
- c. Six peer-reviewed publications in external refereed professional journals/scholarly book(s) (a minimum of 4 of these publications must be in external refereed journals) in combination with at least two of the following: resource manual(s), video(s), software, program(s), game(s), or
- d. Six peer-reviewed publications in external refereed professional journals/chapters in scholarly book(s) (a minimum of 4 of these publications must be in external refereed journals) in combination with membership on editorial reviews board(s) for at least 24 months before the P& T document is submitted to the P&T Committee, or,
- e. Six peer-reviewed publications in external refereed professional journal/chapter(s) in scholarly book(s) (a minimum of 4 of these publications must be in external refereed journals) in combination with funded grants:
 - i. external grant funded for at least \$50,000 total costs, or
 - ii. smaller external grants funded with a combined total of at least \$50,000 total costs.

5. Service

The candidate must provide evidence to document participation and effective leadership performance in Department, College, and/or University service, as well as in external service to the profession and/or community.

Since the last promotion, the faculty member must have—

- a. regularly attended departmental faculty meetings and contributed to the goals of the department,
- b. served on at least three year-long departmental committees (in addition to P& T),
- c. served on at least three college and/or university committees for term of one year or more, and
- d. performed professional service including at least three of the following:
 - i. reviewed manuscripts or books in his/her field,
 - ii. reviewed external grants,
 - iii. served as faculty advisor for an active student organization,
 - iv. served in a leadership capacity with a professional association,
 - v. served on a WSU master/doctoral thesis committee,
 - vi. served on an editorial review board,
 - vii. served on a professional accreditation team,
 - viii. served as a Council on Rehabilitation Education (CORE) and/or Council for Accreditation of Counseling and Related Education Programs (CACREP) site visitor, chair of site visitor team, self- study coordinator, or other professional involvement, or
 - ix. served on commissions,

- x. served on agency advisory boards,
- xi. served on professional association committees ,
- xii. provided expertise to the community, e.g., applied professional service

5. Evidence of Professional Stature

The candidate must provide evidence of a positive national reputation by documenting at least four of the following:

- a. an invited speaker at a professional conference,
- b. an editorial board member of an international, national, or state professional journal,
- c. a reviewer *for* international, national, or state grants,
- d. a leader in an international, national, or state professional association including committee assignment,
- e. a chair or member of on-site professional accreditation teams,
- f. serves on an international, national, or state professional commission,
- g. cited in scholarly publications,
- h. record of sustained scholarship.

VI. Amendments

Any of the Bargaining Unit Faculty Members of the department may make a motion at a departmental meeting to amend the departmental bylaws. The proposed amendment(s) must be submitted in writing. The motion to amend must be seconded by another Bargaining Unit Faculty Member. The department Bargaining Unit Faculty Members will then take the motion under consideration and discuss and vote on it at a subsequent departmental meeting. A majority of all Bargaining Unit Faculty Members in the department must vote affirmative *for* the amendment to pass. The proposed amendment must also be approved by the Dean and the Faculty Governance Committee.