

**Department of Biological Sciences
Idaho State University**

Periodic Performance Review Document for Tenured Faculty

Part I: Tenured faculty are expected to remain consistently strong in the three areas that form the basis for tenure and promotion evaluations.

A. Teaching

The Department of Biological Sciences expects that teaching will be carried on with a high level of engagement with and commitment to students (including both traditional classroom teaching and individualized mentoring); that assignments and exams will be challenging yet fair, returned in a timely fashion with constructive comments; that courses will be well-organized with appropriate content and clear learning objectives, and reflect a continuing and developing interest on the teacher's part in the course subject. This teaching evaluation may include a review of selected syllabi, assignments, student evaluations, and possibly classroom visits by the Chair.

B. Research and/or Creative Activity

The Department of Biological Sciences expects that its tenured faculty will continue to be active in research and/or creative activity. Metrics by which this activity is measured include publication in peer-reviewed literature, support of research through competitive extramural funding, and professional presentations at regional, national, and international conferences.

C. Service

The Department of Biological Sciences expects that each faculty member will serve responsibly (except when on leave) on standing and ad hoc departmental committees, on university committees and governing bodies, and as GFRs for other departments and colleges. These faculty members should also engage in professionally related public service and service to their discipline as opportunities arise and actively seek out opportunities for providing such service.

Note: Additional information about the types of activities that fall into these three categories can be found in the Department and College Promotion and Tenure Guidelines.

Part II: Process of evaluation

A. By 1 October:

Faculty member being reviewed will prepare a document of no more than one page (single-spaced) on each of these three areas:

- 1) TEACHING during the period under review: This will be an overview of new courses developed, changes in old courses, development of new laboratory exercises, direct student mentoring (graduate and undergraduate students), and other relevant information on teaching responsibilities. A sampling of syllabi, assignments, tests, or student projects may serve as an appendix to this document.
- 2) RESEARCH during the period under review: This will be an overview of the faculty member's research program to date and include goals for research planned for the future. A current CV (including a list of publications and presentations) plus samples of published piece or work in progress will serve as an appendix to this document.
- 3) SERVICE during the period under review: This will be a statement on significant service to the department, college, university, profession, and public.

These three documents will be forwarded to a departmental PPR committee:

B. By 1 December:

PPR COMMITTEE: The PPR Committee will consist of three regular or clinical faculty in the Department of Biological Sciences. The Department Chair will constitute a PPR committee for each faculty member undergoing a PPR, following consultation with the faculty member, that includes one member suggested by the faculty member being reviewed.

PPR COMMITTEE RESPONSIBILITIES:

The PPR committee will review teaching, research, and service and will submit to the person being reviewed a one-page statement on each of these areas. The person being evaluated will have five working days to respond to these statements. These statements, any responses, and all other materials given to the PPR Committee by the person being reviewed will be given to the Chair of the department.

The committees will prepare their one-page statements based on a review of the following:

A. Teaching:

- a) The statement of the person being reviewed.
- b) The syllabi and course material submitted.
- c) Review of student course evaluations selected by the committee.

B. Research (and/or creative activities)

- a) The statement of the person being reviewed.
- b) List of publications and presentations.
- c) Sample of published work or work in progress presented to the committee by the person being reviewed.

C. Service Statement of the person being reviewed.

C. By the second week of spring semester:

CHAIR'S RESPONSIBILITIES:

The Chair will read the report of the PPR Committees (and any response made to them) and write a Summary PPR that will be submitted to the Dean. The chair will also include an overview of the past four years of annual reviews. These four years of annual reviews, along with committee reports and any responses will be included as appendices to the PPR.

The PPR will serve both as a summary review of five years' service and as the annual review for the year in which it is completed.

The chair will present the PPR to the person being reviewed by the second week of spring semester. The person being reviewed will have five working days to make a response.

Part III: Faculty planning in response to PPR review

By end of the third week of spring semester, the person under review, after reading the reports from the chair and the committee, will write up a brief (no more than two single-spaced pages) five-year plan outlining what he or she hopes to accomplish in the areas of teaching, research, and service. The chair will discuss this plan with the faculty member under review before all materials are turned over to the Dean.