

Department Evaluation Criteria (DEC) - Checklist

The Departmental Evaluation Criteria (DEC) is defined in policy 6.1 as “Department-created and maintained standards and expectations for Promotion and Tenure for Non-Tenure-Track, Tenure-Track, Tenured Faculty, and Academic Administrators.” In implementing the revised and updated SUU Policy 6.1, this checklist is to be used in harmony with the [Policy 6.1 Transition Document](#) to ensure DEC's provide sufficient guidance for faculty and evaluators. *Prior to using this checklist, please ensure that policy 6.1.IV.D.2,a-f has been thoroughly reviewed by all committee members, which provides examples of criteria that could be included in each of the categories below. Additionally, requirements for each rank should be consistent with 6.1.III.j.a-d.* In the event of any inconsistency or conflict, the policy language in SUU Policy 6.1 shall control over the transition document and this checklist. These are intended to be helpful guidance but not override any policy.

Key Definitions (additional information is in policy 6.1.IV.D.2,a-f)

Teaching Effectiveness (TE) *must include a variety of measures of Teaching Effectiveness outside of student feedback.*

Service/Leadership (SL) *- must include volunteer mentoring*

Scholarship/Creative Activity (SCA) *- must include any requirements for peer-reviewed Journals (in addition to other forms of SCA)*

Please check to ensure that the DEC has clear language that outlines the criteria for each category below.

Faculty Rank	Are requirements listed for each area at this rank/tenure		
	TE	SL	SCA
Professor			
Associate Professor			
Tenure			
Early Tenure/Promotion to Associate Professor TT			
Assistant Professor TT (Mid Point Review)			
Associate Professor NTT			
Assistant Professor NTT			
Lecturer NTT (Mid Point Review)			
Academic Administrators (Additional Guidelines for each of the above)			
Faculty with Partial Reassignments (Additional Guidelines for each of the above)			
Faculty with Special Appointments (see 6.0 - only to complete annual AIMs and FEC Reports)			
Post Tenure Five-Year Reviews (for good standing, separate from promotion)			
Yearly Reviews (for all ranks and tenure status)			

Additionally, please ensure that each DEC clearly outlines the following:

- List required and suggested documents for Faculty to include in their FEC Reports or applications of Mid-Point Review, Promotion and/or Tenure, or Five-Year Review. University-driven student feedback is always required documentation for all FEC Reports and applications for Mid-Point Review, Promotion and/or Tenure, and Five-Year Review. Faculty members who serve as instructors of record for any course must include all such feedback provided by the University for those courses.
- Define procedures for Faculty seeking redress relating to measures of Teaching Effectiveness including outliers in student feedback or evaluations of Scholarly/Creative work.
- Note any additional guidelines for faculty, at any rank or tenure status, who are not in compliance with policy 6.28 or who are on a development plan.
- All DEC's should designate the hire dates of faculty who fall under the DEC. Each update to the DEC should do the same.
- Each Department, in consultation with the Dean, determines specific rules regarding the length of committee service, the percentage of Faculty votes required to be on to the Promotion and Tenure Committee, and procedures for circumstances in which there is an insufficient number of eligible Faculty to serve on the Department P&T Committee. These rules and procedures will be publicly available on the Provost's Office website, and should be included in the Department DEC.
- Where departments will keep archived copies of DEC Documents that may be relevant to current faculty in the tenure or promotion process.