

Department of Urban Affairs and Geography Bylaws

Approved: May 28, 2003

Article 1: Department and Voting Membership

- A. Full-Time Faculty The Urban Affairs & Geography Department (hereafter the Department) faculty includes ranks of Professor, Associate Professor, Assistant Professor, Lecturer, and Instructor.
- B. Voting Membership Except as prohibited by these bylaws or the collective bargaining agreement (CBA) voting faculty members of the Department shall include all faculty serving full-time in the Department, except for the Department Chair. All full-time bargaining unit faculty members (BUFMs), Lecturers, and Instructors are hereafter referred to as the Faculty.
- C. Additional Department Membership The Department also includes the following ranks. These members are not voting members of the Department; however, they may be invited to attend Department functions and meetings.
 - Adjunct Faculty $\frac{3}{4}$ occasional and regular part-time faculty.
 - Emeritus Faculty $\frac{3}{4}$ retired faculty that have been granted emeritus status.
 - Staff $\frac{3}{4}$ unclassified and classified staff responsible for research in the Center for Urban and Public Affairs and management of the office and records.
 - Student Assistants $\frac{3}{4}$ graduate and undergraduate students employed by the Department.

Article 2: Organization and Operating Structure

- A. The Faculty shall make recommendations for decision-making through the conduct of Department meetings. Recommendations of the Faculty shall be made by a simple majority vote. The conduct of the Department meetings and Department committees may be informal; but, in case of disputes over procedure, Robert's Rules of Order shall be followed. The Faculty shall act as a committee of the whole on all matters, except as noted below and as noted in the collective bargaining agreement.
- B. The Chair shall call for a meeting of the Department at least once each term from September to June. The Chair shall also call additional meetings as necessary, and whenever a majority of the Faculty or a majority of the BUFMs requests a meeting of the Department.
- C. The Chair shall publish an agenda at least 48 hours before Department meetings. The Chair may publish the agenda either electronically or in paper form and shall distribute the agenda to the Faculty. Members may provide items for the agenda to the Chair prior to this time. A quorum for the meeting is defined as a majority of the Faculty in the Department, except for meetings to discuss issues reserved exclusively for the bargaining unit faculty. In such cases, a quorum is defined as a majority of the BUFMs.
- D. Minutes of Department meetings shall be recorded and filed by the Department Secretary or a Department faculty or staff member designated by the Chair. Minutes from the previous Department meeting shall appear on the agenda of the following Department meeting, and the minutes shall be reviewed and approved as amended if necessary by the Faculty.
- E. Every Fall quarter, the Chair shall discuss with each faculty member her/his teaching assignments and the Department class schedule for the following academic year. Based on this discussion, the Chair shall present the class schedule for the following academic year in a Department meeting to discuss proposed class times, classrooms, scheduled courses, class size, technology required, and the need for

adjunct faculty. With consideration given to the discussion and faculty recommendations, the Chair shall distribute to faculty a planned course schedule for the following academic year.

- F. Summer teaching shall use a rotation system in accordance with Article 8 of these bylaws.
- G. Standing committees provide recommendations of the Faculty. Members of standing committees for the following academic year shall be identified at a Department meeting near the end of each academic year. In addition, ad hoc committees may be formed to address specific situations and issues. Unless otherwise specified in these bylaws, volunteers will be solicited to serve on committees. If insufficient numbers of volunteers come forward, the Chair will appoint BUFMs to committees as required. The standing committees of the Department are identified and discussed in the sections below.

1. Promotion and Tenure Committee (PTC)

All Bargaining Unit Faculty with tenure, and at the rank of Associate or Full Professor, serve on the PTC. If less than three Department faculty are eligible and available to serve on the PTC, Bargaining Unit Faculty, in consultation with the Chair, shall select qualified Bargaining Unit Faculty members from other departments to fill the open seats on the PTC. Preference shall be given to eligible faculty in other departments that are versed in scholarly fields that overlap with the candidate(s) going up for promotion and tenure. The committee shall elect a chair from among its members.

The PTC shall provide all untenured BUFMs with an annual statement summarizing individual faculty members' cumulative progress toward obtaining tenure and/or promotion. They shall also provide a copy of their review of untenured BUFMs to the Chair.

The PTC shall also provide all tenured Assistant and Associate Professors in the bargaining unit an annual statement summarizing individual faculty member's progress toward promotion to the next rank, unless the individual requests that the evaluation be conducted once every three years.

The PTC shall also make recommendations for BUFMs seeking professional development. Professional development may include leave from the Department or other activities that would allow the faculty member to focus on teaching, scholarship and/or service improvements. Formal recommendations for professional development leave and suggestions for improvement of faculty shall be written and submitted to the Chair.

To make their recommendations, the PTC shall use Department criteria set forth in this document for annual evaluation and promotion and tenure. The PTC Chair shall be charged with facilitating the committee's progress in accordance with deadlines.

2. Curriculum and Academic Standards Committee

The Curriculum and Academic Standards Committee (CAS) shall be a standing committee selected by faculty at a Department meeting near the end of the academic year. CAS shall be composed of a minimum of three Department BUFMs, one senior undergraduate student from the Department, and one graduate student from the Department. The Department Chair shall serve as

an ex-officio, non-voting member of the committee. All other members of CAS are voting members of the committee.

CAS shall be charged with reviewing and assessing Department curriculum and standards. Responsibilities include recommending changes to course inventories, modifications to degree requirements, and recommending recipients for Department awards, scholarships, assistantships, and fellowships. CAS shall send written recommendations to the Department faculty for a vote. The result of a majority vote of the Faculty shall be forwarded to the Chair. The Chair shall forward these recommendations as appropriate.

3. Budget Committee

The Budget Committee shall be composed of the Faculty. At the start of the academic year, the Committee shall receive the prior fiscal year's expenditures and the new budget allocation. The Committee may also request updated information at any time. Faculty shall discuss predicted expenditures with the Chair and make recommendations to make the best use of the funds.

Article 3: Amending Department Bylaws

Amendments to the bylaws must 1) be submitted in writing at least seven days working days prior to a Departmental meeting; 2) be introduced under rules of order for moving the proposed amendment; 3) be approved by a majority vote of the Department's bargaining unit faculty members; and 4) be approved by the Dean of the College of Liberal Arts and Faculty Governance Committee.

Article 4: Appointment of the Chair

When a vacancy exists in the position of Department Chair, the senior member of the Faculty shall convene the Faculty for the purposes of 1) discussing recommendations for appointing a new Chair, and 2) approving by a majority vote their recommendations to the Dean.

Article 5: Appointment of Faculty

- A. When the Department is authorized to search for a full-time faculty member, bargaining unit faculty shall 1) recommend the responsibilities of the position to be filled; 2) review credentials and interview applicants; and 3) recommend a person or persons to be hired within the Department through a vote of the bargaining unit faculty.
- B. The Chair shall appoint a search committee and designate a chair of the search committee. The search committee may contain persons not in the Department; however, the Department's bargaining unit faculty members shall elect a majority of the search committee from within the Department.
- C. Prior to reassigning to the Department's faculty an administrator or a faculty member from another department, Department BUFMs shall take a vote and make a recommendation to the Chair concerning the potential reassignment. A majority vote of the bargaining unit faculty shall provide the basis for the recommendation.

Article 6: Annual Evaluation of Bargaining Unit Faculty

- A. The Department Chair shall annually evaluate the performance of the bargaining unit faculty after considering recommendations from the PTC. The purpose of Article 6 is to establish (1) the means by which the Chair will weigh the different areas of activity, and (2) the criteria the Chair will use in annual evaluation.
- B. The Department Chair shall evaluate each area of each faculty member's professional activity and assign an integer to that area, using the criteria stated below. The Chair will then assign to each area a percentage from the ranges below that gives the faculty member the maximum possible overall average.
- Teaching: weights may range from 30% to 50%
 - Scholarship: weights may range from 30% to 50%
 - Service: weights may range from 20% to 40%

The three percentages assigned must add up to 100% in any given year.

- C. The Chair may assign a different weighting from that defined above in any of the following situations:
- The faculty member has work assignments that differ from those of other bargaining unit faculty;
 - The Chair is imposing discipline pursuant to the contract; or
 - The Chair is acting to correct a pattern of substandard performance extending for more than one year.
- D. The Chair's annual evaluation of BUFMs shall be based on the following criteria:

1. **Teaching**

a. Criteria for the Evaluation of Teaching

Evaluation of Teaching shall consider the degree to which faculty facilitate student mastery of disciplinary core competencies, apply various instructional methods, utilize various measurements of student performance, foster student-faculty relationships, demonstrate course innovation, and contribute to the teaching leadership of the Department. Definitions of criteria for the evaluation of teaching are explained below. Items 1 through 4 are considered elements essential to effective teaching.

1. Core Competencies means instructors will facilitate the development of student capacities to: 1) communicate with different audiences and incorporate the use of different communication mediums, if appropriate; 2) think critically about scholarship in the major; 3) problem-solve issues; and 4) link theoretical knowledge to practical applications.
2. Instructional Methods means instructors will utilize, as appropriate: syllabi, lectures, application exercises, guest speakers, multi-media, case demonstrations, laboratory work, web-based or web-enhanced course design, out-of-classroom assignments, service learning, and other methods.
3. Measures of Student Performance means instructors will utilize methods to determine whether students master core competencies and whether instructional methods are effective. Measurements may include research papers, case analyses, essays, tests or quizzes, teamwork, and/or oral presentations.

4. Student-Faculty Relationships means instructors will advise students effectively and accurately; participate in the Department's annual orientation; attend commencement ceremonies; serve on thesis committees and capstone presentation committees; provide special direction, such as independent studies, certificate credit, and/or internships, and/or provide students with timely references for advanced studies or employment.
5. Course Innovation means instructors create, revise and redevelop courses to include service learning, new literature, new technology, and/or new teaching techniques.
6. Teaching Leadership means instructors participate in activities and help other faculty become better teachers through teaching workshops, mentoring, and/or developing new teaching methods.

b. Numerical Evaluation for Teaching

Extraordinary Teaching To receive a score of 4, extraordinary teaching, BUFMs shall demonstrate clearly how they meet criteria 1-6 above in an exemplary fashion. In addition, extraordinary teaching requires demonstrating that faculty members have achieved a major teaching accomplishment or performed a major leadership function related to teaching.

Outstanding Teaching To receive a score of 3, outstanding teaching, BUFMs shall demonstrate clearly how they meet each of the first four evaluation criteria stated above in an exemplary fashion and successfully meet criteria stated in items 5 and 6.

Meritorious Teaching To receive a score of 2, meritorious teaching, BUFMs shall demonstrate clearly how they successfully meet each of the 6 evaluation criteria stated above.

Adequate Teaching To receive a score of 1, adequate teaching, BUFMs shall demonstrate clearly how they successfully meet the first 4 evaluation criteria stated above.

Unsatisfactory Teaching To receive a score of 0, unsatisfactory teaching, BUFMs shall not have met the criteria stated above for adequate.

c. Evidence for the Evaluation of Teaching

Documentation The Faculty shall prepare adequate documentation for the Chair to complete accurate evaluations of their teaching. Teaching documentation shall include student and peer evaluations (when available). Documentation may also include evidence of use of Center for Teaching and Learning (CTL) services and/or contributions to CTL, syllabi, contributions to SOCHE, and other records that demonstrate how the criteria have been met.

Special Circumstances The Chair shall take into account special circumstances, such as large classes, when applying evaluation criteria (e.g., the number of students enrolled in a

course may limit the instructor's ability to utilize multiple methods of student performance).

Special Course Peer Review BUFMs may request a peer review at any time for a specific course.

Peer Review Regarding annual peer review of teaching for untenured Bargaining Unit Faculty, the PTC shall provide a written report on instructor teaching and they shall give the instructor and Chair the report no later than the date on which the Faculty Activities Reports are due to be submitted to the Chair. PTC evaluators will base their review on syllabi, course materials, and an optional written statement from faculty indicating how she or he met or exceeded the teaching criteria. The peer review may include classroom visits and the evaluated faculty may offer a response to the peer evaluation. The evaluated faculty member will forward this response to the Department Chair.

Faculty Self Evaluation Faculty may prepare a statement indicating how he or she met or exceeded teaching criteria. The statement might include any or all of the following: 1) a description of a particular course; 2) a response to student evaluations (e.g., if the faculty member believes the evaluations for that section need to be placed into context); 3) efforts taken to improve teaching, including attending workshops such as those offered by SOCHE or CTL, and other training and assessment programs; 4) evidence showing student learning, for example, the results of a pre- and post-evaluation.

2. **Scholarship**

a. Criteria for the Evaluation of Scholarship

Evaluation of scholarship shall consider many different types of scholarship. Scholarship includes traditional documents such as journal articles, books, book chapters, conference papers, project poster boards and other academic work that is theoretically based. Scholarship may include research conducted through University based projects, grant proposals, maps, surveys, and other applied work that implicitly or explicitly tests theory. Scholarship also includes grant proposals, newspaper/magazine articles, and special research presentations.

Recognizing that the level of effort associated with collaborative scholarship varies greatly, a preference for sole authored research products shall be waived if: 1) the quantity of co-authored scholarship with students, practitioners, or academic colleagues exceeds the minimal requirements stated below; and/or 2) faculty provides evidence that she or he substantially contributed to co-authored scholarship. "Substantially contributed" shall mean the Faculty member participated in the conceptualization and/or operationalization and/or data analysis of the research and wrote at least one-half of the document. In the event that the above criteria are not met, the Scholarship Product Value will be assessed based on the complexity of the work and the level of faculty participation in its production.

Scholarship may expand knowledge or apply knowledge to solve problems in the fields of Geography, Public Administration or Urban Affairs. BUFMs in the Department are expected to produce continuous scholarship. In general, the Chair and PTC shall consider the final products, the complexity and the originality of the research, and the time spent creating, collecting and developing data and information when evaluating scholarship. The criteria below represent an exhaustive, but no doubt incomplete, list of scholarship with corresponding values. The Scholarship Product Value (SPV) provides a numerical system for evaluating many different types of work. The department chair determines SPVs for annual evaluation and for the chair's reports on individuals' cumulative progress toward tenure. The PTC recommends SPV values for annual evaluation and independently determines SPVs for purposes of cumulative progress reports to tenure and promotion.

1. Sole authored scholarly book published by a recognized publisher in the Department's academic fields = 3.0 SPVs.
2. Multiple author or edited scholarly book published by a recognized publisher in the Department's academic field = 1.0 to 3.0 SPVs.
3. Chapter in a book published by a recognized publisher in the Department's academic fields = 1.0 SPV.
4. Article in an academic journal that requires peer review = 1.0 SPV.
5. Conference paper = .1 to .5 SPV. The Chair shall consider PTC recommendations and normally give the paper a .5 SPV if it is a minimum of twenty pages (excluding citations), theoretically based, extensively referenced, and accepted for proceedings if applicable.
6. Poster or Illustrated Boards = .1 to .25 SPV. The Chair shall consider recommendations and shall give the poster board a .25 if it thoroughly depicts a theoretical concept.
7. Applied Research Report = .1 to 1.0 SPV. The Chair shall consider recommendations and give the applied research report a 1.0 SPV if a) the Faculty member is the sole author; and b) external review determines the work offers a significant contribution to knowledge of a problem. External review of applied research reports will be based on the quality of analysis, methodology, and writing. Two external reviews are required and the reviewers may be faculty and/or experienced practitioners in a relevant field approved by the PTC.
8. Published review of work (e.g., book review or article review) = .1 to .25 SPV. Published book review of 600 words or more in an academic journal relevant the Department's fields = .25 SPV. All other book reviews and article reviews = .1 SPV.
9. Symposium Editor in an academic journal relevant to the Department's academic fields = .75 to 2.0 SPV. Editor duties customarily include proposing the symposia, recruiting and selecting authors, reviewing and editing proposed articles, and publication of the symposia.
10. Unpublished Working Papers = .5 SPV. This scholarship is an applied problem-solving case study. Working Papers must a) be applied to a course offered by the Department and/or a community outreach project sponsored by the Department, and b) be a minimum of 20 pages, excluding references.

11. Popular or public press articles = .1 to .25 SPV. The article must be a minimum of 600 words, or a combination of articles equal to or greater than 600 words. Articles must be directly relevant to the Department's academic disciplines and articles shall not be counted more than one time.
12. Professional Magazine Articles = .25 SPV. To receive the SPV the article must appear in a publication relevant to the Department's academic fields such *PA Times, Governing Magazine*.
13. Research Proposal - Funded = .25 to 1.0 SPV. The Chair shall consider recommendations and determines a SPV using the following criteria: BUFM must be the principal or co-principal investigator, level of competition, length and complexity of the proposal, percentage of authorship, and selection process.
14. Research Proposal - Unfunded = .1 to .2 SPV. Same conditions apply as in Research Proposal - Funded.
15. Research Presentations = .1 to .5 SPV. The Chair shall consider recommendations and award the SPV value based on length and complexity of the presentation, audience, type of presentation, and level of work required preparing the presentation.
16. Geographical Maps = .1 to .5 SPV. The Chair shall consider recommendations and award a SPV value based on the amount of work required to digitally construct maps, the breadth of research, the number of data sets, and the calculation necessary to producing the maps.
17. Works in Progress = .1 to .5 SPV. Faculty may conduct extensive research prior to publishing their scholarship. Awarding the SPV, if it has resulted in preliminary research products, shall recognize this type of scholarship. The Chair shall consider recommendations and award a SPV value based on preliminary research products such as research instruments developed and data/information collected.

b. Numerical Evaluation of Scholarship

Extraordinary Scholarship To receive a score of 4, extraordinary scholarship, the faculty member shall produce 3.5 or more SPVs. At least 3 SPVs must be accepted for publication or in press, 1 SPV is sole authored and peer reviewed, and one scholarship product must be presented at a national professional conference during the evaluation period.

Outstanding Scholarship To receive a score of 3, outstanding scholarship, the faculty member shall produce at least 2.5 SPVs. At least 2 SPVs must be accepted for publication or be in press, 1 SPV is sole authored, and one scholarship product must be presented at a national professional conference during the evaluation period.

Meritorious Scholarship To receive a score of 2, meritorious scholarship, the faculty member shall produce at least 1.5 SPVs, and either submit one scholarship product for peer review and publication or present one of the scholarship products at a national or regional professional conference during the evaluation period.

Adequate Scholarship To receive a score of 1, adequate scholarship, the faculty member shall produce at least 1.0 SPVs, and present one scholarship product at a national or regional professional conference during the evaluation period.

Unsatisfactory Scholarship To receive a score of 0, unsatisfactory scholarship, the faculty member failed to meet the standard for adequate scholarship during the evaluation period.

c. Evidence for the Evaluation of Scholarship

Faculty may claim scholarship products in more than one evaluation year. For example, scholarship may be a “work in progress” one year, a conference paper in the next year, and an article in print the following year. The intent of listing the scholarship for three evaluation periods is to encourage continuous scholarship production. To avoid double counting scholarship, a faculty member may receive a total of no more than 50% above the highest SPV value for any particular piece of scholarship. Using the example above, in the first year the faculty received .25 SPV for a “work in progress;” in year two the faculty received a .5 SPV for a “conference paper” that was produced from the “work in progress;” and in the third year received .75 SPV (the residual of 1 SPV x 1.50) for a published peer reviewed article.

Faculty will provide the Chair and PTC adequate documentation to complete the evaluation of scholarship. This includes 1) a copy of published and unpublished scholarship products; 2) communication from publishers or peer reviewers; 3) description of peer review processes; 4) other documentation to help evaluation of works in progress and research presentations.

In addition, all faculty may submit a statement describing their scholarship accomplishments and publication plans as a way of placing in context the performance for the evaluation year. In this statement, faculty draw attention to the diversity of their scholarship in terms of topic, audience, and methods.

3. The Evaluation of Service

a. Criteria for the Evaluation of Service

Faculty service is an important component of annual performance and promotion and tenure. Service activities are organized in two broad categories: Internal and External. Activities must relate to the Department’s mission and academic programs. Internal Service involves regular and special activities conducted within Wright State such as University, College, and Department events, meetings and committees. External Service involves regular and special activities conducted outside of Wright State such as those of professional associations, government, and nonprofit organizations. Specific service criteria are described below:

Internal Service.

1. Attend Department meetings and participate in Department governance;

2. Serve on University academic and governance committees;
3. Serve the University through AAUP;
4. Participate in campus events such as commencement, Department student orientations, student recognition events, visitation days, and fundraising campaigns;
5. Advise students and participate in advising day or Department student orientation;
6. Recruit students by attending special events or visiting schools and other universities and colleges;
7. Participate in inter-institutional programs such as the Ohio Urban University Program and SOCHE;
8. Participate in certificate programs;
9. Chair Department or University committees and/or assume other leadership roles to serve the University.

External Service.

1. Attend local, regional or state professional conferences, such as the Zoning Workshop, Miami Valley Chapter of ASPA or the Dayton Regional Planning Conference;
 2. Serve on local, regional or state committees such as those mentioned in item 1 above;
 3. Serve on national/international professional association committees such as Association of American Geographers, American Society for Public Administration, and Urban Affairs Association;
 4. Elected officer of national/international professional organization(s);
 5. Elected/appointed officer of local, regional or state professional association(s);
 6. Serve as a moderator, facilitator, Chair, or panel member at professional conferences;
 7. Perform community service provided that:
 - the faculty role must be related to the mission of the Department, College, or University;
 - the service relates to the faculty member's areas of academic expertise.
- b. Numerical Evaluation of Service

Basic Minimum Service. The Internal and External Service requirements listed below are expected from all Department faculty.

- Attend a majority the Department's meetings.
- Participate in Department governance by serving on at least one committee.
- Set and keep advising hours.
- Participate in the Department's annual student orientation.

- Attend at least one Department, College, or University sponsored event each year. Events include, but are not limited to, visitation days, advising days, or student recognition ceremonies.
- Attend the WSU commencement ceremony at least once every two years.
- Attend at least one event sponsored by or serve on a committee of a local, regional, or state professional association.
- Perform a community service at least once every two years.

Extraordinary Service To receive a score of 4 a faculty member must meet basic minimum service requirements and provide leadership in both Internal and External activities, participate in an inter-institutional program, and recruit students. Leadership shall be demonstrated in service activities such as, but not exclusive to, presiding over the WSU faculty or a national/international professional association, chairing a national annual conference, conducting an evaluation of academic/research programs.

Outstanding Service To receive a score of 3 a faculty member must meet basic minimum service requirements and participate extensively in both Internal and External activities, participate in an inter-institutional program, and recruit students.

Meritorious Service To receive a score of 2 a faculty member must meet basic minimum service requirements, and perform at least one additional Internal or one additional External service activity, or actively recruit students.

Adequate Service To receive a score of 1 a faculty member must meet basic minimum service requirements.

Unsatisfactory Service The faculty member did not meet basic minimum service requirements.

c. Evidence for the Evaluation of Service

Faculty shall submit to the Chair on an annual basis a list of all service activities performed during the year being evaluated and include the following information:

- A description of service other than Department activities; and
- Number of meetings attended in the year; and
- Titles, duties, and responsibilities; and
- Amount time/work required to carry out duties and responsibilities; and
- Special accomplishments supported by:
 - testimonial letters received that describe a particular act of service and its effects; and
 - other material that will help the Chair evaluate External Service and service above meritorious, e.g. minutes, awards.

Article 7: Recommendations Concerning Promotion and Tenure of Faculty

A. Promotion to Associate Professor with Tenure

1. BUFMs seeking promotion to Associate Professor with tenure shall take responsibility for—
 - requesting promotion and tenure consideration, normally in their sixth year. However, faculty may request promotion and tenure earlier with prior experience or exceptional records of teaching, scholarship and service. If promotion and tenure have not been requested early, notification to the Department Chair in writing (copy to PTC) shall be made no later than the last day of Spring Quarter in the BUFM's fifth probationary year. Exceptions to this standard are identified in the collective bargaining agreement.
 - Preparing the promotion and tenure document as specified in the collective bargaining agreement.
 - Submitting to the PTC Chair names of external reviewers who are recognized authorities in the appropriate field of expertise, and who will provide unbiased evaluations of scholarship included in the candidate's promotion and tenure document.
2. Academic work produced prior to the BUFM's tenure-track appointment at Wright State shall be considered and credited to the BUFM's academic record.
3. The Department shall not recommend a probationary BUFM for tenure without promotion to Associate Professor.
4. For promotion to Associate Professor the candidate shall meet the following standards.
 - a. Teaching Over the probationary period, the candidate demonstrated effective teaching through 1) consistently demonstrated or improved his/her teaching of core competencies; 2) utilized diverse methods of instruction and measurement of student performance as appropriate; 3) introduced innovative teaching techniques; 4) provided students with effective and accurate advising and special instruction as needed; 5) positive peer and student evaluations.
 - b. Scholarship Over the probationary period, the candidate 1) demonstrated ongoing research work; 2) published his/her research; and 3) contributed to the knowledge of the Department.

Comments provided by external reviewers of scholarship contained in the candidate's promotion and tenure document will provide supporting evidence of quality and relevance pertaining to the standards noted below.

Scholarship completed prior to the candidate's tenure-track appointment at Wright State may be included in the promotion and tenure document and will be considered in the review; however, the candidate must provide evidence of sustained scholarship production while at Wright State.

To be recommended for promotion, the candidate must have four peer-reviewed articles published in respected journals closely related to the Department's disciplines. Equivalents may be substituted for up to two peer-reviewed articles. Acceptable equivalents include scholarship listed in Article 6.D.2.a that has a SPV of 1.0 or higher. Further, the candidate must provide evidence of independent scholarship. Scholarship may vary significantly from candidate to candidate. However, scholarship must be coupled with peer review and continued effort to advance knowledge in the Department's disciplinary fields.

- c. Service Over the probationary period, the candidate must at least meet the Basic Minimum Service requirement of the Department. The Department will not recommend a faculty for promotion and tenure who does not meet the minimum service requirements no matter how extensive or good her/his scholarship and teaching may be.

B. Promotion to Professor

1. No exact time frame exists for promotion to the rank of Professor. The candidate seeking promotion to Professor shall take responsibility for:
 - Notifying the Department Chair in writing (copy to PTC) by the last day of the Spring Quarter that she or he will seek promotion to Professor in Fall Quarter of the next academic year.
 - Preparing the promotion and tenure document as specified in the collective bargaining agreement.
 - Submitting to the PTC Chair names of external reviewers who are recognized authorities in the appropriate field of expertise, and who will provide unbiased evaluations of scholarship included in the candidate's promotion and tenure document.
2. Academic work produced prior to the BUFM's appointment at Wright State shall be considered and credited to the BUFM's academic record.
3. The candidate for promotion to Professor shall show that he or she has achieved a level of teaching, scholarship and service significantly beyond that required for promotion to Associate Professor.
4. For promotion to Professor the candidate shall meet the following standards.
 - a. Teaching The candidate shall be 1) a role model for facilitating development of core competencies and utilizing diverse methods of instruction and measurement of student performance; 2) an innovator in teaching techniques and program development; 3) an effective teacher; and 4) a respected leader and mentor for students and faculty.
 - b. Scholarship The candidate shall have a scholarship record that 1) continues after being promoted to Associate Professor; 2) while at the Associate Professor rank, includes four peer-reviewed articles published in respected journals closely related to the Department's disciplines; and 3) enhances the reputation of the Department and University. In addition, the candidate shall be a nationally or regionally recognized authority. Equivalent may be substituted for up to two of the four peer-reviewed articles. Acceptable equivalents include scholarship listed in Article 6.D.2.a that has a SPV of 1.0 or higher.

Comments provided by external reviewers of scholarship contained in the candidate's promotion and tenure document will provide supporting evidence of quality and relevance pertaining to the standards noted above.

Scholarship completed prior to appointment at Wright State, may be included in the promotion document and will be considered in the review; however, the candidate must provide evidence of sustained scholarship production while at Wright State.

- c. Service The candidate shall have a service record that is 1) significantly above the Basic Minimum Service requirement of the Department; 2) strong in terms of Internal and External Service. Examples of expected service include the following:

- Holds leadership positions on Department, College, and University committees;
- Assumes a leadership role in some crucial aspect of university work (e.g. spearheads efforts for an important personnel search, leads an assessment or fundraising activity for the Department, College, or University, develops and implements a significant student-centered activity);
- Leads several or multi-year service activities for local, regional, or state organizations;
- Provides substantial service to a national professional organization;
- Provides leadership to inter-institutional programs;
- Performs significant community service activities related to professional expertise.

Article 8: Summer Teaching Rotation

If sufficient courses are not scheduled to allow BUFMs who wish to teach during summer sessions that opportunity, assigning summer teaching shall follow a rotation system based on length of service in the Department. A list of BUFMs in order of their rotation shall be maintained and updated. Every Fall quarter, the Department Chair will add new BUFMs to the bottom of the list. The rotation list shall be distributed to all Department BUFMs.

In order of priority by and by the respective disciplines of Urban Affairs and Geography, each BUFM shall be offered one section. When sufficient classes are scheduled, a second section will be offered in the order of priority.

Individuals declining to teach, or persons not able to accept the assignment for any reason, hold their numerical position in the rotation order. Faculty denied a summer course assignment move to the top of the order for next summer.