The 2019-2020 Appointment, Promotion, Academic Freedom, and Tenure (APAFT) Committee was given fifteen charges by the Executive Committee and the Faculty Senate. The APAFT Committee met to complete these throughout the year beginning in September and concluding in April, 2020. A summary of the APAFT Committee’s activities is described below.

**Committee Charges**

1. Review tenure and post-tenure documents.
   a) The Stewart Library made amendments to post-tenure review policies and tenure policies, which were approved by the Faculty Senate. The documents are available in Curriculog.
   b) The College of Engineering, Applied Science, & Technology (EAST) made amendments to the promotion, tenure, and post-tenure policies, which were approved by the Faculty Senate. The documents are available in Curriculog.
   c) The Jerry and Vickie Moye College of Education made amendments to post-tenure review, which were approved by the Faculty Senate. The documents are available in Curriculog.

2. Continue to benchmark USHE and Peer Institutions for making recommendations regarding the updating of the PPM 8-11 and the WSU autobiographical form.
   a) Autobiographical Form
      i. The WSU autobiographical form was modified based on a significant review and institutional benchmarking regarding national standards and guidelines for teaching, service, and scholarship. The APAFT committee, Executive Committee, Provost, and the Faculty Senate provided input into development of the document.
      ii. The tables and open text “boxes” were revised or removed to streamline incorporation of the autobiographical form in Canvas by faculty.
      iii. The 2020-2021 autobiographical form was approved by the Faculty Senate. The new form provides clarification regarding scholarship for the arts and humanities, student evaluations, service, and teaching. The document is available in Curriculog.
      iv. Copies of the new form were forwarded to the Provost, College Deans, Associate Deans, and posted for WSU faculty in the weekly WSU Announcements.
      v. It is recommended that Colleges review the 2020-2021 autobiographical form to ensure that their PPM documents are aligned with the new form.
   b) PPM 8-11 Evaluation of Faculty Members
i. PPM 8-11 was revised concurrently to reflect all of the edits made to the autobiographical form. The APAFT committee, Executive Committee, Provost, and the Faculty Senate provided input into revisions.

ii. The document is available in Curriculog.

iii. Additional language was added to include a formal review of PPM 8-11 by APAFT and faculty senate at least every three years.

iv. PPM 8-11 was approved by the Faculty Senate and the document is available in Curriculog.

v. It is recommended that Colleges review the 2020-2021 autobiographical form to ensure that their PPM documents are aligned with the PPM 8-11.

3. Review and make recommendations regarding updating the PPM 8-11 related to tenure and promotion channels.
   a) A review and benchmarking regarding peer and other institutions practices regarding tenure and promotion channels was completed. No recommendations regarding updating tenure and promotion channels was made.

4. Review PPM 8-11 and the WSU autobiographical forms and make recommendations regarding faculty reporting student advising as component of tenure and promotion.
   a) PPM 8-11 and the autobiographical form were reviewed and recommendations were made regarding the inclusion of student advising as a component of tenure and promotion. Specifically, section “G” was added to the form to include student advising and “student success” activities by faculty. The new sections were approved by the faculty senate and are available in Curriculog.

5. Continue to review and update PPM 8-11 and the WSU autobiographical form to clarify the criteria necessary for faculty to receive a satisfactory rating during their formal third year review.
   a) A faculty member’s successful completion of 3rd year review process was reviewed and clarified in PPM 8-11, III. C. So that a candidate undergoing third-year review will be considered to have not passed their review successfully if the candidate must submit materials for re-review in the fourth year or if the candidate is removed from the tenure process.

b) The PPM was approved by the Faculty Senate and is available in Curriculog.

6. Appoint a Faculty Senate task force representing each College to work in conjunction with the Teaching Learning and Assessment (TLA) and APAFT committees to make policy recommendations regarding standardization of a process for the construction and utilization of student evaluations across WSU. (task force)
   a) A task force was established to continue the efforts of TLA and APAFT in reviewing current practice, national standards, guidelines, and WSU faculty opinion. Significant time was spent evaluating current research and institutional practices at peer institutions and throughout the United States.

b) The task force included Gail Nikolson (TLA), Melissa NeVille Norton (APAFT), Brenda Kowlaski, (administration) R.C. Morris (TLA), Diana Meiser (TLA), Jenny
A standardized online process for student evaluations across WSU was approved by the faculty senate as follows:

i. Beginning Fall Semester student surveys will be administered on week 11, the day after students can withdraw from courses. Close evaluations on Week 13 of the semester. Run the evaluations from 12:00pm to 11:59pm.

ii. Blocks: Surveys will be administered on week 6, the day after students can withdraw from courses. Closes on week 7 of the semester. Run the evaluations from 12:00pm to 11:59pm

iii. With a common time, frame for evaluations, the Provost Office will support a marketing blitz to encourage student participation in the evaluation process

iv. Student evaluations of faculty will no longer be compared to the department, College, or other faculty as part of tenure and promotion and will be removed from faculty reports in Chi Tester

d) Following a significant review of research and benchmarking, a student evaluation instrument has been proposed for use by all Colleges at WSU. The instrument was shared with and input received by APAFT, TLA, Deans Council, Faculty Senate, WSU Student Association, Business, SBS, EAST, Arts & Humanities, and Executive Committee.

e) Faculty Senate approved a proposed survey instrument, which will be piloted Fall Semester 2020. The results of the pilot will be present to the faculty senate for further discussion with a proposal for standardized use and adoption by all Colleges beginning Spring Semester 2021. Colleges or departments may add additional questions to the survey instrument as needed.

7. Update PPM 8-11 and the WSU autobiographical form regarding the use of student evaluations in the tenure and promotion process.

   a) A review and benchmarking of peer and intuitional practices as well as good practice regarding student evaluations was conducted.

   b) PPM 8-11 and the 2020-2021 WSU autobiographical form regarding student evaluations form were modified to remove department or college-wide comparisons as well as comparisons to other faculty evaluations.

   c) The PPM was approved by the Faculty Senate and is available in Curriculog.

8. Continue to benchmark institutions and make recommendations regarding PPM 8.6 for WSU options for career opportunities for non-tenure track contracted instructors.
9. Benchmark USHE and Peer institutions to make recommendations regarding the eligibility of Dean’s for sabbaticals, special leaves, administrative leaves, or faculty status following their service at WSU.
   a) A benchmark of USHE and peer institutions regarding the eligibility of Dean’s for sabbaticals, special leaves, administrative leaves, or faculty status following their service at WSU was completed.
   b) WSU is current with existing institutions and no modifications or recommendations were needed at this time.

10. Review the Dean’s Evaluation Survey and make recommendations regarding the survey questions and consider including language addressing a Dean’s commitment to fostering diversity and commitment to fund-raising.
   a) Following benchmark and peer review, APAFT recommended that the Dean’s Survey be modified to ensure that the language is specific and appropriate for the intended stakeholders and that the number of questions be reduced.
   b) Currently PPM 1-17 V. B. Dean’s Leadership and Management Evaluation Survey requires that any changes made to the basic survey instrument will be generated by a task force appointed by the Faculty Senate.
   c) Following review of the PPM by the executive committee, it was recommended that the PPM be revised in 2020-2021 to transfer review and generation of the Deans Evaluation Survey by APAFT.
   d) Following review and approval of the revised process by faculty senate, recommendations of Deans Evaluation Survey by APAFT can occur during 2020-2021.

11. In conjunction with Canvas technology and the Provost’s office benchmark USHE and Peer Institutions to make recommendations regarding tenure and promotion software options for the electronic storage, display, and management of faculty tenure and promotion files. Explore template options and a process for developing faculty tenure and promotion files.
   a) Following review of current practices involving online resources for faculty tenure and promotion files, a revised digital workflow process and dates guidelines for 2020-2021 were recommended and approved by faculty senate. These documents are available in Curriculog.
   b) The revised guidelines and processes were published in the Provost’s newsletter, emailed to College Deans, Associate Deans, and published for faculty in the WSU Announcements.
c) PPM 8-12 was clarified to support so that during the third and sixth years of the probationary period, and other years when requested and that a digital professional file will be maintained for the purposes of tenure and promotion for each faculty member managed by the office of the dean. The digital file will be maintained following guidelines established by each college, which will include methods for managing access to the file.

d) These changes were approved by the faculty senate and are available in Curriculog.

12. Review PPM 8-13 to develop recommendations regarding the ownership of the WSU autobiographical form and the dated guidelines permanently residing with APAFT. Explore options for managing and distributing the dated guidelines to WSU faculty.
   a) Recommendations regarding the ownership of the WSU autobiographical form were developed in conjunction with the Provost and Executive Committee.
   b) PPM 8-13 section A was modified so that A. The standard autobiographical form is available from the office of the provost and will be reviewed by the Appointment, Promotion, Academic Freedom, and Tenure Committee (APAFT) and approved by Faculty Senate as needed.
   c) These changes were approved by the faculty senate and are available in Curriculog.

13. Review PPM 8-11 and develop recommendations regarding the tenure and promotion process utilized by the Stewart Library.
   a) Recommendations regarding modifications of the Stewart Library tenure and promotion process were completed and approved by faculty senate. The documents are available in Curriculog.

14. Benchmark USHE and Peer Institutions related to faculty workload and possible release time options for full-time, tenure-track faculty.
   a) This charge was not completed and it is recommended that it be included as a charge for APAFT for 2020-2021

15. Ensure that the language of generated policies is inclusive.
   a) Inclusive language was added to the WSU autobiographical form and any PPM revisions made during the year.

16. The APAFT committee, with approval by the Provost, Executive Committee, and faculty senate developed and published Spring and Summer 2020 tenure and promotion guidelines related to the impact that COVID-19 had on faculty scholarship, teaching, and service.
   a) This information was published in the Provost’s newsletter, emailed to College Deans, Associate Deans, and distributed to faculty in the WSU Announcements.

Suggestions for the 2020 APAFT Committee

1. The APAFT Committee will continue to review tenure and post-tenure documents and should consider evaluating the post-tenure process and give recommendations detailing future directions for that policy.
2. Continue collaboration with the evaluation Taskforce in piloting an evidence-based student evaluation instrument among faculty from every college beginning Fall 2020. The results of the pilot will be presented to APAFT, TLA, Executive Committee, and Faculty Senate for additional input and suggestions for improvement. It is hoped that the instrument along with any modifications can be standardized for use by all colleges beginning Spring 2020. It is acknowledged that questions to the instrument may be added as needed by colleges or departments.

3. It is recommended that WSU colleges review their current tenure and promotion documents to ensure that they are aligned with the newly modified 2020-2021 WSU autobiographical form and PPM 8-11.

4. The APAFT committee will continue work on the Deans Evaluation Survey instrument and PPM 1-17 V. B.

5. Explore options and complete a benchmark of USHE and peer institutional practices regarding 6th-year tenure reviews; particularly as it relates to the inclusion of external reviewers from other universities.

6. Explore options and complete a benchmark of USHE and peer institutional practices and make recommendations regarding faculty appointments that include tenure or promotion upon hire for qualified faculty (PPM 8-6 and PPM 8-11).

7. Review COVID-19 Guidelines and existing PPM language regarding similar emergency situations regarding policies related to tenure and promotion. Benchmark USHE and peer institutions regarding current practices and make recommendations regarding PPM language.

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