The 2020-2021 Appointment, Promotion, Academic Freedom, and Tenure (APAFT) Committee was given eleven 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, 2021. A summary of the APAFT Committee’s activities is described below.

Committee Charges

1. Review tenure and post-tenure documents.
   a) The Lindquist College of Arts & Humanities (A&H) dated guidelines and processes for family members undergoing Post-Tenure Review and Professor Performance Compensation Plan, which were approved by the Faculty Senate. The A&H also amended their tenure documents, which were approved by the faculty senate. The documents are available in Curriculog.
   b) The College of Science (COS) amended their tenure and post-tenure documents, which were approved by the faculty senate. The documents are available in Curriculog.
   c) The College of Social & Behavioral Sciences (CSBS) amended their policy on tenure, which was approved by the Faculty Senate. The documents are available in Curriculog.
   d) The College of Engineering, Applied Science & Technology amended their promotion, tenure, and post-tenure review policies, which was approved by the Faculty Senate. The documents are available in Curriculog.
   e) The Steward Library amended their tenure document, which was approved by the Faculty Senate. The documents are available in Curriculog.
   f) The Jerry and Vickie Moye College of Education made amendments to their tenure document, which were approved by the Faculty Senate. The documents are available in Curriculog.

2. Continue coordination efforts with the Faculty Senate appointed Evaluation Task Force in conjunction with the Teaching Learning and Assessment (TLA) and APAFT committees to make policy recommendations regarding the standardization of student evaluations (instruments and procedures) (Continuing)
a) Beginning in 2018-2019, APAFT worked in conjunction with TLA to benchmark peer institutions, regional, and national practices regarding student evaluations. A WSU needs assessment for all faculty was also sent in 2019 and reported at multiple faculty senate meetings (available in Curriculog).

b) In 2019-2020 a Faculty Senate appointed Evaluation Task Force was created with representation across campus including administrative representatives. The task force included Gail Nikolson (TLA), Institutional Effectiveness, Melissa NeVille Norton (APAFT/Program Directly), Brenda Kowlaski, (Associate Provost) R.C. Morris (TLA), Diana Meiser (TLA), Jenny Kokai (Chair), Andrea East-Pitcher (Dean), Alex Lawrence (APAFT), and Marjukka Olillainen (APAFT/Chair).

c) The faculty senate approved the following over the course of two years of presentations and feedback:

b) A standardized online process for student evaluations across WSU was approved by the faculty senate as follows (available in curriculog):
   i. Beginning Fall Semester 2020 surveys are universally administered online on week 11, the day after students can withdraw from courses. Close evaluations on Week 13 of the semester.
   ii. Blocks: Surveys will be administered on week 6, the day after students can withdraw from courses. Closes on week 7 of the semester.
   iii. 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.
   iv. Information regarding the timing, purpose of student evaluations, and literature review were made available on the Office of Institutional Effectiveness website.

c) Following a significant review of research and benchmarking, a student evaluation instrument was been proposed and accepted for a pilot. The Faculty Senate approved a proposed the survey instrument, which was piloted Fall Semester 2020. The faculty senate were provided a list of all of the departments (undergraduate and graduate), which used the pilot. Available in Curriculog.

d) The results of the pilot (summative and formative) were presented to the faculty senate for further discussion with a proposal for standardized use and adoption by all Colleges beginning Summer Semester 2021. The faculty
Senate approved the use of the instrument, requiring it of all Colleges and Departments. Colleges or departments may add additional questions to the survey instrument as needed. Available in Curriculog.

3. It is recommended that the 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. It is recommended that Colleges bring any inconsistencies and proposed updates of their tenure and promotion guidelines to APAFT for consideration.
   a) Autobiographical Form
      i. 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.
      ii. Copies of the new form were forwarded to the Provost, College Deans, Associate Deans, and posted for WSU faculty in the weekly WSU Announcements.
      iii. Colleges and departments were asked to review and update their documents accordingly. These reports are described above and available in curriculog.

4. Review and make recommendations to PPM 1-17 V.B. as it relates to the policies allowing review of the Dean’s Leadership and Management Evaluation Survey. Make recommendations regarding future revisions to the Dean’s Leadership and Management Evaluation Survey and Instrument.
   a) APAFT in conjunction with EC recommended that PPM-17, 6.2 be amended as follows:
      i. The Faculty Senate Appointment, Promotion, Academic Freedom and Tenure Committee will be responsible for maintaining the document, with any edits approved by the full Senate.
      ii. This amendment was approved by the Faculty Senate and is available in curriculog.
      iii. It is proposed that APAFT in conjunction with the faculty senate begin review of the Deans Survey 2021-2022.

5. In conjunction with WSU Online and the Provost’s office, develop an electronic tenure and promotion template for faculty use, which reflects the recently approved 2020-2021 autobiographical form.
   a) An electronic tenure and promotion template were developed in Canvas and presented to the faculty senate. The template was recommended (not required) for use by faculty beginning 2021-2022. Instructions for accessing the T&P template are to be made available on the Provost’s website.
   b) It is suggested that a benchmark of faculty use of the template occurs in 2021-2022 along with recommendations for improvements and possible consideration of
requiring use of the template by the university to ensure standardizations and clarity of processes for new and current faculty.

6. Review the Faculty Senate approved COVID-19 Guidelines, which were developed for the Spring and Summer Semesters 2020. Benchmark USHE, peer, and other institutions recommendations for tenure and promotion and COVID-19. Consider proposing new WSU PPM language addressing COVID-19 and Fall Semester 2020 Evaluate and make recommendations for permanent PPM language regarding similar emergencies and the handling of policies related to tenure and promotion.

   a) A review and amendments to the 2020 COVID guidelines were provided to the Faculty Senate for consideration and voting in Fall Semester 2021. Amendments to the guidelines were approved by the Faculty Senate and are available in Curriculog.

7. Review and make recommendations to PPM 9-4 and PPM 9-5 regarding faculty responsibilities concerning maintaining a faculty presence on campus for service, student advising, and other teaching responsibilities during contracted semesters.

   a) Modifications to PPM 8-11 were recommended, which included a statement regarding the possible racial, gender, and other bias of student evaluations and as such evaluations should not be compared to another faculty member’s student evaluations. Evaluations not being compared to other faculty, department, or College averages had previously been approved in 2019-2020.

   b) The modification was presented and approved by the Faculty Senate, which are available in curriculog.

   c) Given concerns following adoption by the faculty senate, it is recommended that this policy be revisited Fall Semester 2021.

   d) PPM 8-11 Part D was modified to include a statement regarding WSU’s commitment to improving diversity, equity, and inclusion, and values efforts by faculty to help achieve this goal. Faculty are strongly encouraged to incorporate these values in scholarship, service, and teaching. This amended was approved by the Faculty Senate and is available in Curriculog.

   e) PPM 8-11 Channels were amended to add a channel F (new), which states that if a faculty member received an excellent in administration or professionally related service, they must meet or exceed satisfactory in teaching and scholarship to be granted promotion from assistant professor to associate professor. This amended was approved by the Faculty Senate and is available for review in Curriculog.

   f) It is suggested that all of the channels as listed in PPM 8-11 A. Channels be reviewed for clarity in 2021-2022.

8. Benchmark USHE, peer, and other institutions as it relates to faculty inclusivity and equity for tenure and promotion. Make recommendations regarding any actions that APAFT can accomplish to
ensure that the tenure and promotion process is equitable and inclusive for faculty.

a) Both the autobiographical form and PPM 8-11 were further reviewed for clarity regarding faculty inclusivity and equity for tenure and promotion. Amendments to the autobiographical form and accompanying PPM 8-11 were recommended and approved by the faculty senate.

b) Given faculty questions regarding the changes to student evaluations, additional amendments clarifying the Students Evaluations and how data should be summarized and reported by faculty were approved in the autobiographical form and accompanying PPM 8-11. These amendments were reviewed and approved by the faculty senate and are available in curriculog.

c) Part G of the autobiographical form and accompanying PPM 8-11 were added to clarify the role of student advising and reporting by faculty. The amendments were approved by the Faculty Senate and are available in Curriculog.

9. Benchmark USHE, peer, and other institutions and make recommendations regarding academic freedom (PPM 9-1) and freedom of speech (PPM 3-30) for WSU faculty.

a) A review and benchmarking regarding peer and other institutions practices regarding tenure and promotion channels was completed.

b) In coordination with WSU legal department, APAFT review and made recommendations to amend PPM 9-18, Resignations. The amendments to PPM 9-18, 3.0 were reviewed on a number of changes with recommended modifications but did not pass the Faculty Senate.

10. In coordination with legal counsel, review and make recommendations regarding policies 9-9 through 9-10, 9-11, 9-14, 9-15, and 9-18 for clarity and consistency. Review and make recommendations related to PPM 9-10, 9-11, 9-14, 9-15, and 9-18 with particular reference to section H. Faculty Board of Review and the timeframe for operations.

11. A review and benchmarking regarding peer and other institutions practices regarding tenure and promotion channels was completed. 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.

b) Proposed amendments to these policies were brought before the Faculty Senate as an information item. Input was received and minor modifications were recommended. The modifications were discussed with APAFT and legal counsel.

c) It is recommended that APAFT present the revised amendments for voting to the
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 to work with Colleges regarding the changes to student evaluation processes. Redistribute another anonymous survey in 2022 regarding utilization, reporting, and perceptions. Report this information to the faculty senate.

3. Review faculty use of the new electronic autobiographical form in Canvas. Make any necessary amendments. Consider standardizing processes and provide additional trainings and new faculty orientations and at other scheduled events.

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

5. Complete a regional and national benchmark regarding the use of “channels” for tenure and promotion and consider recommending improvements or clarifications to these processes and guidelines.

6. 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.

7. 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).

8. Explore options and complete a benchmark of the title of “visiting associate professor” given to “instructors” upon hire.

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