



UNIVERSITY *of* WEST FLORIDA

Department of
Criminology,
Criminal Justice, &
Legal Studies

Bylaws

1. Mission

The mission of the Department of Criminology, Criminal Justice, and Legal Studies is to challenge and inspire students to be lifelong learners and to critically examine crime, law, and justice issues. The Department faculty engage in quality teaching to provide students with theoretical, practical, and ethical foundations in the study of crime, law, and justice. Faculty contribute to the body of knowledge in crime, law, and justice through quality research and participate in professional, academic, and community partnerships and service. Our programs prepare and enhance the development of effective professionals with a commitment to understand and embrace the importance of complex issues in society.

2. Governance

2.1. The Department Chair, or designee, shall officially represent the Department in its relationships across the University and throughout the community

2.2. The Department Chair may appoint a Coordinator for each of the academic programs in the Department. The Chair shall seek the advice of the program faculty in developing department and program policies. Each of the disciplines in the department must be given considerable autonomy in the development of curriculum and program related matters. However, the Department Chair shall ensure that University and College procedures are followed accurately, faculty rights are respected, and student interests are represented.

2.3. Voting Eligibility and Procedures

2.3.1. On issues of tenure: all full-time tenured faculty members in the Department.

2.3.2. On all other issues: full-time tenure-line faculty members, full-time clinical faculty members, and the Chair.

2.3.3. A written proxy may be given to another member or an absentee ballot may be marked and given in writing, facsimile, or other electronic means to the Chair or designee if a member is unable to be present.

2.3.4. A quorum shall consist of half plus one of eligible voters.

2.3.5. The bylaws shall be amended with a 2/3 vote of eligible faculty.

3. Departmental Meetings

3.1. The Chair shall convene departmental meetings at least once each Fall and Spring

semester. At least one week's notice for meetings shall be provided when possible. A majority of the voting faculty may request that the Chair convene a departmental meeting in a timely manner. Faculty meetings shall follow a set agenda when possible. Minutes of faculty meetings shall be recorded and made available.

4. Committees

4.1. The Chair appoints members of all committees except the Personnel Committee. Ad hoc committees are formed by the Chair of the Department for work within the Department on particular projects and are dissolved at the completion of the assigned task.

4.2. The Personnel Committee shall consist of all tenured faculty members in the department. Should the number of tenured faculty members be less than three, the Chair may request that a faculty member or members outside the Department be appointed to the committee. The outside member(s) must meet the Department criteria for membership on the committee.

4.2.1. The Department of Criminology, Criminal Justice, and Legal Studies recognizes the importance of faculty mentoring. As such, the Personnel Committee, in consultation with the Chair, shall serve as a resource to assist faculty in the development of formal and informal professional mentoring relationships.

4.2.2. The Committee shall convene an annual meeting with pre-tenure faculty prior to submission of annual evaluations. The Committee shall also participate in mid-point review processes as outlined in Section 11.

4.2.3. The Personnel Committee shall review all faculty members' progress toward tenure and promotion and vote regarding the acceptability of tenure for the candidate via secret ballot.

4.3. The following standing committees shall consist of at least two members of the full-time faculty who will serve two-year, renewable terms. The Department Chair shall facilitate the selection of all standing committee chairs within the first month of the academic year. Each standing committee must meet at least once each academic year and shall be charged by the Department Chair.

4.3.1. The Legal Studies Curriculum and Assessment Committee shall consist of two voting members from the Legal Studies Faculty and one non-voting ex-officio member from the Criminology & Criminal Justice Faculty. It shall annually review the curricula of the Legal Studies program and recommend changes to the full

faculty. The Curriculum Committee shall draft and review all program and course curriculum change requests and coordinate, oversee, and report the Program's assessment efforts.

4.3.2. The Criminology & Criminal Justice Curriculum and Assessment Committee shall consist of two voting members from the Criminology & Criminal Justice Faculty and one non-voting ex-officio member from the Legal Studies Faculty. It shall annually review the curricula of the Criminology & Criminal Justice programs and recommend changes to the full faculty. The Curriculum and Assessment Committee shall draft and review all program and course curriculum change requests and coordinate, oversee, and report the Program's assessment efforts.

4.3.3. The Bylaws Committee shall consist of at least three faculty members, with representation from both Criminology & Criminal Justice and Legal Studies Faculty. At least one member should be pre-tenure faculty. The committee shall annually review the Department bylaws and recommend changes to the full faculty.

4.3.4. The Criminology & Criminal Justice Scholarship and Graduate Admissions Committee shall consist of at least three members from the Criminology & Criminal Justice Faculty. It shall serve as an advisory body to the Chair on scholarship awards and graduate admissions-related matters.

4.3.5. The Legal Studies Scholarship Committee shall consist of at least two members from the Legal Studies Faculty. It shall serve as an advisory body to the Chair on scholarship awards.

5. Academic Policies/Procedures

5.1. All curricular and academic policy changes shall be approved by the Department faculty except those superimposed by changes in UWF Board of Trustees' regulations, which will be automatic.

5.2. Grading and examination policies are left to the professional judgment of the classroom instructor subject to University policies. These policies must be made clear to students at the beginning of classes and must be in the course syllabi. Course syllabi must be made available at or before the first class meeting for all courses.

- 5.3. Faculty who wish to teach overload courses, when available, should plan with the Chair relative to scheduling such classes as dictated by Program needs. Overload teaching should be in the faculty member's area of expertise.

6. Policy and Procedures for Summer Teaching Opportunities.

- 6.1. Available supplemental appointments shall be offered equitably as appropriate to qualified faculty, not later than five (5) weeks prior to the beginning of the appointment, if practicable. Summer appointments are assigned using the following criteria:

6.1.1. The department chair, in consultation with full-time faculty, shall determine which courses (including the number, time frame, and format of course sections) can be offered for summer sessions. Such determination will be made based on identifying students' needs for timely completion of degree requirements, and reviewing minimum enrollment requirements and budgetary constraints as specified by the dean of the college. Further, the courses offered during the summer shall be taught by faculty qualified and competent in the subject area and able to teach the course in the required format (face-to-face, hybrid, or online).

6.1.2. If all full-time faculty members cannot teach at least one course because of low student demand or funding limitations, faculty would rotate teaching courses each summer. For example, faculty A would teach in year 1 and faculty B would teach in year 2. Initial assignment would be based on faculty seniority determined by rank and time in service.

6.1.3. If a full-time faculty member is offered a summer class, but passes, that faculty member would rotate as if they had accepted the summer class. In other words, a faculty member cannot "store up" teaching assignments for a later date.

6.1.4. If all full-time faculty members in the department have been given an opportunity to teach one summer course, faculty may be able to teach a second summer course if there is sufficient demand and funding. If there is not enough demand or funding to offer two classes to all faculty wishing to teach two classes, then the department will follow a second course assignment rotation consistent with the first-course assignment rotation outlined in 6.1.2 above.

6.1.5. Consistent with criteria in 6.1.1 through 6.1.4, all requests for teaching assignments from full-time faculty shall be met prior to extending offers to part-time or adjunct faculty. That is, all regular faculty desiring to teach two courses must be

accommodated prior to offering course assignments to part-time or adjunct faculty.

6.1.6. Faculty are not contractually obligated to supervise students in unscheduled teaching (thesis, internship, directed studies) without compensation during the summer. When funding is available, such unscheduled teaching can be included in the summer work assignment for compensation. A faculty member may independently and voluntarily elect to engage in such activity without compensation. In such cases, the department chair will consider and include this activity in the annual evaluation.

6.2. This standing rule shall remain in effect until revised or revoked by a vote of the faculty as described in these Bylaws.

7. Office Hour Policies

7.1. Full-time faculty shall observe a minimum of six hours of regularly scheduled office hours per week during the academic year and post a schedule accordingly. Faculty teaching online courses may apportion part of the total to online office hours. Faculty teaching summer courses shall be available to meet with students during designated office hours or by appointment during the term(s) in which their courses are offered.

8. Personnel Policies/Procedures

8.1. Faculty of the Department of Criminology, Criminal Justice, and Legal Studies are expected to meet the standards set in Florida statutes, UWF Board of Trustees rules, the UWF Board of Trustees-UFF agreement, and the bylaws and mission statement of the Department.

8.2. Recruitment/Selection of Faculty, Adjunct Faculty, and Staff

8.2.1. For tenure-line faculty, instructors, and clinical faculty, search committees with appropriate representation are organized by the Chair in consultation with the faculty. The Department will follow University recruitment and search procedures.

8.2.2. Adjunct faculty will be reviewed and hired on an ongoing and regular basis by the Chair in consultation with Department faculty. Adjunct faculty must meet University qualifications and SACSCOC requirements. The Chair or designee will review and assist with course content and serve as resource persons as needed.

8.2.3. For staff positions designated as University Workforce Employees, search committees with appropriate representation are organized by the Chair in

consultation with the faculty. Staff positions designated as Other Personnel Services (OPS) will be hired by the Chair.

9. Categories of Performance for Annual Evaluation

- 9.1. Exceeds Expectations. Exceeds Department standards for professional performance in quality or quantity or both.
- 9.2. Meets Expectations. Meets Department standards for professional performance.
- 9.3. Does Not Meet Expectations. Does not meet Department standards for professional performance.
- 9.4. Unsatisfactory. Disregard or failure to address remediation efforts by the University to provide correction or assistance for performance that does not meet expectations, or performance involving incompetence or misconduct as defined in the collective bargaining agreement and applicable University regulations and policies.

10. Annual Evaluation

- 10.1. Each faculty member will be evaluated on an annual basis by the Chair. This evaluation is to be based on the assignment letter written by the Chair and agreed to by the individual faculty member. The Chair must consider any evidence and materials relevant to the work assignment submitted by the faculty member. At a minimum, tenure-line faculty must submit an updated vita; a concise narrative discussing teaching, research and scholarly activity, and service; course syllabi; student evaluations; evidence of scholarly activity; and evidence of service activity. Clinical faculty and instructors must submit an updated vita; a concise narrative discussing teaching and service; course syllabi; and student evaluations. The faculty member is responsible for providing the Chair with adequate evidence indicative of performance that “Meets Expectations” or “Exceeds Expectations.” The performance indicators for Teaching, Scholarly and Creative Activities, and Service outlined in Appendix A should serve as a guide for justifying annual performance ratings.
- 10.2. The Chair shall provide an evaluation rating of “Exceeds Expectations,” “Meets Expectations,” “Does Not Meet Expectations,” or “Unsatisfactory” for each category of Teaching, Scholarly and Creative Activities, and Service, as well as an overall performance rating.
- 10.3. Untenured, tenure-line faculty are also evaluated by the Chair on their progress toward tenure, and tenured faculty who are not yet full professors are evaluated by the

Chair on their progress toward promotion. Clinical Faculty and Instructors are evaluated in the categories of teaching and service.

11. Mid-Point Review

11.1. All untenured assistant professors shall undergo a mid-point review of their progress toward promotion and tenure during the fall semester of the third year toward tenure at UWF. The Chair shall convene the Personnel Committee of the Department plus at least one tenured faculty member from an outside department. The Department shall adhere to the tenure and promotion submission and review dates outlined in the University of West Florida's annual evaluation, tenure, and promotion policies. The Chair must inform the untenured assistant professor of the dates for the review no later than ten (10) business days after the Dean provides the list of those faculty scheduled for mid-point review. The untenured assistant professor shall prepare and submit a mid-point review dossier that parallels the format required by the University for application for tenure/promotion, excluding letters of recommendation. The Chair and/or Personnel Committee shall provide guidance to the untenured faculty member in the preparation of the review materials. The Personnel Committee of the Department shall provide its review, in writing to the untenured faculty member and to the Chair. The Chair shall review the dossier and Personnel Committee's letter and prepare a written review of the untenured assistant professor's progress, which will then be provided to the untenured assistant professor and forwarded to the Dean of the College. An untenured assistant professor may request an earlier review upon giving reasonable advance notice to allow for a review committee to be formed. A tenured faculty member may request the Personnel Committee to review his/her progress toward promotion upon giving reasonable advance notice to allow for a review committee to be formed.

12. Tenure & Promotion

12.1. The Department of Criminology, Criminal Justice, and Legal Studies affirms that a candidate for tenure and/or promotion must meet the criteria for teaching, research and scholarly activity, and service. These three endeavors are interdependent and the quality of performance in teaching and service is shaped to a large degree by the research and scholarly activity of our faculty.

12.2. In addition to those criteria and standards found in Florida statutes, UWF Board of Trustees rules, the UWF Board of Trustees-UWF Collective Bargaining Agreement, and the UWF Guidelines for Tenure, Promotion, and Evaluations, the following represent the minimum necessary criteria and standards required for favorable tenure and promotion decisions. Examples of indicators for each of the performance categories are provided in Appendix A.

12.3. Relationship between Annual Evaluations, Performance Ratings, and Tenure and Promotion

12.3.1. Although there is a relationship between the annual evaluation performance ratings and tenure and promotion, decisions regarding tenure and promotion are based on the reviewers' assessment of the sustained performance of the faculty member across the review period. For example, a faculty member who meets expectations annually but does not meet the departmental minimum standards for tenure or promotion outlined in this document, should not expect a favorable tenure and/or promotion recommendation. A faculty member who meets and/or exceeds expectations for the majority of the years in the review period and exceeds the minimum standards for tenure or promotion outlined in this document should expect a favorable tenure and/or promotion recommendation. Nevertheless, tenure and promotion are based on sustained performance that meets or exceeds expectations and, therefore, consistent annual performance that is unsatisfactory or does not meet expectations coupled with unsustainable performance for a short period of time that exceeds expectations to meet minimum standards for tenure and promotion should not warrant favorable tenure and/or promotion recommendations.

12.4. Criteria for Tenure and Promotion to the rank of Associate Professor

12.4.1. A sustained record of meeting or exceeding teaching expectations as demonstrated by multiple indicators outlined in Appendix A.

12.4.2. A sustained record of scholarship and creative activities, including measures of significant, high-quality, tangible, and public evidence, through contributions to the organization and discovery of knowledge. It is the candidate's responsibility to provide evidence regarding the quality of scholarly activities, which may include impact factors, rankings, acceptance rates, readership and/or other measures of quality and prestige. Sections 12.4.3 and 12.4.4 provide additional scholarly and creative activity criteria for tenure and promotion consideration.

12.4.3. For Criminology & Criminal Justice Faculty, a minimum of five (5) scholarly publications, at least four (4) of which must be in peer-reviewed academic journals. At least one (1) peer-reviewed journal publication should be a first authorship. A published peer-reviewed academic book that substantially contributes to the organization of knowledge, or the creation of new knowledge, in the faculty member's discipline may serve as a substitute for three (3) peer-reviewed journals or law reviews.

- For Criminology & Criminal Justice Faculty, scholarly publications include the following:
 - Peer-reviewed journal articles

- Law reviews/law journal articles
 - Chapters in academic books related to the faculty member's discipline
 - Books (published by a reputable publisher that contributes to the organization of knowledge, or the creation of new knowledge, in the faculty member's discipline)
 - Published conference proceedings, whether published in online or print journals
- Examples of scholarly activity in addition to the minimum scholarly publication requirement, which will strengthen the candidate's file include, but are not limited to:
 - External grant applications
 - Funded external grant
 - Funded internal grant
 - Conference presentations
 - Invited research presentations at internal and/or external venues
 - Book proposal submitted to a reputable publisher in the faculty member's discipline
 - Book reviews
 - Other performance indicators outlined in Appendix A

12.4.4. For Legal Studies Faculty, a minimum of four (4) scholarly publications, at least three (3) of which must be in peer-reviewed journals or law reviews/law journals. At least one (1) peer-reviewed journal or law review/law journal publication should be a first authorship. A published peer-reviewed academic book that substantially contributes to the organization of knowledge, or the creation of new knowledge, in the faculty member's discipline may serve as a substitute for three (3) peer-reviewed journal or law review/law journal articles.

- For Legal Studies Faculty, scholarly publications include the following:
 - Law review/law journal articles
 - Peer-reviewed journal articles
 - Book chapters
 - Books (published by a reputable publisher that contributes to the organization of knowledge, or the creation of new knowledge, in the faculty member's discipline)
 - Book Reviews
 - Editorially reviewed articles
 - Published conference proceedings, whether published in

online or print journals

- Examples of scholarly activity in addition to the minimum scholarly publication requirement, which will strengthen the candidate's file include, but are not limited to:
 - External grant applications
 - Funded external grant
 - Funded internal grant
 - Conference presentations
 - Invited research presentations at internal and/or external venues
 - Book proposal submitted to a reputable publisher in the faculty member's discipline
 - Other performance indicators outlined in Appendix A

12.4.5. A sustained record of meeting or exceeding expectations in service to the Department, College, University, profession, and/or community as demonstrated by multiple indicators outlined in Appendix A.

12.4.6. Favorable external reviews of the promotion file by at least three (3) professionals in the academic discipline.

12.5. Criteria for Promotion to the rank of Professor

12.5.1. A sustained record of meeting or exceeding teaching expectations demonstrated by multiple indicators outlined in Appendix A.

12.5.2. Substantial, high quality, tangible and public scholarly and creative contributions to the profession measured by favorable acknowledgment nationally as well as within the university, through contributions to the organization and discovery of knowledge. It is the candidate's responsibility to provide evidence regarding the quality and impact of scholarly activities, which may include citation metrics, impact factors, rankings, acceptance rates, readership and/or other measures of quality and prestige. Sections 12.5.3 and 12.5.4 provide additional scholarly and creative activity criteria for tenure and promotion consideration.

12.5.3. For Criminology & Criminal Justice Faculty, a total of twelve (12) scholarly publications, nine (9) of which must be in peer-reviewed academic journals. Of these twelve publications, at least six (6) (five of these must be peer-reviewed journal articles) must not have been included in the faculty member's most recent promotion file. At least two (2) peer-reviewed articles since the last promotion should be first

authorships. A published peer-reviewed academic book that substantially contributes to the organization of knowledge, or the creation of new knowledge, in the faculty member's discipline may serve as a substitute for three (3) peer-reviewed journals or law reviews.

- For Criminology & Criminal Justice Faculty, scholarly publications include the following:
 - Peer-reviewed journal articles
 - Law reviews/law journal articles
 - Chapters in academic books related to the faculty member's discipline
 - Books (published by a reputable publisher that contributes to the organization of knowledge, or the creation of new knowledge, in the faculty member's discipline)
 - Published conference proceedings, whether published in online or print journals

- Examples of scholarly activity in addition to the minimum scholarly publication requirement, which will strengthen the candidate's file include, but are not limited to:
 - External grant applications
 - Funded external grant
 - Funded internal grant
 - Conference presentations
 - Invited research presentations at internal and/or external venues
 - Book proposal submitted to a reputable publisher in the faculty member's discipline
 - Book reviews
 - Other performance indicators outlined in Appendix A

12.5.4. For Legal Studies Faculty, a total of ten (10) scholarly publications, at least four (4) of which must be in peer-reviewed journals or law reviews/law journals since the last promotion. At least two (2) peer-reviewed or law review/law journal publications since the last promotion should be a first authorship. A published peer-reviewed academic book that substantially contributes to the organization of knowledge, or the creation of new knowledge, in the faculty member's discipline may serve as a substitute for three (3) peer-reviewed journal or law review/law journal articles.

- For Legal Studies Faculty, scholarly publications include the following:
 - Law review/law journal articles
 - Peer-reviewed journal articles

- Book chapters
 - Books (published by a reputable publisher that contributes to the organization of knowledge, or the creation of new knowledge, in the faculty member's discipline)
 - Book Reviews
 - Editorially reviewed articles
 - Published conference proceedings, whether published in online or print journals
- Examples of scholarly activity in addition to the minimum scholarly publication requirement, which will strengthen the candidate's file include, but are not limited to:
 - External grant applications
 - Funded external grant
 - Funded internal grant
 - Conference presentations
 - Invited research presentations at internal and/or external venues
 - Book proposal submitted to a reputable publisher in the faculty member's discipline
 - Other performance indicators outlined in Appendix A

12.5.5. A sustained record of meeting or exceeding expectations in service, including leadership positions, to the Department, College, University, profession, and/or community as demonstrated by multiple indicators outlined in Appendix A.

12.5.6. Chairs with a strong record of managing departments can become candidates for professor. In addition to demonstrating a strong record of accomplishment in managing the department, a distinguished teaching, research, or service record are necessary to qualify for promotion to professor.

12.5.7. Favorable external reviews of the promotion file by at least three (3) professionals in the academic discipline.

12.6. Procedures for Tenure

12.6.1. The Department of Criminology, Criminal Justice, and Legal Studies shall follow the Tenure Review process and timeline outlined in the University of West Florida Tenure, Promotion, & Evaluation Guidelines.

12.6.2. The Chair shall request that the Personnel Committee meet and review the candidate's tenure application. During this meeting the Personnel Committee shall vote via secret ballot on the acceptability of tenure for the candidate. The unsigned votes shall be included in the tenure dossier without disclosure of how individual faculty voted in the decision.

12.6.3. The Chair, in consultation with the candidate, shall obtain at least three and no more than five external evaluation letters for tenure-eligible candidates from knowledgeable peers. At least three of the letters must be included in the dossier. If more than three letters are obtained, the candidate, in consultation with the Chair, shall determine which three will be included in the dossier. Any additional letters, not to exceed two, will be included in the supporting materials.

12.7. Procedures for Promotion

12.7.1. The Department of Criminology, Criminal Justice, and Legal Studies shall follow the Promotion Review process and timeline outlined in the University of West Florida Tenure, Promotion, & Evaluation Guidelines.

12.7.2. All full-time faculty members currently holding a rank at or above the rank to which the candidate is seeking promotion shall provide the chair with a written assessment of the candidate's readiness for promotion. The written assessment can be collective or individual.

12.7.3. The Chair, in consultation with the candidate, shall obtain at least three and no more than five external evaluation letters for promotion to associate professor and to full professor from knowledgeable peers. At least three of these letters must be included in the dossier. If more than three letters are obtained, the candidate, in consultation with the Chair, shall determine which three will be included in the dossier. Any additional letters, not to exceed two, will be included in the supporting materials.

13. Post-Tenure Review

13.1. The University of West Florida adheres to Florida Board of Governors' Regulation 10.003, as well as Article 11 of the Collective Bargaining Agreement, in all matters relating to post-tenure review.

13.2. Post-tenure review should entail a holistic assessment of faculty members' performance across the five-year post-tenure review period. Consistent annual evaluation ratings of "meets expectations" and/or "exceeds expectations" should lead to

successful post-tenure review evaluations. Faculty members who have earned tenure may, throughout their career, emphasize and/or distinguish themselves in one or more areas at different times and may pursue teaching, research, or service projects that are developed over time and are, therefore, less likely to yield immediate, tangible artifacts on an annual basis. Therefore, single annual evaluation ratings should not be the sole basis of post-tenure review ratings. It is the faculty members' responsibility to provide evidence that the quality, quantity, and/or impact of their teaching, research, and/or service "meets expectations" or "exceeds expectations" across the post-tenure review period. Evidence should include scholarly publications and/or additional scholarly activity as outlined within this document in Section 12 and Appendix A, as well as other evidence of achievement and professional development to justify post-tenure review ratings.

13.3. Procedures for Post-Tenure Review

13.3.1. The Department of Criminology, Criminal Justice, and Legal Studies shall follow the Post-Tenure Review process and timeline outlined in the University of West Florida Post-Tenure Review Guidelines.

14. Promotion for Instructors and Lecturers

14.1. Criteria for Promotion to Senior Instructor or Senior Lecturer

14.1.1. A sustained record of meeting or exceeding teaching expectations demonstrated by multiple indicators outlined in Appendix A.

14.1.2. A sustained record of meeting or exceeding expectations in service, including leadership positions, to the Department, College, University, profession, and/or community as demonstrated by multiple indicators outlined in Appendix A.

14.2. Procedures for Promotion for Instructors and Lecturers

14.2.1. The Department of Criminology, Criminal Justice, and Legal Studies shall follow the Promotion Review process and timeline outlined in the University of West Florida Guidelines for Annual Evaluations and Promotion for Instructors and Lecturers.

15. Relationship of Department of Criminology, Criminal Justice, and Legal Studies Bylaws to the Collective Bargaining Agreement

15.1. In instances where the collective bargaining agreement between the UWF chapter of United Faculty of Florida and the UWF Board of Trustees authorizes departments/units to define and/or clarify terms and conditions of employment related specifically to the Department of Criminology, Criminal Justice, and Legal Studies, these bylaws constitute

the sole and exclusive document wherein those department-specific terms and conditions reside.

16. Bylaws Severability

16.1. The provisions of these Bylaws are severable, and if any provision shall be held invalid or unenforceable, that invalidity or unenforceability shall attach only to that provision and shall not in any manner affect or render invalid or unenforceable any other provision of these Bylaws, and these Bylaws shall be carried out as if the invalid or unenforceable provision were not contained herein.

Appendix A

Indicators for Annual Evaluation, Tenure, Promotion and Post-Tenure Review

Indicators listed below are not exhaustive, but are instead typical activities that can be used to justify annual performance ratings. It is the faculty member's responsibility to justify how additional indicators, not listed below, may be used to contribute to a proposed rating category. Multiple indicators within a performance category should justify the candidate receiving that rating.

TEACHING

Exceeds Expectations

- Numerical student evaluation data document clear statistical exceptionality
- Solicited and/or unsolicited student evaluation comments are overwhelmingly positive and demonstrate transformative learning
- Multiple peer evaluations are overwhelmingly positive and demonstrate impactful learning
- Student-mentoring and supervision practices (e.g. directed studies, area papers, honors theses) demonstrate exceptional effort and impact
- University-level or regional/national teaching award received
- Leadership evident in the promotion of high quality teaching and curriculum development

Meets Expectations

- Syllabi are comprehensive, clear, and include appropriate performance expectations
- Student numerical evaluations document consistently positive impact on learning (e.g. consistent Excellent & Very Good ratings)
- Student evaluation comments are consistently positive
- Peer evaluations are consistently positive
- Participates voluntarily in professional development and incorporates activities that improve teaching quality and flexibility
- Assignments are varied and clearly enhance student learning
- Engagement in student-mentoring and supervision practices (e.g. directed studies, area papers, honors theses)
- Content of courses is consistently updated to reflect current knowledge in the discipline

Does Not Meet Expectations

- Syllabi are unclear and include inappropriate expectations
- Student numerical evaluations document areas of concern (e.g. consistent low ratings)
- Student evaluation comments are generally negative

- Peer evaluations are generally negative
- Does not typically participate in teaching development activity
- Assignments are usually inappropriate and have minimal impact on student learning
- Content of courses is rarely updated to reflect current knowledge in the discipline
- Lack of adherence to course schedules

Unsatisfactory

- Disregard or failure to follow previous advice or other efforts to provide correction or assistance for teaching that does not meet expectations as outlined above
- Teaching performance involves incompetence or misconduct as defined in applicable University regulations and policies

SCHOLARLY AND CREATIVE ACTIVITIES FOR CRIMINOLOGY & CRIMINAL JUSTICE FACULTY

Exceeds Expectations

- Exceeds program production targets for quantity or quality of scholarship or both. For example:
 - Acceptance or publication of one or more scholarly publications in a leading peer-reviewed journal or law review (based on impact factors, rankings, prestige surveys, or other respected metrics)
 - Award(s) received for a scholarly publication (an award for a publication from a prior year is an indication of exceeding expectations during the year the award is received)
 - Multiple manuscripts accepted or published in respected peer-reviewed journals and/or law reviews
- Publication of a scholarly book or textbook by a respected publisher
- Substantial, multi-year external grant award
- Award or recognition for research and scholarship. For example:
 - University- or college-level research award
 - National or regional professional organization research award
- Evidence of substantial research impact. For example:
 - High annual citation counts for publications
 - Significant local, national, or international media coverage of scholarship
 - Documented policy impact of research
- Multiple students mentored in research activities resulting in multiple and/or high quality publications and/or presentations

Meets Expectations

- Meets program production targets for both quantity and quality of scholarship. For example:
 - Acceptance or publication of one scholarly publication in a respected scholarly journal (each scholarly publication can only count for one year, either when accepted or when published online or in print)
 - Conference presentation(s) plus a manuscript(s) submitted for review in a respected scholarly journal
 - External grant proposal submitted to a respected funding source
 - Multiple manuscripts submitted for review in respected scholarly journals
 - Acceptance or publication of one chapter in book or volume published by a respected outlet
 - A published conference proceeding
- Active collection and/or analysis of data with tangible evidence of progress and high potential for future scholarly dissemination of results
- Accepted book or textbook proposal by a respected publisher
- Submitted chapter(s) to a respected publisher with which the faculty member has a book or textbook contract
- Student mentoring in research activities that results in tangible outcomes for students. For example:
 - Coauthored manuscript accepted for publication
 - Mentored student manuscript accepted for publication
 - Research presentation(s) with student coauthors

Does Not Meet Expectations

- Poorly defined research agenda
- Lack of tangible evidence of scholarly activity

Unsatisfactory

- No research agenda and a lack of scholarly activities
- Disregard or failure to follow previous advice or other efforts to provide correction or assistance for research that does not meet expectations as outlined above
- Research performance involves incompetence or misconduct as defined in applicable University regulations and policies

SCHOLARLY AND CREATIVE ACTIVITIES FOR LEGAL STUDIES FACULTY

Exceeds Expectations

- Exceeds department production targets for both quantity and quality of scholarship or both. For example:

- Awards received for scholarly or creative activities (an award for a publication from a prior year is an indication of exceeding expectations during the year the award is received)
- Publication of a peer-reviewed journal article or law review/law journal article and two other scholarly publications as listed
- Publication of two peer-reviewed journal articles or law review/law journal articles
- Publication of a textbook in the Legal Studies or Paralegal Studies field
- Publication of a scholarly book published by a reputable publisher that contributes to the organization of knowledge, or the creation of new knowledge, in the faculty member's discipline (three years credit)
- A multi-year external grant award
- Delivers multiple invited lectures, papers, or presentations at colleges or universities, conventions, conferences, and/or symposia
- Significant national or international audience

Meets Expectations

Meets program production targets for both quantity and quality of scholarship or both. For example:

- Publication of one scholarly publication as listed above
- Updated edition of a textbook in the Legal Studies or Paralegal Studies field
- Comprehensive book proposal with an introduction and at least two substantive chapters submitted for a review to an academic or commercial publisher
- Delivers invited lecture, paper, or presentation at colleges or universities, conventions, conferences, and/or symposia
- Submitted external grant
- Funded internal grant
- Co-authors with, or advises, students in scholarly and creative activities
- Multiple manuscripts submitted for review in law journals/law reviews (each scholarly publication can only count for one year, either when accepted or when published)
- Active collection and/or analysis of data with tangible evidence or progress and high potential for future scholarly dissemination of results

Does Not Meet Expectations

- Poorly defined research agenda
- Lack of tangible evidence of scholarly activity

Unsatisfactory

- No research agenda and a lack of scholarly activities
- Disregard or failure to follow previous advice or other efforts to provide correction or assistance for research that does not meet expectations as outlined above
- Research performance involves incompetence or misconduct as defined in applicable University regulations and policies

SERVICE

Exceeds Expectations

- Officer or executive committee member of state or national professional or academic association (association applicable to one's discipline)
- Chair of faculty search committee
- President or Executive Committee Member of Faculty Senate
- Chair of CASSH Council or University or College Personnel Committee or another committee charged with significant responsibilities
- Editorial board member of peer-reviewed journal or bar association journal if not counted under scholarly and creative activities
- Organizing a state or national panel or event
- Program Coordinator
- University or college service award
- Officer or Executive Committee Member on community task force or committee
- Collaboration with other department or community partner to plan community event

Meets Expectations

- Member of state or national professional or academic association (association applicable to one's discipline)
- Member of committee at the College or University level
- Member of faculty search committee
- Member of Faculty Senate
- Member of CASSH Council or another committee charged with significant responsibilities
- External reviewer for tenure or promotion file outside of the department
- Giving a campus or community talk pertaining to one's subject area of expertise (classroom guest lectures, talks to student organizations, panel discussion, talks to community groups, Leisure Learning speaker, etc.)
- Organizing a local or university panel or event
- Media interviews or published op-ed pertaining to one's subject area of expertise
- Faculty sponsor/advisor of a student organization
- Contributions to the university through the Student Scholar Symposium, scholarship competitions, mock trial competitions, Office of Undergraduate Research, etc.
- Active membership on department committees
- Representing the program regarding assessment reporting and collection of data
- Active service on community task force or committee
- Contributions to the community through participation as a judge, moderator, coach, etc.
- Facilitating professional development or other faculty/staff workshops on campus
- Guest lecturer or guest speaker on or off campus
- Faculty advisor on Master's students' papers
- Member of doctoral dissertation committee

Does Not Meet Expectations

- Failure to meet obligations required of committee membership
- Failure to engage in community and/or professional service

Unsatisfactory

- Disregard or failure to follow previous advice or other efforts to provide correction or assistance for service that does not meet expectations as outlined above
- Service performance involves incompetence or misconduct as defined in applicable University regulations and policies

Appendix B
Change Index

- March 8, 2024: Department of Criminology, Criminal Justice, and Legal Studies Bylaws established.