

GREAT BASIN COLLEGE
PRESIDENT'S COUNCIL

August 13, 2013

1:30 p.m.

PRESENT: Mike McFarlane, Lynn Mahlberg, Sonja Sibert, John Rice, Thomas Reagan, Bret Murphy, Alex Porter, Dori Andrepont, Melinda Dailey

ABSENT: Mark Curtis, Kris Miller

1. Approval of Minutes – The minutes of the President's Council meeting on July 9, 2013, were approved.
2. SGA Update – Alex Porter reported this was the first time that SGA did the appointment process in the summer. New senators in Ely, Elko, and Battle Mountain were appointed. SGA is preparing for the upcoming Board of Regents' meeting in Elko.
3. Faculty Senate Update – Since it is summertime Tom Reagan had nothing to report.
4. Classified Council Update – Melinda Dailey reported Classified Council is discussing alternatives to the chili feed for fundraising for the scholarship. She will report to PC what that alternative will be once it is decided.
5. Procedures for Tenure – Mike McFarlane reported this policy clarifies and strengthens existing GBC practice for tenure-track faculty. It is a restatement of what we have been doing and adds emphasis on some things. The tenure process is more rigorous than the annual evaluation. This is an additional layer of evaluation in addition to the annual review for faculty who are tenure-track. President's Council discussed the policy and made some slight changes/clarifications. The policy will be taken back to committee by Tom Reagan and then presented to Faculty Senate. It will be brought back to President's Council in September.
6. Procedure for Program Elimination – Mike McFarlane reported that we are required to have a process for program elimination for accreditation. This is the first read. Tom Reagan will take it back to faculty for review.
7. Procedure for Low Yield Classes – Mike McFarlane reported that we are required by NSHE to have this policy. Programs are required to have twenty grads in the prior three years. This process has to be done at least every three years. Mike recommended when a program has a review to also include a low yield review and two years following have another review. This is the first read. Tom Reagan will take back to faculty for review.
8. Course Level Exchange - Lynn Mahlberg reported this has been the practice for when a student could do an even exchange of credits in the beginning of the semester. It creates problems now for financial aid. For financial aid students need to be enrolled in the classes up front. The two 8-week semesters as opposed to a regular semester poses problems, too.

In fall 2012 GBC had 146 students doing exchange. The form has been changed to require that the exchange needs to be in the same discipline and it can be within the same discipline going from 3 credits to 5 credits or the reverse. The exchanges can only occur by the 2nd week of classes. The form name is now called Course Level or Section Exchange Form.

9. President's Report – No report.

10. Miscellaneous

President Curtis reported we have all been involved with getting ready for the upcoming Regents' meeting in Elko. We are preparing the backdrop PowerPoint presentation that will be running in the background during the meeting. We will be presenting a diversity report and a report on mission fulfillment. There will be a student speaker and faculty speaker who will highlight GBC.

Sonja Sibert reported that we are looking at a mobile application for MyGBC. We have had three demonstrations. We will work to get quotes and investigate whether all institutions get a break for going with one application.

Sonja Sibert report that the course fee audit (lab fees) will be presented at the Board of Regents Audit Committee. There are some recommendations to be heard. Some policies will need to be put into place on what we are practicing.

Mike McFarlane reported enrollments are up by 12%, but they are shrinking a bit. Our online classes are hitting capacity. We don't have waiting lists anymore. We haven't done a purge yet.

The faculty welcome back is on August. 19th.



Course Level/Course Section Exchange Request

Deadline to submit this form is the Friday of the second week of the fall or spring semester.

_____ Student Last Name	_____ First Name	_____ Student ID Number	_____ Phone	_____ Semester
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The student signature on this form authorizes Admissions and Records staff to adjust enrollment as requested below. The student is responsible to ensure that required signatures are included, that this form is submitted by the deadline, and that payment (if applicable) is made at the time of the change. All enrollment requests are subject to instructor's approval; the student is responsible to check MyGBC to determine if the enrollment request was processed as desired, and if any fees are owed.

_____ Student Signature	_____ Date
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Course level exchange is an option only

- ✓ for full-semester classes.
 - ✓ during the second week of the fall and spring semester.
 - ✓ within a single discipline (course prefix).
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- The course level exchange is to be used to move from a higher or lower level within the same discipline. E.g., moving from MATH 95 to MATH 96, or from ENG 101 to ENG 95.
 - Courses requested to be dropped and added must both be listed below.
 - Instructor signature or attached email approval is required for course(s) being added; the form must be submitted within 5 college working days of instructor's approval.
 - Dropped classes approved for exchange will be removed from a student's transcript.
 - If the exchange results in additional credits and/or lab fees, the student must pay the additional fees; if the exchange results in fewer credits or reduced lab fees, the student will be reimbursed the difference.

Course(s) to add:

Course # (e.g., 32167): _____ Prefix/Number (e.g., MATH 95): _____ Credits: _____

Instructor Signature: _____ Date: _____

Course # (e.g., 32167): _____ Prefix/Number : _____ Credits: _____

Instructor Signature: _____ Date: _____

Course(s) to drop:

Course #: _____ Prefix/Number: _____ Credits: _____



POLICY AND PROCEDURE

Title:	Elimination of Academic Programs
Policy No.:	3.41
Department:	Academic Affairs
Contact:	Vice-President for Academic Affairs

Policy

Under certain conditions it may be necessary for GBC to eliminate academic programs. This may be for reasons of low enrollment, low graduation, finance, lack of instruction, or other reasons. Policies and procedures outside of this policy may exist providing the processes for identifying programs for elimination for differing reasons. At such time as a decision is made to pursue the elimination of a program through the procedures of the College, the following steps must be followed:

- a. A recommendation for program elimination must be received by the President of the College through the President's Council; the President makes the decision to eliminate a program. Recommendations may be received from program reviews, a Budget Task Force, the curricular review process, Faculty Senate, a department, a member of President's Council, or other recommending bodies. All recommendations for program elimination must be accompanied by a written statement or report with substantiation for the elimination.
- b. Once a GBC decision is made to eliminate a program, the procedures of program elimination within the Nevada System of Higher Education (NSHE) must be adhered to, and the elimination must be approved by NSHE.
- c. Existing students within the program must be notified and provided with their options.

Personnel matters associated with program elimination are separate from the elimination of the program. Personnel separation from the College because of program elimination is handled through separate policies and procedures.

Procedures

1.0 Plan and Student Notification

- 1.1. Once a program is fully approved for elimination, a written plan shall be made for students in the program to complete its requirements within two years after the year the program is designated for elimination. Students actively enrolled in the program must be informed of this plan and informed that they have only two years for this to be in effect. The plan may include a schedule of classes that will be taught one last time or suitable class substitutions may be identified. It is the responsibility of the students to follow this plan, as there will be no assurances of classes being offered after the end of the second year. Students may also be advised into other, similar programs so that there is little or no loss of work already completed.

Approved by President's Council: ??

Approved by Faculty Senate: ??

Contact the assistant to the President for any questions, changes, or additions.



POLICY AND PROCEDURE

Title:	Low-Yield Program Reviews
Policy No.:	3.42
Department:	Academic Affairs
Contact:	Vice-President for Academic Affairs

Policy

At least every three years Great Basin College shall review the productivity of its academic programs that are at least 10 years old. To achieve this cycle, productivity reviews shall be done as part of the scheduled five-year program review cycle (GBC Policy 3.40) and then again two years after that. For each productivity review the data shall be used from the three years before the year of the review. Programs that meet the definition of low-yield programs through productivity reviews shall then be further evaluated for consideration for elimination or for continuation under an exemption or a written set of conditions.

Associate, baccalaureate, and stand-alone Certificate of Achievement (30 or more credits) programs shall be designated as low-yield if there are less than 20 graduates from any program in the last three consecutive years before the review. Certificate of Achievement programs whose curriculum is embedded into the content of an Associate of Applied Science degree shall have the numbers of graduates from these programs combined. (As an example, if within the evaluated three-year time frame a Laser Technology program has 14 AAS graduates and 12 Certificate graduates, this is not a low-yield program.) Emphases within a degree shall be combined as a total for the one degree. "Patterns of Study" are not approved degrees, and graduates with these patterns shall count toward the appropriate totals of Associate of Arts or Associate of Science degrees awarded.

This policy shall be in accordance with NSHE Code as prescribed in Title 4, Chapter 14, Section 6.

Procedures

1.0 Program Productivity Review Schedule

1.1. Upon adoption of this policy, all GBC programs older than 10 years shall undergo an initial screening for those meeting the low-yield definition and designation. Programs meeting the criteria for low-yield designation shall then be evaluated under the criteria for continuation or elimination and given appropriate recommendations. After the initial review, programs more than 10 years old shall have subsequent productivity reviews in conjunction with scheduled five-year program reviews. Two years after each five-year program review each program shall have a new productivity review.

1.2. The Office of the Vice President for Academic Affairs (VPAA) shall maintain a schedule of program productivity reviews. A file of the reports of these reviews shall also be maintained. Programs may also be reviewed for productivity at any time by request of the President of the College or the VPAA.

2.0 Review Process

2.1. Program Data. As the first step in the program productivity review, the Office of Institutional Research and Effectiveness shall collect the pertinent data for subject programs. A form shall be developed that indicates the name of the program being reviewed, the different levels or emphases of the program that are being combined for review, the number of graduates in each of the previous three consecutive years, and two check boxes to indicate (1) meet the criteria for continuation, or (2) meet the criteria for further review as a low-yield program. This step involves only collecting and presenting the data and the initial determination of how a program meets the productivity criteria.

2.2. Programs Meeting Productivity Criteria. Programs that meet or exceed the minimum graduation productivity requirements provided in this policy shall require no further review until the next review cycle. The program reports shall be retained in the records of the Office of the VPAA.

2.3. Low-Yield Program Review. Programs designated as low-yield by the program data review must be further evaluated. If the productivity review is in conjunction with a five-year program review, the program review committee shall also provide an evaluation and recommendation on the program relating to its low-yield status. If the productivity review occurs outside of the five-year review cycle, the VPAA shall appoint a five-member review committee consisting of two faculty members of the department hosting the program, two faculty members from outside the department, and one member from the Curriculum and Articulation Committee not being a member of the department. A written report on the low-yield program shall include a recommendation to (1) eliminate the program, (2) allow its continuation under exemption criteria, or (3) allow the program to continue subject to a defined set of conditions. The report with its recommendation shall be submitted to the faculty Curriculum and Articulation Committee for review and action and then be taken to the Faculty Senate for approval. The recommended action shall then be provided to the President's Council for action. A decision is made by the President of the College.

3.0 Exemption Criteria

3.1. Possible Exemptions from Elimination. A low-yield program may be exempted from elimination if it is determined that it meets any of the following criteria:

- a. Is central to the educational mission of GBC;
- b. Meets a demonstrated workforce or service need of the state or GBC service area, including any projected future needs of the state or region;
- c. Demonstrates an increase in student demand through a pattern of increasing enrollment;
- d. Supports underrepresented student or community groups;
- e. Is funded by non-state resources to an extent that offsets the lack of graduates; or
- f. Is provided a set of conditions, including a time limit of not more than three years, which the program must meet to fulfill the production criteria for continuation (continuation conditions described below).

3.2. Conditions for Continuation. A review committee may recommend a series of actions, steps and/or benchmarks for a low-yield program to achieve within a set time limit of not more than three years. The conditions must be clearly described with a timeline for each condition to be met.

3.3 Continuing Review Schedule. Regardless of exemptions and conditions for continuation, all programs will continue to be reviewed for productivity on the established schedule.

4.0 Final Decision

4.1 The final action taken on low-yield programs shall be the decision of the President of the College. Each year the President shall report to the Chancellor of NSHE all programs designated as low-yield and the

results of the institutional review process of such programs as required by NSHE Code in Title 4, Chapter 14, Section 6.5.

4.2 If any program is eliminated under this policy, the procedure for elimination shall be followed as stated in GBC Policy 3.42, Program Elimination.

Approved by President's Council: ??

Approved by Faculty Senate: ??

Contact the assistant to the President for any questions, changes, or additions.



POLICY AND PROCEDURE

Title:	Tenure
Policy No.:	3.60
Department:	Academic Affairs
Contact:	Vice-President for Academic Affairs

Policy

GBC faculty members may be eligible for tenure in accordance with NSHE Code as provided in Title 2, Chapter 4, Section 4. NSHE Code regarding tenure must be observed in all ways except where GBC may add further definition or refinement through this Policy and Procedures section. Final authority on tenure resides in NSHE Code.

The major objectives of tenure are to provide a faculty committed to excellence and to provide a substantial degree of security to those persons who have exhibited excellent abilities, sufficient to convince the GBC and NSHE communities that their expected services and performances in the future justify the privileges provided by tenure. Faculty positions designated as tenure-track positions must follow the tenure probationary procedures provided here that lead to appointment with tenure or be denied tenure and continuing employment. Faculty positions paid fully or in part by non-state funds are not eligible for tenure. Positions placed in "Range 0" (not on published the faculty pay ranges) are not eligible for tenure.

In the event that a tenured faculty member moves to non-state funding or to a Range 0 position, tenure is forfeited and may not be reestablished.

As of the date of the full approval of this policy and the procedures, these serve as an update and clarification of GBC policies and procedures already in effect. As such, these are in immediate effect for both new tenure-track faculty and those already being evaluated within the tenure track.

In all matters of GBC tenure, the decisions of the President of GBC are final.

Procedures

These GBC procedures are provided as per Title 2, Chapter 4, Section 4.4.1 of NSHE Code. Standards for appointment with tenure are per Title 2, Chapter 4, Section 4.4.2. These procedures are implemented effective for all tenure-track faculty members as of the time of approval.

1.0 Tenure Committee

1.1. Committee Formation. During the beginning of the first semester of hire, a three-person tenure committee shall be formed for each tenure-track faculty member. The composition of the committee shall be:

- a) One tenured faculty member selected by the department of the tenure-track faculty member;
 - b) One tenured faculty member (from any department) selected by the tenure-track faculty member;
- and

- c) One tenured faculty member selected by the VPAA.

The faculty member and the member's Department Chair shall report their respective committee member choices to the VPAA. The committee should be consolidated by mid-semester of the first semester of employment.

Once faculty members are placed onto a committee, they may continue through sabbaticals or into retirement should they wish and they can maintain their commitment. If it is necessary to replace a committee member, the VPAA's office will coordinate the process. The vacated member from the list above will be replaced with a member in the same category, if possible.

In the event a non-tenure-track faculty member is placed in a tenure-track position after initial employment, the mentor committee will normally continue and serve as the tenure committee.

1.2. Confidentiality. Upon agreeing to serve as a member of a tenure committee, committee members must adhere to all standards of personnel confidentiality.

1.3. Committee Meetings. During each semester of the probationary period the tenure-track faculty member shall arrange for full committee meetings as described below:

- a) At the first meeting of the first semester of employment the committee shall select a Chair who is responsible for preparing reports and forwarding those to the VPAA and supervising Dean (if applicable) together with any other business that needs to be completed. If a change in Chair is required, this is approved by the VPAA.
- b) At the first meeting the committee shall establish the time frame for applying for tenure. Application for tenure is generally in the fall semester of the fourth year after hire. When a faculty member has been hired to begin teaching full-time starting in January, that spring semester counts as the first full year towards tenure.
- c) If there should be cause to grant a new faculty member a number of years of probation toward tenure based on prior full-time teaching experience, the committee must make that request with substantiation to the VPAA and supervising Dean (if applicable) in writing during the first semester of the faculty member's employment in a tenure track position. The grant of years for prior experience toward probation must be approved by the VPAA and supervising Dean (if applicable).
- d) During fall meetings the committee works with the faculty member to establish role percentages for the faculty evaluation system. The VPAA or supervising Dean approves percentage settings.

1.4. Initial Screening. Before the end of February of the spring semester of the first year of employment, the committee alone shall meet with the VPAA and supervising Dean to discuss the faculty member in terms of overall initial performance exhibited by the employee. This is an important initial screening for the new faculty member.

2.0 Probationary Period Reporting

2.1. Probationary Reports. The probationary period shall include years of uninterrupted full-time employment. Each semester of the probationary period the tenure committee shall prepare a written report that is submitted to the VPAA and supervising Dean (if applicable). Each semester report shall include a general summary that includes identification of professional strengths and weaknesses with suggestions for improving performance. The combination of all semester reports from the probationary period will demonstrate in part how a faculty member is progressing in regard to requirements for tenure.

2.2. Report Content. Tenure report content and submission:

Fall Semester Report: This is due to the VPAA and supervising Dean (if applicable) by finals week. This progress report provides a general overview of performance including the standards

listed below. At least one teaching observation of a full class period (coordinated with the instructor), or the online equivalent, is required for this report. The observer's presence and purpose should be announced to the class by the observer, together with letting students know of their ability to comment in the class rating at the end of the semester. In general, a 1-2 page report will suffice.

Spring Semester Report: This is due to the VPAA and supervising Dean (if applicable) by finals week. The spring report is more detailed and should generally be about 2-4 pages long. The report should address IDEA ratings for fall courses of the academic year and spring IDEA ratings from the previous year if available. There should be at least one teaching observation in the spring following the same guidelines as the fall observation. The report should address teaching observations for each semester, the Faculty Evaluation scores for the academic year, the Teaching and Service Standards in general, and any other relevant information.

3.0 Standards for Tenure

3.1. Standards. Standards for Tenure to be evaluated and addressed in tenure reports are in the areas of teaching and service. Rubrics for evaluating these are provided within the form at the end of these procedures.

Standard One: Teaching. Tenure-track faculty members are required to achieve an excellent rating for teaching by the third year of service.

Standard Two: Service. The measures of service shall be within the areas of student advisement, collegiality, and service to the college. Tenure-track faculty members must achieve a satisfactory rating in student advisement and service to the college and a commendable rating for collegiality.

3.2. Committee Evaluation of Standards. For Standard 1, the committee shall use Faculty Evaluation ratings for Teaching Design, Assessment, and Management and the Teaching Delivery scores from the IDEA reports. (The form accompanying this procedure provides more detail.) The committee shall examine fall and previous spring student rating forms for each course taught. The committee may review original IDEA forms, report summaries, the student written comments, and consider these in the evaluation, but are reminded that this information is confidential. Classroom observations and student comments should be considered. The committee shall use the GBC form to determine the evaluation rating.

For Standards 2A and 2C the committee shall review the Faculty Evaluation sections that directly apply to these parts of service. The committee shall use the accompanying GBC form to determine the tenure evaluation rating.

Standard 2B is evaluated using the rating rubric found in the accompanying GBC form. This evaluation is based on discussions with department chairs, program supervisors, other department members, the supervising Dean and/or VPAA, and any other persons with direct knowledge of a faculty member's interactions with colleagues and students. The committee shall use the GBC form to determine the tenure evaluation rating.

The committee may review any information within the faculty member's personnel file during the probationary period. Any other information that may affect the overall evaluation of the tenure-track faculty member may also be reviewed. All information may be considered in all reports and evaluations regarding tenure and is confidential outside of committee discussions and reports.

3.3. Committee Reporting on Standards. For each Standard the committee shall provide details that support the evaluation along with suggestions or recommendations for improvements as needed. For the

spring semester report, include the GBC evaluation form provided at the end of this procedure to evaluate the candidate for the following Standards with a clear report heading for each:

- A. Standard 1: Teaching
- B. Standard 2A: Student advising
- C. Standard 2B: Interactions with colleagues and students (collegiality)
- D. Standard 2C: Service to the college
- E. Summary: Performance and progress toward tenure (include recommendations in this section)

Reports are reviewed and signed by all committee members and the tenure-track faculty member. By signing the report the tenure-track faculty member acknowledges receipt and review of the report but the signature does not necessarily indicate agreement with the report. If the faculty member disagrees with any aspect of the report, a written rejoinder may be attached.

3.4. Administrative Evaluation. Each year as part of the annual evaluation process, the supervising administrator (VPAA or Dean) of a tenure-track faculty member shall include a statement on progress toward tenure in the written portion of the annual evaluation. This shall be shared with the tenure committee, and shall include any concerns about performance that the administrator has and what actions should be taken in regard to these concerns.

4.0 Application for Tenure

4.1 Faculty Member Responsibilities. At the appropriate time established for the probationary period, the faculty member shall fill out the tenure application personal data section of the tenure application form, compile all semester reports for the application packet, prepare a brief file that highlights accomplishments (i.e., samples of syllabi, lectures, letters of appreciation, etc.) and tenure progress reports. These materials shall be submitted in a well-organized notebook to the Tenure Committee chair.

The packet shall be submitted in a notebook (no thicker than approximately 1 to 1.5”) and include tabs for the following components:

- a) Official application form;
- b) A letter of application and a complete and detailed current professional *Curriculum vitae* (reflecting all professional experience and activities at GBC and elsewhere);
- c) Letter of recommendation from tenure committee;
- d) Committee progress reports for each semester;
- e) Faculty evaluation forms for each year, including the VPAA’s or supervising Dean’s summary;
- f) IDEA Reports for each course taught; and
- g) Other materials as appropriate or needed.

4.2 Tenure Committee Responsibilities. The committee shall fill out the tenure application recommendation for tenure section of the application form, compose a letter of recommendation summarizing each Standard and other aspects of performance as outlined in semester reports along with other relevant information. The recommendation from the committee must be to either 1) grant tenure, 2) extend the probationary period for one year for continued evaluation (if allowed by codified time limits), or 3) deny tenure. The chair of the committee shall submit the entire packet to the Personnel Committee chair by 5 p.m. of the last business day in October.

4.3. Review of Applications. At the time that the application for tenure has been completed by the faculty member and the Tenure Committee, the following steps shall occur:

- a) The Personnel Committee shall meet in November to review tenure applications and pass the reviewed application packet on to the VPAA and supervising Dean (if applicable) by the last

business day in November. The Personnel Committee serves to assess adherence to the tenure process and completeness of the application, not the quality or qualifications of the applicant.

- b) The VPAA and supervising Dean (if applicable) shall then review the application packet. The VPAA, in consultation with the supervising Dean (if applicable) makes a recommendation to the President of the College to grant tenure, to extend the probationary period for one year for continued evaluation, or to deny tenure.
- c) If a recommendation is made for extending the probationary period or denying tenure, the applicant shall be informed in writing by the VPAA and/or supervising Dean (if applicable). If requested by the applicant, the VPAA and/or supervising Dean (if applicable) shall meet with the applicant to discuss the recommendation and concerns. The written request from the applicant must be received by the VPAA or Dean within 15 business days after receipt of the recommendation. If a means of resolution is possible, this shall be provided to the applicant in a written response.
- d) The President shall review the application packet and the recommendation of the VPAA and decide to grant tenure, extend the probationary period for one year for continued evaluation, or deny tenure.
- e) If a decision is made for extending the probationary period or denying tenure, the applicant will be informed in writing by the President. If requested by the applicant, the VPAA and/or President will meet with the applicant to discuss the decision. The written request from the applicant must be received by the President within 15 business days after receipt of the decision. If a means of resolution is possible, this shall be provided to the applicant in a written response.
- f) Upon approval by the President, the application for tenure is submitted to the NSHE Board of Regents for approval, generally at the March meeting.
- g) Upon completion of the tenure process and final approval by the Board of Regents, the faculty member may order new business cards that indicate the new title of *Professor* and retrieve the application notebook from administration. Tenure takes effect at the beginning of the contract year following approval.

GBC RATINGS FOR TENURE-TRACK FACULTY		
The ratings below will be made during the spring semester when faculty evaluations are being prepared. Fall IDEA scores and those from the spring of the previous year shall be available in the spring and shall be provided by the tenure-track committee member. Attach this form to the spring report. The ratings made here will be discussed in detail in the spring report submitted to the VPAA and supervising Dean (if applicable).		
Standard 1: Teaching Tenure-track faculty members are required to earn an excellent rating in teaching by the third year of employment. Use the Faculty Evaluation Form (FEF) and IDEA rating scores for this section.		
GBC Teaching Role: Design, Assessment, Management average score as indicated on the FEF	A. Excellent B. Commendable C. Satisfactory D. Unsatisfactory	Rating:
GBC Teaching Role: Delivery Average of all scores in annual evaluation on IDEA summary reports per class (fall and previous spring scores)	IDEA Score 4.0 to 5.0 = Excellent IDEA Score 3.5 to 3.9 = Commendable IDEA Score 3.0 to 3.4 = Satisfactory IDEA Score 0 to 2.9 = Unsatisfactory	Rating:
Overall Teaching Rating	The overall score is an average of the two ratings above. Both must be excellent to achieve an excellent rating.	Evaluation:
Standard 2: Service GBC assesses performance in three areas for Standard 2. Using information from the FEF forms for guidance, along with discussions of activities with faculty member, the committee rates the following Standards. A satisfactory or higher rating is required for sections A and C and a commendable or higher rating is required for section B.		
Service A—Student Advisement. Use the FEF “Service to Students” section as a guide.	A. Excellent B. Commendable C. Satisfactory D. Unsatisfactory	Evaluation:
Service B—Interactions with Colleagues and Students This is assessed by the tenure committee in conjunction with the VPAA or supervising Dean and department chair/members, program supervisors, etc., using the rubric provided here.	<u>Excellent</u> —is present in the department; works and communicates with department, programs, colleagues, and students very effectively and with professionalism, courtesy, and integrity; responds to department, program, and colleague needs in a timely fashion; volunteers for and contributes to many departmental/program activities; and completes assigned tasks in a timely fashion. Works with colleagues and students above and beyond basic needs. <u>Commendable</u> —is present in the department; works and communicates with others effectively and with professionalism, courtesy, and integrity; responds to department, program, colleague, and student needs in a timely fashion; contributes to departmental/program activities; and, completes assigned tasks in a timely fashion. Works with colleagues and students exceeding basic needs. <u>Satisfactory</u> —is present in the department on a minimal basis; works and communicates minimally with others; minimal contributions to departmental/ program activities; completes tasks in a timely fashion. Meets the basic needs. <u>Unsatisfactory</u> —does not meet the minimum requirements for a satisfactory rating.	Evaluation:
Service C—Service to the College. Use the FEF “Service to Institution” section as a guide.	A. Excellent B. Commendable C. Satisfactory D. Unsatisfactory	Evaluation:

Approved by President’s Council: ??

Approved by Faculty Senate: ??

Contact the assistant to the President for any questions, changes, or additions.