

APPENDIX B

UNIVERSITY OF COLORADO DENVER DEPARTMENT OF SOCIOLOGY

Guidelines for Evaluation of Teaching, Research, Leadership and Service for Clinical Teaching Track

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INTRODUCTION

This document describes criteria for appointment, reappointment and promotion of faculty members on the clinical teaching track in the Department of Sociology at the University of Colorado Denver. As described in the University of Colorado Regent Policy 5-L¹, “[f]aculty on the Clinical Teaching Track participate in a broad range of teaching and/or clinical activities and provide leadership and service to the university and the community, based upon their clinical obligations. They participate in research and scholarly activities to a limited degree. Clinical Teaching Track faculty are expected to demonstrate continued professional growth in their fields.” The clinical teaching track requires a terminal degree at the Assistant Professor, Clinical Teaching Track, and above.

Regent policy describes the clinical teaching track positions at the level of Assistant Professor and above as follows:

Assistant Professor, Clinical Teaching Track: Assistant Professors in the clinical teaching track are expected to have the terminal degree and have some successful teaching experience. They are expected to teach and/or provide clinical care.

Associate Professor, Clinical Teaching Track: Associate Professors in the clinical teaching track must have the terminal degree, be well qualified to teach and/or provide clinical care with considerable demonstrated evidence of successful teaching and demonstrated leadership and service.

Professor, Clinical Teaching Track: Full Professors in the clinical teaching track must have the terminal degree, outstanding accomplishments in teaching, and/or provide clinical care, a record of leadership in the school, and a meritorious service record.

¹ The Laws and Policies of the Regents of the University of Colorado, Policy 5-L (<https://www.cu.edu/regents/Policies/Policy5L.htm>, retrieved February 18, 2012).

The College of Liberal Arts and Science (CLAS) policy on the Clinical Teaching Track notes that the “specific expectations and criteria for evaluation of teaching, service and scholarly activity will be determined by primary units in CLAS and must be approved by the Dean and the Provost.” Further, “CTT faculty members should be engaged in at least 10% time/effort in each area—teaching, research/creative activities, and service. A typical appointment will consist of 80% teaching; 10% research/creative/scholarly activities; and 10% service. Primary units can request deviations from this typical appointment, but such requests require approval by the Dean” (CLAS Requirements for Appointment, Reappointment and Promotion for Clinical Teaching Track Faculty in the College of Liberal Arts and Sciences, University of Colorado Denver, hereafter referred to as CLAS’ C/T policies and procedures).

We have utilized the term “reappointment” in relevant sections of the following guidelines for assessing teaching, research and service. Note, however, that Clinical Teaching Track faculty are at-will employees and there is no guarantee of reappointment after each contract period even if the faculty member meets the reappointment criteria set below. Clinical Teaching Track faculty are *not* eligible for tenure.

The following guidelines were developed and adopted by the tenured/tenure-track faculty in the Sociology Department at the University of Colorado – Denver on [insert date if passed.] These guidelines are only intended for use in the evaluation of teaching, scholarly activity, and leadership and service by full-time clinical teaching track faculty in the Sociology Department at UCD. For faculty with less than full-time clinical teaching appointments in the Sociology Department (such as joint appointments), these guidelines need to be reconsidered on a case-by-case basis and formalized by the Department Chair (or Chairs, if more than one department is involved) and Dean (or Deans, if more than one college is involved) prior to that appointment.

According to CLAS’ C/T policies and procedures, “Assistant Professors in the clinical teaching track must have the terminal degree. In addition, candidates for this rank must provide evidence of ability to assume high quality independent teaching and administrative service, and the potential for professional development through scholarly activity.” Appointment or promotion to Associate Professor C/T requires evidence of excellence in the primary area along with significant contributions in the other areas (CLAS C/T policies and procedures). Appointment or promotion to Professor C/T requires a minimum of five years at the rank of Associate Professor C/T or equivalent, with outstanding contributions in the area of primary responsibility and significant contributions in the other areas.

TEACHING

Guidelines for Assessing Teaching for Initial Appointment, Reappointment and Promotion on the Clinical Teaching Track in the Sociology Department at CU Denver

The Department of Sociology will use the following evidence when assessing the teaching record of a candidate²:

1. Evidence of mastery of the discipline which may include
 - Variety of courses taught, including topics, levels, and format
 - Incorporating new material into existing courses
 - Developing new courses as permitted or requested
 - Revising courses when appropriate
2. Demonstrated teaching effectiveness as evaluated by students and colleagues, which may include
 - Favorable ratings in FCQs (evaluators will take into account factors that affect FCQ scores such as class size, required vs. elective and class format: on-campus, hybrid, online)
 - Student letters on effectiveness
 - Peer evaluation of courses
3. Accessibility, communication and interaction with students which may include
 - Availability during office hours
 - Supportive, accurate and useful informal advising of students
4. Evidence of rigor of learning experience which may include
 - Course materials, including clarity and completeness of syllabus, stated expectations for preparation and performance of students
 - Student evaluations
 - Peer evaluations
 - Quality of formative and summative assessments of student learning
5. Involvement in department and college's teaching mission which may include
 - Participation in outcomes assessment of courses as requested
 - Willingness and ability to teach courses relevant to curricular and programmatic needs
6. Individual instruction which may include
 - MA thesis or project support
 - Independent studies
 - Internship advising
 - Student professional development and/or remediation

² These criteria are adapted from "Internal Criteria for Appointment and Promotion within the Clinical Teaching Track, Department of Psychology: University of Colorado Denver" approved by the Psychology Department in April, 2010.

The distinction of *excellence* in teaching is required for promotion to the rank of Associate Professor or Professor, Clinical Track. This distinction designates those candidates who demonstrate superior success in teaching. The following evidence of excellence in teaching is in addition to the evidence described above:

7. Dissemination of knowledge which may include
 - Publications and/or participation in conferences or workshops in the department, college, campus, community or profession disseminating knowledge on teaching
 - Outreach to public schools
 - Mentoring other faculty on teaching-related issues
 - Serving on or chairing graduate MA and undergraduate Honors committees
 - Collaboration with students on publications
 - Grants for teaching, curriculum development
 - Authoring or co-authoring textbooks or other teaching-related materials
8. Teaching effectiveness which may include
 - Excellent ratings on FCQs
 - Teaching awards and honors
 - External and peer evaluation of excellence
 - Indicators of quality of student outcomes
9. Incorporation of innovations and integration of technology into teaching and course development
10. Evidence of extraordinary efforts in teaching beyond the standard which may include
 - Workload: large sections, required courses
 - New preparations, course proposals
 - Number of independent studies, MA committees, internships
 - Involvement in study abroad
 - Contribution to the development of learning equipment, facilities, and instructional aids
 - Extracurricular teaching contributions within or outside of the University
 - Commitment to continuing education in teaching-related areas
11. High-quality individual instruction which may include
 - MA thesis or project support
 - Independent studies
 - Internship advising
 - Student professional development and/or remediation that leads to student retention, increased graduation rates, job placement, etc.

RESEARCH/CREATIVE ACTIVITY

Guidelines for Assessing Research/Creative Activity for Initial Appointment, Reappointment and Promotion on the Clinical Teaching Track in the Sociology Department at CU Denver

As described above, the typical expectations for research and creative activity for the Clinical Teaching Track will typically be 10% of effort as specified in the 3-year employment contract. Promotion to Associate or Full Professor C/T requires significant contributions in this category, reflecting the ability of the candidate to remain current in the field. The following items may provide evidence of research/creative activity; however, faculty should recognize that some of these types of evidence may be given more weight than others by the departmental review committee. Further, not all articles, reports or other works are equal in terms of quality or impact.

- Authorship or co-authorship of a publication in a peer-reviewed journal or book
- Publication of a technical report, manual, or other research product
- Presentation at a local, regional (e.g., PSA), national (e.g., ASA) or international conference
- Organizing or chairing sessions at a local, regional, national or international scholarly conference
- Grant writing activities
- Applied research or evaluation in the community
- Completion of a report or presentation to stakeholders of applied research activities

LEADERSHIP and SERVICE

Guidelines for Assessing Leadership and Service for Initial Appointment, Reappointment and Promotion on the Clinical Teaching Track in the Sociology Department at CU Denver

As described above, the typical expectations for leadership and service for the Clinical Teaching Track will typically be 10% of effort as specified in the 3-year employment contract. Promotion to Associate or Full Professor C/T requires significant contributions in this category, reflecting, for instance, leadership in the examples provided below.

Note: Any compensated activities outside of the University should not be included as service (such as consulting contracts or private clinical practice). As such, anything listed on the outside employment disclosure form should not be included as service. Examples of service activities are listed below:

Leadership and Service to the Department, College and University:

- Participation in efforts to develop and revise the curriculum
- Undergraduate or graduate advising
- Formulation of standards and methods of outcomes assessment
- Membership on standing and ad hoc committees, e.g., Masters admissions committee
- Faculty sponsorship of student organizations and activities

Leadership and Service to the Profession

- Organizing workshops or conferences
- Filling leadership roles in professional organizations (e.g., PSA, ASA)
- Participation in editorial processes such as peer review for professional journals or organizations

Leadership and Service to the Wider Community

- Consulting with and providing expertise and services to community organizations and groups