

# Neuroscience, Cell Biology & Physiology

Approved by NCBP faculty unanimously on 6-11-21

## SECTION 1. INTRODUCTION

**1.1.** These Bylaws provide for faculty participation in the Department in accordance with the Collective Bargaining Agreement (CBA) between the American Association of University Professors - Wright State University Chapter (AAUP/WSU) and Wright State University. These bylaws may be amended to remain in agreement with the CBA and the bylaws of the Boonshoft School of Medicine.

## SECTION 2. FACULTY CLASSIFICATIONS, RANKS, AND TRACKS

**2.1. Professorial Faculty:** engage in combined scholarly, teaching and service activities. These bylaws apply equally to all professorial faculty members, including full voting rights, whether BUFM or BSOM appointments

**2.1.1. Ranks: Assistant Professors, Associate Professors or Full Professors** who are either:

- **tenure track or tenured appointments.** Except for the department chair, these faculty are identified as tenure eligible Bargaining Unit Faculty Members (**TET BUFM**)
- **continuance appointments made through BSOM.** These professorial faculty are **non-BUFM**.

**2.1.2. Tracks:** Incoming faculty members have a track identified in their offer letters. Assistant Professors cannot change tracks during their probationary periods; tenured professorial faculty can elect to change track assignment with approval of the department chair. Untenured BSOM faculty or Untenured BUFMS above the rank of assistant professor can petition to change tracks, but this must be approved by both the chair and relevant Dean.

- **Professorial Research Track:** scholarly activity focused on research that generates discovery and advances knowledge in biological/biomedical sciences.
- **Professorial Educational Track:** scholarly activity focused on developing and implementing innovation and improved effectiveness in biological/biomedical education.

**2.2. Department Chair:** not classified as professorial faculty for procedural actions identified in these bylaws. The Department Chair may participate in all department affairs, but with no voting rights unless explicitly permitted by these bylaws.

**2.3. Non-Professorial Faculty engage in teaching and service activities.**

**2.3.1 Ranks: Instructors, Lecturers, Senior Lecturers or Visiting faculty** are identified as non-tenure eligible Bargaining Unit Faculty Members (**NTE BUFM**). NTE faculty are allowed full voting rights in department matters, except for matters relating to evaluation of TET (tenure eligible and tenured) faculty (Professional Development Leave, annual evaluation, promotion, tenure or other evaluations).

#### **2.4. Definition of Voting Faculty**

Each faculty member has a single vote that he/she casts in making recommendations. These voting rights apply at departmental faculty meetings and, as departmental committee meetings, depending on the operating procedures determined by each committee. Each NTE faculty member has a single vote on all matters except as limited by these bylaws and the current CBA. However, only members of the Graduate Faculty may vote on matters involving graduate education.

### **SECTION 3. DEPARTMENT COMMITTEES**

Three committees establish mechanisms for voting faculty to provide advice and recommendations in making policy and conducting departmental business.

#### **3.1. Department Promotion and Tenure Committee (DPTC)**

The DPTC will be composed of a chair, vice chair and four professorial faculty at the rank of Associate or Full Professor, with representation from both professorial research and educational tracks. At least 60% of committee membership must be BUFMs. Members will be elected by a simple majority vote of the professorial faculty and each will serve a term of 3 years. Terms of the Members will be staggered. Chair and vice-chair of the DPTC will be elected by a simple majority vote of the DPTC and will serve a term of three years. Terms of the chairperson and vice-chair of the DPTC will be staggered. The department chair will sit on the DPTC as a non-voting member.

The DPTC has ongoing roles in:

- evaluation and recommendation of professorial faculty regarding the cumulative progress toward tenure and, if requested, for promotion
- recommendations for or against tenure and/or promotion
- making recommendations for continuation of BSOM faculty

The DPTC oversees the peer evaluation of teaching for untenured TET BUFMs and NTE BUFMs, which must include classroom visitation. All such faculty will be evaluated annually. Peer evaluations will also be provided for continuance faculty in the BSOM on request. Peer evaluations will be performed by at least two Professorial Faculty on a rotating basis. All other Professorial Faculty who request peer evaluation of their teaching will name one evaluator, and otherwise all evaluators will be chosen by the DPTC. Completed peer evaluations will be submitted to the DPTC and to the department chair. The DPTC will forward the report to the faculty member.

#### **3.2. Executive Committee (EXC)**

The EXC will be composed of a chairperson and four departmental faculty members (professorial and non-professorial), including the Associate Chairs for Education and Research (2 professorial faculty). The other three members will be elected by a simple majority vote of all faculty members and each will serve a term of 3 years. At least one elected member must be an instructor or lecturer. The Chair of the EXC will be elected by a simple majority vote of the EXC and will serve a term of three years. The department chair will sit on the EXC as a non-voting member.

The EXC will arrange meetings as it deems necessary to discuss matters of departmental policies and operations, including but not restricted to departmental resources, curriculum, personnel issues, assignment of duties, hiring faculty, etc. The EXC will establish policies for its operation, including procedures for electing a committee chair, rotating membership, forming subcommittees as needed, reporting to the faculty at large, formulating advice to the department chair, etc.

### **3.3. Annual Evaluation Screening Committee (AESC)**

The AESC will be composed of four professorial faculty members each elected to a three-year term by a simple majority vote by the faculty (BUFM and non-BUFM), and one elected NTE faculty member, who will serve on evaluations of the NTE faculty only for a three-year term. The Chair will be elected by a simple majority of the AESC for a four-year term. Terms for the Chair and Members of the AESC will be staggered. The department chair will sit on the AESC as a non-voting member. Any member of committee must recuse himself/herself when their activity report is being evaluated. For all Faculty Annual Evaluation Reports of TET BUFMs this committee will:

- evaluate merit scores proposed by each faculty member, if any (see 6.1), for concurrence with applicable CBA and Bylaws criteria
- request additional information or clarification from faculty members
- recommend any change in the merit scores proposed by each faculty member
- report the results of this screening process to the department chair and the individual faculty member
- identifying and recommending faculty for university awards

For the purpose of evaluation of NTE BUFMs in the department, the committee will meet with one elected NTE BUFM and will evaluate the department NTE BUFMs according to the CBA NTE criteria and the submitted annual activity reports. They will report the results of this evaluation to the department chair and the individual faculty member.

### **3.4. Department Education Committee (EC)**

The EC will be composed of the NCBP Associate Chair for Education, as Chair, each degree's program director(s), and two additional faculty members (professorial and/or non-professorial), to be named by the department Chair, based on BUFM recommendations, each serving a three-year term. The department Chair may sit in on EC meetings as a non-voting member, as is necessary.

The EC will arrange meetings as necessary to meet the curricular and programmatic demands of the undergraduate, graduate, and medical programs administered by the department. Only graduate faculty members have a vote on matters involving graduate education, and vice versa, should there be any faculty members who are graduate faculty members only.

**3.5. Committee recommendations:** Committees will transmit formal written recommendations to the department chair. As is relevant, a copy of the written recommendation will go to each individual faculty member being evaluated.

## **SECTION 4. FACULTY MEETINGS**

A meeting of the faculty (meaning, all BUFMs with primary appointments in the department and fulltime continuance faculty with primary appointments in the department, and research faculty) will be called by the department chair or designee at least once each term (excluding Summer). Except in emergencies, the department chair will announce the meeting date and circulate the Agenda at least one week before the meeting. Faculty can add agenda items at any time preceding the meeting.

### **4.1. Voting at Faculty Meetings**

A simple majority of the voting faculty will constitute a voting quorum and a simple majority of votes from faculty who are present at the meeting and eligible to vote on a specific matter will constitute a majority vote of the department on motions subjected to voting, except as otherwise directed by the CBA, such as for bylaws amendments. If the faculty are meeting in person, a faculty member can request to meet remotely by receiving written permission from the Chair. Any voting faculty member may request voting by secret ballot, if that is a viable option.

## **SECTION 5. PROMOTION AND TENURE for Professorial Rank Faculty**

**5.1.** Criteria relevant to each professorial rank and track will be applied equally to professorial faculty members, whether BUFM or BSOM appointments. Note that procedures and criteria for the promotion of NTE BUFMs are specified in the CBA.

### **5.2. Initiation and Time-Line of Promotion Process**

Consult current versions of the CBA (for BUFMs) and BSOM policies (for SOM only faculty) on tenure and promotion.

### **5.3. Roles of Departmental Promotion and Tenure Committee (DPTC)**

- The DPTC will evaluate each candidate's achievements in relation to criteria established for promotion and/or tenure in these bylaws (**sect. 5.5 or 5.6**), culminating in a DPTC meeting to discuss, vote, and arrive at a recommendation either for or against promotion and/or tenure. The vote will be obtained from appropriate professorial faculty: Full Professors vote on promotion from Associate to Full Professor, while Associate and Full Professors vote on promotion from Assistant to Associate Professor. In cases of tenure only, the vote will be obtained from appropriate professorial faculty: Full professors for votes on tenure for Full Professor. Recommendation for or against promotion and/or tenure will be based on a simple majority of votes. The recommendation and relevant materials will be sent to the department chair who, together with the DPTC chair will discuss the recommendation with the candidate. Following this discussion, a candidate may ask the DPTC to reconsider its recommendation against promotion, and may appear before the committee to argue their case or to present further information. In a second and final deliberation the DPTC will take the candidate's appeal into consideration, vote and amend their recommendation as needed. The DPTC recommendation and a separate letter of

evaluation from the department chair will be forwarded to the COSM Dean for transmittal to the College Faculty Development Committee, and to the BSOM Dean for transmittal to the School Faculty Development Committee.

- The DPTC will provide a Statement of Progress toward Tenure (separate from Annual Evaluation, **Section 6**) annually for untenured faculty on a tenure track and a statement of progress toward promotion when requested by professorial Associate Professors. To assist this evaluation the DPTC will ask the faculty member under consideration to provide them with (a) a curriculum vitae, (b) documentation of progress toward promotion in relation to **sects. 5.5 or 5.6**. These annual evaluations will result in letters to the individuals with copies to the department chair detailing their progress toward promotion and/or tenure.

## **5.4. Performance Measures**

### **5.4.1. Scholarship**

Success in scholarship is recognized for faculty members directly credited both with publishing and presenting original findings and with obtaining extramural funding to support their scholarship. Additional achievements in scholarship include mentoring/training students and participating in a variety of professional scholarly activities.

#### **5.4.1.1. Scholarly Publications Defined**

For purposes of promotion in NCBP, scholarly publications meet **all** of the following three criteria:

- The publication provides new findings in biological/biomedical research or education (excludes review articles, opinion/position papers, policy manuals, which are credited in annual evaluation **sect. 6.4.1** but not for promotion)
- **AND** the faculty candidate (individually or in directing their trainees or staff) is responsible for generating a majority of the publication content from work performed at WSU or from their independent laboratory at a previous location
- **AND** the publication passed critical review by professionals in the field (defined here as “peer-review”)

**5.4.1.1.1. Publication Equivalents** - These include but are not limited to publication with known publishers of research monographs, book chapters, review articles, and professional books; tangible innovative items, such as patents and license agreements. Additional eligible equivalents are listed in **sects. 5.5 and 5.6**.

#### **5.4.1.2. Counting Scholarly Publications**

**5.4.1.2.1.** Each publication defined in sect 5.4.1.1 will count “1” when the candidate is first or corresponding author or can establish that their efforts or laboratory were responsible for generating more than 50% of the publication’s content.

**5.4.1.2.2.** A single publication in a journal with an impact factor of at least ten will be considered as a “very high impact” publication and thereby count as two publications if the faculty member is first or corresponding author. A faculty member should request affirming documentation from the NCBP P&T committee (DPTC) prior to entering the promotion process. For such publications in journals with impact factors less than ten, if requested by a faculty member, the DPTC in

consultation with the Chair will make a written determination on whether this publication will be considered as “very high impact” and thereby count as two publications if the faculty member is first or corresponding author. Such a determination should be made prior to the faculty member’s request to be considered for promotion.

**5.4.1.2.3.** For promotion from Associate to Full Professor only, and in either the education or research track, each publication defined in sect. 5.4.1.1., will count “1/2” when the candidate contributes as an author (other than first or corresponding author) on a publication with a collaborator.

**5.4.1.2.4.** Probationary faculty may count a maximum of 2 collaborative publications (with each publication counting “1/2”) in cases where the faculty member is not listed as either the first or corresponding author.

**5.4.1.2.5.** Publication equivalents will count as described in sects. 5.5. and 5.6. for specific ranks and tracks as defined below.

**5.4.1.2.6.** At most one publication on pedagogy may be used as an equivalent substitution by members of the professorial research track.

### **5.4.1.3. Scholarly Presentations**

Presentations at scientific or educational meetings by the faculty member of a scholarly seminar or poster based on work performed by the faculty member or their collaborators will count towards Scholarly Professional Activities (5.4.1.5) in Annual Evaluations.

### **5.4.1.4. Extramural Funding of Scholarly Activities**

Extramural funding through grants and contracts is eligible for consideration in promotion when the funding:

- was based on proposals submitted by the University that advance new knowledge or understanding in biological/biomedical research or education
- **AND** passed a competitive process of peer review,
- **AND** was based on work generated by the faculty member under consideration. The candidate will be given full credit (funding amount and time) when identified as Principal (Lead) or co-Principal Investigator. For collaborative grants in which the faculty member is listed either as an investigator, co-investigator or consultant, the credit toward promotion will equal the fraction of the total award reflected in the percentage of effort listed in the grant/contract proposal for all personnel in the individual faculty member’s laboratory. The faculty member may also request an equivalent for scholarly work accomplished on a grant (e.g. accomplished ¼ of specific aims on grant with a written amount of grant supply money).

No credit will be given either to the portion of grant funds assigned to Facilities and Administration (Indirect) costs or to no-cost extensions.

### **5.4.1.5. Scholarly Professional Activities** include but are not limited to:

- serving as an ad-hoc grant reviewer for an extramural funding agency
- serving as a grant review panel member for an extramural funding agency
- serving as an Editorial Board member for a scientific or educational journal
- organizing a national or regional meeting

- developing fields of scientific research (e.g. technology transfer) or educational expertise (e.g. curricula, technology) outside WSU

Note: multiple activities within a single bullet category will be counted separately for the above items. For the items listed below, multiple items within a single bullet category will only be counted once.

- ad hoc review for peer-reviewed journal
- presentation at national or international meetings
- organizing a regional meeting

#### **5.4.2. Teaching**

**5.4.2.1** Teaching in academic courses/classes is judged effective by an overall positive record of available student and peer evaluations. Additional measures of teaching success include, but are not limited to teaching awards and unsolicited complimentary letters from course directors.

**5.4.2.2** Training, mentoring, and supervising graduate students in biomedical science programs are achieved by:

- direction of a master's thesis or PhD dissertation
- membership on graduate student committees
- participation in graduate student training through special projects and techniques courses, lab rotations, scholarly paper direction or comprehensive examination administration.
- instruction of a student in experimental methods outside the classroom and over a period of at least one academic session
- special accomplishments of students/trainees, e.g. awards

#### **5.4.3. Service Contribution**

This component of faculty activity is measured by participation in service essential to the effective operation of the university, including but not limited to:

- regular attendance at departmental faculty meetings
- execution of departmental functions (e.g. overseeing seminar series, departmental annual report to COSM and BSOM, etc.)
- service on a committee in the NCBP Department, a Graduate Program, COSM, BSOM the University, or the community

### **5.5. Criteria for Promotion to Associate Professor with Tenure (Tenure does not apply to faculty with BSOM only appointments)**

Promotion to Associate Professor with tenure requires that the candidate has established an independent and successful program in research or education scholarship (depending on track) and made positive contributions in teaching and service.

#### **5.5.1. Professorial Research Track**

Promotion in this track recognizes scholarly achievements in biological/biomedical research and requires that the candidate meet the following minimum criteria in scholarship, teaching, and service:

### **5.5.1.1. Scholarship**

The candidate must have:

- Produced at least **4 publications** as defined in **sect. 5.4.1.1 and 5.4.1.2** (BSOM only faculty will need a total of 5 publications, regardless of authorship). A maximum of 1 of the 4 required publications may have equivalent substitution from 5.4.1.2.4.
- **AND** obtained **extramural funding** (defined in **sect. 5.4.1.4**) amounting to at least \$200,000 total over a period of 36 months or more. In addition, extramural funding must be active OR an extramural grant must be in the review process at the time of application for promotion. An additional \$100,000 or more in direct costs is equivalent to a maximum of one year of funding for an external grant.
- **AND** evidence of **3 items** under Scholarly Professional Activity (**sect. 5.4.1.5**)
- **AND** received external letters from experts in the candidate's field of scholarship indicating that the candidate has established independent and productive scholarship that contributes new knowledge

### **5.5.1.2. Teaching**

The candidate must have:

- Met assigned teaching responsibilities
- **AND** established a positive record of student and/or peer evaluations supported by at least two letters
- **AND** engaged in student supervision, training, and mentoring as described in **sect. 5.4.2.2**

### **5.5.1.3. Service**

The candidate must have:

- Regular attendance at departmental faculty meetings (unless excused absence)
- **AND** given a combined total of at least three years of service on committees in the NCBP Department, graduate program, COSM, BSOM, University, or community.

## **5.5.2. Professorial Education Track**

Promotion in this track recognizes scholarly achievements in biological/biomedical education innovation and development and requires that the candidate meet all of the following minimum criteria in scholarship, teaching, and service.

### **5.5.2.1. Scholarship**

The candidate must have:

- Produced at least **5 publications** as defined in **sect. 5.4.1.1. and 5.4.1.2**. A maximum of 2 of the 5 required publications may have an equivalent substitution from the following list:
  - publication equivalents defined in **sect. 5.4.1.1.1**
  - educational resources including, slide/video sets with speaker notes, computer-based instructional program, or sets of problem-based learning exercises or clinical cases



- **AND** evidence of **three items** under **Scholarly Professional Activity (sect. 5.4.1.5)**
- **AND** external letters from experts in the candidate's field of scholarship indicating that the candidate has established independent and productive scholarship that contributes new knowledge

#### **5.5.2.2. Teaching**

The candidate must have:

- met assigned teaching responsibilities
- **AND** established a positive record of student and/or peer evaluations supported by at least two letters
- **AND** engaged in student supervision, training, or mentoring as described in **sect. 5.4.2.2**
- **AND** served effectively for at least two years as a director of a course defined by the parent program as a "core" course **OR** created and taught a new course for at least 1 year **OR** the equivalent, e.g. developed substantial pedagogical materials adopted for use by other faculty.

#### **5.5.2.3. Service**

The candidate must have:

- regular attendance at departmental faculty meetings (unless excused)
- given a combined total of at least three full years of service on committees in the NCBP Department, graduate program, COSM, BSOM or University

### **5.6. Criteria for Promotion to Full Professor**

This highest professorial faculty rank requires that the candidate has established a productive and self-sustaining program that advances biological/biomedical scholarship in research or education. There must be evidence that the candidate is recognized nationally and/or internationally as a leader in their chosen field of scholarship. The candidate must also have established a strong record of leadership and participation in teaching and service at Wright State University.

#### **5.6.1. Professorial Research Track**

Promotion in this track recognizes excellence in biological/biomedical research and requires that the candidate meet all of the following minimum criteria in scholarship, teaching, and service.

##### **5.6.1.1. Scholarship**

The candidate must have:

- Produced (published or in press) a total of 15 publications as defined in **sects. 5.4.1.1. and 5.4.1.2** since the beginning the probationary period if the candidate was hired as an Assistant Professor. If a candidate is hired as an Associate Professor, then he/she would be expected to produce at least 3 publications during the probationary period at WSU and a total of 15 publications overall. If the candidate is hired as a tenured Associate Professor, the guidelines are the same as those promoted from Assistant Professor to Associate

Professor with tenure. That is, at least 10 of these 15 publications must not have been used to satisfy promotion criteria for Associate Professor. A maximum of 2 of the 10 required publications may have an equivalent substitution from the list in **sect.5.4.1.1.1**

- **AND** obtained **extramural funding (sect. 5.4.1.4)** amounting to a total of at least \$300,000 over a minimum period of 36 months. No credit will be given to funding counted toward promotion from Assistant to Associate Professor. Extramural funding must have been active within the seven-year period preceding the CBA deadline to apply for promotion to Full Professor. If funding sufficient for promotion was active more than seven years prior to CBA deadline, then the candidate must hold a scored NIH R01 proposal by the CBA deadline to apply for promotion to Full Professor. An additional \$100,000 or more in direct costs is equivalent to a maximum of one year of funding for an external grant.
  - **AND** give evidence of Scholarly Professional Activity (**sect. 5.4.1.5**), including but not limited to **at least 2** of the following accomplishments since promotion to Associate Professor:
    - Member of a review committee evaluating nationally competitive research grants/contracts
    - Editor or Editorial Board member of a scholarly journal
    - Editor or co-Editor of a book
    - Officer or board member of an extramural national scholarly society
    - Symposium chair at the meeting of a national or international scholarly society
    - Organizer of a national or international scientific meetingNote: multiple activities within a single bullet will be counted separately for all of the above items
  - Provided peer-review of an average of two journal manuscripts per year
  - Five invited extramural seminar presentations
- Note: multiple activities within a two bullet categories above will only be counted once.
- **AND** received external letters from experts in the candidate's research field must indicate that the candidate has made recognized contributions to their field to apply for promotion to Full Professor

#### **5.6.1.2. Teaching**

The candidate must have:

- Met assigned teaching responsibilities
- **AND** established a positive record of student and/or peer evaluations supported by at least two letters
- **AND** participated as a thesis or dissertation director for at least two students in biomedical sciences graduate programs, either doctoral or master's degree
- **AND** given evidence of leadership in teaching for at least two years' duration by having:
  - directed or co-directed a course

- **OR** participated in COSM or BSOM curricular development
- **OR** had membership on a BSOM course “Steering Committee”

### 5.6.1.3. Service

The candidate must have:

- Regular attendance at departmental faculty meetings (unless excused)
- **AND** served as a member of an average of at least two committees per year in the NCBP Department, a Graduate Program, COSM, BSOM, or the university
- **AND** served as the chair of a departmental or university committee

### 5.6.2. Professorial Education Track

Promotion in this track recognizes excellence in biological/biomedical education and requires that the candidate meet all of the following minimum criteria in Scholarship, Teaching, and Service.

#### 5.6.2.1. Scholarship

The candidate must have:

- Produced (published or in press) a total of **10 publications** as defined in **sects. 5.4.1.1. and 5.4.1.2**, not including publications counted toward promotion to Associate Professor. A maximum of 4 of the 10 required publications may have an equivalent substitution from the following list:
  - publication equivalents defined in **sect. 5.4.1.1.1**
  - educational resources including, slide/video sets with speaker notes, computer-based instructional program, or sets of problem-based learning exercises or clinical cases
- **AND** given evidence of Scholarly Professional Activity (**sect. 5.4.1.5**), including **at least 2** of the following accomplishments since promotion to Associate Professor:
  - Member of a review committee evaluating nationally or regionally competitive education grants/contracts
  - Editor or Editorial Board member of a scholarly journal
  - Editor or co-Editor of a book
  - Officer or board member of an extramural national scholarly society
  - 5 invited extramural seminar presentations
  - Symposium chair at the meeting of a national or international scholarly society
  - Organizer of a major scientific meeting
  - Provided peer-review of an average of two journal manuscripts per year
- **AND** received external letters from experts in the candidate’s field of education must indicate that the candidate has made recognized contributions to their field during the five-year period preceding the CBA deadline to apply for promotion to Full Professor

### **5.6.2.2. Teaching**

The candidate must have:

- Met assigned teaching responsibilities
- **AND** established a positive record of student and/or peer evaluations supported by at least two letters
- **AND** participated as a thesis or dissertation director for at least two students in biomedical sciences graduate programs, either doctoral or master's degree (participation as the director of 5 scholarly papers required for M.S. degree is considered the equivalent of being thesis or dissertation director for one student)
- **AND** given evidence of leadership in teaching for at least two years' duration by having directed or co-directed at least two courses **OR** developed and taught at least one new course **OR** the equivalent, e.g. developed substantial pedagogical materials adopted for use by other faculty.

### **5.6.2.3. Service**

The candidate must have:

- Regular attendance at departmental faculty meetings (unless excused)
- **AND** served as a member of an average of at least two committees per year in the NCBP Department, a graduate program, COSM, BSOM, or the university
- **AND** served as the chair of a departmental or university committee

## **SECTION 6. ANNUAL EVALUATION**

### **6.1. Submission of Materials for Annual Evaluation.**

Each professorial faculty and NTE BUFM member will submit to the AESC (**sect. 3.3**) and to the department chair a faculty activity report that complies with the content and due date specified in the respective (TET or NTE) CBA, and that may include the member's recommendation to the chair regarding his or her annual evaluation scores. Faculty members may submit other materials that pertain to evaluation criteria, and these will be considered by the department chair and AESC. The AESC or the department chair may request additional materials or information from the faculty member.

### **6.2. Evaluation Reports**

The department chair will evaluate each faculty member's annual performance, taking into account the faculty activity report together with the AESC screening report recommendations (**sect. 3.3**) and assign numerical scores according to evaluation criteria specified in the CBA and, for scholarship for TET BUFMs, in these bylaws. The department chair will then inform each BUFM of their rankings and the reasons for these rankings.

**6.3. Annual Evaluation Criteria for Professorial Faculty except during the first two years, as noted below.**

**6.3.1 Scholarship Criteria**

Faculty members are evaluated annually for their scholarly activities over the previous year. The ratings and associated criteria are given in Table 2.

**Table 2:** scores for various combinations of publications, funding, and professional activity for both research and educational track professorial faculty

\*\*for annual evaluation only, publications meeting criteria in sect. 5.4.1.1 may include position/opinion/commentary/response articles, review articles, policy manuals, case studies, conference proceedings on which the faculty member appears as author. # excluding Professional Development funds provided through CBA

Score Options	Publications**	Funding #	Professional Activity
4	≥3	External funding (any portion of year)	≥3 items
4	≥2	External funding (continuous)	≥3 items
3	≥2	External funding (any portion of year)	≥2 items
3	≥1	External funding (continuous)	≥2 items
2	≥1	Internal or external funding (any portion of year)	≥1 item
1	One entry in any of three columns		
0 Unsatisfactory	No entry in any of three columns		

**Additional Scoring Options**

- Add 1 point total for extramural grant(s) receiving a peer-review score better than 25<sup>th</sup> percentile or the equivalent
- Add 1/2 point total for extramural grant(s) submitted
- Add 1/2 point total for articles submitted for peer-reviewed publication

**6.3.2. Teaching Criteria** are set forth in the CBA.

**6.3.3. Service Criteria** are set forth in the CBA.

**6.4. Annual Evaluation for Probationary (untenured) TET Professorial Faculty**

**6.4.1. Scholarship**

Probationary faculty members will be evaluated according to the CBA and the scholarship criteria specified below, beginning in their second academic year at WSU:

- **unsatisfactory – score 0 points:** the faculty member achieves none of the items in **sect. 6.4.1.1**
- **score 1 point:** the faculty member achieves 1 of the items in **sect. 6.4.1.1**
- **score 2 points:** the faculty member achieves 2 of the items in **sect. 6.4.1.1**

- **score 3 points:** the faculty member achieves 3 of the items in **sect. 6.4.1.1**
  - **score 4 points:** the faculty member achieves 4 of the items in **sect. 6.4.1.1**
- After the first two years at WSU, the scholarship criteria are in 6.3.1.**

**6.4.1.1 Points in Scholarship for Annual evaluation**

- constructing a functioning laboratory as evidenced by data generation
- training students or staff in performing experiments and related tasks in the laboratory
- submission of an abstract based on data collected in your WSU laboratory to an extramural scholarly organization
- submission of an extramural grant/contract
- submission of an intramural grant
- submission of a publication
- participation in at least one item under Scholarly Professional Activities, **sect. 5.4.1.5**

Note: multiple activities within a single bullet category will only be counted once.

**6.4.2. Teaching** - See CBA for teaching criteria.

**6.4.3. Service** - See CBA for service criteria.

**SECTION 7. REVIEW AND AMENDMENT OF DEPARTMENT BYLAWS**

The department bylaws will be reviewed at minimum whenever a new collective bargaining agreement between the Wright State University and AAUP-WSU becomes effective, or a relevant change in BSOM bylaws is enacted. These bylaws may be amended at any time with a majority vote of the BUFM at a properly called department meeting followed by approval by the Dean of the College of Science and Mathematics.