

**QIDTP Statement of Rule and Procedures, Criteria, and Standards
for Appointment, Evaluation, and Reappointment of Associate Instructors and Lecturers
within the Environmental and Sustainability Studies Program (ENVST)**

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Daniel McCool, Program Director

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**This document implements University Policy 6-310 and University Rule 6-310 (IDTP), and readers should refer to that Policy and Rule; also see Policy 6-302 (faculty appointments).
<http://www.regulations.utah.edu/academics/6-310.html> <http://www.regulations.utah.edu/Rules/academics/R6-310.html>**

I. ENVST program overview

The ENVST Program offers students an opportunity to consider human-environmental relationships and sustainability in the context of natural, social, and economic systems. Students explore the relationships between humans and environments from an interdisciplinary perspective that includes the natural sciences, social and behavioral sciences, health, the humanities, and fine arts. The program emphasizes the principles of sustainability that are embodied in the University of Utah's definition of that concept: "Sustainability is the harmonious and equitable interaction among ecological, social, and economic systems that provides resources for current generations and leaves future generations with no less access." The ENVST major is not a single field of study leading to a specific profession. Instead, the curriculum emphasizes flexibility and breadth, and prepares students to understand the environment from three inter-related scholarly traditions:

1. Biology/Natural Sciences
2. Humanities/Aesthetics
3. Social and Behavioral Sciences/Policy/Decision Making

A principle assumption of the program is that a basic understanding of these diverse fields and disciplines is essential to understanding the complexity and systemic nature of environmental problems and the challenges of living sustainably.

II. Overview of courses and categories of teaching personnel

The ENVST Program's curriculum consists of two sets of courses:

A. Five required ENVST core courses and two ENVST elective courses are taught by ENVST faculty; the people who teach these courses are subject to the procedures identified in this document.

B. The remainder of the curriculum is comprised of courses taught by other departments and programs.

Thus, the ENVST Program must provide personnel to teach its own courses, but not those taught by other departments and programs. The personnel who teach the ENVST courses consist of:

1. The Program Director, who has teaching responsibilities in the ENVST Program. The Director holds a tenured faculty position in one of the seven departments in the College of Social and Behavioral Science. The Program Director is selected by the Dean of the College of Social and Behavioral Science. The Director holds tenure in a home department, and must undergo standard RPT procedures in that department. The Director is also periodically reviewed by the Dean of the college.

2. Faculty or instructors from outside departments who are hired by ENVST to teach specific courses on an adjunct basis. They are hired by the Program Director on an ongoing annual basis, and reviewed annually by the ENVST Executive/Curriculum Committee, the Program Director, and the Assistant Director, following the procedures outlined below.

3. The Professor of Sustainability, who has a tenure-track position. This is a joint appointment shared by the College of Humanities and the College of Social and Behavioral Science. The person who holds this position has teaching responsibilities in the ENVST Program, holds a position in a home department, and must undergo standard RPT procedures in that department. This person's teaching responsibilities for the ENVST Program are periodically reviewed by the ENVST Executive/Curriculum Committee, the Program Director, the Assistant Director, and the deans of the Colleges of Humanities and Social and Behavioral Science.

4. The Assistant Director, who has teaching responsibilities in the ENVST Program. The Assistant Director is hired by the Director in consultation with the Dean, and is reviewed annually by both the Program Director and the Dean. The Assistant Director's teaching is reviewed annually by the ENVST Executive/Curriculum Committee and the Director. Because this person teaches for the program, he/she is eligible for appointment and/or promotion to the rank of Assistant, Associate, or Professor (Lecturer) in ENVST if she or he meets the criteria outlined below.

5. A non-tenure track teaching position in the ENVST Program. This person is hired by the Director, in consultation with and subject to approval by the Dean and in accordance with the procedures outlined below. This person is eligible for appointment or promotion to the rank of Assistant, Associate, or Professor (Lecturer) in ENVST if she or he meets the criteria outlined below.

III. Program Structure

A. Overview

The ENVST Program is quite small, directly employing only four teaching personnel: the part-time Director, the Assistant Director, an instructor, and 1/3 of the appointment of the Professor of Sustainability. The Program also hires on a temporary basis regular faculty and instructors to teach specific courses. The Program Director reports directly to the Dean of the College of Social and Behavioral Science. Faculty consultation and input comes from three committees: The ENVST Executive/Curriculum Committee, described in detail below; the ENVST Advisory Board, which consists of representatives of the colleges with courses in the ENVST curriculum; and the College Curriculum Committee. Of these three committees, only the ENVST Executive/Curriculum Committee has a role in appointment, retention, and promotion decisions.

B. Joint appointment faculty

The term **joint appointment** (sometimes known as “split appointment”) refers to a tenure-line faculty member who has a faculty appointment in a home department and also has responsibilities in ENVST. The funding obligation for such a person’s single faculty appointment at the University is “split” between two units—the home department and ENVST. Accordingly, the appropriate fraction (typically 50% although it may be higher or lower) of each joint appointment faculty member's teaching and other professional responsibilities are housed in ENVST, and the other fraction in his or her home department. As described in University Policy:

“When a candidate for retention, tenure or promotion in a department is also a member of an academic program, the department chairperson shall notify the chair/director of the academic program of the action to be considered at the same time that the faculty candidate is notified. Academic program faculty as defined by Procedures established by the program (and not participating in the departmental review committee) shall meet to make a written recommendation which shall be sent to the department chair in a timely manner.” (U. Policy 6-303-III-C-4)

The ENVST Program Director shall respond to this request and provide a recommendation letter to the joint appointment faculty member’s home department.

C. ENVST Executive/Curriculum Committee membership and functions

This committee consists of:

1. Four ENVST faculty, defined as people who teach courses funded by the ENVST Program. These individuals have the greatest stake in how the program is managed, and their professional lives are directly affected by the administration of the program, and thus they should have a significant voice in the administration of the ENVST Program. Thus, these members will be chosen from:

-- tenured/tenure-track faculty who teach an ENVST course (not including cross-listed courses that are offered by other departments) as either overload or inload

- people with a Ph.D. hired to teach individual courses as Adjuncts
- people with a Ph.D. hired as Associate Instructors to teach ENVST courses
- the person who holds the position of Professor of Sustainability

These four members will be appointed by the Dean of the College of Social and Behavioral Science with advice from the Program Director and the members of this committee, and serve for a two-year term.

2. Three tenured/tenure-track faculty members, two from the College of Social and Behavioral Science, and one from another college. These three members will be appointed by the Dean of the College of Social and Behavioral Science with advice from the Program Director and the members of this committee, and serve for a two-year term.

3. The Program Director as ex officio. The full authority for ultimate decision making rests with the Program Director, with the reporting line directly to the Dean's office. In the case of a disagreement between a majority of people on this committee and the Program Director, they can appeal directly to the Dean. The committee will be chaired by a member of the committee selected by vote by committee members and will serve a two-year term. The committee will meet once each fall and spring semester, and on other occasions when additional input is desired.

The Committee's duties are:

- Approve all changes and additions to the ENVST curriculum.
- Advise and consult with ENVST staff, including the Program Director, on all program matters.
- Assist the Program in development and external fund-raising efforts.
- Assist in regular program reviews and evaluations, including RPT reviews of tenure-line ENVST faculty from other departments.
- Advise the Dean on future appointments of the Program Director.
- Assist the Program Director to maximize program quality and financial sustainability.
- A subcommittee will identify "affiliated faculty" and invite them to join a list of faculty identified as such. This subcommittee will recommend the appropriate criteria and titles for affiliated status. All appointments of "affiliated faculty" must be approved by the full committee.

IV. Process for appointments, reappointments, and reappointments with promotion

A. Overview

All ENVST course instructors are reviewed informally annually, and candidates for Lectureship promotions undergo a more extensive review at the time they apply for promotion. A more extensive review will also occur for all course instructors at least every five years, whether or not the individual is applying for promotion. Ordinarily, three years of experience teaching at least one ENVST course each fall and spring semester will be required before a candidate may apply for promotion from Associate Instructor to Assistant Professor (Lecturer), five years of subsequent service before application for promotion to Associate Professor (Lecturer), and an additional five years of service before application for promotion to Professor (Lecturer). However, this timeline may be abridged if the candidate's qualifications appear to warrant such action. Nor is promotion automatic after a certain period of service; rather, promotions are based

on satisfaction of the appropriate criteria and standards. (See the explanation of criteria for advancement below in Section V.)

1. For non-faculty instructional personnel

Candidates for initial appointment as Associate Instructors for the ENVST Program will submit to the Program Director and Assistant Director an application letter, a current CV, copies of student evaluations from courses taught, and two letters of recommendation from persons familiar with their teaching. ENVST emphasizes teaching and program contributions; thus, the candidate's skill, activity, and innovation in these areas will be the most important in securing a position.

Candidates are interviewed at one of the periodic ENVST Executive/Curriculum Committee meetings, so that input from all course instructors may be sought. Final decisions regarding hiring are made by the Program Director and Assistant Director, in consultation with the Dean of the College of Social and Behavioral Science. Instructors will normally teach no more than two ENVST courses per semester in their first, probationary year unless they already have a record of teaching excellence.

2. For Lecturers

Candidate files for appointment to or promotion within Lectureship ranks are initially evaluated by the Program Director and Assistant Director. They then seek input from the Executive/Curriculum Committee and the ENVST Student Advisory Committee (SAC). Faculty participating in promotion decisions must be of equal or greater rank to the person being considered for promotion. After evaluating the candidate's file (the contents of which are detailed below) and receiving input from the Executive/Curriculum Committee and the SAC, the Program Director prepares a recommendation regarding the candidate's application, which is forwarded to the Dean. If the Program Director's recommendation differs from that of the Assistant Director, the Executive/Curriculum Committee, or the SAC, s/he will state specifically the reasons for such difference. The Assistant Director, Executive/Curriculum Committee, and the SAC may, at their discretion, also submit recommendations directly to the Dean. The Dean will make the final choice, in accord with the steps for external review of Lectureship candidates set forth in University Rule 6-310 and Policy 6-302.

A. Annual reviews for all course instructors in ENVST

All ENVST teaching personnel – Associate Instructors and Lecturers -- are reviewed informally annually. In the case of Associate Instructors and any Lecturers on annual appointments rather than multi-year appointments, this review determines eligibility for reappointment. For both Associate Instructors and Lecturers, the annual review may, at the discretion of the Program Director, also produce recommendations for salary increases if funds for such are available.

To initiate this informal annual review process, the Associate Instructor or annually appointed Lecturer will submit in May of each year a letter to the ENVST Program Director outlining activity and accomplishments within the ENVST Program, the University, and the wider

community during the past academic year. This letter will be accompanied by copies of ENVST course syllabi and student evaluations from the past academic year as well as documentation relevant to other criteria, as noted below in Section V, and input from the candidate's peers, students, and the Assistant Director.

Review of this material will be conducted by the Program Director and Assistant Director, who will make a recommendation to the Dean, who will then determine whether or not reappointment and/or salary increases are warranted.

B. Formal reviews for Lecturers in ENVST

As noted above, Lecturers are reviewed informally on an annual basis in conjunction with offers of salary for the coming year. Such review requires that a letter outlining accomplishments and activities over the last academic year be sent to the Program Director, accompanied by a current CV, copies of syllabi of courses taught that year, and student evaluations from the past year, as well as documentation relevant to other criteria, as noted below in Section V, and input from the candidate's peers, students, and the Assistant Director. This material is reviewed by the Program Director and Assistant Director and a recommendation is made to the Dean.

Formal review will be coordinated with the process of considering candidates for reappointment after a multi-year contract has expired (if such should be offered), when candidates have applied for promotion within the Lectureship ranks, or at least once every five years in the case of Lecturers who are not seeking promotion. It will require that candidates submit a file constituted by the material detailed below, which will be examined by the Program Director, Assistant Director, Executive/Curriculum Committee, and ENVST SAC. The Director will then forward a recommendation to the Dean. The Assistant Director, the Executive/Curriculum Committee, and the SAC may, at their discretion, also submit recommendations directly to the Dean. The Dean will make the final decision. Faculty participating in promotion decisions must be of equal or greater rank to the person being considered for promotion.

C. Contents of the file of a candidate for formal review, Lectureship appointment, or promotion within Lectureship ranks

The ENVST course instructor undergoing formal review either at the five-year mark or in conjunction with application for Lectureship or promotion within Lectureship ranks must submit the following to initiate this process:

- An application letter reviewing program activities and accomplishments since joining the ENVST Program or since initial appointment to a Lectureship rank, and outlining plans for future contributions to the program.
- A current CV.
- Copies of syllabi of all courses taught for ENVST.
- Copies of all student evaluations from ENVST courses for the past five academic years.
- Evaluative letters or other similar evidence of teaching effectiveness and contributions to the ENVST Program as, for example, from students, supervisors, peers, or community or campus partners.

- Evidence of having met other criteria as set forth below.

It shall be the responsibility of the Program Director to see that candidate files are collected and complete.

V. General criteria for appointment, reappointment, and promotion of ENVST Associate Instructors and Lecturers

Instructors of ENVST courses, in whatever category, are expected to advance program goals and to establish a record of significant accomplishment in supporting the ENVST mission. Such accomplishment is measured by tracking their performance using the following metrics, applicable to both Associate Instructors and Lecturers:

- A. Design and implementation of course syllabi that fulfill program aims and University expectations for courses.
- B. Implementation of the AAC&U Liberal Education for America's Promise Essential Learning Objectives as adopted by the Board of Regents and promoted by the Northwest Commission on Colleges and Universities, development of assignments reflecting realization of these Essential Learning Objectives, and eventual display of responses to these assignments in e-portfolios.
- C. Effective teaching performance, as measured through standard University course evaluations, as compared with the evaluations of course instructors teaching other courses of comparable size and level in ENVST and throughout the University.
- D. Reflections on teaching effectiveness emerging from exit interviews with students in the instructor's ENVST courses.
- E. Recommendations regarding re-appointment and/or rank advancement generated by the Student Advisory Committee.
- F. Reflections on teaching effectiveness emerging from interviews with the Assistant Director.
- G. Observation and assessment by the Program Director of the quality of teaching and satisfaction with courses.
- H. Service to the program, including attendance at periodic faculty meetings, representing ENVST in various venues, student recruitment and program marketing efforts, and planning of and/or participation in ENVST special events.
- I. Contributions made to the ENVST program and efforts toward its ongoing development, improvement, and impact.
- J. Sustained accessibility to students as manifested in advising, counseling, writing of

recommendations, working outside of class with students, and other interactions.

- K. Innovations in pedagogy, curriculum, class activities, teamwork, or assessment of student learning.
- L. ENVST curriculum development, including proposal and/or implementation of new partnerships with colleges and programs.
- M. Establishing, maintaining, expanding, or promoting collaboration between ENVST and other colleges, departments, or programs.
- N. Awards for teaching and/or service given by the University, community, professional or academic societies, non-profit organizations, etc.
- O. Establishing, maintaining, expanding, or promoting ENVST's outreach beyond the campus.
- P. Service to the wider University and the non-University community through, for example, committee membership or the establishment, maintenance, or expansion of community service partnerships.
- Q. Designing or conducting program assessment and the reporting of assessment results in various venues.
- R. Publishing and/or giving conference presentations relevant to or reflecting the ENVST Program, its curricula, and its mission.
- S. Serving in an administrative capacity within ENVST, as Program Director, Assistant Director, or in other ad hoc or standing offices.

As noted above, these criteria for success in the ENVST Program are applicable both to Associate Instructors and to Lecturers at all ranks. However, for reappointment as an Associate Instructor, more emphasis will be given to excellence in teaching than to other contributions to the Program, and no evaluation by the SAC will be required. See below, Section VI, for the specific standards applicable to appointment of ENVST course instructors at the Associate Instructor level, as well as the standards for promotion from Associate Instructor to Assistant Professor (Lecturer) and within the Lectureship ranks.

Evidence that candidates have met these standards should emerge from and is detailed in the description of the contents of the candidate's file.

VI. Standards for each level of advancement as an ENVST course instructor

- A. Standards qualifying candidates for initial appointment and reappointment as ENVST Associate Instructors are:**

1. The candidate must hold the Ph.D. or appropriate professional terminal degree; and
2. The candidate must have at least one year's teaching experience, which might have been acquired as a Teaching Assistant, with strong teaching evaluations.

B. Standards for promotion from Associate Instructor to Assistant Professor (Lecturer) and within the Lectureship ranks

1. Overview: Ordinary timing of promotions

Three years of service in ENVST, teaching at least one ENVST class per year, is required before an Associate Instructor in ENVST may apply for Lectureship at the rank of Assistant Professor (Lecturer). However, candidates demonstrating exceptional qualifications and previous experience may initially be appointed to a Lectureship rank in the ENVST Program, without having to serve first as Associate Instructors. This might, for example, be the case for a candidate who came to the University without a faculty appointment, but who held such an appointment at a previous institution of higher learning.

After attainment of the rank of Assistant Professor (Lecturer), another five years of teaching at least one ENVST per year must elapse before application for promotion to Associate Professor (Lecturer), and another five years of teaching in ENVST beyond this before application for award of the rank of Professor (Lecturer). Again, this timeline may be abridged in exceptional cases, and such advancement is certainly not automatic upon completion of the requisite years of service. Advancement standards, detailed below, may be summarized as sustained and superior service to the ENVST Program and its students. At each level, the candidate's activities will be evaluated in terms of their significance, innovation, and impact as well as their potential for contribution to program development. Lectureship appointments in ENVST instituted under Rule and Policy 6-310 will be considered to be initial appointments within ENVST and will not depend on or refer to any rank or appointment already held at the University of Utah or elsewhere.

2. To be considered for promotion to the rank of Assistant Professor (Lecturer) in ENVST

The candidate must show evidence that s/he has fulfilled the criteria A through H as described above in Section V, either in the ENVST Program or in an analogous teaching situation at the University of Utah or at another institution of higher learning. The academic record of successful teaching of Associate Instructors or other applicants who apply for the rank of Assistant Professor (Lecturer) should demonstrate effectiveness and the potential for future excellence. The rank of Assistant Professor (Lecturer) will be awarded to candidates who are consistently prepared and effective in their teaching, clearly articulating teaching objectives, using effective methods of conveying information and skills, and providing timely and meaningful feedback and assessment of student learning. The candidate will also be assessed in regard to the quality of their counseling, mentoring, and advising of ENVST students; these will be considered requisite for attainment of the rank of Assistant Professor (Lecturer), as will other service to the

ENVST Program, including attendance at faculty meetings, and planning of and/or participation in ENVST special events.

3. To be considered for promotion to the rank of Associate Professor (Lecturer) in ENVST:

The candidate must show evidence that s/he has fulfilled the following criteria as described above in Section V, either in the ENVST Program or in an analogous teaching situation at the University of Utah or at another institution of higher learning:

a. Criteria A through M: The successful candidate will demonstrate creativity and innovation in developing and delivering new pedagogies. Standards include performing teaching responsibilities with consistency, imagination, and resourcefulness, employing effective methods of teaching, and receiving consistently good teaching evaluations. Receipt of University, community, disciplinary, or other awards for teaching or service and innovative contributions to ENVST curricula shall not be requisite for award of the rank of Associate Professor (Lecturer), but would strengthen a candidate's application. In addition, the successful candidate will demonstrate a strong record of regularly interacting with students in advising and mentoring roles, and have established, maintained, or expanded collaboration between ENVST and other colleges, departments or programs, either on or beyond the campus; served the University or wider community in a significant fashion; and given sustained service to the Program in the form of representing ENVST in various venues, assisting with special ENVST events, or participating in ENVST student recruitment or marketing efforts.

4. To be considered for promotion to the rank of Professor (Lecturer) in ENVST:

The candidate must show evidence that s/he has fulfilled all the criteria described in Section V, either in the ENVST Program or in an analogous teaching situation at the University of Utah or at another institution of higher learning. This promotion is based on a consistent record of teaching excellence as evidenced by: student evaluations and SAC reports; teaching that is stimulating, informed, timely, and scholarly, employing innovative or effective methodologies; teaching or service awards from the University, community, disciplinary bodies, or other organizations; designed or helped to design new ENVST curricula, classroom pedagogies, teamwork strategies, or techniques for assessment of student learning; regular interaction with ENVST students in a mentoring and advising capacity; establish, develop, or sustain ENVST partnerships with other colleges, departments, or programs on campus; promote the ENVST Program through relevant presentations, publications, or by generating or revising internal working plans and documents; attend and assist in planning and carrying out special ENVST events; promote ENVST's outreach beyond campus; and serve the wider University through committee memberships or community service partnerships. Serving in an administrative capacity within the program shall not be considered requisite for appointment to this rank but, if fulfilled, would strengthen the candidate's application.