



Advanced Materials Science & Engineering Center

ADDENDUM to Bylaws

This document outlines AMSEC expectations supplemental to those presented in the College of Science and Technology Unit Evaluation Plan for faculty appointments, promotions, and review.

Adopted by AMSEC membership on April 29, 2009.

OVERVIEW

Faculty hired by the AMSEC program have joint appointments, split between a home and secondary department. The position is rostered and tenure is held in the home department, but both departments, as well as AMSEC, participate in their evaluation. Professional review for all AMSEC faculty members takes place in their home departments, according to the procedures and standards in their home department Unit Evaluation Plans. For faculty hired by the AMSEC program, three additional provisions also apply: 1) the Director and secondary department Chair provide letters of evaluation to the home department Chair and Dean, as described below; 2) their review must include external letters, as described below; 3) for probationary faculty, at each annual evaluation the home department Chair shall convene a meeting of the AMSEC Director and secondary department Chair to discuss the candidate's progress and professional development. These provisions only apply to faculty members hired by AMSEC.

LETTERS OF EVALUATION FROM THE AMSEC DIRECTOR AND SECONDARY DEPARTMENT CHAIR

The Director and secondary department Chair provide letters of evaluation to the home department Chair for incorporation into the candidate's dossier at the time of application for tenure/promotion and at the time of application for promotion to the rank of Full Professor. The purpose of these letters is to provide information on the candidate's teaching, research, and service in the secondary department and AMSEC.

The letter of evaluation from the secondary department Chair shall address the candidate's teaching, research, and service, if any, in the secondary department, assessed according to the standards described in the secondary department's Unit Evaluation Plan. In preparing his/her letter, the secondary department Chair shall solicit input from faculty in the secondary department. Faculty in the secondary department are encouraged to review the candidate's materials, which shall be made available to them in the candidate's home department.

The letter from the AMSEC Director shall address the three areas listed below. In preparing his/her letter, the Director shall seek input from AMSEC faculty, who will be encouraged to review the candidate's materials.

1) *The candidate's record of teaching in AMSEC courses.* If the candidate has taught AMSEC courses, the Director's letter shall address the quality of the Candidate's teaching in those courses. Evidence for excellence in teaching is demonstrated by peer evaluations by other faculty members, evidence of student learning; student evaluations from the testing center for all AMSEC courses taught during the evaluation period; and syllabi and course materials for each AMSEC course taught during the evaluation period.

2) *The candidate's record of scholarship.* Scholarly accomplishment may be demonstrated in several ways but the most specific and compelling evidence is publications of stature resulting from work undertaken while a member of the faculty of Western Washington University. Primary examples of such publications are original papers in refereed journals, scholarly monographs, books, and review articles. Activities and publications which involve undergraduate or graduate students are especially valued. Also considered significant are the authorship of textbooks and relevant instructional software, awards of research grants, papers presented at professional meetings, and seminar presentations. Scholarly contributions may be made as an individual or as a member of a group. In the latter case, the contribution of the individual to the group effort will be weighed. In all three instances, however, the stature and significance of the scholarship is of paramount importance.

3) *The candidate's record of service to AMSEC.* The candidate's AMSEC service contributions are expected to be similar to all other AMSEC faculty. Service to AMSEC is demonstrated by membership on AMSEC committees; participation in AMSEC meetings; development of new AMSEC courses, laboratory experiments, or curricula; contribution to proposals for AMSEC initiatives and/or equipment; activities on behalf of professional organizations, including service as an officer or member of regional or national committees, peer reviewing of grant proposals, and journal manuscripts, and activities before public or professional gatherings.

LETTERS FROM EXTERNAL REVIEWERS

Confidential external letters are required for faculty hired by AMSEC at the time of application for tenure/promotion and at the time of application for promotion to the rank of Full Professor. The external letters become part of the applicant's materials and shall be made available to those reviewing the materials.

The letters shall be obtained either by the Director or the candidate's home department Chair. If the AMSEC faculty member's home department Unit Evaluation Plan requires external letters, then they shall be obtained according to the procedures described therein, otherwise the Director shall obtain them. The external reviewers must be expert in an area of research overlapping that of the faculty member. Both the candidate and the candidate's home department Chair shall submit a list of qualified reviewers to the Director. They are encouraged to submit potential reviewers from predominately undergraduate as well as research intensive institutions. Candidates and their Chair may also submit a list of unacceptable reviewers. The Director may solicit additional names of qualified reviewers from experts within the sub-discipline. From this pool of potential reviewers, the Director shall select three reviewers, with the exclusion of the reviewers whom the candidate or home department Chair considered unacceptable. The Director shall provide to the external reviewers the scholarship section of the faculty member's tenure and promotion file. In addition, the Director shall provide to the external reviewers the teaching schedule of the faculty member, a record of the faculty member's service, and an overview of how teaching and research at WWU compare to a research intensive university.