

The University of North Carolina At Pembroke

Faculty Senate

Agenda

Meeting of the Faculty Senate
Wednesday, February 1, 2006 @ 3:30pm
213 Chavis University Center

Kay McClanahan, Chair
Holden Hansen, Secretary

Members:

Allen C. Meadors, Chancellor, Ph.D., FACHE

Charles F. Harrington, Provost & Vice Chancellor for Academic Affairs

To 2008	To 2007	To 2006
ART Cindy Saylor	ART Holden Hansen	ART Jean Sexton
EDN Irene Aiken	EDN Jane Huffman	EDN Sara Simmons
LET Charles Beem	LET Vacant	LET Robert Brown
NSM David Zeigler	NSM Andy Ash	NSM Deok-Hyun Hwang
SBS Ottis Murray	SBS Elizabeth Denny	SBS Elizabeth Normandy
At-Large Susan Cannata	At-Large Lillian Brewington	At-Large Paul Flowers
At-Large Ann Horton-Lopez	At-Large Betty Brown	At-Large Kay McClanahan
At-Large Lee Phillips	At-Large Bonnie Kelley	At-Large Richard Vela

Order of Business

A. Roll Call

B. Adoption of Agenda

C. Approval of Minutes of December 7, 2005 Meeting (*Agenda Attachment #1*)

D. Reports from Administrators

1. The Chancellor
2. The Provost and Vice Chancellor for Academic Affairs

E. Reports of Committees

1. Operations Committees
 - a. Executive Committee
 - b. Committee on Committees and Elections

Appointments for Approval:

Faculty Governance: Susan Edkins, HPER
Lisa Kelly, Biology
Cindy Saylor, Library

Curriculum Subcommittee: Jonathan Lewis, ETL

c. Faculty Governance Committee

Proposal re duties of Senate Chair (*Agenda Attachment #2*)

d. Health, Safety and Environment Committee

2. Standing Committees

a. Academic Affairs

Proposed curriculum changes (*Agenda Attachment #3*)

- Department of American Indian Studies
- Department of Computer Science
- Enrollment Management Subcommittee

b. Faculty and Institutional Affairs

c. Student Affairs and Campus Life

3. Special Committees

a. Promotion and Tenure Review Committee

Proposal re Tenure and Promotion Criteria
(*Agenda Attachment #4*)

b. Plagiarism Committee

F. UNC Faculty Assembly Report

G. Teacher Education Committee

H. Graduate Council

I. Other Committees

J. Unfinished Business

K. New Business

L. Announcements

M. Adjournment

The University of North Carolina at Pembroke

Faculty Senate Minutes
Wednesday, December 7, 2005
213 Chavis University Center

The meeting was called to order at 3:30 p.m. by Kay McClanahan, Chair of the Faculty Senate.

Members Present:

Provost Harrington

Irene Aiken	Andy Ash	Nancy Barrineau	Charles Beem
Lillian Brewington	Betty Wells Brown	Robert Brown	Susan Cannata
Elizabeth Denny	Paul Flowers	Holden Hansen	Ann Horton-Lopez
Jane Huffman	Deok-Hyun Hwang	Bonnie Kelley	Kay McClanahan
Ottis Murray	Elizabeth Normandy	Lee Phillips	Cindy Saylor
Jean Sexton	Sara Simmons	Richard Vela	David Zeigler

Members Excused: Chancellor Meadors

Adoption of the Agenda: The agenda was adopted.

Approval of the Minutes: The minutes of 11/02/05 were approved.

Report from Administrators:

There was no report from the Chancellor.

Provost Harrington presented a proposal to nominate James F. Hubbard for an Honorary Doctorate, and pointed out two letters of support that were attached to the agenda. A motion was made and seconded to accept the proposal. After discussion, the motion carried unanimously.

Reports from Operations Committees:

Executive Committee

Kay McClanahan reported the following: (1) In February, 2004, the Senate approved a document on the UNCP education mission. A change was made to the document after the Senate vote. The change involved inserting language related to a commitment to international programs. (2) An email from Chief Helton solicits suggestions about improving notification to faculty and students when crimes are committed, and expresses appreciation for suggestions recently received. (3) Governance is considering the timing of the election of the Senate Chair due to the need to allow Department Chairs to make provisions for course release.

Committee on Committees and Elections

Cindy Saylor presented the following Senate Committee appointments for approval:

Academic Support Services Subcommittee

EDUC Emily Long (to 2007)

LETT Dr. Dandan Liu (to 2007)

Faculty Development and Welfare Subcommittee

EDUC Swanee Dickson (to 2006)

Faculty Evaluation Review Subcommittee

At-Large John Parnell (to 2006)

The appointments were unanimously approved.

Faculty Governance Committee

Tom Dooling reported that the committee is working on issues related to Faculty Senate Chair duties and a revision of Senate representation criteria. Proposals are forthcoming.

Health Safety and Environment Committee

Richard Vela gave updates on environmental testing of campus buildings, renovations to the Education building, and the search for the Associate Vice Chancellor of Facilities.

The next meeting is February 8.

Reports from Standing Committees:

Academic Affairs

Susan Cannata brought forth (1) proposals from the Department of Chemistry and Physics, which were approved unanimously; (2) proposals from the Department of Sociology and Criminal Justice, which were approved unanimously; and (3) a proposal from the Enrollment Management Subcommittee, which was approved unanimously.

(See 12/07/05 Minutes Attachment #1 for full details.)

Faculty and Institutional Affairs

Elizabeth Denny reported that the Committee is continuing to address the following issues: (1) copyright and intellectual property, (2) EPA faculty hiring policy; and (3) online course management policy.

Student Affairs and Campus Life

Ottis Murray reported on the status of housing on and around campus and that the Committee continues to study the possibility of conducting a feasibility study to make day care more accessible to UNCP Faculty and Staff.

Special Committees:

Promotion and Tenure Review Committee

Elizabeth Normandy reported the following: (1) the Committee has met three times since the last Senate meeting, (2) has circulated campus-wide a draft proposal of revisions to

the criteria for Promotion and Tenure to solicit feedback, (3) has conducted an open forum to solicit feedback; and (4) has continued to revise the document substantially based upon feedback gathered. The Committee plans to bring forth a proposal in February.

Plagiarism Committee

Betty Wells Brown reported on the status of the recommendation to purchase a single campus institution license of the plagiarism prevention and detection software, TURNITIN and asked the Provost to pursue the matter.

UNC Faculty Assembly Report

Bonnie Kelley reported the following from the November meeting: (1) as it was President Broad's final meeting, a review of progress towards goals during her tenure was conducted, and a resolution in honor of her was passed, (2) a report on how Universities were responding to budget cuts was given; (3) a resolution urging faculty and student representation for votes on tuition and fee issues was passed, (4) a report comparing the recent salary increases of Senior Administration to Faculty and Staff reveals a disparity; (5) a committee is addressing the issue of the increasing cost of textbooks; (6) the Technology Committee is conducting a pilot project on involving technology as it relates to teaching and learning in an effort to cut technology costs for individual institutions.

Teacher Education Committee

No report.

Graduate Council

No report.

Other Committees

No report.

Unfinished Business

None.

New Business

Jesse Peters brought forth a proposal from the Honors College. The proposal requests Senate endorsement of eligibility criteria and an application form for University Honors Faculty status (*see 12/07/05 minutes attachment #2 for full details*). The motion carried as follows: Aye: 11, Nay: 7, Abstentions: 4.

Announcements

The General Faculty will meet tomorrow at 3:30 in GPAC.

Adjournment:

The meeting was adjourned at 4:46 p.m.

12/07/05 Minutes Attachment #1

Academic Affairs Committee

1. Proposals from Department of Chemistry and Physics:
 - 1.1 Delete the Medical Technology track in the BS in Chemistry degree program.
 - 1.2 Modify the various tracks in the BS in Chemistry degree to increase commonality and to strengthen the programs by
 - 1.2.1 Adding BIO 100 to the Environmental (ENVC) and Professional (CHEM) Tracks
 - 1.2.2 Deleting the requirements for CHM 331, MAT 210, and MAT 215 and adding the requirements of CHM 312, CHM 410, MAT 108 (or MAT 109), MAT 221, and MAT 222 to the Pre-Health Professions (CMED) Track.
 - 1.2.3 Deleting the requirement for MAT 210 and MAT 215 and adding the requirement of MAT 221 and MAT 222 to the Molecular Biotechnology (CMOL) Track.
2. Proposals from the Sociology and Criminal Justice Department:
 - 2.1 Create a new 3 credit-hour elective course SOC 389 Exploring Masculinities. Prerequisites—SOC 102
 - 2.2 Add SOC 389 to Gender Studies Minor as elective.
3. Proposal to revise Minimum Scholastic Requirements:

Current Minimum Scholastic Requirements (see Catalog pp. 43-44):

Semester Hours	Quality Point Average
1-29	1.375
30-44	1.500
45-59	1.625
60-74	1.750
75-89	1.875
90 or more	2.000
Change to:	
0-29	1.50
30-59	1.75
60-89	1.875
90 or more	2.0

12/07/05 Minutes Attachment #2

**The University of North Carolina at Pembroke
Eligibility Criteria for University Honors Faculty Status**

The status of “University Honors Faculty” is reserved for tenured/tenure track members of The University of North Carolina at Pembroke faculty who meet and exceed the criteria for consideration listed below. Honors faculty are eligible to teach Honors courses which are scheduled through the University Honors College. Individual University Honors Faculty appointments are subject to review by the University Honors Council every five years.

1. A minimum of three years teaching experience at UNCP.
2. Exceptional teaching performance at the undergraduate level as demonstrated by favorable student evaluation of instruction (both quantitative and qualitative) and positive annual faculty review.
3. An earned doctorate (or its equivalent) appropriate for the academic field.
4. A record of experience in the field of study as demonstrated by post-graduate study, professional experience, scholarship in the discipline, and service to the academic discipline.
5. Documented evidence of recent/current scholarly engagement and production of scholarly work in activities including but not limited to:
 - a. grants writing
 - b. peer reviewed publications
 - c. academic and/or administrative fellowships
 - d. presentations to learned societies and organizations
 - e. professional consultations
 - f. leadership in professional organizations/learned societies
6. Approval/recommendation of the department chair, the college/school Dean, the Dean of the Honors College, the Provost and Vice Chancellor for Academic Affairs, and the University Honors Council.

THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE
UNIVERSITY HONORS COLLEGE

NOMINATION FOR HONORS FACULTY STATUS

Directions: The completed form should be submitted to the University Honors College.

Please attach a complete and current curriculum vita and a brief statement of how the applicant's teaching philosophy will enhance the mission of the honors college. Applicants should also include copies of the two most recent sets of student evaluations of teaching, including both qualitative and quantitative evidence. Signatures of the Department Chair and College/School Dean should be obtained before submission to the Honors College.

Date: _____
Faculty Member Being Nominated: _____
Department: _____
Current Academic Rank: _____ Current Tenure Status: _____
Date of Initial Employment at UNCP: _____
Date of Initial Appointment at Current Academic Rank: _____
Highest Degree Earned: _____
Date Earned: _____
Field(s) of Specialty: _____
Institution Granting Degree: _____

Have you ever been nominated for a UNCP Outstanding Teaching Award?
_____ Yes _____ No If a recipient, date _____

Have you ever been nominated for a Board of Governors Teaching Award?
_____ Yes _____ No If a recipient, date _____

Endorsements/ Recommendations

Signature of Department Chair (if applicable) Date

Signature of College/School Dean Date

Signature of Dean, University Honors College Date

Signature of Provost and Vice Chancellor for Academic Affairs Date
Honors Council Action
____ Approved
____ Not Approved

Date _____

Chair, University Honors Council

Governance Proposal for the February Faculty Senate meeting:

***Proposal to include a list of duties for the Senate Chair.**

Chapter 11-1

ARTICLE V. OFFICERS

Section 1. The Chancellor of the University shall have the right to preside over the deliberations of any legislative bodies of the Faculties of The University of North Carolina at Pembroke.

Section 2. The Senate shall elect from its voting membership a Chair of the General Faculty who shall also serve as Chair of the Faculty Senate, to serve for one year. The Chair shall serve as Chair of the Executive Committee, and shall preside at meetings of the Faculty Senate and of the General Faculty subject to the right of the Chancellor to preside over such deliberations as provided in Article V. Section 1, above. The Chair shall not serve for more than two successive years; the filling of an unexpired term shall be deemed as one of the two successive years. The Chair of the Faculty Senate is entitled to a ~~reduced~~ course load reduction (six hours per semester) while serving as Chair.

Section 3. The duties of the Faculty Senate Chair shall include:

1. Attend the Board of Trustee Meetings when invited.
2. Meet with Chancellor and Provost once a month.
3. Attend at least one Faculty Assembly meeting.
4. Email the general faculty a Senate Newsletter highlighting noteworthy topics from the Faculty Senate meeting.
5. Serve as the Student Appeals Board Chair
6. Select a designee, from the General Faculty, to serve on special committees formed by the administration.
7. Ensure the Faculty Handbook is revised to reflect changes during the Academic year.
8. And other duties as the Senate may direct.

2/1/06 Agenda Attachment #3

From Academic Affairs:

Proposed Curriculum Changes:

3. Proposal from the Department of American Indian Studies:
 - 3.1 Create a new 3 credit hour elective course AIS 101 Introduction to American Indian Studies. Prerequisites—None. This course is also proposed for Gen Ed as an elective and has been approved by the Gen Ed Subcommittee.
4. Proposal from Department of Computer Science
 - 4.1 Create a new 3 credit-hour elective course CSCS 4XX Special Topics (Variable Title) Prerequisite—Permission of the Instructor.

Proposals from Enrollment Management Subcommittee:

- i. Proposal: First-time, full-time freshmen earning 1.0 or less G.P.A. after their first semester will be suspended.
- ii. Proposal: The suspension policy be changed to one semester excluding summer.
- iii. Proposal: Summer sessions are open to all students regardless of academic standing.

The above proposals will affect the following sections in the catalog (pp 44-45); these sections will be revised as follows:

Minimum Scholastic Requirements

To indicate to a student his/her scholastic standing, four categories have been established: good standing, warning, probation, and suspension. Suspension means a one - semester separation from the University to allow more maturation in those attributes that enhance the student's academic ability.

Required levels of academic achievement increase progressively over the approximately four years leading to graduation. This is in recognition of the adjustment period of transition from high school to college level, which is sometimes difficult. The total semester hours from all colleges attended will be the basis for determining the required minimum cumulative Quality Point Average (QPA). However only those grades earned at the University will be used to compute the student's cumulative quality point average. The cumulative quality point averages required are as follows:

Semester Hours	Quality Point Average
1-29	1.500
30-59	1.75
60-89	1.875
90 or more	2.000

Academic Warning and Probation Policy

A student who falls below the specified cumulative grade point average for the number of quality hours attempted (including transfer hours) will be placed on warning (1-18 attempted hours) or probation (19 or more attempted hours) and restricted to enrollment of not more than 13 semester hours.

The following policies will apply to students who are placed on warning/probation:

1. In order to be taken off warning/probation, the student with 1-18 attempted hours must reach the required grade point average in two (2) semesters; the student with 19 or more attempted hours must reach the required grade point average in one (1) semester.
2. If the required cumulative minimum grade point average is not reached in the specified time, the student may continue on warning/probation if a grade point average of 2.0 or higher is earned for the probationary semester[s].
3. If either of the above requirements is not satisfied, the student will be suspended for one semester.
4. Any new student (first-semester freshman or new transfer student) who earn a 1.0 or less GPA after their first semester will be placed on academic suspension and will not be eligible to enroll in the University for one semester. After a one-semester suspension, students may apply for readmission to the University. If readmitted, students will return on academic probation. In order to continue, an academic contract must be completed in the Office of Advisement and Retention, and the student must enroll in a 6-week, non-credit Academic Success Seminar. One of the following conditions must be met to avoid suspension at the conclusion of the second semester: (a) a second semester quality point average (QPA) of 2.0 or higher, and/or (b) an overall quality point average (QPA) above, or equal to, the University minimum for the number of earned semester hours.

a. Suspension and Readmission

Academic Suspension for First Semester Freshmen and New Transfers

Any new student (first-semester freshman or new transfer student) who earn a 1.0 or less GPA after their first semester will be placed on academic suspension and will not be eligible to enroll in the University for one semester. After a one-semester suspension, students may apply for readmission to the University. If readmitted, students will return on academic probation. In order to continue, an academic contract must be completed in the Office of Advisement and Retention, and the student must enroll in a 6-week, non-credit Academic Success Seminar. One of the following conditions must be met to avoid suspension at the conclusion of the second semester: (a) a second semester quality point average (QPA) of 2.0 or higher, and/or (b) an overall quality point average (QPA) above, or equal to, the University minimum for the number of earned semester hours.

After one semester of academic suspension for failure to meet the Minimum Scholastic Requirements outlined above, a student may apply for readmission. Before registering for classes, the student must meet with the Director of Retention Activities and complete an "Academic Success Contract" that specifies the actions the student will take to improve his/her academic standing. The Academic Success Contract will specify the following, all at the discretion of the Director of Retention Activities: 1) the number of semester hours (6-13) for which the student can register, 2) a schedule of regular meetings with the Retention Officer, 3) class attendance policies, and 4) other appropriate intervention strategies.

Only after the Academic Success Contract is signed by the student and the Director of Retention Activities will the student be allowed to register for courses. Copies of the Academic Success Contract will be kept on file in the Office of Advisement and Retention and the

Academic Affairs Office. The student's advisor and the student will also receive copies.

Exception for Summer Enrollment. Students who are on academic suspension are permitted to enroll in summer session classes. They are not eligible to continue enrollment in the fall and spring until they have applied and been approved for readmission.

b. Suspension and Early Readmission

A student may appeal his or her one semester suspension by complying with the following procedure:

1. Meet with the Director of Retention Activities and complete an Academic Success Contract, as defined above.
2. Enroll in a 6-week, non-credit seminar on academic success.
3. Present a written appeal to the Readmission Appeals Committee at least four days prior to registration for classes that contains the following items:
 - A) justification for the student's early readmittance;
 - B) written proof of health, personal, or other problems that may have affected the student's academic performance in the past, with an explanation of how these problems will be remedied
 - C) a signed copy of the Academic Success Contract.

If the required cumulative minimum grade point average is not reached by the end of the semester, the student may continue on warning/probation if a grade point average of 2.3 or higher is earned for the probationary semester.

c. Special Readmission Policy (See Admissions section of the catalog.)

DRAFT DOCUMENT

5-11 TENURE AND PROMOTION CRITERIA

Current Wording

5-11.B.1 Scholarship and Service to the Profession

University professors are, ideally, teacher-scholars who engage in research to advance knowledge and to keep themselves current in their disciplines. Scholarly, professional activity includes research, publications, professional memberships and activities, grant acquisitions, recitals, shows, exhibitions, consulting, and other related activities.

Proposed Wording

5-11.B.1 Scholarship and Professional Growth

All faculty are expected to engage in forms of scholarship appropriate to their discipline, their continuing professional growth, and the mission of the university. Scholarship is a valuable component in the makeup of a good teacher. Evaluation of scholarship and creative activity considers the contributions to the field or discipline, the quality of the work, and its significance or impact, with particular emphasis on accomplishments since the last appointment or promotion. It also includes consideration of the continuity, range, focus and aggregation of productive work in the field.

Reflection on scholarship in the evaluation process ideally moves it beyond a mere listing of accomplishments or compilation of documents. Evidence of scholarship includes activities, artifacts documenting those activities and a narrative containing reflective discussion from the candidate. The reflective narrative should demonstrate the pattern of scholarly activity and link it to the mission of the university that emphasizes excellence in research in a balanced manner with teaching and service.

Faculty members are encouraged to continue to pursue opportunities for growth and development throughout their professional lives. Faculty members should engage in appropriate activities that will enhance their teaching effectiveness, keep them abreast of developments in their academic fields, and/or add new areas of expertise to the existing programs of the university.

5-11.C PROMOTION STANDARDS

5-11.C.2 Associate Professor

Current Wording

It is generally recognized that promotion to the rank of Associate Professor is based upon both demonstrated performance and potential.

1. *Unless there are extenuating circumstances, a terminal degree in the appropriate field;*
2. *Evidence of superior teaching;*
3. *Evidence of scholarship and professional growth*
4. *Evidence of university and community service;*
5. *Essentially positive evaluations;*
6. *A minimum of seven years experience in higher education, unless cumulative achievement deemed equivalent*
7. *A minimum of four years in rank of Assistant Professor at The University of North Carolina at Pembroke, unless cumulative achievement deemed equivalent.*

Proposed Wording

1. *Unless there are extenuating circumstances, a terminal degree in the appropriate field;*
2. *Evidence of superior teaching;*
3. *Evidence of scholarship and professional growth*

Each faculty member should pursue an appropriate balance among the different types of scholarship essential to the implementation of the mission of the institution. Faculty are advised that the Faculty Evaluation Model requires that at least 10% of a faculty member's effort be devoted to scholarship during the time period since appointment or promotion to the rank of Assistant Professor. The candidate should provide evidence of quality scholarship from the indicators/categories of scholarship accomplishment identified in Section 5-11.D. Evidence from peer-reviewed categories is expected for promotion to Associate Professor.

4. *Evidence of university and community service;*
5. *Essentially positive evaluations;*
6. *A minimum of seven years experience in higher education, unless cumulative achievement deemed equivalent*
7. *A minimum of four years in rank of Assistant Professor at The University of North Carolina at Pembroke, unless cumulative achievement deemed equivalent.*

5-11.C.3 Professor

Current Wording

It is generally recognized that promotion to the rank of Professor is based upon one's having achieved professional and scholarly distinction.

- 1. Unless there are extenuating circumstances, a terminal degree in the appropriate field;*
- 2. Evidence of outstanding teaching;*
- 3. Evidence of significant scholarship and professional growth*
- 4. Evidence of university and community service;*
- 5. Positive evaluations;*
- 6. A minimum of ten years experience in higher education, unless cumulative achievement deemed equivalent*
- 7. Five years in rank of Associate Professor at The University of North Carolina at Pembroke, unless cumulative achievement deemed equivalent.*
- 8. Evidence of leadership in fulfilling collegiate responsibilities.*

Proposed Wording

It is generally recognized that promotion to the rank of Professor is based upon one's having achieved professional and scholarly distinction.

- 1. Unless there are extenuating circumstances, a terminal degree in the appropriate field;*
- 2. Evidence of outstanding teaching;*
- 3. Evidence of significant scholarship and professional growth*

Each faculty member should pursue an appropriate balance among the different types of scholarship essential to the implementation of the mission of the institution. Evidence of consistent scholarly contributions to the profession should be demonstrated over the course of the candidate's career. The candidate should provide evidence of quality scholarship from the indicators/categories of scholarship accomplishment as identified in Sections 5-11.D. Evidence of peer-reviewed scholarship is required for promotion to full professor.

- 4. Evidence of university and community service;*
- 5. Positive evaluations;*
- 6. A minimum of ten years experience in higher education, unless cumulative achievement deemed equivalent*
- 7. Five years in rank of Associate Professor at The University of North Carolina at Pembroke, unless cumulative achievement deemed equivalent.*
- 8. Evidence of leadership in fulfilling collegiate responsibilities.*

5-11.D Indicators/Categories of Scholarship Accomplishment

While this listing is not meant to include all possible examples of scholarship accomplishment, it does likely cover the great majority of works that could validly be claimed as scholarship. It is recommended that all faculty members use this list, along with guidance from their chairs and peers, to direct them into appropriate projects that will result in acceptable scholarship accomplishments. One should keep in mind that a

few minor accomplishments typically will not be sufficient for promotion, especially the promotion to full professor.

A. Scholarly Writing and Publication. (Identify the project as peer-reviewed or not peer-reviewed. More weight will be given to peer-reviewed works published by major professional organizations or presses of acknowledged quality.)

Publication of a book

Published monograph

Book chapters

Articles in scholarly journals

Proceedings/papers presented in scholarly forums

Textbooks

Translations of scholarly/literary works

Reviews of scholarly works; abstracts

Workbooks/Study guide

Articles published in educational magazines

Other papers and reports (trade, in-house publications, and encyclopedias)

Instructor's Manuals

B. Creative Activities

Composition (with more weight given to departmentally sponsored, outside peer-reviewed performances of compositions or to peer-reviewed compositions published by organizations of acknowledged quality)

Public Performances exhibits (with more weight given to departmentally sponsored peer reviewed performances in venues of acknowledged quality)

Exhibits (with more weight given to juried art exhibits in venues of acknowledged quality)

Demonstrating professional competence through employment by reputable professional companies

Commissions (with more weight given to commissions from prestigious public or professional institutions)

Invited presentations, lectures, master classes, workshops, and performances (with more weight given to reputable professional organizations or venues of acknowledged quality or to peer-reviewed activities where appropriate)

C. Editing

Editor, book of readings (published by a professional organization or nationally recognized publishing house)

Editorial Board, international, national, regional or state journal

D. Grants and Contracts

Funded research/program grants
Grants proposals (not funded)
Grants for professional development
Grant reviewer

E. Classroom based research projects--Scholarship of Teaching and Learning

(When defined as scholarship, teaching both educates and entices future scholars. Faculty as scholars are also learners, transforming and extending knowledge as well as transmitting it.)

Development of software and other course materials (professionally disseminated)

Articles on pedagogy or curriculum design

Reports based on program and service grants devoted to innovative pedagogy

Contracts devoted to developing and disseminating innovative pedagogy

F. Scholarship related to service or the use of professional expertise—Scholarship of Engagement or Application (To be considered scholarship, service activities must be directly tied to one's special field of knowledge and relate to and flow directly out of professional activity related to one's special field of knowledge.)

Commissioned research reports

Articles in the popular or regional press

Editorial, curatorial, or community education projects

Accreditation reports (In exceptional cases, the individual responsible for compiling the accreditation report can make a case for the scholarship component of the document being submitted for consideration.)

Course materials designed for professional development seminars

G. Other

Honors/awards for research and artistic efforts

Significant citations of work in professional literature

Membership in professional societies

Attendance at professional meetings

Supervision of graduate or undergraduate theses or extensive projects that involve research or artistic efforts

Special research or artistic efforts

Special initiatives in on-campus scholarly or professional development

Continuing education, workshops, symposia, or other specialized training programs attended or completed

Professional consultancies resulting in professional development