

College of the Environment  
Evaluation Plan  
**March 21, 2022**

The College of the Environment Evaluation Plan (College Evaluation Plan) is intended to support individual faculty members and the goals of the departments within the College. The purpose of this document is to communicate essential elements of the policies and procedures of all College formal evaluation practices. If any provision of this College Evaluation Plan conflicts with the Collective Bargaining Agreement Between Western Washington University and United Faculty of Western Washington (CBA), the terms of the CBA shall prevail.

## **1. Department Evaluation Plans**

1.1 Each department should adopt a Department Evaluation Plan which complies with the CBA, includes standards specific to the department, and clarifies the basis upon which the department reviews probationary faculty, recommends faculty for tenure and promotion, and conducts post-tenure review.

1.2 In accordance with the College Bylaws, the Policy Committee is responsible for reviewing and approving revisions to Department Evaluation Plans, along with the Dean and Provost.

1.3 All new faculty shall be given the Department and College Evaluation Plan by the time they begin service at the University.

1.4 The applicable Department Evaluation Plan, as defined by the CBA, must be provided to all evaluators in the tenure and promotion process as part of the candidate's dossier.

## **2. Review of Probationary Faculty**

2.1 The probationary period is a time when the department chair and tenured faculty focus on providing regular feedback to probationary faculty members regarding their progress toward tenure and promotion through the probationary faculty evaluation process. Probationary faculty will be evaluated relative to criteria defined in the Department evaluation plan. Reasonable support and encouragement will be provided to ensure that areas needing further attention in order to meet departmental, College, and University requirements for tenure and promotion are identified and addressed.

2.2 The annual letter of evaluation will summarize the tenured faculty and department chair's assessment of the probationary faculty member's progress toward meeting expectations and contributions to the department. The CBA and Department Evaluation Plan should be consulted for standards for the review of probationary faculty.

2.3 All annual letters of evaluation of probationary faculty must be included in that faculty member's dossier at the time of application for tenure and/or promotion.

### **3. Tenure and Promotion Process**

3.1 The process for tenure and promotion shall follow the provisions of the CBA. The CBA governs candidates' rights to review and comment on recommendations and to appeal decisions during the process. Processes specific to the College are identified below.

3.2 The Dean informs the department chairs and faculty of the deadline dates for the various steps of the tenure and promotion process, including internal and external deadlines.

3.3 Candidates should inform the Dean of their intention to apply for tenure and/or promotion during the spring before the application will be submitted. This will allow for the activation of their on-line dossiers, enabling applicants to assemble their dossiers over the summer if they choose to do so. If applicants decide to apply in the fall, applications may still be submitted at any time before the internal deadline.

3.4 Following departmental review of the candidate's dossier as specified in the CBA, the dossier, evaluations by individual tenured faculty members, the department chair's letter, and the candidate's response letter (if submitted) shall be forwarded to the College Personnel Committee.

3.5 The College Personnel Committee appoints members to Tenure and Promotion Subcommittees, which will make recommendations to the Dean. The Tenure and Promotion Subcommittees serve for one year.

3.6 One Tenure and Promotion Subcommittee shall be established for candidates from the Environmental Sciences Branch and one for candidates from the Environmental Studies Branch (Department of Environmental Studies and Department of Urban and Environmental Planning and Policy). Each subcommittee shall be composed of five tenured faculty members. At least three members of each subcommittee shall hold the rank of professor. Three of the faculty members on each subcommittee will be from within the College but not from the candidate's Branch. The other two faculty will be from outside the College. The candidate's department chair will suggest to the Subcommittee appropriate departments for the candidate's discipline(s) from which to draw these members. The Tenure and Promotion Subcommittee shall select the two individuals from outside the College to serve on each subcommittee.

3.7 The Tenure and Promotion Subcommittee Chair, chosen by the Personnel Committee, is responsible for setting dates for the Tenure and Promotion Subcommittee to meet, for leading discussions, for receiving and compiling the committee's judgments and recommendations for each candidate, for preparing the recommendation letter for review by the committee, and for forwarding the recommendations and committee votes to the Dean.

3.8 The Tenure and Promotion Subcommittees deliberate in closed session. No member of the College Personnel Committee from the committee member's own Branch shall be present during discussion, voting on, or drafting the letter of recommendation for a candidate.

3.9 The subcommittee shall review the candidate's dossier in order to 1) determine that the department's review meets the standards set forth by that department and the college, and to 2) make an independent judgment as to each candidate's qualifications for tenure and/or promotion following the criteria for each rank outlined in the CBA and the Department Evaluation Plan. The written recommendation for each candidate shall include an explanation of the basis for the subcommittee's recommendation and the result of the anonymous subcommittee vote.

3.10 Upon receipt of the subcommittee's recommendation, the Dean shall review the candidate's dossier and the recommendations. In accordance with the CBA, the Dean shall make a recommendation with justification to the Provost.

3.11 In cases where a department votes to recommend granting tenure and/or promotion to a tenure-track faculty member under exceptional circumstances, the Dean, upon request of the relevant department chair, shall call a special meeting of the College Personnel Committee, which shall establish a Tenure and Promotion Subcommittee to review the candidate's dossier according to the CBA and Department Evaluation Plan and make its recommendation to the Dean.

#### **4. Post-Tenure Review**

4.1 The purpose of the review of tenured faculty is to ensure continuation of high-quality instruction, scholarly work, and participation in service. In addition, the process involves tenured faculty in the review of each other and thereby fosters discussion, fruitful experimentation, and improvement across the career.

4.2 The faculty member's performance shall be judged as having exceeded department standards, having met department standards, or not having met department standards in the areas of teaching, scholarship/creative endeavors, and service.

4.3 The performance of a faculty member must at least meet department standards in each of the three areas: teaching, scholarship/creative endeavors, and service to the institution and profession. Faculty that do not meet department standards in any area, according to the final review, will be deemed to have failed the review.

4.4 Faculty shall be evaluated based on departmental standards for their rank. For any rank, some fluctuation in the relative emphasis on teaching, scholarship, and service is expected across the career life cycle of the individual faculty member. Thus, departmental peers should make reasoned judgments of the member's performance of discrete responsibilities (teaching, research/creative endeavors, service) in light of the entire dossier.

4.5 Post-tenure review takes place on the schedule defined by the CBA and follows the same process as that for tenure and promotion, except that, upon receipt of the committee's recommendation, the Dean shall review the candidate's dossier and make a final evaluation. A copy of the evaluation will be sent to the candidate and the department chair.

4.6 When a department chair is reviewed, the Dean shall appoint a chair pro tem to summarize and evaluate the post-tenure review dossier.

4.7 The post-tenure dossier shall include all relevant evidence since the previous review or promotion.

4.8 The department chair or chair pro tem shall prepare a letter of evaluation which will report the department's vote and will summarize individual faculty evaluations. If disparities exist among the individual written faculty evaluations with regard to meeting standards, the chair will include an assessment of the basis of these disparities. The chair's evaluation should describe the faculty member's performance in the context of the department and the discipline. The criteria for judgments of teaching, scholarship and service should be clear and based on the Department Evaluation Plans. Specific evidence—such as direct quotes, summaries of letters, numerical data, contextual information about scholarly contributions—should be offered for all judgments. The letter shall conclude with an assessment as to whether performance in each of the three categories exceeds, meets, or does not meet departmental standards.

4.9 A faculty member who fails the review will work with the chair or designee to address the deficiency, pursuant to the CBA.

## 5. Review of Non-Tenure Track Teaching Faculty

5.1 Non-tenure-track teaching faculty are evaluated on the basis of expectations and duties defined in the letter of offer and in accordance with the CBA and Department Evaluation Plan.

5.2 Unless otherwise provided by the CBA, non-tenure track instructors and visiting faculty are evaluated annually. Non-tenure track senior instructors are evaluated during the last year of their commitment period.

Each quarter, the department chair identifies those non-tenure-track faculty who need to be evaluated. For faculty subject to annual review, the appointment length determines when the evaluation is to be conducted:

<b>Appointment Length</b>	<b>Review Quarter</b>	<b>Due to Dean</b>
Fall Quarter only	Fall Quarter	February 15
Winter Quarter only or Fall & Winter Quarters	Winter Quarter	April 30
Spring Quarter only or Fall & Spring Quarters or Winter & Spring Quarters or Academic Year Appointments	Spring Quarter	June 30

5.3 The department chair shall prepare an evaluation letter which:

- Specifies the appointment period which the evaluation period covers and summarizes relevant details in the Letter of Offer.
- Summarizes the evaluations of other faculty if applicable and makes suggestions for correction of areas of weakness where appropriate.
- Avoids making any reference regarding continuation of employment beyond the conclusion of the current contract.
- If the individual lacks the requirements or qualities essential for continuation of employment, clearly states these deficiencies in the evaluation.

Prior to sending the evaluation letter to the Dean, the department chair shall provide a copy to the faculty member, who must have the opportunity to respond. Upon receipt of the letter and any response, the Dean will review the letter to verify compliance with departmental and college standards. A copy of the final letter shall be provided to the faculty member, the department chair, and the Provost.

## **6. Review of Non-Tenure Track Research Faculty**

6.1 Non-tenure-track research faculty are evaluated on the basis of expectations and duties defined in the letter of offer and in accordance with the CBA and Department Evaluation Plan.

6.2 Non-tenure track research faculty shall be evaluated annually by the department chair or program director. If teaching duties have been assigned, the evaluation will include evaluation of the instructional quality of all courses taught. The department chair/program director shall summarize the results of their evaluation in a letter. The faculty member shall receive a copy of this letter and have the opportunity to respond before it is submitted to the Dean or Provost. The Dean will review the letter to verify compliance with departmental and college standards. A copy of the final letter shall be provided to the faculty member and the Provost.

## **7. Selection of Chairs**

7.1 A Chair is either selected from among the Department's tenured faculty or is appointed after an external search. The Chair normally serves a four-year term, subject to review and reelection. Both initial election and reelection are subject to the nomination and election processes described below.

7.2 The Dean may solicit nominations and call for an election for Chair among the faculty or may determine, upon consultation with the Faculty, that an external search should be conducted. If a Chair is to be recruited from outside the university, standard faculty recruitment practices shall be followed.

7.3 If the Chair is to be chosen from among the faculty, the Dean shall appoint a Chair Nominating Committee consisting of two (2) Department Faculty members and one (1) faculty from outside the Department who chairs the Committee. The Nominating Committee conducts the search, which includes meeting with each faculty member with voting privileges in the Department and soliciting input from the Departmental staff; the Chair of the Nominating Committee will provide faculty members without voting privileges an opportunity to provide written comments. The Committee then makes a recommendation to the Dean. The Dean shall present candidate(s) to the Department for a vote. The Committee then makes a recommendation to the Dean. The Dean shall present candidate(s) to the Department for a vote.

7.4 The College Bylaws govern non-tenure track faculty eligibility to vote on the selection of chairs, unless otherwise specified in department evaluation plans. The candidate obtaining a majority of the Departmental votes becomes Chair. Should a majority vote not be achieved, the Dean will work with the Department to reach a majority vote.

7.5 In the event of a vacancy in the Department Chair, and after consultation with the Department faculty, the Dean shall appoint an interim Department Chair whose term shall not exceed 1 (one) academic year.

## **8. Evaluation of Chairs**

8.1 The dean shall evaluate chairs within two years of the chair's initial appointment and annually thereafter.

8.2 The dean's evaluation shall focus on the chair's fulfillment of the responsibilities for chairs as set forth in the CBA and shall be based on input from department faculty and staff.

8.3 The dean shall meet with the chair to discuss the results of the evaluation. Based on the evaluation, the dean and the chair should jointly develop performance goals.

## **9. Removal of Chairs**

9.1 The dean may remove a chair for failure to fulfill responsibilities, as set forth in the CBA.

9.2 The Department may recommend to the Dean that a Chair be removed from office. Such an action must be taken pursuant to the following procedure:

9.2.1. A petition calling for removal must be signed by one-third of the Department's tenured faculty and submitted to the Dean.

9.2.2. The Dean will meet with the signatories and the Department Chair to make every effort to reach an informal resolution of the recall request. Two weeks' notice shall be given prior to this meeting.

9.2.3. If an informal resolution of the recall request fails, the Dean shall conduct a meeting with the eligible voting members of the Department to ascertain the will of the Department.

A quorum of 2/3 (two-thirds) of the eligible voting members, as defined by the College Bylaws, must be present at the meeting.

A vote of "no confidence" must be supported by two-thirds of these eligible voting members to be adopted.

The vote will be conducted by secret ballot.

9.2.4. In the event of a "no confidence" recommendation, the Dean shall decide whether the effectiveness of the Department is impaired by the continued incumbency of the Chair. The Dean shall make the final decision.

## **10. Evaluation of Institute Directors and Program Directors**

10.1 Institute Directors, who are Academic Administrators, shall be selected and evaluated in accordance with the CBA. Other Institute Directors will be selected from the College's faculty or from outside the College following faculty recruitment guidelines. Appointments are made by the Provost, upon recommendation of the Dean. The Dean shall solicit input from all members of the College community. Institute Directors are expected to meet the requirements for tenure-track faculty, and, if hired without tenure, will follow the regularly established tenure review process. Their continuing appointment is subject to review every four years by the Dean.

10.2 Pursuant to the CBA, the Provost or Dean will conduct a periodic performance evaluation of the Academic Program Director, as well as conduct a review of the position, with input from the faculty and staff related to the Program.