

COAP / COG Motions

#1: Small update for materials collected by JTCs

#2: Update for (full) Teaching and Associate Teaching Professors

#3: Dept. Head Evaluations

George Heineman (COG, chair)

Pam Weathers, William Martin (COAP, co-chairs)

Feb 14, 2024 - Faculty Meeting

#1 COAP / COG Motion - for vote

Date: February 14, 2024
To: WPI Faculty
From: Committee on Appointments and Promotions (Prof. Martin and Prof. Weathers, Co-Chairs)
Committee on Governance (Prof. Heineman, Chair)
Re: Motion to make minor modifications to the language describing materials collected by Joint Promotion Committees

Motion: The Committee on Appointments and Promotions (COAP) and the Committee on Governance (COG) recommend, and we move that the language describing the materials collected by Joint Promotion Committees for candidates for promotion to full Professor, full Professor of Teaching, full Teaching Professor, and Associate Teaching Professor (in the Faculty Handbook, Chapter Four, Section 3.a.iv) be slightly modified

Summary of Materials Collected by The Joint Promotion Committee

3) Instructional Activity ~~Reports~~ **data** for the last five years **when available**.

6) Sponsored ~~R~~esearch ~~A~~ctivity ~~Reports~~ **data** for the last five years **when available**.

#2 COAP / COG Motion - for discussion, only

- Add guidance for candidates for promotion to (full) Teaching Professor and Associate Teaching Professor
 - in preparation of the promotion dossier
- The current Faculty Handbook provides a general description of the promotion dossier for promotion to:
 - (full) Professor;
 - (full) Professor of Teaching;
 - (full) Teaching Professor; and
 - Associate Teaching Professor.
- However, it only provides explicit guidance for candidates for (full) Professor and (full) Professor of Teaching. This motion would address that deficiency by adding information specifically for candidates for promotion to both (full) Teaching Professor or Associate Teaching Professor.
 - Also include page limits throughout to accurately reflect current practice
 - Also includes statements to further explain indicators of service

#2 Specific Changes: CV

- The CV provides comprehensive documentation of the candidate's professional experience and accomplishments.
 - For promotion to full Professor, the emphasis is on accomplishments in teaching, scholarship/creativity, and service.
 - For promotion to full Professor of Teaching, the emphasis is on accomplishments in teaching practice, continuing professional growth and currency, and service.
 - For promotion to Associate Teaching Professor, the emphasis is on accomplishments in teaching and service.
 - For promotion to (full) Teaching Professor, the emphasis is on accomplishments in teaching, professional growth, leadership, and service.

#2 Specific Changes: Personal Statement

- The **personal statement** provides a reflective summary and description of the candidate's professional accomplishments and contributions
 - For promotion to full Professor, ...
 - For promotion to full Professor of Teaching, ...
- For promotion to Associate Teaching Professor, the personal statement (5 pages maximum) includes a reflective statement and description of the candidate's contributions to teaching, and it typically includes sections on teaching, service, and future plans.
- For promotion to (full) Teaching Professor, the personal statement (10 pages maximum) includes a reflective statement and description of the candidate's contributions to teaching with a focus on professional growth and leadership, and it typically includes sections on teaching, professional growth, leadership, service, and future plans.

#2 Specific Changes: Teaching Portfolio

- The **teaching portfolio** provides documentation of the candidate's teaching. The teaching portfolio presents representative teaching materials and evidence of their effectiveness.
 - For promotion to full Professor, ...
 - For promotion to full Professor of Teaching, ...
- For promotion to Associate Teaching Professor, the teaching portfolio provides documentation of the candidate's high-quality teaching.
- For promotion to full Teaching Professor, the teaching the teaching portfolio provides documentation of the candidate's high-quality teaching practice, professional growth and leadership in teaching.

#2 Specific Changes: Sample Artifacts

- The **sample artifacts** provide documentation of the high quality and external impact of the candidate's contributions.
 - For promotion to full Professor, ... <includes some rewording>
 - For promotion to full Professor of Teaching, ...
 - For promotion to Associate Teaching Professor or (full) Teaching Professor, sample scholarly artifacts that the candidate has shown provide evidence of excellence of teaching are welcomed but not required.

#2 Specific Changes: Assessment Standards (1 of 2)

- All reviewers are invited to apply these six standards to assess the candidate's professional activities described in the promotion portfolio.
 - For promotion to (full) Professor, the focus should be on an assessment of **high quality teaching, high quality scholarship/creativity, and service to WPI, the field/professional, or community outside of WPI. The assessment** may be based on any and all material in the promotion dossier, including the CV, personal statement, teaching portfolio, peer-reviewed scholarship, peer reviews of sample scholarly artifacts, or indicators of external impact, **and indicators of service.**
 - For promotion to (full) Professor of Teaching, the focus should be on an assessment of **high-quality teaching practice with significant impact, commitment to and significant impact of professional growth and currency, and service to WPI, the field/professional, or community outside of WPI. The assessment** may be based on any and all material in the promotion dossier, including the CV, personal statement, teaching portfolio, sample artifacts, or indicators of external impact, **and indicators of service**

#2 Specific Changes: Assessment Standards (2 of 2)

- All reviewers are invited to apply these six standards to assess the candidate's professional activities described in the promotion portfolio.
 - For promotion to Associate Teaching Professor, the focus should be on an assessment of **high-quality teaching and service** to WPI, the field/professional, or community outside of WPI. The assessment may be based on any and all material in the promotion dossier, including the CV, personal statement, teaching portfolio, and indicators of service.
 - For promotion to full Teaching Professor, the focus should be on an assessment of **high-quality teaching, professional growth, leadership, and service** to WPI, the field/professional, or community outside of WPI. The assessment may be based on any and all material in the promotion dossier, including the CV, personal statement, teaching portfolio, and indicators of service.

#3 COAP / COG Motion - for discussion, only

- Performance Evaluations of Department Heads
- Update #1: Clarification of Process
 - Evaluation Process: ~~In the first phase of the evaluation, the Dean~~ **The Committee on Appointments and Promotions** will **work with the Faculty Governance Office** to **distribute a confidential and anonymous** questionnaire to all faculty members in the department.
- Update #2: Question of interim department heads in second year
 - Performance evaluations for each Department Head are conducted:
 - during the spring of **both** the second and fourth year of the first five-year appointment;
 - **during the spring of only** ~~In~~ **the second year of** the second five-year appointment;
 - **during the spring of the second year of any interim appointment.**