

**THREE RIVERS COLLEGE  
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6700 Faculty	
Title: IR 6715 Faculty Evaluation and Engagement	Page 1 of 6
Associated Policy: IP 6710 Faculty Rights and Responsibilities	
Associated Regulation: GAR 1140 Institutional Effectiveness	
References: Addendum: "Faculty Evaluation Process and Engagement System Document"	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 04-19-2017	Last Revision: 03-27-2019

Three Rivers College is devoted to teaching and learning, and provides the highest quality educational experience for students. As part of this process, all faculty whose primary responsibility is teaching shall be required to participate in an annual evaluation.

**Required Evaluation**

**Full-time Faculty**

The annual evaluation timeline is conducted on the calendar year and is divided into an evaluation portion and an engagement portion. The evaluation portion of the process must be completed annually and the engagement process is voluntary for full time faculty.

The required annual evaluation is based on course observations, student course evaluations, and the 28 items determined by the faculty and described as minimum expectations of any faculty member. The minimum expectations for evaluation are as follows:

1. Teaches a full course load
2. Teaches to the course outcomes
3. Prepares, maintains, and updates syllabi and course materials
4. Meets classes as scheduled
5. Posts and keeps regular office hours
6. Uses appropriate methods of assessing student work
7. Responds to students in a timely fashion
8. Advises students, assists and guides advisees in developing appropriate educational plans
9. Serves on college-wide standing committees as appropriate
10. Follows current policies and regulations as applicable
11. Attends college-wide faculty meetings
12. Participates in convocations, commencements, and other required meetings

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13. Fully Participates in the evaluation process
14. Submits course grades on time
15. Submits attendance on time
16. Serves on division/department committees as appropriate
17. Maintains accurate records of grades, attendance, and so on
18. Participates in division and department meetings
19. Participates in the curricular process
20. Adheres to deadlines
21. Participates in the planning and improvement process
22. Participates in the learning assessment process
23. Maintains up-to-date information in Office of Human Resources (transcripts and other documentation as appropriate)
24. Uses the institutional Learning Management System (LMS) for all courses (i.e., Blackboard)
25. Maintains certification and licensure as appropriate
26. Maintains and updates knowledge in area of expertise
27. Uses Course Evaluation information as appropriate
28. Consults with Department Chair/department coordinator as necessary

Only full time faculty meeting all minimum expectations may be considered in the engagement process. Failure to meet minimum expectations shall result in the faculty member being placed on a performance improvement plan.

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**Voluntary Engagement System (Full Time Faculty Only)**

Full time faculty member shall prepare a set of goals for the coming year and make a self-determination whether they shall be engaged (meet minimum expectations), well engaged, or highly engaged. The faculty member shall then select an appropriate number of items beyond the items listed as minimal requirements. To be well engaged, ten (10) additional items shall be completed with no fewer than five (5) of those ten (10) coming from the Teaching and Learning. To be highly engaged, fifteen (15) items in addition to the minimum be complete with no fewer than seven (7) coming from Teaching and Learning.

The faculty member shall meet with their Department Chair. During this meeting, the goals and associated items shall be reviewed and the faculty member and Department Chair shall agree on the plan.

**Mid-term review (Optional)**

The faculty member and Department Chair shall meet to review the process and go over the documentation after the completion of the required evaluation. The faculty member is responsible for documenting the non-minimal requirement portion of the evaluation.

**Engagement Appeal Process:**

Three Rivers College encourages the resolution of disputes at the lowest level. In cases of an unresolved dispute regarding the engagement process, the faculty member must submit in writing a request for an appeal to the Chief Academic Officer (CAO) of the college. Within seven (7) days of the appeal request, the CAO shall appoint a minimum of three faculty members to serve as the appeal panel. Once the panel is selected, the CAO shall request that both the Department Chair and the faculty present in writing a letter of explanation outlining the issues at hand and all documentation that either party believes necessary and both the Department Chair and the faculty member shall have seven (7) business days to supply the requested documentation. Within ten business days of the submission of the requested documentation the appeals panel shall meet. Within seven (7) business days of the initial appeals panel meeting, a written decision shall be provided to the CAO. The CAO shall provide a written decision to the

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faculty member and the Department Chair within five (5) business days. The decision of the appeal panel is binding and final.

In the case that the faculty member believes an appeal procedure has been violated in their case, the faculty member or Department Chair shall have two (2) business days to file a request for a procedural appeal with the CAO in which the specific procedural issues must be clearly stated. The CAO shall investigate the procedural issues and issue a decision in writing within five (5) business days. The procedural appeal shall not address any substantive issue addressed by the appeal panel nor any new substantive issue. It is intended as a safeguard to ensure that all steps in the engagement appeal process have been followed.

No member of the appeals panel shall be revealed to either the faculty member or the Department Chair and all communication necessary between members of the appeals panel and the interested parties shall be conducted through the Office of the Chief Academic Officer. This methodology has been selected to ensure the anonymity of the committee and the faculty member and to eliminate undue influence being placed on any party involved.

**Required Evaluation**

**Adjunct Faculty**

Adjunct faculty shall be evaluated annually by their respective Department Chair. Conducted on the calendar year, the adjunct evaluation shall include course observations, student course evaluations, **and an evaluation of the following 18 items.**

**Minimum Requirements for Employment as Adjunct Faculty**

1. Teaches to the course outcomes
2. Meets classes as scheduled
3. Prepares, maintains, and updates syllabi and course materials per department
4. Uses appropriate methods of assessing student work

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5. Responds to students in a timely fashion
6. Follows current policies and regulations as applicable
7. Participates fully in the evaluation process for Adjunct Faculty
8. Submits course grades on time
9. Submits attendance on time
10. Maintains accurate record of grades, attendance, etc.
11. Adheres to deadlines
12. Participates in the learning assessment process
13. Maintains up-to-date information in Office of Human Resources (transcripts and other documentation as appropriate)
14. Uses the institutional Learning Management System (LMS) for all courses
15. Maintains certification and licensure as appropriate
16. Maintains and updates knowledge in area of expertise
17. **Uses Course Evaluation** information as appropriate
18. Consults with Department Chair or Program Coordinator as necessary

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**DOCUMENT HISTORY:**

**04-19-2017:** Initial approval of IR 6715 Faculty Evaluation and Engagement.

**03-27-2019:** Inclusion of Adjunct Faculty evaluation requirements.

# Faculty Evaluation and Engagement System

An annual process to evaluate the minimum expectations of full-time faculty (required), measure and ensure the engagement of faculty across the college in the categories of (1) Teaching and Learning, (2) Advising, (3) Internal Service/External Outreach and (4) Educational Leadership/Scholarship/Creative Activities/Research and Professional Development.

Cycle time -January to December

**Step 1** –Faculty member prepares a set of goals for the coming year and makes a self-determination whether they will be engaged (meets minimum expectations), well engaged, or highly engaged. The faculty member will then select an appropriate number of items beyond the items listed as minimal requirements. To be well engaged, the executive committee recommends that 10 additional items be completed with no fewer than five of those ten coming from the Teaching and Learning. To be highly engaged, the recommendation is that 15 items in addition to the minimum be complete with no fewer than 7 coming from Teaching and Learning.

**Step 2** –Faculty member meets with Chair. During this meeting the goals and associated items will be reviewed and the faculty member and chair will come to an agreement on the plan.

**Step 3** –Mid-term review (Optional)

**Step 4** –Finalcycle meeting-the faculty member and chair will meet to review the process and go over the documentation. The responsibility for documenting the minimal requirements is on the chair. The responsibility for documenting the non-minimal requirements will be on the faculty member.

In cases of dispute, an appeal panel will be formed to review the evaluation.

**Step 5**- New Cycle Begins

Engagement Appeal Process:

In cases of dispute, either the faculty member will submit in writing a request for an appeal to the Chief Academic Officer (CAO) of the college. Upon receipt of the appeals request the CAO will appoint a minimum of three faculty to serve as the appeal panel within seven business days. Once the panel is selected, the CAO will request that both the chair and the faculty present in writing a letter of explanation outlining the issues at hand and all documentation that either party believes necessary. Both the chair and the faculty member will have seven business days to supply the requested documentation. Within ten business days of the submission of the requested documentation, the appeals panel will meet. Within seven business days of the initial appeals panel meeting, a written decision will be provided to the CAO who will provide a written decision to the faculty member and the chair within five business days. The decision of the appeal panel is binding and final.

The faculty member or chair will have two business days to file a request for a procedural appeal with the CAO in which the specific procedural issues must be clearly stated. The CAO will investigate the procedural issues and issue a decision in writing within five business days. The procedural appeal will not address any substantive issue addressed by the appeal panel nor any new substantive issue. It is intended as a safeguard to ensure that all steps in the process have been followed.

No member of the appeals panel will be revealed to either the faculty member or the chair and all communication necessary between members of the appeals panel and the interested parties will be conducted through the CAO. This methodology has been selected to ensure the anonymity of the committee and the faculty member and to eliminate undue influence being placed on any party involved.

## Faculty Evaluation/Engagement Measure

### Minimum Requirements for Employment

1. Teaches a full course load
2. Teaches to the course outcomes
3. Prepares, maintains, and updates syllabi and course materials
4. Meets classes as scheduled
5. Posts and keeps regular office hours
6. Uses appropriate methods of assessing student work
7. Responds to students in a timely fashion
8. Advises students, assisting and guiding advisees in developing appropriate educational plans
9. Serves on college-wide standing committees as appropriate
10. Follows current policies and regulations as applicable
11. Attends college-wide faculty meetings
12. Participates in convocations, commencements and other required meetings
13. Fully Participates in the evaluation process
14. Submits course grades on time
15. Submits attendance on time
16. Serves on division/department committees as appropriate
17. Maintains accurate records of grades, attendance, and so on
18. Participates in division and department meetings
19. Participates in the curricular process
20. Adheres to deadlines
21. Participates in the planning and improvement process
22. Participates in the learning assessment process
23. Maintains up-to-date information in office of Human Resources (transcripts and other documentation as appropriate)
24. Uses the institutional Learning Management System (LMS) for all courses (i.e., Blackboard)
25. Maintains certification and licensure as appropriate
26. Maintains and updates knowledge in area of expertise
27. Uses Course Evaluation information as appropriate
28. Consults with Department Chair/department coordinator as necessary

## Higher Level Categories for Faculty Evaluation

### Category 1: Teaching and Learning

1. Manage and maintain equipment and facilities that support courses or programs  
Explanation:
  - a. The assumption should be made that the instructor meets this standard unless the department chair has knowledge to the contrary.  
Required Documentation:
  - b. Discussion between department chair and faculty member regarding any departmental policies that apply to the instructor's courses and the instructor's compliance with those policies (i.e. a departmental policy for mathematics that within certain math classes students use graphing calculators)
2. Assure specialized equipment and facilities are maintained to the highest standard and used in a safe and effective manner in compliance with all local, state, and federal requirements and in accordance with best practices  
Evaluation:
  - a. Faculty member will perform specific duties to ensure specialized equipment and other facilities are maintained to the highest standard, in accordance to all appropriate regulatory bodies. Prior approval must be obtained from Chair.  
Required Documentation:
  - b. Documentation will include narrative summary of performed duties in relation to specialized equipment and facilities maintenance. Faculty will submit certification from local, state, and federal authorities demonstrating appropriate achievement where applicable.
3. Employ innovative instructional methods and technologies in teaching  
Explanation:
  - a. Documentation provided by faculty member  
Required Documentation:
  - b. Narrative describing various methods used in instruction in accommodating different learning styles
4. Develop innovative instructional methods and technologies in teaching  
Explanation:
  - a. Documentation provided by faculty member. Print-outs showing course design from web pages may be used if applicable  
Required Documentation:
  - b. Narrative describing effective instructional strategies utilized in the non-traditional courses taught and the success of the use of these strategies.
5. Participate in Quality Circles to improve instructional methods  
Explanation:
  - a. The faculty member will participate as a member of a quality circle for an approved quality improvement project. The faculty member will attend the scheduled meetings, provide input, identify actions needed to be taken, work cooperatively to identify/create solutions, and report outcomes for specific task undertaken.  
Required Documentation:
  - b. Documentation will include a summary of the quality circle objectives/goals, schedule of meetings attended, summary of specific task taken, and a narrative of the overall outcome of the quality circle vs. its stated goals.
6. Lead a Quality Circle to provide collaborative effort to initiate a student learning initiative  
Explanation:
  - a. Faculty member will identify a continuing improvement initiative in student learning or innovation in instructional methodology. The facilitator will identify and recruit a circle of faculty members ranging from 4 to 6 members and schedule a minimum of 4 meetings. The facilitator will identify and set goals for the quality circle, facilitate the scheduled meetings, coordinate actions to be taken, summarize and report outcomes at the end of the quality circle term.  
Required Documentation:

- b. Documentation will include stated objectives of the quality circle, participating membership, meeting schedule, attendance of participants, actions or task taken by participating memberships, report of outcomes for specific task taken by the participants, and outcomes of the improvement project overall vs. the stated objectives. Final report should include any professional networking that occurred outside the membership of the quality circle.
- 7. Develop electronic learning materials for use with the institutional LMS
  - Explanation:
  - a. Documentation provided by faculty member. Print-outs showing course design from web pages may be used if applicable
    - Required Documentation:
  - b. Narrative describing effective instructional strategies utilized in the non-traditional courses taught and the success of the use of these strategies.
- 8. Teach courses with higher contact hours than credit hours
  - Explanation:
  - a. Documentation provided by faculty member.
    - Required Documentation:
  - b. Submit schedule
- 9. Coordinate a program advisory committee
  - Explanation:
  - a. This evidence will be provided by the faculty member
    - Required Documentation:
  - b. Provide a list of advisory committee member names; provide a copy of the agenda and minutes of the advisory meeting
- 10. Go above and beyond the call of duty to ensure program viability and/or student success
  - Explanation:
  - a. This evidence will be provided by the department chair.
    - Required Documentation:
  - b. Narrative including faculty member's schedule describing faculty member's participation in these activities
- 11. Develop assessment tools/master syllabi/instructional materials to be used throughout the department
  - Explanation:
  - a. Documentation provided by faculty member
    - Required Documentation:
  - b. Narrative describing various methods used in instruction in accommodating different learning styles
  - c. Document showing 4 column model listing program objectives and appropriate assessment activities, assessment results and use of results for each objective
- 12. Interact with and involving adjunct faculty in your department regarding course content, assessment, teaching methodologies, etc. for the purpose of development
  - Explanation:
  - a. This evidence will be provided by the faculty member.
    - Required Documentation:
  - b. Narrative describing faculty member's participation in these activities
- 13. Develop new courses and/or programs for curriculum adoption
  - Explanation:
  - a. Documentation provided by faculty member
    - Required Documentation:
  - b. Narrative describing any activities undertaken by the faculty member regarding strengthening course and curricular development
- 14. Work on a special department or division project in teaching and learning
  - Explanation:
  - a. Documentation provided by faculty member
    - Required Documentation:
  - b. Negotiate between faculty member and chair

15. Work on a special institutional project in teaching and learning

Explanation:

- a. Documentation provided by faculty member  
Required Documentation:
- b. Negotiate between faculty member and chair

Category 2: Advising

1. Engage in active involvement with student recruiting efforts

Explanation:

- a. The assumption should be made that the instructor meets this standard unless the department chair has knowledge to the contrary.

Required Documentation:

- b. Measured through observation by the department chair of performance in this area

2. Volunteer for additional service during peak enrollment periods

Explanation:

- a. Documentation provided by faculty member

Required Documentation:

- b. Instructor should provide documentation of advising additional students Measured through observation by the department chair of performance in this area

3. Engage in special involvement with student retention efforts

Explanation:

- a. Documentation provided by faculty member

Required Documentation:

- b. Instructor should provide examples of such referrals to any support services, for example, to the Academic Support Center, Disability Services, or Counseling and Testing.

4. Work on a special department or division project in advising

Explanation:

- a. Documentation provided by faculty member

Required Documentation:

- b. Negotiate between faculty member and chair

5. Work on a special institutional project in advising

Explanation:

- a. Documentation provided by faculty member

Required Documentation:

- b. Negotiate between faculty member and chair

Category 3: Internal Service/External Outreach

1. Sponsor a campus student organization or team (apart from regular contracted duties)

Explanation:

- a. Documentation provided by faculty member

Required Documentation:

- b. Name of organization and responsibilities as advisor

2. Engage in active involvement in college events outside your discipline

Explanation:

- a. This evidence will be provided by the faculty member

Required Documentation:

- b. Provide a list of events attended with the dates. If you worked the event, verification from the event coordinator for that event.

3. Be a member of/maintaining involvement with a civic or community organization

Explanation:

- a. Documentation provided by the faculty member and verified by the chair

Required Documentation:

- b. Minutes of the meetings, board membership list

4. Assist the chair in evaluating adjunct faculty in your department  
Explanation:
  - a. Documentation provided by faculty member  
Required Documentation:
  - b. Submit evaluation form of the adjunct faculty
5. Serve as a peer mentor  
Explanation:
  - a. This evidence will be provided by the faculty member.  
Required Documentation:
  - b. Narrative describing faculty member's participation in these activities
6. Present a breakout session  
Explanation:
  - a. Documentation provided by faculty member  
Required Documentation:
  - b. Names of workshops/programs with description and dates
7. Write grants to support initiatives at the college  
Explanation: Documentation describing and/or demonstrating activities undertaken by the faculty member regarding grants that support particular initiatives by the college.
  - a. Documentation provided by faculty member on yearly basis  
Required Documentation:
    1. Documentation of the initiative chosen that supports the college.
    2. Brief narrative that explains how the grant supports the initiative.
    3. Documentation of the grant and/or grant submission or resubmission.
    4. Documentation showing grant award if applicable.
    5. Documentation demonstrating new work for resubmission
8. Organize an event which brings area students/children/public to campus  
Explanation:
  - a. This evidence will be provided by the faculty member  
Required Documentation:
  - b. Provide an approved copy of the Use of Facility form and a summary report of the event.
9. Serve as an officer of a civic or community organization  
Explanation:
  - a. Documentation provided by faculty member  
Required Documentation:
  - b. Name of civic/community association, office, and dates of service
10. Represent the college at multiple public events  
Explanation:
  - a. Documentation provided by faculty member  
Required Documentation:
  - b. Confirmation of adequate participation from event coordinator
11. Perform/speak/present a program or demonstration for a community organization or public  
Explanation:
  - a. Documentation provided by faculty member  
Required Documentation:
  - b. Lists of presentations/performances with dates of activities
12. Volunteer time and talents within the community (more than 10 hours per year)  
Explanation:
  - a. Documentation provided by faculty member  
Required Documentation:
  - b. Official documentation from organizer of volunteering event with hours worked indicated.
13. Work on a special department or division project in internal service/external outreach  
Explanation:
  - a. Documentation provided by faculty member  
Required Documentation:
  - b. Negotiate between faculty member and chair

14. Work on a special institutional project in internal service/external outreach

Explanation:

- a. Documentation provided by faculty member  
Required Documentation:
- b. Negotiate between faculty member and chair

Category 4: Educational Leadership/Scholarship/Creative Activities/Research and Professional Development

1. Serve on the college curriculum committee

Explanation:

- a. Documentation provided by faculty member  
Required Documentation:
- b. List of committee/task force assignments

2. Serve on the faculty executive committee

Explanation:

- a. Documentation provided by Faculty Executive Committee minutes.  
Required Documentation:
- b. Verification from Executive Committee Minutes of attendance at meetings. No more than one meeting should be missed per semester.

3. Serve as an officer on a college committee

Explanation:

- a. Documentation provided by minutes of college committee  
Required Documentation:
- b. Verification from college committee minutes of attendance at meetings. No more than one meeting should be missed per semester.

4. Serve as a planning unit coordinator

Explanation:

- a. Documentation provided by faculty member  
Required Documentation:
- b. Brief narrative listing responsibilities and period of service

5. Serve as department coordinator

Explanation:

- a. Documentation provided by faculty member  
Required Documentation:
- b. Brief narrative listing responsibilities and period of service

6. Maintain active membership in professional organizations related to your discipline/education

Explanation:

- a. Documentation provided by faculty member  
Required Documentation:
- b. List detailing memberships, conferences attended and service rendered

7. Attend state, regional, or national conferences related to education and/or your discipline

Explanation:

- a. Documentation describing and/or demonstrating activities undertaken by the faculty member regarding attendance at conferences for education or individual discipline.
- b. Documentation provided by faculty member (on yearly basis)  
Required Documentation:
  1. Documentation of registration for event
  2. Copy of any certificate received
  3. Documentation of attendance
  4. Documentation of dissemination of work provided at conferences

8. Participate in webinars or forums related to education and/or your discipline

Explanation:

- a. Documentation describing and/or demonstrating activities undertaken by the faculty member regarding attendance at conferences for education or individual discipline.
- b. Documentation provided by faculty member (on yearly basis)

Required Documentation:

1. Documentation of registration for event
  2. Copy of any certificate received
  3. Documentation of attendance
  4. Documentation of dissemination of work provided at conferences
9. Network with area educators/professionals a.a.
- Explanation:  
Documentation provided by faculty member
- b. Required Documentation:  
Appropriate documentation negotiated between faculty member and chair
10. Present at a state, regional, or national conference
- a. Explanation:  
Documentation provided by faculty member
- b. Required Documentation:  
Copy of program with faculty name and presentation
11. Publish original work in a scholarly journal or similar publication
- Explanation:
- a. Documentation describing and/or demonstrating work undertaken by the faculty member regarding an original work and the documentation that supports the submission of work.
- b. Documentation provided by faculty member
- Required Documentation:
1. Documentation of the initial work.
  2. Brief narrative that explains how this work is original.
  3. Documentation of the completed work for submission.
  4. Documentation showing acceptance/ award if applicable.
  5. Documentation showing reworking for resubmission if necessary.
  6. Copy of publication
  7. Proof of submission
12. Submit original work in a scholarly journal or similar publication
- Explanation:
- a. Documentation describing and/or demonstrating work undertaken by the faculty member regarding an original work and the documentation that supports the submission of work.
- b. Documentation provided by faculty member on yearly basis
- Required Documentation:
1. Documentation of the initial work.
  2. Brief narrative that explains how this work is original.
  3. Documentation of the completed work for submission.
  4. Proof of submission.
13. Serve as an officer of a professional organization
- Explanation:
- a. Documentation provided by faculty member
- Required Documentation:
- b. Recorded minutes from meetings during term as officer; Contact information from the professional organization to confirm officer standing.
14. Receive a state-level or national-level award
- Explanation:
- a. Documentation provided by faculty member
- Required Documentation:
- b. The physical award or an official letter from the awarding institution indicating an award was granted, and contact information for the awarding institution
15. Take additional coursework
- Explanation:
- a. Documentation of registration provided by faculty member, approval before course starts from

supervisor/department chair for types of courses being taken.

Required Documentation:

- b. Documentation which shows final grade.

16. Earn an additional degree or certificate

Explanation:

- a. Documentation provided by faculty member to Human Resources.

Required Documentation:

- b. Official transcript and certificate/diploma.

17. Organize and/or create performances/exhibits/events/projects

Explanation:

- a. This evidence will be provided by the faculty member

Required Documentation:

- b. Provide an approved copy of the Use of Facility form and a summary report of the event.

18. Work on a special department or division project in educational leadership/scholarship/creative activities/research and professional development

Explanation:

- a. Documentation provided by faculty member

Required Documentation:

- b. Negotiate between faculty member and chair

19. Work on a special institutional project in educational leadership/scholarship/creative activities/research and professional development

Explanation:

- a. Documentation provided by faculty member

Required Documentation:

- b. Negotiate between faculty member and chair