

WSU-Lake Campus Bylaws

Approved: June 30, 2003

Amended: April 30, 2012

A. PURPOSE OF THE LAKE CAMPUS FACULTY SENATE

The Lake Campus Faculty Senate provides a mechanism by which the faculty participates in the governance of the college.

B. MEMBERSHIP

Membership in the Lake Campus Faculty Senate shall include voting and nonvoting individuals. Voting members include all bargaining unit faculty members (BUFMs) and full-time, non-tenure-track faculty members (subsequently identified as non-BUFMs). Nonvoting members include the following: Dean, Associate Dean, Librarian, Director of Academic and Instructional Services, Emeritus faculty, a representative of WOEf Board, and an elected student representative.

All voting members of the Faculty Senate have the right to stand for election as officers and the responsibility to serve on Senate committees. Several exceptions for non-BUFMs are noted below in the descriptions of the individual committees.

C. OFFICERS

SECTION 1. *Officers of the Lake Campus Faculty Senate of Wright State University shall include a President, a President-Elect, and a Secretary elected from among voting members of the Senate.*

SECTION 2. *All officers of the Faculty Senate shall be elected by majority vote of the Faculty Senate. Election of officers shall be held during the last half of the spring term of each academic year, and all officers shall serve for a period of one year, ending on the final day of the exam week of the spring term. To insure representative and competitive elections, each academic unit should attempt to select/elect a nominee for each office.*

SECTION 3. *Any officer may be removed from office by a vote of two-thirds of the full voting membership of the Faculty Senate.*

SECTION 4. *Vacancy of any office for any reason shall be filled by the same procedure as directed in Section 2 above, except that officers elected to fill vacancies shall serve only the unexpired portion of the predecessor's term.*

SECTION 5. *Duties of the President:*

- a. To preside over meetings of the Faculty Senate. (In the president's absence, the president-elect shall preside.)
- b. To draw up an agenda for all meetings of the Faculty Senate.
- c. To notify all members of the Faculty Senate concerning the time, place, and agenda of all meetings of the Faculty Senate at least two (2) working days prior to such meetings.
- d. To call meetings of the Faculty Senate.
- e. To notify all members of the Faculty Senate regarding proposed bylaw amendments.

- f. To nominate members of the faculty to be members and chairs of academic-year standing committees. (The nominations will be voted on at a WSU-LC Faculty Senate meeting.)
- g. To serve as an ex-officio non-voting member of all committees except the Promotion and Tenure Committee.

SECTION 6. *Duties of the President-Elect:*

- a. To fulfill the duties of the president when the president is absent or unable to fulfill the required duties.
- b. To chair the Academic Affairs Committee/Curriculum Committee.

SECTION 7. *Duties of the Secretary:*

- a. To keep the minutes of all meetings of the Faculty Senate and to distribute the minutes to members of the Faculty Senate prior to the next regularly scheduled Faculty Senate meeting.
- b. To complete all correspondence of the Faculty Senate.

SECTION 8. *The sole qualification for officers shall be that they are voting members of the Faculty Senate at the time of their election and during their terms of office.*

D. CREATION AND OPERATION OF COMMITTEES

SECTION 1. *Rules governing the creation and operation of committees shall consist of the following:*

- a. **Composition of the Committees:** There are currently four academic units into which full-time faculty are divided: Business and Technical, English and Humanities, Math and Science, and Social Science and Education. Except for the Executive, Promotion and Tenure, and Administrative Search Committees, each Senate committee shall include one BUFM from each academic unit and two non-BUFMs.
- b. **Selection/Election of BUFM Committee Members:** By the end of the tenth week of classes of the spring term, each unit will provide the Senate president with a list of its BUFM representatives on each Senate committee for the upcoming academic year. As much as possible, the unit coordinator shall give faculty members the opportunity to indicate personal preferences and shall allow committee assignments to be determined by mutually agreeable selection. In cases in which such a selection is not possible, the unit coordinator shall arrange for elections. All members of each unit, whether BUFMs or non-BUFMs, shall be eligible to vote in such elections.
- c. **Selection/Election of Non-BUFM Committee Members:** The two non-BUFMs on each committee will be selected in proportion to their numbers in the four units. For example, in 2011-2012, there are as many non-BUFMs in Math and Science as in the other three units. So one non-BUFM on each committee will be selected from those in Math and Science and the other from those in the other three units. As much as possible, the chair of the Governance and Bylaws Committee shall give non-BUFMs the opportunity to indicate personal preferences and shall permit committee assignments to be determined by mutually agreeable selection. In cases in which such a selection is not possible, the Chair of the Governance and Bylaws Committee shall arrange for elections to be held. All members of each unit, whether BUFMs or non-BUFMs, shall vote in such elections, as indicated above.
- d. Any committee assignments that have not been filled by the units by the end of the tenth week of classes of the spring term shall be named by the Senate President.
- e. **Apportionment of non-BUFM Committee Members for Their Selection/Election to Committees:** By the end of the third week of classes of the spring term, the Governance and Bylaws Committee will determine if the distribution of non-BUFM faculty members among the units requires an adjustment in the units from which their representatives on committees are selected. Any such adjustment does not require an amendment to these Bylaws.

- f. If there is a change in the proportion of BUFMs and non-BUFMs, their representation on committees can be changed only by a formal revision of these bylaws.

SECTION 2. *Functioning of the Committees:*

- a. All committees, whether standing or temporary, shall have both a chair and a recording secretary. The chair and the recording secretary shall be members of the committee who are elected by majority vote of the members of the committee, except as otherwise noted in these bylaws.
- b. All committees, whether standing or temporary, shall make reports of their activities, as needed, to the Dean and at Faculty Senate meetings and shall make recommendations regarding affairs within their jurisdiction.
- c. Chairpersons and members of all committees, whether standing or temporary, may be removed from office and/or removed from committees by a vote of two-thirds of the full voting membership of the Faculty Senate.
- d. Unless otherwise indicated, chairpersons and members of all committees shall serve for a period of one year, ending on the final day of the exam week of the spring term.
- e. Vacancies for any cause among committee chairpersons or members may be temporarily filled by appointment by the Faculty Senate President, pending an election by the Faculty Senate.
- f. Roberts' Rules of Order shall govern all committee meetings. Points of order not resolved at a meeting shall be referred to the Governance and Bylaws Committee.
- g. Committees shall meet at the discretion of the committee chairperson and membership.
- h. All committee meetings not dealing with personnel matters shall be open to all members of the Faculty Senate.

E. INDIVIDUAL COMMITTEES

SECTION 1. *The following shall constitute the standing committees of the Lake Campus Faculty Senate of Wright State University.*

- a. The Executive Committee
 - 1. The Executive Committee shall consist of the following five (5) voting members of the Faculty Senate: President, President-Elect, and the Secretary of the Faculty Senate, and the chairpersons of the Faculty Affairs and the Governance and Bylaws Committees.
 - 2. The Executive Committee shall function as an advisory group, acting as a liaison between the Dean and the Faculty Senate.
- b. Faculty Affairs Committee
 - 1. The Faculty Affairs Committee shall consist of six (6) voting members of the Faculty Senate, selected according to the guidelines provided in Section D of these bylaws.
 - 2. The Faculty Affairs Committee shall be concerned with matters relating to the faculty, including recommendations to the dean for membership on search committees, recommendations to the Promotion and Tenure Committee for mentors, and nominations to the Faculty Senate for the annual Lake Campus Faculty Awards and other distinctions (such as the OATYC annual awards).
- c. Academic Affairs/Curriculum Committee
 - 1. The President-Elect shall chair the Academic Affairs/Curriculum Committee.

2. The Academic Affairs/Curriculum Committee shall consist of seven (7) members: the President-Elect and six (6) voting members of the Faculty Senate, selected according to the guidelines provided in Section D of these bylaws.
3. The Academic Affairs/Curriculum Committee shall review and make recommendations on all academic matters, including course scheduling, course offerings, registration procedures, advising, student affairs, and graduation.
4. The Academic Affairs/Curriculum Committee shall make recommendations about the design of new courses and programs, as well as about current curriculum with a view toward continuous improvement. Recommendations regarding new programs and courses must be approved by the Dean and the Faculty Senate before being forwarded to the university Undergraduate Curriculum & Academic Policy Committee.
5. The Academic Affairs/Curriculum Committee shall assist the Dean with the campus Academic Scholarship program.

d. Governance and Bylaws Committee

1. The Governance and Bylaws Committee shall consist of four (4) BUFMs and two non-voting non-BUFMs, selected according to the guidelines provided in Section D of these bylaws.
2. The Governance and Bylaws Committee shall conduct all elections for Faculty Senate officers, for positions on the Promotion and Tenure Committee, and for faculty representation on the WOEf board.
3. The Governance and Bylaws Committee shall review this document at least once each year and make recommendations to the Faculty Senate regarding any amendments deemed necessary.
4. The Governance and Bylaws Committee shall be responsible for maintaining the bylaws and shall provide any member of the Faculty Senate a current copy on demand when changes are made.
5. The Governance and Bylaws Committee shall prepare in proper form all amendments to this document proposed by members of the Faculty Senate. The committee shall provide a copy of such amendment to each member of the Faculty Senate at least 15 days prior to the meeting at which said amendment is to be considered.
6. All votes by Lake Campus bargaining unit faculty on amendments to the bylaws will be conducted by the Governance and Bylaws Committee. Approval requires a majority approval vote by all the members of the bargaining unit faculty and approval by the dean and by the Faculty Governance Committee.
7. The Governance and Bylaws Committee shall resolve all procedural problems referred to it by the Faculty Senate and all committees.

e. Technology and Library Committee

1. The Technology and Library Committee shall consist of six (6) voting members of the Faculty Senate, selected according to the guidelines provided in Section D of these bylaws.
2. The Technology and Library Committee shall make recommendations on matters related to library resources and instructional technologies.

f. Undergraduate Petitions Committee

1. The Undergraduate Petitions Committee shall consist of seven (7) members: six (6) voting members of the Faculty Senate, selected according to the guidelines provided in Section D of these bylaws and a student who shall be of at least sophomore standing with a 3.0 cumulative grade point average and who shall be elected by the student body after having presented a petition signed by 25 students. The committee chairperson shall confirm such petition and all other qualifications of all candidates. The Undergraduate Petitions Committee shall consider

and make recommendations regarding undergraduate petitions by any Lake Campus student who has not declared a major in a four-year degree program, in accordance with the standard procedures of Wright State University. Petitions of four-year degree students with declared majors will be forwarded to the petitions committee of the appropriate school or college on the Dayton Campus.

g. Budget/Long Range Planning Committee

1. The committee shall consist of six (6) voting members of the Faculty Senate, selected according to the guidelines provided in Section D of these bylaws.
2. The Budget/Long Range Planning Committee shall make recommendations regarding: facilities planning, the annual budget, instructional expenditures, and spending priorities.

h. Outreach Committee:

1. The committee shall consist of six (6) voting members, with the Dean and the Director of the Dicke Center serving as non-voting members.
2. The voting committee members shall serve as university representatives on the College Community Arts Council (CCAC).
3. The committee shall coordinate outreach events: for instance, K-12 outreach such as the Middle School and High School Scholastic Bowls and the Junior Scholars programs, and arts outreach such as the performances, exhibits, and readings sponsored by the CCAC.
4. The committee shall make recommendations for the use and upgrading of arts-designated spaces at Lake Campus.

i. Promotion and Tenure Committee

1. The Lake Campus Promotion and Tenure Committee shall consist of five (5) tenured BUFMs who are voting members, as well as the Dean of the Lake Campus and the Associate Dean, who will serve as non-voting members. The voting members of the committee should include the following:
 - Five (5) tenured bargaining unit faculty members who have a minimum of two (2) years of service at the Lake Campus, including at least one Full Professor. The bargaining unit faculty at-large shall elect these committee members.
 - A tenured Full Professor on the Lake Campus Promotion and Tenure Committee shall be elected by the bargaining unit faculty as the chair of the committee and as the Lake Campus representative to the University Promotion and Tenure Committee.
2. The Lake Campus Promotion and Tenure Committee has the responsibility to review and to forward to the Lake Campus Dean the names and documents of faculty being recommended for promotion and/or tenure. Moreover, this committee is charged with conducting annual reviews of cumulative progress toward tenure and promotion for all untenured bargaining unit faculty, conducting annual reviews (every three years if requested) of cumulative progress toward promotion for tenured Associate Professors, and conducting annual peer evaluations of teaching for all untenured bargaining unit faculty members and for tenured bargaining unit faculty who request a peer evaluation of teaching.
3. After reviewing the recommendations of the Faculty Affairs Committee, the Lake Campus Promotion and Tenure Committee shall appoint a mentor from among the tenured bargaining unit faculty for each new bargaining unit faculty member.

j. Administrative Search Committees:

1. Search committees for dean and associate dean shall include four (4) BUFMs and one (1) non-BUFM. One from each of the four academic units shall be elected by a vote of all BUFMs. The non-BUFM shall be elected by a vote of all non-BUFMs.
2. The need for a search committee should be announced at a Senate meeting, and the faculty members on that search committee should be presented to the Faculty Senate President before

the next Senate meeting. Any unfilled positions will then be filled by the Faculty Senate President at his or her discretion, without reference to units.

F. MEETINGS OF FACULTY SENATE

SECTION 1. *Meetings shall be held at least once each month during the academic year at the call of the president. In addition to regular monthly meetings, special meetings may be called by the dean, by the president, or upon the request of three (3) voting members of the Faculty Senate.*

SECTION 2. *Roberts' Rules of Order shall govern the conduct of all meetings.*

SECTION 3. *A quorum shall consist of half of the voting membership of the Faculty Senate.*

SECTION 4. *No regular monthly meetings will be held during summer sessions of the Lake Campus of Wright State University. Special meetings may be called during summer sessions as prescribed in Section 1, above.*

SECTION 5. *The president of the Faculty Senate shall be responsible for announcing meetings, as specified in the description of the president's duties in C, Section 5, Part c.*

SECTION 6. *All Faculty Senate meetings shall be open to all members of the university community. A Dean's Report shall be a regular part of the agenda for all regular meetings. By making a request to the president before the meeting is called to order, anyone attending may address the Faculty Senate at the conclusion of all other business of the meeting and before adjournment. Those wishing to address the Faculty Senate shall be recognized by the president in the order in which the requests were received. In the instance of such addresses and/or resulting debate, cloture may be invoked upon the motion and second of any members of the Faculty Senate and a majority vote of the Faculty Senate.*

G. ANNUAL EVALUATION OF BARGAINING UNIT FACULTY

1. Procedures for Annual Evaluation:

- a. **Submission of Materials for Annual Evaluation:** All bargaining unit faculty members will submit a summary of teaching, scholarship, and service for the preceding calendar year to the Lake Campus Dean.
- b. In the overall evaluation, the generally accepted weights for Bargaining Unit faculty are:

Teaching 65%

Scholarship 10%

Service 25%

Faculty members can make arguments and present evidence to support a change in these weights to better reflect where their individual efforts were directed the previous year. Weights are assigned by the Dean but shall normally not fall outside the following ranges:

Teaching 55-80%

Scholarship 5-30%

Service 15-30%

- c. Untenured bargaining unit faculty members must include a teaching portfolio each year which will include: (1) syllabi for each course taught; (2) examples of student papers/projects completed for each course taught; (3) a numerical summary of student teaching evaluations for each class taught; and (4) any other materials the individual chooses to include to demonstrate teaching effectiveness and accomplishments.

Tenured bargaining unit faculty members must include a teaching portfolio every year which includes: (1) syllabi for each course taught; (2) examples of student papers/projects completed for each course taught; (3) any other materials the individual chooses to include to demonstrate teaching effectiveness and accomplishments. Tenured faculty members may submit their numerical ratings but those tenured faculty members who choose not to submit their numerical ratings will not be penalized.

- d. Peer Evaluation of Teaching: Peer evaluators, who shall be tenured bargaining unit faculty members, shall be named by the Promotion and Tenure Committee to evaluate untenured faculty annually and to evaluate tenured faculty upon their request. Peer evaluators will review:
 - 1. Teaching practices based on direct observation of one or more classes.
 - 2. The consistency of syllabi presented to students with topics actually covered in the course.
 - 3. The degree to which exams reflect the topics listed in the syllabi.
 - 4. The degree to which projects/papers focus on applying topics covered in the course.
 - 5. Areas from student teaching evaluations that consistently suggest positive teaching practices as indicated by numerical results and/or written comment.
 - 6. Areas from student teaching evaluations that consistently suggest weaknesses in teaching practices as indicated by numerical results and/or written comments.
 - 7. Any innovations, specific to the individual, that have been applied to teaching
 - 8. Any accomplishments, specific to the individual, related to teaching.

Each peer evaluation will include, at a minimum, item d.a., and two or more from items d.b. through d.h. Feedback should identify specific accomplishments and positive progress in teaching. It should also identify specific areas in which improvement may be needed. In cases where improvement is recommended, specific recommendations for achieving such improvement must be included. The peer evaluator shall send a written report to the Promotion and Tenure Committee, to the Dean, and to the faculty member who is evaluated.

In the event an individual appears to be having serious difficulty in the classroom, members of the Promotion and Tenure Committee may observe that individual in one or more classroom situations. These observations may be announced or unannounced.

- e. Annual Evaluation Report: Each bargaining unit faculty member will receive a written report from the Dean indicating the individual's evaluation in each of the areas--Teaching, Scholarship, and Service--and an overall performance rating that applies the weighting assigned to each area. Possible ratings are 0 = unsatisfactory; 1 = adequate; 2 = meritorious; 3 = outstanding; and 4 = extraordinary. If the faculty member agrees with the evaluation, he/she will sign a copy of the evaluation and return it to the Dean. If the faculty member disagrees with the evaluation, he/she may write a rebuttal. The rebuttal must be attached to the evaluation and returned to the Dean.
- f. Annual Evaluation Criteria:
1. Teaching:

Unsatisfactory

A bargaining unit faculty member whose teaching is not acceptable and needs improvement and observation. This level of performance often leads to a significant number of valid student complaints. Student evaluations, available materials, and/or peer review may indicate some of the following performance problems:

- Not being prepared for classroom activities
- Not maintaining a current knowledge of the subject matter.
- Showing little enthusiasm for the subject matter or for classroom interaction.
- Not returning examinations and assignments in a timely manner.
- Frequently arriving late for class, dismissing class early, or not showing up for class at all.
- Frequently being unavailable during his or her posted office hours.

Adequate

A faculty member who performs satisfactorily based on student evaluations and a review of the relevant teaching materials. The faculty member is recognized as providing a positive learning environment that is conducive to student learning. Performance at the Adequate level of performance is typically demonstrated through:

- Having an appropriate syllabus which is distributed at the first meeting of the class.
- Meeting with the class at and for the scheduled times.
- Keeping course content current with developments in the field.
- Incorporating library and/or computer resources into appropriate courses as defined by the college and departmental curricular missions (if applicable).
- Adhering to the collective bargaining agreement (CBA) regarding student evaluations and obtaining student evaluations that do not indicate any serious problems.
- Being available during posted office hours.
- Returning examinations and assignments, with comments, in a timely manner.
- Submitting course grades in a timely manner.

- Being prepared for the classroom (speaking to the topic area, demonstrating preparation through logical and informative lectures, class exercises or other related pedagogical tools).
- Having a regular record of positive peer evaluation (where available).

Meritorious

A faculty member who is an effective teacher and demonstrates some of the following traits: enthusiasm for the subject matter; thorough and challenging course syllabi, course materials, and examinations; integration of current thinking on the course topic into classroom instruction; and availability to students during posted office hours for discussion of course work and mentoring. Assuming the faculty member has met the requirements for Adequate, activities such as those listed below can be used as evidence of meritorious teaching. For meritorious teaching, faculty members must demonstrate at least five (5) of the following:

- Effectively serving as a teaching mentor to other faculty
- Developing a new course
- Making significant revisions to the syllabi of existing courses
- Participating effectively as the subject in a teaching improvement effort involving classroom visitations with feedback (e.g., Center for Teaching and Learning)
- Effectively supervising an Independent Study/Internship
- Having consistently strong student evaluations of teaching.
- Having consistently strong peer evaluations of teaching.
- Having five or more different course preparations per year
- Receiving Lake Campus teaching honors
- Being available to students for discussion and mentoring at times other than posted office hours. Faculty who do this often enough and wish to include it in their documents, should submit logs.
- Effectively teaching writing-intensive courses
- Showing evidence of continuous improvement in delivery of courses taught

Outstanding

A Faculty member who is recognized by colleagues as clearly excellent in the classroom. This person exhibits many of the following traits: enthusiasm for the subject matter; ability to stimulate students of varying skill levels; attendance at seminars or colloquia for teaching improvement; integration of new pedagogical methods and technologies into the classroom; formal sharing of successful techniques with colleagues; preparation of thorough syllabi, challenging course materials, and examinations; integration of current thinking on the course topic into classroom instruction; and availability to students outside class time for discussion and advising. Assuming the faculty member has met the requirements for Meritorious, activities such as those listed below can be used as evidence of outstanding teaching. For outstanding teaching, faculty members must demonstrate at least five (5) of the following or their equivalent:

- Excellent peer evaluations
- Consistently excellent student evaluations of teaching
- Formal review of current assessment tools and student outcomes
- Descriptive and quantitative documentation of fresh approaches to the teaching of existing courses, with an evaluation of the relative effectiveness of the new strategies in improving student success
- Implementation of a significant amount of appropriate technology into a current course
- Descriptive and quantitative documentation of laboratory maintenance and improvements.
- Evidence of the extraordinary successes of individual students or groups of students
- Descriptive and quantitative documentation of the development of special out-of-class strategies for improving student success—such as the establishment of study groups, of collections of review materials, or of regular faculty/student consultations regarding student progress
- Descriptive and quantitative documentation of involvement in the development and teaching of remedial courses
- Descriptive and quantitative documentation of involvement in student placement in jobs or graduate schools
- Documentation of success in student advising
- Documentation of letters written in support of student applications for scholarships, transfer to baccalaureate programs, entrance to graduate school, and employment
- Descriptive and quantitative documentation of program administration, including the formation of and regular consultation with community advisory boards
- Significant new contributions to interdisciplinary-interdepartmental curriculum integration
- Documentation of efforts to enhance the linkages between Lake Campus academic programs and corresponding programs on the Dayton campus
- Unsolicited positive letters from students

Extraordinary

A faculty member who is recognized by colleagues as a model teacher. This person exhibits the following traits: enthusiasm for the subject matter; ability to reach students of varying abilities; attendance at seminars or colloquia for improvement; implementation of new pedagogical methods and technologies; formal sharing of successful techniques with colleagues; preparation of thorough syllabi, challenging course materials, and examinations; integration of current thinking on the course topic into classroom instruction; and availability to students outside class time for discussion and advising. Assuming the faculty member has met the requirements for Outstanding, activities such as those listed below can be used as evidence of extraordinary teaching. For extraordinary teaching the faculty member must have consistently excellent student evaluations of teaching and at least one of the following or the equivalent:

- Participation in the refinement of existing transfer agreements or development of additional transfer agreements
 - Development of special extracurricular programs to complement the recruitment of students into specific academic programs or the educational success of students currently enrolled in specific programs
 - Development of new academic programs at the Lake Campus
 - Receipt of a college or university teaching award or other comparable teaching award
 - Development and successful delivery of a new or on-line course that makes a significant contribution to the curriculum at Wright State University-Lake Campus.
2. Scholarship: To count as scholarship, activities and accomplishments must be in the individual's discipline or a related area. In the case of shared work, the extent of individual contribution shall be considered in the evaluation of each activity. Full credit is normally given to works that are co-authored, and other shared work is credited proportionate to the individual's contribution.

Unsatisfactory

Little or no concrete evidence of scholarly activity during the current evaluation period.

Adequate

Documentation of at least one of the following during the current evaluation period to indicate scholarly activity.

- Attendance at professional seminars or conferences
- Documentation of working draft of paper(s) being prepared for publication.

Meritorious

Faculty must demonstrate one achievement in Category I, two achievements in Category II, or the equivalent.

Category I

- submission of completed book manuscript
- submission of instructional software to publisher
- submission of a substantial grant application
- submission of an article to a peer-reviewed scholarly journal

Category II

- Publication of comments in professional or trade journals
- Presentation at a professional conference

- Publication of a paper in conference proceedings
- Publication of a book review in a scholarly or professional journal
- Receipt of an internal grant
- Formally contracted or otherwise documented consulting for business, industry, school system, or government agency

Outstanding

Faculty must demonstrate achievement of Category I or II

Category I

- Publication of one article in a peer-reviewed journal, a chapter in a book, or receipt of an external grant

Category II (three of the following)

- Publication of a case or paper in peer-review meeting proceedings
- Presentation of a paper at an academic, professional, or pedagogical meeting
- Active service on an editorial board
- Publication of instructional software recognized as seminal by the faculty's peers and dean
- Publication of at least three articles in a non peer-reviewed trade or practitioner publication
- Subsequent editions of a previously published professional book or textbook (excluding self-published work)
- Receipt of academic awards for scholarship
- The descriptive and quantitative documentation of applied research conducted on behalf of schools, governmental departments, civic organizations, businesses, or industries

Extraordinary

Scholarly activities clearly exceeding expectations for Outstanding by performing one or an equivalent combination of the following:

- Publication of two articles in peer-reviewed journals
- Publication of a research monograph
- Publication of a professional book, a textbook or multiple chapters in or other multiple contributions to books (excluding self-published work)
- Funding of a significant external research grant (the faculty member should explain how it is significant)
- Six or more feature articles in general-interest periodicals or newspapers; short-stories or poems
- A published or produced play, a novel or book length collection of poems, exhibitions of graphic artwork, a video or audio production, or other multimedia teaching materials originating and produced in-house

3. Service:

Service is defined as contributions to one's department, college, or university, to the community, or to a professional organization. Any activity not listed below may also be considered by the dean. It is up to the individual faculty member to provide evidence of the professional significance of the activity.

Unsatisfactory

There is little or no evidence of professional service.

Adequate

The faculty member provides evidence of the following

- Regular attendance at Faculty Senate meetings
- Fulfillment of individual responsibilities to the Lake Campus, including effective service on Lake Campus Senate committees

Meritorious

Assuming the faculty member has met the requirements for Adequate, the faculty member presents evidence of three of the following activities:

- Active participation in organizations within the Lake Campus service area that are related to the faculty's discipline or that have a need for the faculty's expertise
- Special visits to local schools to share expertise and ultimately to enhance recruitment
- Publication of special articles in newspapers within the service area; citation as an expert in articles in newspapers within the service area; being the subject of featured articles in newspapers within the service area
- Participation at community events for the purpose of enhancing the visibility of the Lake Campus within the service area and/or enhancing student recruitment
- Participation in a professional activity that contributes to the teaching and/or research capabilities of the faculty member
- Participation in a faculty internship, externship, or involvement in a project judged as significant to the faculty member's discipline
- Achievement and renewal of significant professional certifications.
- Service as Chair on Lake Campus Faculty Senate Committee
- Effective service on active university committees and/or college committees in addition to those required for a rating of adequate
- Serving as chair of an active committee or task force and project
- Student placement or recruitment activity
- Presentation of seminars or conducting special programs for external groups
- Service as advisor to an active club or student organization
- Alumni relations/fund raising activity

- Participation in the development and execution of special professional-development or student-oriented programs at the Dayton Campus that serve to highlight the Lake Campus' contributions to the broader University.

Outstanding

Assuming the faculty member has met the requirements for meritorious, the faculty member presents evidence of two of the following activities or the equivalent:

- Organization of a conference workshop, session, or panel for a regional or national conference
- Development of new local or regional chapters of established professional organizations.
- Effective service as an officer in or chairing of a significant state or national committee (e.g., academic, professional, government advisory groups)
- Service as a discussant or chair in a significant national or regional conference
- Significant external community service related to the individual's discipline
- Participation in organizations of special interest to the Lake Campus—including the Association for the University Regional Campuses of Ohio (AURCO) and the Ohio Association of two-year colleges (OATYC).
- The development, in conjunction with Dayton Campus faculty or staff, of special programs to enhance the success of school, civic organizations, businesses, industries, or agencies within the Dayton Campus' service area
- Service as an elected officer of Faculty Senate
- Effective service as advisor to an active club or student organization where a significant time commitment is required.
- Service as chair of a significant university committee or task force
- Special projects at the Lake Campus or University level

Extraordinary

Assuming the faculty member meets the requirements for Outstanding, the rating of Extraordinary will be given to a faculty member who provides evidence of one additional activity listed under Outstanding plus demonstration of substantial leadership or accomplishments in service.

H. WSU-LAKE CAMPUS PROMOTION AND TENURE

GENERAL CONSIDERATIONS

As a geographically distinct, regional campus of Wright State University, the Lake Campus maintains a unique position within the University's academic community and structure. The Lake Campus provides pre-baccalaureate, associate-degree, and certificate programs as well as selected baccalaureate and graduate

programs, in a number of academic and technical disciplines. The Promotion and Tenure criteria of Wright State University Lake Campus reflect the academic emphasis of the regional campus.

Academic Rank: Tenure and Promotion

Bargaining unit faculty at Wright State University Lake Campus may hold tenure at the ranks of Assistant Professor, Associate Professor, and Professor. To be considered for promotion to the rank of Associate Professor, the faculty member must have a terminal degree and must meet the criteria described in Section B, following. To be considered for promotion to the rank of Professor, the Associate Professor must hold a terminal degree, must have provided extended, substantial service to the University, and must meet the other criteria listed in Section B, following.

Functioning of the Lake Campus Promotion and Tenure Committee

For the purposes of promotion and tenure, the Lake Campus operates solely on the level of a college within the university, incorporating those procedures normally found at the departmental level. Faculty may nominate themselves for promotion and/or tenure or may be nominated by the Promotion and Tenure Committee of the Lake Campus. The Dean, as non-voting Chair of the Lake Campus Promotion and Tenure Committee, will announce deadlines for the submission of documents each year in accordance with the University's timetable.

Promotion and Tenure

When applying for promotion and tenure, candidates must submit to the Lake Campus Promotion and Tenure Committee all materials and documentation outlined in the CBA by the date specified by the Lake Campus Dean in the fall of the year the individual is to be considered.

1. Criteria for Promotion from Assistant to Associate with Tenure: The following minimum requirements must be met by the individual seeking promotion and tenure.
 - a. Teaching: The candidate for promotion and tenure to Associate professor must show that he or she has taught students successfully. A successful teacher will establish and maintain high and appropriate standards of achievements in all classes and will help students acquire the knowledge and skills to meet those standards. Required evidence of teaching effectiveness includes:
 - student and peer evaluations of teaching that confirm effective teaching.
 - evidence of efforts to continually improve teaching.
 - Additional evidence of successful teaching may include documentation of additional contributions such as:
 - integration of technology into teaching methods (course syllabus)
 - innovative teaching techniques
 - effective teaching of writing intensive courses
 - b. Service: The candidate for promotion to Associate professor with tenure must show that he or she has provided an appropriate level of service by documenting all of the following:
 - Regularly attending Lake Campus Senate meetings.
 - Serving effectively on Lake Campus Committees to which elected.
 - Effectively chairing two Lake Campus faculty senate committees or performing an equivalent service function for Lake Campus.

- Serving on a local board or committee in an area of expertise, or actively performing service for professional organizations at the local, regional, or national level, or the equivalent.
- c. Scholarship: The candidate for promotion to Associate professor with tenure must show he or she has pursued ongoing scholarship, demonstrated by publication of four scholarly articles in refereed journals or a scholarly book. All four articles must be in the candidate's discipline, and at least two of the articles must be in journals closely related to the candidate's discipline. One or both of the other required refereed articles may have equivalent substitutions from the following list:
- A substantial external grant
 - Invitational speaker at a plenary session for a regional or national professional conference
 - Three book reviews in scholarly or professional journals
 - Two scholarly papers presented at regional or national conferences.
 - Documented impact in the surrounding community of applied scholarly expertise.
 - Equivalent creative work, if appropriate to the candidate's discipline.
2. Criteria for Promotion from Associate to Full Professor: The candidate must show that he or she has been productive at a level beyond that required for promotion to Associate Professor. The candidate must also show leadership in various areas of his or her professional life that has a positive effect on the Lake Campus.
- a. Teaching: The candidate for promotion to Full Professor must show evidence of exceptional success in teaching. Beyond the measures of teaching required for promotion to associate professor, the candidate must present evidence of three of the following accomplishments:
- Taking lead in integrating new approaches and/or new technologies into the classroom.
 - Developing original materials to supplement or substitute for packaged course materials.
 - Formally sharing teaching innovations with a peer group.
 - Developing the curriculum of a new program.
 - Acquiring significant grant monies for an initiative related to teaching.
 - Receiving a regional, state-wide, or national award for teaching.
 - Developing an extracurricular program that enhances the student's success in the classroom or workplace.
 - Developing significant innovation in the curriculum to meet targeted needs of organizations or businesses in the service area.
- b. Service: The candidate for promotion to Full Professor must show evidence of exceptional success in service. While continuing to demonstrate the level of service required for promotion to associate professor, the candidate must have at least three (3) of the following:
- Leadership role in a major initiative at Wright State University
 - Officer of a regional or national professional organization
 - Receipt of a regional, state, or national service award
 - Officer of a local board (related to the profession)
 - Consultation and development of a significant document for a school district, organization, or business in the service area that can serve as a model for other similar organizations.
 - The equivalent.

- c. **Scholarship:** The candidate for promotion to Full Professor must show he or she has pursued ongoing scholarship beyond the level required for Associate Professor. In addition to meeting the scholarship requirements for promotion to Associate Professor, the candidate must publish four scholarly articles in refereed journals or a scholarly book. All four articles must be in the candidate's discipline, and at least two of the articles must be in journals closely related to the candidate's discipline. One or two of the other required refereed articles may have equivalent substitutions from the list of scholarship substitutions above.