

# *The NDU Gazette*

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*A publication covering decisions taken at the BOD and UC meetings*

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*Issue Number Seven, November 2007*

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## **Decisions Taken at BOD in November 2007**

### **BOD Meeting: 07 November 2007**

#### **1. Guidelines for faculty promotions 2007/2008**

(See **Appendix I** for full text entitled: Guidelines for Faculty Promotion at NDU in 2007/2008)

### **BOD Meeting: 14 November 2007**

#### **2. University Publications**

The BOD agreed to the principle of establishing a Design Office for University Publications. The purpose of the Office is to insure a consistent identity to all NDU publications.

#### **3. Registration Hall Restructuring**

The BOD agreed in principle to the restructuring of the Registration Hall. The purpose is to add five functional areas within the Registration Hall.

### **BOD Meeting: 28 November 2007**

#### **4. The Role of the University Research Board (URB)**

The BOD reaffirmed full support of the URB and its role as a consultative body at the service of university research related issues.

## **Guidelines for Faculty Promotion at NDU in 2007-2008**

### **1. Introduction**

The following guidelines have been prepared in order to make all requirements regarding the applications for promotion as clear as possible. The NDU bylaws serve as the starting point, the frame of reference and the spirit for these guidelines. At present, the policy regarding promotion rests on chapters 11, 12 and 13 of the University bylaws and on a complementary document entitled “*University policy on reappointment, promotion and/or tenure*” and approved on March 9, 2001.

The University is convinced that the enforcement of rigorous and acknowledged requirements for promotion, as aimed at now, will have to go hand in hand with more concrete support for faculty members, particularly in their future research endeavors.

### **2. Guidelines**

#### **1<sup>st</sup> guideline**

A faculty member who wishes to be considered for promotion shall submit the following:

1. A transmittal letter to the department chairperson in which the candidate teaches. This letter shall specify the applicant’s current rank and the rank to which he/she is requesting promotion.
2. A letter of candidature (3 to 5 pages) in which the candidate responds concisely to the following questions:
  - a. Why do you think you are ready for the requested promotion at this particular time? (overview of past academic performance)
  - b. How have you contributed to your field of teaching at NDU since your last promotion?
  - c. What have been your contributions and activities related to your scholarly advancement and/or creativity in your academic discipline since your last promotion?
  - d. What have been your contributions and activities related to service towards the NDU community in particular, and the greater community in general, since your last promotion?
  - e. What role do you hope to play in the future at NDU?
3. An updated and current CV
4. A completed and current “Faculty Self-Evaluation Report”, a template of the Report is online on the VP/AA Web page.
5. All supporting evidence (original documents or copies thereof with exact reference to the original documents).

#### **2<sup>nd</sup> guideline**

The following relative weights regarding the areas of evaluation shall be adopted:

- For promotion within professorial ranks (Associate Professor and above): 50% for teaching, 30% for scholarship, and 20% for services.
- For other promotions: 65% for teaching, 15% for scholarship/personal development, and 20% for services.

Promotion files for candidates with a substantial administrative record of NDU service (chairs, directors, deans) may be evaluated according to a slightly adjusted set of weights with more emphasis on services.

### **3<sup>rd</sup> guideline**

There are three possible outcomes for the evaluation of a promotion file:

- Not fulfilling the requirements for promotion.
- Good progress towards fulfilling the requirements for promotion but does not yet merit promotion.
- Merits promotion

### **4<sup>th</sup> guideline**

A possible breakdown within each area of evaluation is proposed (see appendix) in order to help the evaluators reach a final assessment that is as objective as possible. Whenever available, and for all evaluative decisions, evaluators should submit the corresponding instruments of assessment.

### **5<sup>th</sup> guideline**

Additional requirements are set for promotions to the rank of Associate Professor and above (promotions within professorial ranks):

- The candidate shall produce some minimum work in scholarship during the time elapsed from his/her last promotion. This minimum work is presently equivalent to the publication of three single-authored research articles subjected to an external, peer-refereed screening process in high-impact-factor journals, or their equivalent. The nature of the screening process must be specified. As a rule of thumb, two conference articles are equivalent to one journal article (provided proper reputation and credibility of the conference), and two co-authored articles are equivalent to one single-authored of the same category. In cases of multiple authorship or shared creation of scholarly productions, documentation must include a detailed description of the involvement by the candidate. A book, chapter in a book, monograph, textbook, report or reference work may also be considered equivalent to a certain number of articles, depending on the quality of its scholarly contents.
- The candidate shall prove good in each of the three areas of evaluation.
- The candidate is expected to maintain a performance consistent with his/her new rank in his/her coming years of service.

### **6<sup>th</sup> guideline**

Faculty contributions in each of the three areas of evaluation must be assessed as objectively as possible. In order to facilitate the process, the departments shall utilize a variety of means which include, but are not limited to:

*Self Evaluation:* The best motivation to continued improvement lies in accurate self-appraisal. Faculty members are encouraged to engage in a self-evaluation process for professional growth, and not only upon submitting an application for promotion. They may wish to confer with the chairperson or a fellow faculty member about this self-evaluation in order to improve areas of deficiency.

*Peer Evaluation:* Objective judgments of peers regarding the quality of teaching, research, or service are an important source of evaluative data. Class visits by peers and seminars conducted by the applicant for promotion before peers are important elements for the peer evaluation.

*Student Evaluation:* The University recognizes the value and limitations of student appraisals of faculty members. Use should be made of objective questionnaires to elicit student judgments on a number of facets of instruction on the campus as a whole and in regard to individual instructors.

The target for the near future is that, within each department, the department chairperson shall conduct an evaluation of all faculty members who are serving on annual contracts in order to

determine what progress has been made in meeting the conditions for promotion. Faculty members are then expected to submit an annual self-evaluation analysis to aid the department chairperson in his/final evaluation. Such data related to annual evaluation will become a part of the faculty member's permanent file and will greatly improve the level of objectivity in evaluating the applications for promotion in due time.

**7<sup>th</sup> guideline: Timeline for evaluating the promotion files in 2007-2008**

For the present academic year 2007-2008, the timeline for evaluating promotion files is set at the following dates:

- Deadline for submission of applications for promotion to the concerned department chairperson: **November 15, 2007.**
- Deadline for submission of the Department Personnel Committee (DPC) to the Faculty Personnel Committee (FPC): **December 21, 2007 (last day of instruction in December).**
- Deadline for submission of the final recommendations by the FPC to the Dean: **January 25, 2008 (last day of instruction for the Fall semester).**
- Deadline for submission of the Dean's final recommendations to the University Faculty Personnel Committee (UFPC) through the Vice-President for Academic Affairs (VPAA): **February 15, 2008.**
- Deadline for submission of the final recommendations by the UFPC to the VPAA: **March 1, 2008.**
- Deadline for submission of files and final recommendations by the VPAA to the President: **March 10, 2008.**

Please observe the following:

- All documents are due EOB, End of Business Day.
- If one of the due dates falls on a weekend day or on a holiday, the official due date is the next business day.
- For promotions to the rank of Associate Professor and above as well as the granting of tenure, files that receive a favorable assessment from the President will be forwarded to the Executive Committee of the Board of Trustees for final action.
- According to Section 12.2 of the University Bylaws, the President "*shall inform the concerned individuals of the University's final decision no later than the end of May of the same academic year.*"

**8<sup>th</sup> guideline**

Each applicant has the right to have his/her file evaluated within the set deadlines without delay. No file shall be blocked at any level of the evaluation process.

**9<sup>th</sup> guideline**

Promotion is granted by the University to its faculty members in recognition of distinctive past achievement in teaching, scholarship, valuable services and expectation of ever-developing excellence. As such, promotion is earned on the basis of merit. However, for promotion within professorial ranks, the University reserves to itself the right to establish, per Faculty, maximum percentages (quotas) of full-time faculty members in the ranks of Associate Professor and Professor relative to the total number of faculty members. At present, this maximum percentage is 25% for the rank of Associate Professor, and 10% for the rank of Professor (Section 13.4, University bylaws).

## **Addendum**

A possible breakdown within the areas of evaluation, subject to adaptation within each academic department, is as follows:

### **A) Teaching**

- a. *Level and diversity of courses taught*
  - i. *Number of different courses taught*
  - ii. *Level of courses taught*
  - iii. *Thesis supervising*
  - iv. *Senior or Master Project supervising*
- b. *In-class performance:*
  - i. *Interactive/Creative approach*
  - ii. *Use of English*
  - iii. *Punctuality*
  - iv. *Effective class-time management*
  - v. *Peer evaluation*
  - vi. *Students evaluation and its correlation to the student's grades.*
- c. *Course material:*
  - i. *Syllabus*
  - ii. *Lecture notes*
  - iii. *Assignments*
  - iv. *Presentations*
  - v. *Exams*
  - vi. *Updating of courses*
  - vii. *Use of technology in teaching*
- d. *Availability to students:*
  - i. *Keeping of regular office hours*
  - ii. *Assistance to students during and outside office hours*
  - iii. *Assistance to weak students (Support Center for Mathematics and Sciences, Writing Center)*
- e. *Teaching development (Seminars, training sessions)*
- f. *Teaching awards*
- g. *Participation in team-teaching activities*
- h. *Academic integrity and good reputation in dealing with students on- and off-campus.*

A current "Faculty Evaluation Survey" is published in the Faculty handbook and available online on the VP/AA Webpage.

### **B) Scholarship**

- a. *Research and publications in the primary field and related subjects*
  - i. *Refereed journals*
  - ii. *Refereed proceedings*
  - iii. *Other refereed publications*
- b. *Scholarly work in the primary field and related subjects*
  - i. *Books, Textbooks, Monographs in reputable international publishing houses*
  - ii. *Books, Textbooks, Monographs in local or regional publishing houses*
  - iii. *Reports*
  - iv. *Reference works (productions, compositions, art works)*
  - v. *Chapter in a book*

- vi. *Others: Research grants, awards, fellowships*
- c. *Conferences, posters and other professional presentations*
- d. *Professional activities:*
  - i. *Refereeing, editorial work*
  - ii. *Outreach work (radio, TV)*
  - iii. *Magazines, newspapers*
  - iv. *Participation in professional panels*
  - v. *Keynote speaker*
  - vi. *Visiting appointments, exchange professorships*
  - vii. *Consultancy, coordination of projects*
  - viii. *Other Professional Activities*
- e. *Other scholarly work (exhibits, recitals, workshops, lectures)*

**C) Services**

- a. *Administrative assignments*
- b. *Actively serving on academic standing committees*
- c. *Actively serving on ad-hoc committees*
- d. *Actively Serving students/faculty affairs*
- e. *Serving on thesis committees or project committees*
- f. *Coordination of multi-section courses*
- g. *Advising of students*
- h. *Guidance of students in extracurricular activities*
- i. *Off-Campus services and honors*
- j. *Participation in the cultural, social and spiritual life of the University community*
- k. *Benevolent proctoring of exams for multi-section courses*
- l. *Special assignments, preparation of special reports)*
- m. *External service (active membership in national or institutions of religious, charitable, social or cultural nature)*
- n. *Office holding in national or international professional organizations*
- o. *Other services*

**D) Personal Development**

- a. *Continuation of study towards a terminal degree*
- b. *Continuation of study in areas other than the area of specialty*