

East Stroudsburg University of Pennsylvania



Faculty Mentor Program

2016-2017

President's Welcome

Welcome to East Stroudsburg University!

Allow me to be among the first to greet you to campus and the amazing ESU family. As you become familiar with your new surroundings and meet colleagues and students, I hope you'll feel inspired to share your expertise inside the classroom and stimulated to get involved in many of the exciting life experiences on our campus and in our regional community. Please take some time to explore, ask questions and get involved!

Consider this handbook to be your directional roadmap, your guide, to help you best understand the programs, departments, guidelines and people that can help you to maximize your success. It was created specifically for you by a small committee of your peers who remember what it was like to be in new and unfamiliar surroundings.

This handbook is also a link to ESU's strategic plan, *Students First: Innovate ESU*, and our commitment to "building a strong campus community that is a positive space for learners, and collaborative and respectful for all." I encourage you to embrace the goals and community principles of the plan and grasp that same sense of dedication to our campus, our students, and our community because that deep loyalty and genuine interest in ESU will be the cornerstone of your success and, ultimately, ours.

Beyond these pages, I invite you to attend as many campus events and to get involved in as many campus initiatives as you can. In doing so, you'll quickly find connections and recognize ESU as a place where you belong.

Best wishes to you in all of your endeavors. I look forward to meeting you and having opportunities to speak with you about your campus experiences. I am also very open to hearing your suggestions on how we can make ESU the best institution of higher education in Pennsylvania and beyond.

Sincerely,

A handwritten signature in black ink, appearing to read "Marcia G. Welsh". The signature is fluid and cursive, with a large initial "M" and "W".

Marcia G. Welsh, Ph.D., President
East Stroudsburg University of Pennsylvania

Provost's Welcome

Welcome new faculty!

On behalf of the Division of Academic Affairs and your faculty colleagues, I warmly welcome you to East Stroudsburg University nestled amidst the beautiful Pocono Mountains of Pennsylvania.

As a new faculty member, we hope to provide you with consistent support and access to resources and mentors so as to ensure your success at the University and to achieve our Mission. Simply said, your success is our students' success. The *Faculty Mentor Program*, outlined in this document, is intended to introduce you to the key policies, procedures, and services that will make your new life at ESU easier and hopefully, meaningful, productive, and enjoyable. The journey you are embarking upon, as a new tenure track faculty member, is one that your colleagues and I will be sharing with you as members of the academic team committed to academic excellence for our students.

You were recruited and hired for your demonstrated strengths and achievements in teaching and scholarly accomplishments as well as your potential to contribute to our academic goals and campus climate. Our *University Strategic Plan* and the Division's *Academic Plan* stress the multiple roles in which we ask and encourage our faculty to serve for our students – educator, scholar, and contributing/responsible citizen. In the days ahead, I invite you to offer new ideas, engage in intellectual dialogue with students and colleagues, and contribute to a culture/community of caring and excellence.

Collectively and individually, please join me in a commitment to making a positive difference in the lives of our students and each other through a dynamic and challenging educational experience in and out of the classroom. I am confident that with the support and guidance of your colleagues, you will contribute and benefit from a dynamic academic environment that promotes life-long curiosity /inquiry, purposeful action, and thoughtful reflection.

Once again, welcome to ESU, and I look forward to seeing you on campus and hearing about your "journey."

Yours,

Jo Bruno

Association of Pennsylvania State College and University Faculties Welcome

Dear Faculty Member:

Welcome to East Stroudsburg University of Pennsylvania. The faculty and coaches of our university have the good fortune of being represented by APSCUF, the Association of Pennsylvania State College and University Faculty. Indeed, APSCUF represents more than 5,500 faculty and coaches who teach and work at the 14 public universities in Pennsylvania. The State APSCUF office is located in Harrisburg.

Some of the information within this manual has been taken from the Collective Bargaining Agreement, the document negotiated by the Pennsylvania State System of Higher Education and APSCUF. The Collective Bargaining Agreement establishes many of the policies, rules and regulations related to the working conditions and expectations for faculty and coaches.

In addition to orientation meetings sponsored by the university, you will also be invited to attend APSCUF meetings and to learn more about the Collective Bargaining Agreement, your rights including grievance rights, your benefits, work expectations and standards, and the negotiations process.

Ms. Toni Heller is the ESU APSCUF Office Manager. Our local campus office is in the Trio Building (across from Dansbury Commons), and Toni's email address is theller@esu.edu. Her phone extension is x3278. Please make a point to stop by and meet her during your first weeks at ESU. She has important orientation information to share with new faculty about APSCUF.

We are proud to be APSCUF members who are dedicated to excellence in public higher education at ESU and in Pennsylvania. The members of the APSCUF Executive Council and the elected officers look forward to meeting you, too.

Sincerely,

Nancy VanArsdale

**Dr. Nancy VanArsdale
President, ESU-APSCUF**

Introduction

Welcome to East Stroudsburg University of Pennsylvania where students come first and innovation is an expectation. The Faculty Mentor Program was initially developed and run by the Committee on Excellence in Teaching and Learning (CETL) at ESU, chaired by Drs. Clossey and Eliasson, and has been expanded and supplemented by the Goal 2 Strategic Plan Implementation Committee: Dr. Terry Barry (Chair), Dr. Margaret Ball, Dr. Laurene Clossey, Christopher Davis, Dr. Gregory Dwyer, Dr. Seven Godin, Dr. Chin Hu, Dr. John Kraybill-Greggo, Dr. Robert McKenzie, Dr. Thomas O'Connor, Dr. Laurel Pierangeli, Karen Raptakis, Kelly Weaber, Caryn Fogel.

The goal of this committee was to expand on the established mentor program that provides new faculty members with the skills and resources needed to excel on our campus. As such, the program takes advantage of the collective expertise of our campus community.

Each new faculty member is assigned a mentor from within their college. The mentor is assigned by the department chair and approved by the dean of the respective college. While the mentor program consists of the formal sessions outlined below, more frequent informal meetings conducted with one's mentor (and one's colleagues) are strongly encouraged.

Schedule & Contents

Date	Topic	Location	Time	Page
August 25	Faculty Orientation	Sci. Tech Rm. 352	8:00 a.m. – 1:00 p.m.	1
August 25	Human Resources	Sci. Tech Rm. 352	3:00 p.m. – 5:00 p.m.	1
September 1	Evaluation, Tenure & Promotion	Lower Dansbury President's Residence	2:00 p.m. – 4:00 p.m.	4
September TBA	Faculty Reception		TBA	N/A
October 6	Instructional Technology (IT) Resources	Sci. Tech. 138	2:00 p.m. – 4:00 p.m.	6
November 3	Student Advising	Innovation 334	2:00 p.m. – 4:00 p.m.	9
December 1	Student Support Services	Innovation 334	2:00 p.m. – 4:00 p.m.	11
February 2	Sponsored Projects, Research and Economic Development	Innovation 334	2:00 p.m. – 4:00 p.m.	21
March 2	Library Resources	Kemp Library	2:00 p.m. – 4:00 p.m.	33
April 6	University Relations ESU Foundation	Innovation 336	2:00 p.m. – 4:00 p.m.	37
May 4	Student Activities Association Bookstore	Stroud 117	2:00 p.m. – 3:00 p.m.	43
May 4	Round-Table Evaluation	Stroud 117	3:00 p.m. – 4:00 p.m.	N/A
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*Location Subject to Change

Faculty Orientation & Human Resources Information



The purpose of this session is to provide you with an overview of items important to your role as a faculty member at East Stroudsburg University. The first session, conducted by the **Center for Excellence in Teaching and Learning** will cover a multitude of services and resources available to you here at East Stroudsburg University. A number of these services and resources will be covered in greater detail throughout the mentor program.

Committee for Excellence in Teaching and Learning:

Facilitator:	Dr. Laurene Clossey
Contact Information:	lclossey@esu.edu
Date:	August 25, 2016
Location:	Science and Technology Building – Room 352
Time:	8:00 a.m. – 1:00 p.m.

Human Resources:

Facilitator:	Teresa Fritsche
Contact Information:	tfritsche@esu.edu
Date:	August 25, 2016
Location:	Science and Technology Building – Room 352
Time:	3:00 p.m. – 5:00 p.m.

Committee for Excellence in Teaching & Learning

8:00 am	Breakfast
8:45 am	Provost Dr. Joanne Z. Bruno
9:00 am	Syllabus Preparation, setting up office hours & Developing a Grading System Bonnie Green, Professor of Psychology
10:00 am	D2L (faculty)
11:00 am	My ESU/Degree Works/Advising (faculty)
12:00 pm	Lunch provided in the dining hall – Dansbury Commons
1:00 pm	Writing Studio: Sandra Eckard, Associate Professor of English
1:30 pm	Introduction to Kemp library services
2:00 pm	Service Learning Initiative: Beth Sockman, Associate Professor of Media Communication & Technology Laurene Clossey, Assistant Professor of Sociology
2:30 pm	Career Development and Student Success Daria Wielebinski, Director Career Development and Student Success
3:00pm	Human Resources

Notes

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Evaluation, Tenure and Promotion



The purpose of this session is to provide you with information related to Faculty Evaluation, Tenure and Promotion. In an effort to review this information, a panel of experts will share information with you. **Comprehensive information related to evaluation, tenure and promotion is included as Appendix A and should serve as a reference for you during this session and as you progress through these milestones.** Please note, however, that the information contained in Appendix A was retrieved on May 19, 2016; as you progress, it is important to ensure that you are using the most updated information possible. As such, it is important to continually meet with your mentor as you progress professionally.

Panel Discussion – Evaluation, Tenure and Promotion

Facilitators:	Dr. Jo Bruno Dr. Mary Ann Matras Dr. Paul Lippert
Contact Information:	jbruno@esu.edu mmatras@esu.edu plippert@esu.edu
Date:	September 1, 2016
Location:	Lower Dansbury
Time:	2:00 p.m. – 4:00 p.m.

Notes

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Instructional Technology (IT) Resources



The purpose of this session is to provide new faculty with a working knowledge of the various IT systems and resources available on campus.

Instructional Technology Resources:

Facilitators:	Bob D'Aversa Dave Parfitt
Contact Information:	rfd@esu.edu dparfitt@esu.edu
Date:	October 6, 2016
Location:	Science and Technology 138
Time:	2:00 p.m. – 4:00 p.m.

Instructional Technology Resources

- IT account creation and the policy in place to keep your University credentials secure.
- Using the Employee Portal.
- Using the MyESU portal to manage University business.
- Using D2L, ESU's distance learning online software, to provide content to your students.
- Using the University computer labs and the software that is available under our various PASSHE agreements with vendors.
- The University 4 year technology replacement program and student technology proposal program.
- The various Computing Helpdesk Services offered to the campus community.
- The University network and how to access it from on and off campus.
- The University website and work-order system used for work requests.



Notes

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Student Advising



The purpose of this session is to provide you with information related to student advising. A panel representative of faculty from across the university will provide you with detailed information regarding your responsibilities related to student advising.

Student Advising – Panel Discussion

Facilitators: Dr. Andrea McClanahan
Dr. Gina Scala
Dr. Jack Truschel
Dr. Gerard Rozea
Dr. John Elwood

Contact Information: amclanahan@esu.edu
gscala@esu.edu
jtruschel@esu.edu
grozea@esu.edu
jelwood@esu.edu

Date: November 3, 2016
Location: Innovation 334
Time: 2:00 p.m. – 4:00 p.m.

Notes

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Student Support Services



The purpose of this session is to acquaint you with the myriad of support services that are available to students at East Stroudsburg University. Support services offered through the Department of Academic Enrichment and Learning (DAEL), the Writing Studio, the Office of Accessible Services Individualized for Students (OASIS), and Counseling & Psychological Services will be discussed.

Facilitators: Dr. Jack Truschel
Dr. Linda Van Meter
Dr. Sandra Eckard

Contact Information: jtruschel@esu.edu
lvanmeter@esu.edu
seckard@esu.edu

Date: December 1, 2016
Location: Innovation 334
Time: 2:00 p.m. – 4:00 p.m.

Department of Academic Enrichment and Learning (DAEL)



Mission

The mission of DAEL is to provide the diverse student population of ESU with support, opportunities and academic programs to enhance engagement; to ease transition to the university; to encourage life-long learning; to support the development of a strategic academic plan; and to foster academic achievement and degree completion.

Early Start Program:

ESU's Early Start (ES) Program is designed to provide incoming students with a summer orientation experience that will help them to become familiar with lifelong learning experiences available on campus at ESU and, in turn, achieve their short- and long-term academic goals. Integral to this experience is the guidance and support of faculty, staff, peer mentors and tutors who assist ESU students throughout their undergraduate matriculation in attaining positive transition to life at ESU that is designed to maximize student success.

Early Start students are registered for two of the first three classes listed below and all students will take DAEL 290 ES 101:

1. Theatre 100
2. Communication 111
3. Strategic Reading 191
4. DAEL 290 – Early Start 101 – A one credit college transition class

Students will develop skills in reading comprehension, critical thinking, problem solving, writing, communication (oral, written, technology and other formats) and academic skills that they will need to succeed in college.

Students in Transition to Academic Realization – (STAR) Program:

The STAR Program provides access to a variety of academic resources that have been shown to assist students in achieving academic success. The mission of STAR is to assist in the academic transition of students from high school to college with targeted interventions through the following activities:

1. Academic Advising
2. Coaching
3. Social Activities
4. Major Exploration
5. Tutoring
6. Structural activities that enhance academic potential.

Academic Advising:

Academic advising is one of the most important influences on students' collegiate experience. Throughout regular contact with students – whether face-to-face, through email, on the telephone, or through a computer-supported system, advisers use these insights to help students become part of the academic community, develop sound academic and career goals, and, ultimately, to be successful learners.

Peer Coaching/Mentoring:

The Peer Mentoring component of the program matches incoming students with academically successful upperclassmen who will mentor and guide freshman through their academic and social adjustment to college. The upperclassmen serve as role models, as people with answers to questions about the campus, the community, career, job opportunities, financial aid concerns, and academic scheduling. Peer mentors are students who care about helping freshman to get through their first year.

Major Exploration/Exploratory Studies:

Exploratory Studies/Undeclared Advising is offered to students who have not yet declared a major. Students are guided by their academic advisers or Academic Success Coach, with whom they meet several times throughout the semester. Advising is designed to help students complete their general education requirements and consider majors and careers most appropriate to their interests. Coaching is designed as a working partnership that focuses on the “process of learning.” Together with a coach, students examine their learning styles, habits of working, and current difficulties or barriers to success.

Tutoring:

The DAEL tutoring center provides content-based tutoring, supplemental instruction, individual and group tutoring in targeted 100-level and 200-level undergraduate courses. Students may request tutors in one or more courses by completing the appropriate tutor request forms online at www.esu.edu/academicenrichment under the Tutoring Center tab.

In addition to individual and small-group tutoring, drop-in tutoring labs may be offered in a variety of high-demand subjects such as math, economics, history and/or chemistry. These drop-in labs do not require scheduled appointments. Supplemental Instruction (SI), Structures Learning Assistance (SLA), and large-class support are also available.

Academic Success Coach (ASC):

Academic coaching is an important working partnership that focuses on the “process of learning.” Students and their ASC will work together to examine students learning styles, habits of working and current difficulties or barriers to success. This team will also work to create and put into place more effective strategies. The aim is to heighten awareness of what it takes to achieve academic success and anchor this with new strategies, supportive relationships, and personal accountability.

Early Warning Alert System:

The Early Warning Alert System is a computer-based program that tracks student performance. The program is designed to reach out to struggling students as early in the semester as possible to ensure that proper support is offered.



The Writing Studio

What is the Studio?

The Writing Studio is a center for tutoring that is available for any student in any discipline. The Studio's mission is to provide quality peer-led tutoring that facilitates practice and develops skills through one-to-one tutoring assistance. The Studio is a drop-in center where students can seek writing assistance six days a week throughout the semester.

Who works in the Studio?

The Studio hires, trains, and supervises undergraduate tutors. In addition, two full-time graduate assistants also make up the Studio staff. The director of the Studio is Dr. Sandra Eckard, a faculty member in ESU's English Department. Her specialties include composition, education, reading, and writing center administration. Most of her professional publications focus on at-risk writers in classroom or writing center environments. Her Ph.D. is in Rhetoric and Linguistics.

How are Studio tutors selected and trained?

Tutors are hired based on an intensive interview, faculty letter of recommendation, personal communication skills, and a writing sample. Prior to tutoring students, new recruits complete an intensive training program that helps prepare them in all facets of tutoring, from process, to proper questioning, to skill development strategies. New tutors also complete a shadowing assignment with seasoned tutors as well before solo tutoring.

What services can the Writing Studio provide?

Although the Studio's primary mission is to provide drop-in basis for students, we also offer several other options that you may wish to explore with any writing-based class.

Drop-In Tutoring:

Students can "drop in" anytime during regular hours to have a tutor sit down with them and explore their writing concerns. This is a one-to-one tutoring session. A student can visit with a completed draft, which is the most common type of session, but we also encourage students to visit with assignments for brainstorming sessions, outlining, researching, or perhaps, even graded papers to review comments prior to new assignments. The session is guided by the student's goals, and we encourage regular visits for the best results.

Orientations:

We are also happy to provide an orientation session for your class. You could have your class visit the Studio and one of our knowledgeable tutors will provide

an overview of services, model tutoring sessions, and answer any questions you or your students may have. These orientations work best near the start of a semester to help students see how we can help them achieve their writing goals.

Workshops:

Have a specific idea in mind? We can schedule a workshop for your entire class to attend in our comfortable Studio Lounge. We could discuss outlining techniques, review problematic punctuation problems, discuss style concerns, or even practice proper citation. A workshop is created in conjunction with the professor, and a lesson is reviewed carefully by the director prior to implementation. Usually, a workshop takes place during class, or in place of required class time, to achieve positive student participation. To see available times, you can call the Studio to both talk about your request and schedule a time in the Lounge.

Where is the Studio located?

The Writing Studio is located on the main floor of the Kemp Library. The Studio is in the back right corner. Signs are posted throughout the library to help guide students to the Writing Studio.

How can I contact the Studio?

To check the hours for drop-in tutoring, ask a writing question, or reserve the Lounge, students and faculty can call the Studio at x3593.

To talk with the director about how the Studio can serve you or your students, please contact Dr. Eckard at x3426 or seckard@po-box.esu.edu



Office of Accessible Services Individualized for Students (OASIS)

(formerly the Office of Disability Services)
Hoeffner Science and Technology Center, Third Floor

The name OASIS, the Office of Accessible Services Individualized for Students (formerly known as the Office of Disability Services), reflects a social justice perspective with focus on a campus that is accessible for students with documented disabilities.

East Stroudsburg University is committed to providing reasonable accommodations to students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA, 1990) and the ADA Amendments Act (ADAAA, 2008). As an institution serving students with disabilities, ESU promotes equal educational access for all students, an accessible physical environment, student advocacy, and education about disabilities for the ESU community including students, faculty and staff.

In order to assist faculty in providing equal access to education for students with documented disabilities, a Faculty Handbook is available as a resource guide at:

http://www.esu.edu/students/counseling_services/disability_services/handbooks.cfm

This faculty handbook contains information that will support faculty in preparing to teach students with disabilities and is designed to serve (1) as an introductory overview of disabilities that affect learning in a college or a university setting, and, (2) as a reference for the various adjustments that can be made to accommodate students with disabilities.

Please use the contents of this handbook as a guide to help you identify your role in the accommodations process at ESU. It contains information on:

- the responsibilities and roles of faculty members/instructors, students, the University and OASIS, the Office of Accessible Services Individualized for Students;
- applicable Federal laws for post-secondary educational institutions and students with disabilities;
- teaching strategies that support educational accessibility;
- teaching strategies for students with specific disabilities assistive technology; and,
- available resources to support both faculty and students with disabilities

OASIS Coordinator and Faculty Liaison, Jill Ceasar Boyle, is available to assist faculty in coordinating accommodations for students with documented disabilities, to answer questions about accommodations, and to serve as a resource for faculty.

OASIS Assistive Technology Coordinator, Stacy Keller, is a resource for faculty to explore the various assistive technologies that are available to students with documented disabilities.

OASIS Director/Department Chair, Linda L. Van Meter, Ph.D., is available to faculty for additional information and requests for outreach education on the services OASIS provides. .

We look forward to working collaboratively with faculty, students, and staff, in creating an environment accessible to all students to promote equal academic opportunities for success. The OASIS' secretary is Phyllis Rafferty, who can be reached at 570-422-3954. The fax number is 570-422-3268.

Counseling and Psychological Services (CAPS)
Flagler-Metzgar Center, Second Floor
570.422.3277

Students entering the university are met with challenges of academics and transition to university life on a college campus, a time when they can be most vulnerable to having emotional difficulties and issues with adjustment. These transition periods can range from minor adjustments resolved within a short period of time, to more significant problems that can interfere with a student's ability to function when supportive services and counseling may be needed.

ESU's Counseling and Psychological Services (CAPS) offers a range of counseling services designed to enhance the educational, vocational, personal, social and emotional well-being of students through short-term individual counseling and educational programs designed to support student safety, growth and development. CAPS also provides support to the University community through consultation with faculty, staff, and administrators on behalf of students with their permission and when appropriate. CAPS is staffed by four licensed psychologists, who are experienced in providing psychological and counseling services for the college population. Common reasons why students seek counseling services include, but are not limited to:

- **Depression and/or feelings of sadness or suicidal feelings**
- **Anxiety (social anxiety, test anxiety, etc.)**
- **Stress**
- **Family issues**
- **Relationship problems**
- **Sexual assault and rape**
- **Sexual orientation**
- **Career decisions**
- **Academic difficulties**
- **Loneliness**
- **Transition to college and adjustment issues**

- **Financial concerns**
- **Problems with eating, alcohol, drugs, and other issues**

Students can be self-referred, referred by friends or by a faculty member. A faculty member can also encourage a student to make an appointment at CAPS, call about a student in distress they are concerned about, or may accompany a student to CAPS to either make an appointment or if they are in crisis. Appointments will be held in the strictest confidence; information can only be shared with the student's permission via a fully executed release of information form to a specific individual.

Availability of Services

CAPS services are available to currently enrolled students. Counseling services are included in student fees and are provided at no additional cost to the student; services are confidential, and are not recorded on a student's academic record/transcript. Services generally are offered by appointment; however, there are provisions for accommodating emergencies. To schedule an appointment, students can either come to the Counseling and Psychological Services office located on the second floor of the Flagler- Metzgar Center (second floor of University Health Services), or call 570.422.3277, Monday – Friday, 8:00 a.m. - 4:30 p.m. The fax number is 570.422.3042. **Any student who is in crisis outside of normal business hours, should call University Police at 570.422.3064, or dial 911 in case of emergency.**

Counseling and Psychological Services faculty include:

Linda L. Van Meter, Ph.D.
Director and Department Chair
Assistant Professor, Licensed Psychologist

John A. Abbruzzese, III, Ph.D.
Associate Professor, Licensed Psychologist

Donna L. Leitner, Ph.D.
Associate Professor, Licensed Psychologist

Jennifer K. Young, Ph.D.
Associate Professor, Licensed Psychologist

Notes

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Office of Sponsored Projects, Research & Economic Development



The purpose of this program is to familiarize you with the services and incentives offered through the **Office of Sponsored Programs and Research (OSPR)**. The mission of OSPR is to advance the research enterprise at East Stroudsburg University by promoting an environment that fosters creativity, collaboration, and community.

As such, OSPR will assist you in securing funding for all of your scholarly endeavors. The office is a one-stop-shop committed to providing quality service and support to the University community. OSPR's team partners with faculty, administration, and staff, assisting them from the pre-award phase (concept development and identification of potential external funding sources, proposal and budget preparation, and submission of competitive proposals) to the post-award phase (closing out and reporting). The OSPR also offers guidance and support for the Faculty Development Research (FDR) grants which are funded by the Office of the Provost.

Facilitator: Christina McDonald

Contact: Office of Sponsored Projects, Research and Economic Development
cmcdonald9@esu.edu
570-422-7954

Date: February 2, 2017
Location: Innovation Center Room 334
Time 2:00 p.m. – 4:00 p.m.

I. Introduction:

- A. OSPR is here to support and guide you through established procedures and practices in securing grant funding.
- B. Contact the Office of Sponsored Projects and Research
- C. Get to know our website: <http://www4.esu.edu/red/ospr/index.cfm>

II. Why?

- A. OSPR is the single point of contact representing the university to outside funders.
- B. OSPR helps you navigate the sometimes confusing, and frustrating, process of submitting a grant.
- C. OSPR monitors for conflict and impact on ESU.
- D. OSPR ensures compliance with federal, state, and other regulations, avoiding penalties and legal problems.
- E. OSPR consolidates information for reporting, and also helps you with recognition for your efforts. See: Tom LaDuke story

III. Frequently Asked Questions:

- A. Do I need to submit a grant individually or through the OSPR?
- B. How much time is needed to have the proposal go through the internal university process?
- C. Is there an internal review process?
- D. Is ESU set up to submit a federal online proposal?
- E. I am applying for a federal grant where I need to register my institution on grants.gov. Has ESU been registered already? If not, what is ESU's DUNS number? Is ESU registered with SAM?
- F. Do the faculty member as PI and the institution both need registration in federal systems or is it just the institution for higher education?

IV. President's Challenge!

- A. President Welsh challenged the ESU community to secure "\$5 million in five years – 2020!"
- B. To reach this goal OSPR has laid out the following objectives:
 - 1. Raise awareness of OSPR's strategy for growth and how this fits into ESU's strategic plan and increasing grants to \$5 million by 2020.
 - 2. Develop a toolkit based on best practices that will increase research and grant activity at ESU.
 - 3. Increase faculty and staff interest for grant activity.
 - 4. Create a well-functioning and sustainable infrastructure in OSPR for grants management in order to support growing research and sponsored activity at ESU.



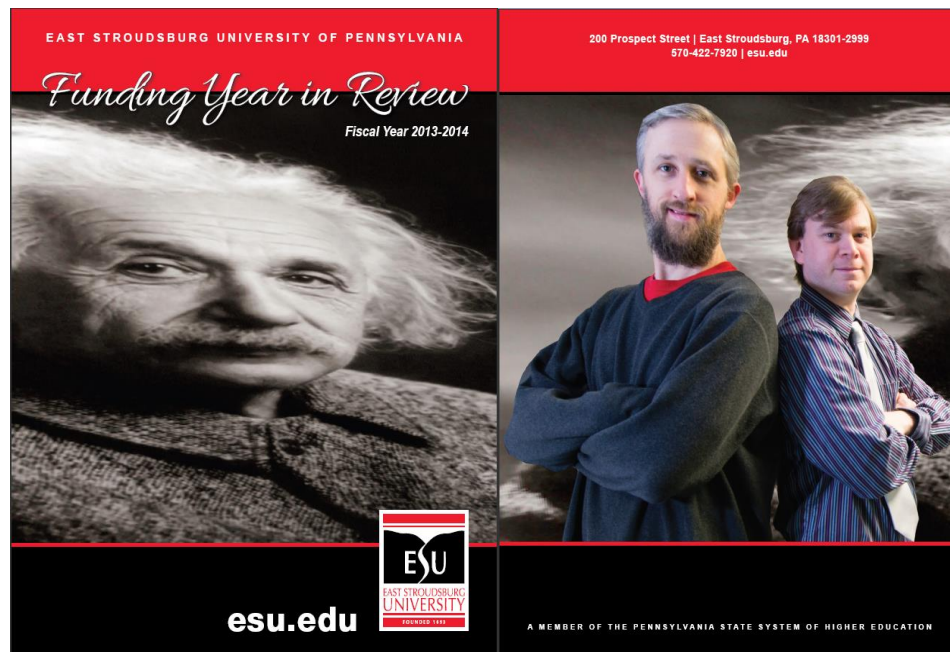
V. External Grant History – ESU 10 Year Retrospective

Fiscal Year	Funds Requested	Funds Awarded	Success Rate	Faculty Staff
2005-2006	\$20,150,162	\$8,566,763	42.5%	--
2006-2007	\$49,027,977	\$3,893,615	7.9%	50
2007-2008	\$16,446,406	\$5,098,064	30.9%	49
2008-2009	\$22,300,390	\$4,543,614	20.4%	131
2009-2010	\$21,739,699	\$3,399,767	15.6%	140
2010-2011	\$6,477,055	\$3,935,872	60.7%	116
2011-2012	\$3,994,905	\$2,798,109	70%	114
2012-2013	\$2,551,784	\$1,986,038	91%	27
2013-2014	\$2,789,151	\$1,745,047	65%	30
2014-2015	\$6,555,985	\$2,268,589	35%	54

2013-2014	
Submitted Proposals	49
Awarded Proposals	32
Total Funds Requested	\$2,789,151
Total Funds Awarded	\$1,749,047

2014-2015	
Submitted Proposals	64 (30% increase)
Awarded Proposals	48 (50% increase)
Total Funds Requested	\$6,555,985 (135% increase)
Total Funds Awarded	\$2,263,669 (30% increase)

VI. OSPR Publication: Funding Year in Review



VII. Pre-Award

- A. All Activity before a grant is awarded.
- B. Where do I find federal grant opportunities?
 1. ESU Subscriptions
 - a. Grant Forward
 - b. The Foundation Center

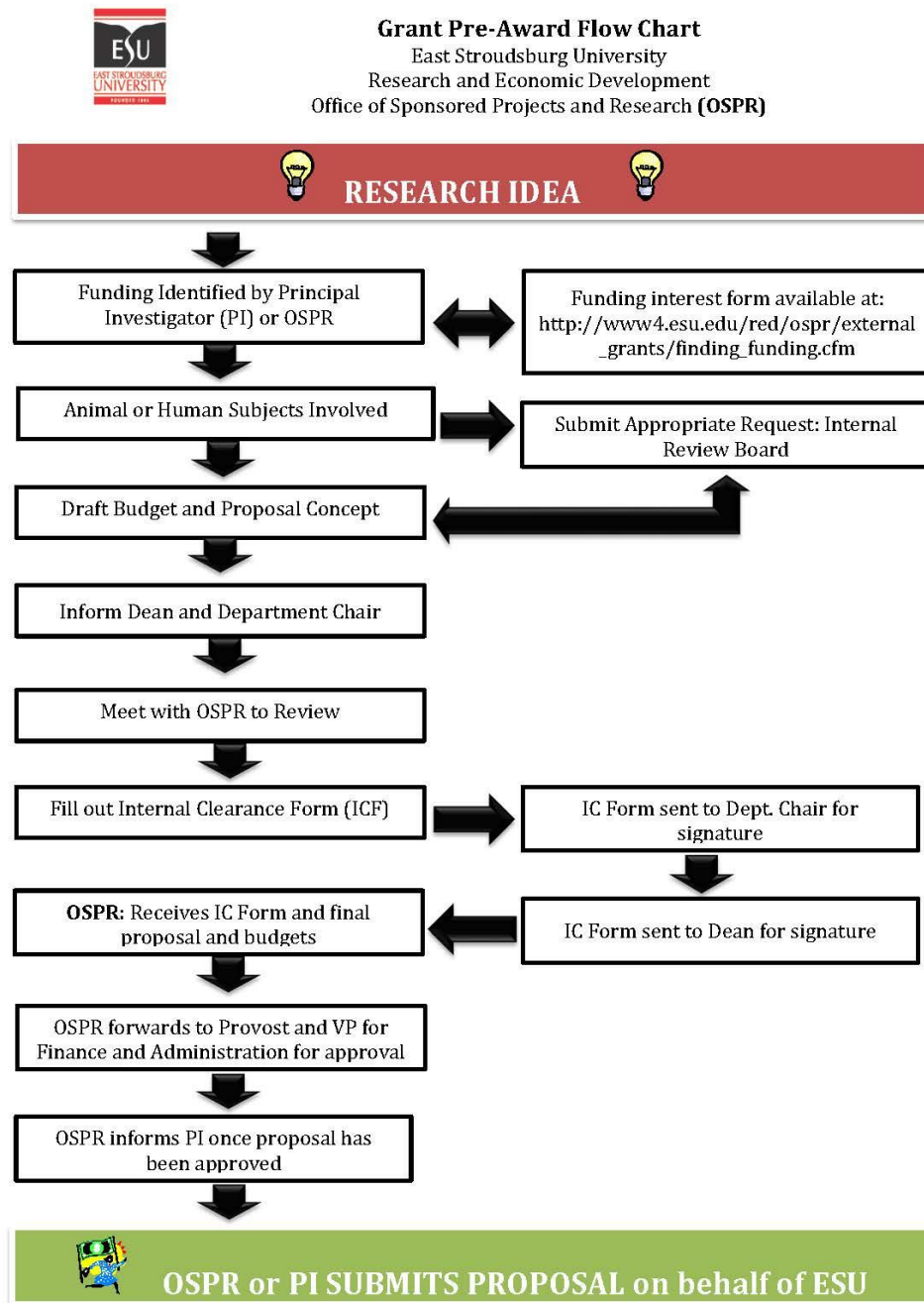
2. Directly from Federal Agencies:
http://www.esu.edu/red/ospr/external_grants/finding_funding.cfm
3. Ask OSPR to help!
4. Ask your neighbors!

C. Process:

1. Let OSPR know well in advance about your intention to apply for a federal grant.
2. Inform OSPR about the specific call for proposals, guidelines and deadline. Review them thoroughly yourself.
3. Present a narrative and budget well in advance of the deadline for internal review.
 - a. OSPR reviews first. A dialogue ensues.
 - b. The Provost and Vice President for Administration and Finance reviews and signs.
4. Have all documents related to the proposal prepared in Microsoft Word and sent to OSPR at least one day before OSPR submits.
5. OSPR will submit the proposal one to two days before the deadline.
6. Be available to clarify questions and to develop last minute materials if needed.



VIII. Pre-Award Flow Chart



http://www.esu.edu/red/ospr/external_grants/index.cfm

IX. Internal Clearance Form:

- A. Basic data that is important
 - 1. Timeframe of the Grant
 - 2. Project Abstract
 - 3. Amount Requested
- B. Items related to compliance and that affect ESU's budget:
 - 1. Faculty Release Time
 - 2. Cost-sharing Involved
 - 3. How much is the Indirect Rate that we can ask
 - 4. Does this project involve human subjects?
- C. Signatures:
 - 1. PI is responsible for getting signatures from the Chair and Dean
 - 2. OSPR is responsible for getting signature from the V.P. of Administration and Finance and the Provost.





Office of Sponsored Projects and Research Internal Clearance Form for External Grant Applications

[Print Form](#)[Reset Form](#)

Do not send this form to funding agency: For East Stroudsburg University use only

Please send this completed form and the original proposal to the Office of Sponsored Projects and Research (OSPR) at least five (5) working days prior to the sponsor's deadline. ESU is not obligated to accept funds from proposals submitted without a fully-executed internal clearance form.

Project Director/Principal Investigator: _____ Office Location: _____

Department: _____ Extension: _____

Co-Project Director/Principal Investigator: _____ Office Location: _____

Department: _____ Extension: _____

Project Title: _____

Sponsor/Agency/Funder: _____

Due Date: _____ ☐ Postmark ☐ Receipt ☐ Electronic

Type of Application: ☐ Grant ☐ Contract ☐ Subcontract ☐ Cooperative Agreement ☐ Other

Proposed Project Period: Select Start Date: _____ Select End Date: _____

Duration: _____

Abstract of Proposal

Please provide an abstract of the proposed project in terms understandable to a lay audience in the space below. The abstract will be used for publications; therefore, do not include any data or materials potentially subject to copyright protection, proprietary information from the sponsor, or budgetary personnel data.



1 of

Budget Considerations

The budget must reflect all costs associated with any item(s) checked "YES." OSPR can assist with budget development

Will this project require:	YES	NO
Hiring new personnel?	<input type="checkbox"/>	<input type="checkbox"/>
Faculty release time?	<input type="checkbox"/>	<input type="checkbox"/>
Additional space on or off campus?	<input type="checkbox"/>	<input type="checkbox"/>
Alterations or renovations of existing space?	<input type="checkbox"/>	<input type="checkbox"/>
Graduate Assistants?	<input type="checkbox"/>	<input type="checkbox"/>

GA info: Number of GA's _____ ☐ Stipend Only ☐ Tuition Only ☐ Stipend and Tuition

Budget Summary

Indirect/Admin	Personnel	Contractors/Consultants	Travel	Supplies	Equipment	Other

Total Project Budget Summary

	Sponsor Request	ESU Cash Match	ESU In-Kind Match	Other Match	Totals
Direct Costs					
Indirect Costs					
Totals					

Indirect Cost Information

Are indirect costs being requested at ESU's
federally-negotiated rate for this project?

(40% of all salary and wages)

☐ Yes ☐ No

If no, what rate is being applied? _____ %

Reason for lower rate/no rate:

☐ Restricted Rate By Sponsor

☐ Not allowed by Sponsor

Lower rate or no indirect cost request must be documented

in sponsor's application guidelines

Continuing Costs

Are there continuing costs associated with this
project that will continue past the project end date?

(ex. equipment maintenance or ongoing staffing) ☐ Yes ☐ No

Cost Sharing/Match Information

Is cost sharing or match involved with this project?

☐ Yes ☐ No

If yes, is the cost sharing:

☐ Required by sponsor

☐ Strongly encouraged by sponsor

☐ Offered voluntarily

Documentation from ESU personnel committing cost share

funds from department, college, university, or outside

sources must be attached to the internal clearance form.

Does the cost sharing include Other Match/3rd

Party Contribution: ☐ Yes ☐ No

*All 3rd party providers will be required to enter into an
agreement with ESU.*

X. Post Award Activity:

- A. All activity after a grant is awarded
 - 1. Award letter or Contract
 - 2. Post-award Meeting
 - 3. GA Appointments
 - 4. Other Hires – HR Requirements
 - 5. Additional Compensation and Related Forms
 - 6. NCRT
 - 7. Purchasing
 - a. Contracts
 - b. Consulting
 - 8. Travel Requests and Reimbursement

XI. Important Acronyms

- A. FOA-Funding Opportunity Announcement
- B. CFP-Call for Proposals
- C. RFP-Request for Proposals
- D. PI-Primary Investigator
- E. PD – Project Director
- F. Co-PI – Co Project Investigator

Notes

[illegible]

Library Resources



The purpose of this session is to familiarize you with the services and support offered through East Stroudsburg University's Kemp Library.

Facilitator: Dr. Jingfeng Xia
Ramona Hylton

Contact: jxia@esu.edu
rhylton@esu.edu

Date: March 2, 2016
Location: Kemp Library
Time: 2:00 p.m. – 4:00 p.m.

Kemp Library

The Kemp Library offers many services to the academic community at East Stroudsburg University. The library is located at the corner of Smith Street and Normal Street. It is open on Sunday through Thursday until midnight and until 6:00pm on Friday and Saturday when classes are in session. The Kemp Library building also houses the Writing Studio and the Al Cohn Jazz Collection.

Library Resources & Services

Kemp Library has a balanced and carefully selected collection of books, microforms, government documents, print and electronic periodicals, abstracts & indexes, curriculum materials and access of a wide array of online full-text and bibliographic databases. Most databases can also be accessed off-campus with an ESU email login or Ecard number. Laptops, iPads and calculators are available for use inside of the library.

The library's webpage at www.esu.edu/library is the main portal to providing information on and access to the materials and the services available to Kemp Library users. Policies and procedures governing circulation, reference services, book purchase requests, placement and access to reserve materials, off-campus access to electronic resources, subject resource guides, information on library hours, and whom to see for specific services can be found on this website.

Circulation Policy

The ESU ID card serves as the library card. Books from the Main Collection are loaned to faculty, staff and graduate students for 15 weeks. Books are checked out with an Ecard at the Circulation Desk. More details about the circulation policy can be found on the website or call the Circulation Desk at (570) 422-3126.

Interlibrary Loan (ILL)

When a book, article or dissertation is needed and not available at the Kemp Library, it can be requested through EZ Borrow or Interlibrary Loan (ILL). Check under Services at the library website to access forms. For assistance with EZ Borrow, call (570) 422-3126. For assistance with ILL, call (570) 422-3914.

Reserves

The library maintains print as well as electronic reserves for items requested by instructors for the use of ESU students. Please consider placing course textbooks on reserve to accommodate access for students. Books and articles can be placed on reserve in electronic and print format for courses through the Access Services. Contact Access Services by phone at (570) 422-3708 or by email at mdymond@esu.edu. Advance notice of 48 hours is required to place an item on reserve.

Photo Duplication

Academic departments on campus will have unrestricted access to free photocopying of library owned materials ONLY, such as journal articles or pages from reference books. Users will sign copier register and record the number of copies made. Library faculty, non-library faculty, and their designee will also have unlimited access to copies from micro-forms in the library's holdings.

Copyright and Fair Trade

Kemp Library follows all applicable US federal copyright law (U. S. Code Title 17) as clarified by the fair use guidelines. See Kemp Library website for further information.

Library Liaisons

Each academic department is assigned a librarian to serve as a liaison between the Kemp Library and that department. The library liaison serves as the primary point of communication between academic departments and Kemp Library. Library liaisons provide support in the areas of library instruction, faculty research needs, book requests and collection development. A list of the academic departments and the assigned library liaison can be found at <https://esu.libguides.com/libraryliaison> or call the Reference Desk at (570) 422-3594.

Library Instruction and Information Literacy

Kemp Library librarians seek extensive collaboration with classroom faculties in supporting the information literacy education of ESU students. Classroom faculties are encouraged to request library instruction and librarian/faculty exploration of information literacy initiatives. Library instruction can be scheduled by contacting the library liaison, calling the Reference Desk at (570) 422-3594 or emailing klibrary@esu.edu. Librarians can provide instruction through:

- Course-based library instruction sessions in person or online
- Course-based tutorials on D2L
- Research guides for subjects and courses
- Library tours and orientation

Collection Development

Library collections are developed jointly by librarians and classroom faculties. Kemp Library purchases materials required for the direct support of the undergraduate and graduate programs at East Stroudsburg University. Recommendations for the purchase of books, videos, compact discs, or other materials for the Library are welcomed. The availability of funds and the appropriateness of the material to the collection will determine whether an item will be purchased. Materials for personal use can be borrowed through EZ Borrow or ILL or purchased through the campus bookstore. To recommend a book for purchase, please use the online request form found under Services-Acquisitions or email request to klibrary@esu.edu.

University Relations



The purpose of this session is to provide you with an overview of the services provided by University Relations. The session will focus on internal and external means of communication that can be utilized by representatives of East Stroudsburg University.

University Relations

Facilitator: Dr. Brenda Friday

Contact: bfriday@esu.edu

Date: April 6, 2017

Location: Innovation 336

Time: 2:00 p.m. – 3:00 p.m.

University Relations at ESU

The Office of University Relations is a high-functioning office that is responsible for East Stroudsburg University of Pennsylvania's (ESU) internal and external communications including, but not limited to, distribution of all internal postmaster and listserv messages to the campus community (students, faculty and staff) as well as oversight of all social media messaging on the University's various outlets (Twitter, Facebook, Instagram, Snapchat and YouTube), media relations, advertising and marketing, publications (including all materials for the Admissions Office), community relations, web services and sports information.

Methods of Communication

To follow is a list of communication tools regulated by the Office of University Relations to communicate with various stakeholders internally and externally:

- ESU E-Mail – This is the “official” communication tool for ESU. Electronic messages are distributed daily to various members of the university community – students, faculty, staff and administrators. E-mail is also used to communicate directly with individuals from the regional community, alumni and friends of the institution, and the university is also engaging in e-mail blasts to prospective students and their families in recruitment efforts.
- ESU Listserv Messages – Listservs are e-mail messages directed to a specific segment of the campus community, generally faculty and staff. There are times when the messaging is even more directed, to faculty only, managers only, etc. Separate listserv messages can be sent to students as well.
- ESU Postmaster Messages - Postmaster messages to the ESU campus community (all faculty and staff) are reserved for important information from the Office of the President and other information of an urgent or timely matter.
- Monday Morning Messages – E-mail messages directly from ESU President Marcia G. Welsh, Ph.D., are distributed every Monday morning throughout the academic year (except for winter break, spring break and summer) to faculty and staff only. These messages address specific campus issues and are intended to raise awareness, involvement and understanding/support of University challenges and issues in higher education.
- ESU's Website – One of ESU's major communication tools intended to provide all university constituents and stakeholders with important information about what's happening
 - Additional university websites include:
 - Athletics, which appeals specifically to all university constituents internally and externally who are interested in sports information
- ESU Facebook Accounts - Popular free social networking website that allows registered users to create profiles, upload photos and videos, send messages and keep in touch with friends, family and colleagues.
 - Related university-sanctioned Facebook accounts include:
 - Athletics

- ESU Twitter Accounts - A free social networking service that allows registered members to broadcast short posts called tweets about ESU promotions and happenings.
 - Related university-sanctioned twitter accounts include:
 - Athletics
 - President Welsh
- ESU Instagram Accounts – ESU’s online mobile photo-sharing, video-sharing and social networking service open to anyone who has an Instagram account and wishes to follow ESU’s official site. Related university-sanctioned Instagram accounts are:
 - Athletics – posting photos and information related to ESU athletics
- ESU Snapchat Account – Launched at ESU in 2015, this mobile app is one that engages high school and college-age students in sending photos, videos or messages to one another but the messages last only a specific amount of time (generally 10 seconds) before the message disappears.
- YouTube Account – ESU’s free video-hosting website is used to share approved, official university-sanctioned content with all stakeholders. We have had limited use of YouTube in recent years but do post our annual holiday video and specific messages from the President on the site for easy access to anyone wishing to view them.
- ESU e-newsletter, ESU in the Community - A weekly e-newsletter designed to keep all interested stakeholders (who subscribe) apprised of things happening on our campus, most specifically the accomplishments of students, faculty and staff, as well as a listing of upcoming events.
- U.S. Postal Service/Direct Mail – ESU uses this avenue of communication largely to reach alumni, donors, faculty, staff, parents and prospective students and parents with a variety of materials ranging from invitations to special events to acceptance letters and notifications.
- Radio – We promote specialized programs (i.e. One Book, One Campus, special event concerts, etc.), summer classes, general recruitment, graduate school recruitment and extended learning on the radio stations largely throughout Monroe County and the Lehigh Valley. Dependent upon the message, this communication could be geared toward students (college and high school), non-traditional students, community members, alumni.
- Newspaper – We provide local newspaper outlets with press releases on (nearly) a daily basis. There are times when reporters will use the information verbatim and other times when they reach out to the Office of University Relations for clarification. ESU considers these articles to be a good way to communicate what is happening (or has happened) with the general public. From time to time, we also use print/newspaper outlets to promote events by placing an advertisement to promote attendance/sales. We also use traditional print advertising for general recruitment and to promote Open House events, summer sessions, and extended learning programs in a newspaper’s special education guide or in the regular newspaper.

- Television – Communication in this avenue is solely media interviews and coverage of campus events. The audience is broad and could potentially be available to all campus constituents.
- ESU Mobile App – This application for mobile devices was designed specifically for ESU and is available for free download in the iOS App Store and Google Play. Once downloaded, the ESU app allows visitors to access a plethora of information about the university including the real-time shuttle bus route through campus, Warrior Notes, e-mail and more.
- Outdoor Advertising - We place messages about general recruitment, summer classes and extended learning opportunities on billboards throughout Monroe, Northampton and Lehigh Counties. While seen by the general public, these billboards are specifically intended for prospective students and families.
- Press Releases - University announcements are issued almost daily by the Office of University Relations. They are distributed internally to all deans and department directors, they are linked to the homepage of the ESU website for all stakeholders to review and they are also distributed to regional media for publishing or in-depth story development. Athletics press releases are also distributed by Sports Information.
- ESU Digital Signs – More than 30 digital signs in strategic locations across campus are intended to promote campus events and provide important information (and reminders) to faculty/staff/students.
- Warrior Notes – This communication tool is used throughout the academic year. Warrior Notes is a compilation of all or most listserv messages that are received by University Relations each day into one, concise communication which is distributed every afternoon to ESU faculty, staff and students.
- Portal - The MyESU Portal System is password protected and available only to ESU faculty, staff and students. The portal will also eventually be available to prospective students and their family members. It is not intended for messages to the general public.
- Grants Booklet– ESU develops a publication that is distributed at an annual recognition program for faculty, staff and administrators involved in grant research throughout the year. The booklet, recently renamed “Research, Scholarship and Creative Activity” (formerly “Funding Year in Review”), boasts detailed information on all internal and external grants and marks their success when available.
- E2campus – This messaging system will alert students, faculty and staff and other subscribers to emergency campus situations and/or weather related alerts. All parents, students, faculty and staff are informed of this communication system, however only those who sign up for these messages will receive them and may choose to have the message sent as a text, e-mail, or an RSS feed.
- Alumni Magazine – The Alumni Herald is a publication that is produced twice a year and is distributed via direct mail and online to ESU alumni, friends of the university, faculty, staff and administrators. The publication has a circulation of approximately 1,200 to 1,500 and generally focuses on the career, travels and success of ESU graduates and also keeps alumni apprised of new initiatives on campus. Print editions are mailed to a list of alumni who have requested printed

copies, and the majority of alumni are driven to an online version of the publication.

- Admissions Publications - These publications contain important information (printed and online) about East Stroudsburg University's admissions process, application, enrollment and graduation requirements as well as general material about campus life.
- Commencement Programs – ESU's Commencement Programs are printed for all graduate and undergraduate ceremonies in spring (May) and winter (December). The program is comprised of biographical information on the President, Grand Marshal, Keynote Speaker, Student Speaker as well as the program and a listing of degree candidates from each college, sorted by degree type. NOTE: Publishing names of degree candidates in the program booklet is not a verification of completion of degree requirements.
- The Note is a magazine intended to stimulate, enrich and support research, teaching, learning and appreciation of all forms of Jazz. It is mailed twice a year nationally and internationally to those who are associated – in some way – with ESU's jazz community. The Note has a circulation of approximately 2,200.

Important University Relations Resources:

Visit the University Relations website (<http://www.esu.edu/ur>) for more detailed information about how to utilize department services and communication tools. On the website, you will find links to the following items to assist you:

- Communication Guide
- Publications Style Guide
- In the Media Spotlight Brochure
- Publications Request Form
- Publicity Request Form
- Photography Request Form
- Digital Sign Templates

The Office of University Relations also has a complete event planning checklist that is a helpful reference. This checklist may be found on the Conference Services website (<http://www.esu.edu/conferenceservices>). Click on the link titled "Planning a Campus Event" and a link to the PDF of the checklist is clearly identified there.

- Event Planning Checklist

The Office of University Relations is also responsible for the oversight of all licensing and branding materials for the University. To reference guidelines pertaining to these topics, visit <http://www.esu.edu/licensing>.

Contact Information:

To contact appropriate individuals in the Office of University Relations, see the table below:

Name	Title	Location	Phone	E-mail address
Selena Hines	Administrative Assistant	G8, Reibman	X3534	shines@esu.edu
Brenda Friday, Ph.D.	Director	G8, Reibman	X3455	bfriday@esu.edu
(hiring)	Public Relations/Social Media Manager	G8, Reibman	X3139	
Caryn Fogel	Editorial Project Manager	G5, Reibman	X3062	cfogel@esu.edu
Mary Davis	Graphic Artist	G3, Reibman	X3288	mdavis@esu.edu
Greg Knowlden	Sports Information Director	216 Smith Street	X3312	gknowlden@esu.edu
Maccabee Levine	Director of Web Services	307A Stroud Hall	X3995	mlevine3@esu.edu
Steve LaBadie	Web Manager	307B Stroud Hall	X3999	slabadie@esu.edu

Notes

[illegible]

Student Activity Association & ESU Bookstore



The purpose of this presentation is to introduce you to the operations and services provided by the ESU Student Activity Association, Inc. In the presentation, you will learn about SAA's four facility operations, its ten departments/programs, faculty support and collaboration opportunities, and the bookstore operated by Barnes and Noble. The featured highlight will be the University Bookstore sharing its faculty support services that will aid in textbook evaluation, produce student pricing for class material, and enable ease of textbook adoption submissions.

Facilitator: Mr. Joseph Akob

Contact: jakob@esu.edu

Date: May 4, 2017

Location: Stroud 117

Time 2:00 p.m. – 4:00 p.m.

About SAA

The ESU Student Activity Association, Inc., a University Affiliate, is dedicated to the support of East Stroudsburg University students and the campus community. It will foster active leaders of a global society by providing innovative initiatives, services, and programs to cultivate a holistic student experience. SAA operates the University Center, Campus Card Center, Stony Acres, Graphics Center, Student Activities, Commuter Student Services, Recreation Center, and Business Office. Additionally, the Association oversees Student Senate, student clubs and organizations and the ESU Bookstore (Operated by Barnes and Noble).

Presentation Outline:

Student Activity Association and SAA Business Office (<http://quantum.esu.edu/saa/>)

- Affiliation to ESU and Mission
- Funding
 - Associations Funding Sources: Student Fees
 - Program Sponsorships
 - Scholarships
- Collaborations
- Student Employment
- Social Media and Contact Information

University Center (<http://quantum.esu.edu/saa/university-center/>)

- Location and Hours of Operation
- Features, Services and Offices
- Reservations
- Keystone Center Overview

Campus Card Center – eCard (<http://www.esu.edu/ecard>)

- Location and Hours of Operation
- Ecard Uses: Access, EDollars, and Meal Plans
- Services

Stony Acres (<http://quantum.esu.edu/saa/stonyacres/>)

- Location and Hours of Operation
- Property Overview and its history
- Ropes Course and Team Building

Graphic Center (<http://quantum.esu.edu/saa/graphicscenter/>)

- Location and Hours of Operation
- Non-Academic Graphic Design Services and fees
- Printing Services: Imprintables/give-a-ways and Copies

Commuter Student Services (<http://quantum.esu.edu/saa/commuter-students/>)

- About
- Student Commuter Council
- Commuter Lounge

Recreation Center (http://quantum.esu.edu/recreation_center/)

- Facilities
- Memberships
- Programs: Personal Training, Group Fitness, Leagues, Club Sports, Special Events
- Hours and Schedules

Student Activities (<http://quantum.esu.edu/saa/>)

- Warrior Knight Programs
- Leadership Programming
- Leadserv (<http://quantum.esu.edu/saa/leadserv/>)

Student Senate, Clubs, and Organizations (<https://esu.collegiatelink.net/Organizations>)

- About
- Club and Organizations Categories and Advising

Bookstore (<http://esu.bncollege.com>)

- Barnes and Noble
- Faculty Support Services and Resources
- Textbook types: New, Rentals, Digital
- Textbook Adoptions deadlines
- Textbook adoption impact on students' finances

Appendix A

Faculty Evaluation, Tenure and Promotion

***Note – It is imperative to secure and review the most recent policy with regarding Evaluation, Tenure, and Promotion as the Collective Bargaining Agreement may have changed since the publication of this document.**

Evaluation

The process of faculty evaluation is perceived broadly as a means for extending opportunities for continuous professional development. The processes are intended to be supportive of a faculty member's desire for continuing professional growth and academic excellence. With this orientation, faculty evaluation will be a contributor to the ongoing improvements of the academic programs of the University.

Categories for Performance Review and Evaluation:

The following categories shall serve as the uniform system-wide basis for the evaluation of faculty members at East Stroudsburg University. The categories listed below shall be applied in the performance review and evaluation of temporary faculty, regular part-time faculty, probationary non-tenured faculty, tenured faculty and all applicants for promotion. Under each category are listed some examples of data upon which judgements can be made of the faculty member's performance relative to a given category. When evaluating the data, the appropriate evaluator(s) shall give greater weight to the quality of the performance reflected in the data, than to the quantity of the data.

1. Effective Teaching and Fulfillment of Professional Responsibilities:

- a. This will be indicated, when applicable, by items such as:

Student evaluations, peer evaluations, classroom visitations, quality of syllabi, quality of student advisement, willingness to accept departmental work assignments, timely execution of work assignments, and any other data deemed appropriate and agreed to by the faculty and administration at East Stroudsburg University.

- b. Evaluation of teaching effectiveness and fulfillment of professional responsibilities will not be based on a single datum. A combination of all appropriate data will be used to give sufficient evidence for overall judgement of teaching effectiveness and fulfillment of professional responsibilities.
- c. For all faculty members whose basic responsibilities lie outside the classroom, the duties and responsibilities of the position shall be the category instead of effective teaching.

- d. For faculty members with mixed work assignments, effective teaching and the duties and responsibilities of the position shall be evaluated under the terms of the CBA.

2. Continuing scholarly growth:

- a. This will be indicated, when applicable, by such items as

Development of experimental programs (including distance education), papers delivered at national and regional meetings of professional societies, regional and national awards; offices held in professional organizations; invitational lectures given; participation in panels at regional and national meetings of professional organizations; grant acquisitions; editorships of professional journals; participation in juried performances; participation in one-person or invitational shows; consultantships; research projects and publication record; additional graduate work; contribution to the scholarly growth of one's peers; and any other data agreed to by the faculty and administration at local meet and discuss.

3. Service; contribution to the University and/or community:

- a. Quality of participation in programs, department, college, and University committees; APSCUF activity contributing to the governance of the University; development of new courses or programs; training or assisting other faculty members in the use of distance education technology; participation in university-wide colloquia; voluntary membership in professionally oriented, community based organizations reasonably related to the faculty member's discipline; lectures and consultations; consulting with local and area agencies and organizations and any other data agree to by the faculty and administration at local meet and discuss.

General Evaluation Procedures for Regular Faculty Members

1. Evaluation Procedures

- a. Each department shall select a committee to assist in the evaluation function. The department evaluation committee shall consist of at least three (3) members, and shall exclude the department chairperson. The manner of selection shall be determined by the faculty members in each department. If necessary, or desirable, as determined by the department or president, individuals from the same or within related disciplines, mutually acceptable to faculty member, department and president, who are from outside the department or the universities may be used in any or all parts of the evaluation process. Where a mutually acceptable individual cannot be agreed upon, the president shall provide the faculty member and

the department with a list containing the names of at least three (3) individuals who have the qualifications for the position held by the faculty member being evaluated. The faculty member shall have three (3) working days to select one individual from the list. If the faculty member fails to make a selection within the three (3) day period, the president, in consultation with the department chairperson and the department, shall designate one individual from the list to serve on the department evaluation committee. No faculty member shall serve on his/her own evaluation committee or as a member of the department evaluation committee for a member of his/her immediate family (spouse, child, step-child, parent, step-parent, parent-in-law, brother, sister, brother in-law, or sister in-law) or a person residing in the same household as the faculty member. Each department shall determine the rules and procedures under which the department evaluation committee will operate. Such rules and procedures shall be announced by the department prior to the commencement of the performance review and evaluation process.

- b. The department evaluation committee shall utilize the following materials in preparation of its written evaluation and recommendation:
 - i. Student evaluations in all classes during the fall of the year of evaluation for tenured faculty, and twice each academic year in all classes for probationary non-tenured faculty. An instrument for the university management, and the appropriate student government body as designed by the president, and approved by local APSCUF and the university management at local meet and discuss. If, in any year, no approved procedure and/or instrument exist, the department chairperson shall administer a student evaluation. Reproduction and tabulation of the university-wide student evaluation instrument will be the responsibility of university management.
 - ii. Peer evaluations by the department evaluation committee and the department chairperson, including evaluations of classroom visitation – There shall be at least two (2) such classroom visitations each semester by the department evaluation committee, and one (1) such classroom visitation each year by the department chairperson for all non-tenured faculty. For all tenured faculty in the year of evaluation, there shall be one (1) such classroom visitation each semester by the department evaluation committee and one (1) such classroom visitation during the year by the department chairperson. Prior to putting a classroom visitation evaluation in writing, there shall be a discussion of the observations with the faculty member. These evaluations shall not displace or diminish the importance of other evidence of the degree to which the faculty member's responsibilities have been met during

the evaluation period. The department evaluation committee shall designate the manner in which peer evaluations will take place.

- iii. An updated copy of the faculty member's vita.
 - iv. Any other pertinent data the faculty member wishes to submit (copies of articles published, letters from references, copies of grant applications, etc.).
 - v. The evaluation process for faculty members with work assignments outside of their department shall be conducted by the faculty in the unit where the work is performed and forwarded to the faculty member's department for inclusion in his/her total evaluation.
 - vi. Other data which the department evaluation committee may deem pertinent.
- c. The department evaluation committee shall provide the faculty member with a reasonable opportunity to discuss its evaluation after which the committee shall submit its detailed written evaluation and recommendation along with the above mentioned supportive materials to the appropriate academic dean with a copy to the faculty member and the department chairperson. The faculty member may, if he/she disagrees with the committee's evaluation, send to the dean a written response to the department evaluation committee's evaluation.

The department chairperson shall provide the faculty member with a reasonable opportunity to discuss his/her evaluation after which the chairperson shall independently send a written with recommendations to the appropriate academic dean. The chairperson's evaluation shall be based on his/her knowledge and personal observation of the faculty member's performance, the results of the department evaluation committee's evaluation and recommendations and the materials submitted by the faculty member. The chairperson shall provide copies of his/her evaluation and recommendations to the faculty member and the department evaluation committee. No department chairperson shall provide a chairperson evaluation of himself/herself, or an evaluation of a member of his/her immediate family or a person residing in his/her household as described above.

The dean shall provide a written performance review. The faculty member shall be provided with an opportunity by the dean to discuss the performance review and such discussion shall be specific and detailed and clearly set forth those areas of performance, if any, which require improvement. A copy of the draft performance review by the dean shall be

provided to the faculty member prior to discussion with the dean. This review shall be based on the data supplied by the department evaluation committee, department chairperson and any other relevant and substantiated data gathered by the dean. The dean shall provide a copy of his/her performance review to the faculty member, the department chairperson, and the department evaluation committee.

2. **Further information concerning faculty evaluation (e.g. tenured faculty, spring hires, etc.) is located in the collective bargaining agreement (p.24).**

Tenure

The tenure candidate's dossier summarizes the evidence presented to substantiate the candidate's case for tenure. The dossier contains both quantitative and qualitative kinds of data concerning the candidate's total contribution to his/her own professional development and performance on the job during the probationary period of employment at ESU. The probationary period of employment and the related evaluation, retention, and renewal of probationers is prescribed in the Agreement: Articles XV (Tenure), XII (Performance Review and Evaluation of Faculty), and XIV (Renewals and Non-Renewals).

The Guidelines for Application for Tenure explain the procedures of application for tenure, the review process for tenure, and documents which are associated with an application for tenure at East Stroudsburg University.

The Purpose of this Document

The purpose of this document is to explain the procedures of application for tenure, the review process for tenure, and to explain the documents which are associated with an application for tenure, at ESU. This document has been approved, by faculty vote, for use by all Probationary faculty in the application for Tenure.

The Tenure Dossier

The tenure Candidate's dossier summarizes the evidence presented to substantiate the candidate's case for tenure. The dossier contains both quantitative and qualitative kinds of data concerning the Candidate's total contribution to his/her own professional development and performance on the job during the probationary period of employment, at ESU. The probationary period of employment and the related evaluation, retention, and renewal of Probationers is prescribed in the **Agreement: Articles XV (Tenure), XII (Performance Review and Evaluation of Faculty), and XIV (Renewals and Non-Renewals). That document is available in the APSCUF Office. It is the official document of contract between the Probationer and the University.**

There are two sections to the tenure dossier. Section A (the Cover Page) represents both a checklist of the procedures through which the tenure dossier must progress as well as an

outline of the actions taken on an individual's tenure application. The instructions for Section A should assist in understanding these procedures and in processing tenure dossiers expeditiously.

Section A

The Cover Page. For each person being considered for tenure, a Cover Page is to be prepared (below) (The Cover Page is available at the APSCUF Office).

Items 1 – 3

- A.** The Probationer completes Items 1-3, signs same and forwards to either his/her Department Chairperson or Chair Chairperson of the Department Tenure Committee along with dossier. This dossier may not be returned to the Probationer until the University President has made his/her decision on the award/denial of tenure. At this time, the Probationer may enter new evidence into the dossier only at the discretion of the Department Chairperson, The Chairperson of the Department Tenure Committee, and the UWTC, as the dossier is forwarded through the review process. The Probationer is advised to present a thorough documentation of evidence for tenure at the Departmental level, in a timely way.
- B.** Under Item 2, the Probationer indicates the complete rank and academic area. For example: "Assistant Professor of English" (would be correct); "Professor" or "Assistant Professor" (would be incorrect).
- C.** Under Item 3, attach extra sheets if necessary.

Item 4

- A.** The Department Tenure Committee will review the dossier first. The Chairperson of the Department Tenure Committee signs off as indicated and forwards dossier to the Department Chairperson. It is required that the DTC prepare a full and written statement of fact and recommendation, regarding its disposition on the application. This is entered into the dossier prior to being forwarded to the Department Chairperson. It is not necessary that the DTC share its findings or disposition with the Probationer.

Item 5

- A. The Department Chairperson will review the dossier prior to forwarding it to the UWTC complete with his/her full and written statement of fact and recommendation regarding his/her disposition on the application. This is entered into the dossier prior to being forwarded to the UWTC. It is not necessary that the Department Chairperson share his/her findings or disposition with the Probationer.

Item 6

- A. The UWTC will review the dossier prior to forwarding it to the Office of the Vice President for Academic Affairs, complete with its full and written statement of fact and recommendation regarding its disposition on the application. This is entered into the dossier prior to being forwarded to the Office of the Vice President for Academic Affairs.

If the UWTC finds that a disposition discrepancy exists between the Department Chairperson and the Department Tenure Committee, and/or evidence provided by the Probationer and the Departments, then the UWTC will invite for discussion any and/or all of the parties who wish to present further evidence, clarification, etc. about the application.

Item 7

- A. The Vice President for Academic Affairs will review the application, make a recommendation (as indicated), and forward the dossier to the Office of the University President.

Item 8

- A. The President will indicate his/her decision as indicated on the Cover Sheet, sign, and return the dossier intact with all documentation, recommendations, and evidence provided subsequent to the Probationer's initial application.

Section B

The Candidate's Section. The tenure dossier represents the primary data base needed by the candidate in support of his/her application for tenure. The dossier consists of both quantitative and qualitative aspects of a faculty member's experience, at ESU. The candidate will determine the content of this section of the tenure dossier prior to its being submitted for review.

Utilize the following guidelines in completing your dossier. The suggestions given below may not fit all candidate work or professional profiles. What goes into the dossier is the Probationer's choice. Be succinct but thorough. See Articles XII, XIV, and XV of the Agreement.

General Information

- A.** Non-University Professional Experience-
Indicate professional experiences and contributions during the probationary period, including academic appointments, editorships, industrial or business or governmental, other, which were not a part of University assignments or job description.
- B.** Licenses, Certifications, Etc.
- C.** Citations in bibliographical entries.
- D.** Awards, honors, fellowships, grants.
- E.** Memberships in scholarly societies, and posts held
- F.** Summarize the relevance of non-university professional experiences, summer employment, licenses, and memberships in academic, professional, and scholarly societies.

Effective Teaching and Fulfillment of Professional Responsibilities

- A.** Courses Taught – List all courses taught as a Probationer on the ESU faculty. List each course only once by title and number
- B.** Teaching/Job Performance Load – Indicate assignment loads (by credit hours), accounting for each semester during the probationary period.
- C.** Theses Directed – Indicate number of students, list titles, and designate those that have been published.
- D.** Contribution to Course and Curriculum Development – List each contribution for which you have been responsible, i.e. course writing, program development, etc.
- E.** Preparation Of Instructional Media – Textbooks, laboratory manuals, video tapes, films, tape/slide presentations, auto-tutorial modules, PSI units, etc.

- F.** Experimentation and/or Research in Instructional Methods and Techniques – Describe the project mentioning the hypothesis being tested or the purpose of the investigation, the procedures utilized, number of students involved, and the results/outcomes of the work.
- G.** Institutes, Workshops, and Other Programs Attended - List by attendance for in-service, and presentation, and training, and other. Indicate sponsoring agency or academic society.
- H.** Impact On Students – List any recognition received (documented) from students that would indicate your impact upon them as an instructor. Include here student evaluations.
- I.** Other Evidence of Teaching Effectiveness at ESU – Note other data relevant to teaching effectiveness such as collegial evaluations, teaching awards, seminars or workshops you conducted and which were evaluated (written documentation).
- J.** Student Counseling and Advising, at ESU.
- K.** Qualitative and Evaluative Comments on teaching, at ESU – Documented and recognized performance evaluations by any professional in a position to evaluate candidate, while in performance of duties, at ESU.

Continuing Scholarly Growth

- A.** Publications, including texts, books, monographs, white papers, invited speeches at recognized conventions in your field of expertise, research reports, grant (awarded) (summarized), works, in progress.
- B.** Production or Exhibition of Creative Work – Indicate title, location, and dates of exhibitions, sponsors, etc.
- C.** Research – Indicate subject, design, expected outcomes, etc.

Service to the University Community

- A.** Conducting Educational Studies – Indicate any special study and/or investigation you conducted to support educational programs, curriculum development, course needs, etc.
- B.** Continuing Education Service – List semester/years courses were offered, number of credits, course titles and numbers.

- C.** Committees – Indicate SSHE committees, University-Wide, School, or Departmental Committees, APSCUF Governance. Indicate time of service, duties, offices, responsibilities, assignments, etc.
- D.** Consultancies – Indicate professional relationship of consultancies to ESU job description, number of consultancies, and a narrative regarding how these consultancies have helped you to upgrade or maintain you ESU job skills.

Cover Sheet For Application for Tenure

Instructions: This form is available in the APSCUF Office. The Tenure applicant must fill out Items 1, 2, and 3, then enter this Cover Sheet into his/her dossier as it is forwarded to the Chairperson of the Department Tenure Committee. Print (except where indicated for signatures).

Item 1 Name: _____
Last
First
M.I

ESU Phone Number
Signature of Applicant
Date

Item 2 Present Rank _____

Item 3 Academic Record

Graduate Degree
Institution Attended

Item 4 Department Tenure Committee Action

The Probationer: _____ is recommended
 _____ is not recommended

Signature of Department Tenure Committee Chairperson
Date

Item 5 Department Chairperson Action

The Probationer: _____ is recommended
 _____ is not recommended

Signature of Department Chairperson
Date

Item 6 UWTC Action

The Probationer: _____ is recommended for tenure
 _____ is not recommended for tenure

Signature of UWTC Chairperson
Date

Item 7 The President (or President's Designee)

_____ grants tenure
 _____ denies tenure

Signature of the President (or President's Designee)
Date

Promotion

The promotion policies and procedures at East Stroudsburg University contribute to academic excellence by commending outstanding professional performance.

Promotion at East Stroudsburg University occurs as a function of the judgment of designated peers about the quality of the performance of a candidate for promotion. The academic promotion process must go beyond considerations of either longevity or minimal statutory requirements. Promotion should indicate that a faculty member is performing his or her work in a professional manner that is considered outstanding and worthy of commendation. Promotion is recognition of excellence, not a contractual right. An equitable and widely understood promotion policy helps ensure that considerations of academic quality will be the basis for all academic personnel decisions, and bolsters faculty morale.

The promotion policies and procedures outline dates, basis for promotion, responsibilities, recommendation, review, grievance, and other important information.

PREAMBLE

The Promotion Policies and Procedures of the University should contribute to academic excellence. Promotion at East Stroudsburg University occurs as a function of the judgment of designated peers about the quality of the performance of a candidate for promotion. The academic promotion process must go beyond considerations of either longevity or minimal statutory requirements. Promotion should indicate that a Faculty Member is performing his or her work in a professional manner that is considered outstanding and worthy of commendation. Promotion is recognition of excellence, not a contractual right. An equitable and widely understood promotion policy helps ensure that considerations of academic quality will be the basis for all academic personnel decisions, and bolsters faculty morale.

DATES FOR PROMOTION PROCEDURES

DEADLINE

ACTIVITY

September 30

Departments shall have their promotion committees organized and the department chair shall notify the dean/appropriate manager¹.

October 1

University-wide Promotion Committee (UWPC) is convened by past chairperson, elects a chair, and reviews procedures. Following the meeting the UWPC announces, via e-mail, the availability of the Promotions Policies and Procedures and the Promotion Application form, and reminds the faculty that

¹ At ESU the following departments do not report to academic deans: Counseling & Psychological Services (CPS); Intercollegiate Athletics (IA); Library. The first level of management reported to by CPS & IA is the VP for Student Affairs; by the Library, the Library Director

applications and dossiers are due to department chairs no later than November 1.

- | | |
|-------------|--|
| November 1 | Any faculty member with the required minimum qualifications may submit an application for promotion, together with written substantiation and supporting materials (“dossier”), to the department chairperson, not later than November 1. The department chairperson immediately informs the department committee. |
| November 15 | The department chairperson, before November 15, submits the departmental list of applicants to the appropriate dean/appropriate manager, and the provost, and the UWPC chairperson. No additions to the list may be made after this time. This list should be submitted on paper not via e-mail. |
| November 20 | The UWPC chairperson meets with the provost by November 20 to determine the complete list of applicants for promotion who meet the statutory requirements for promotion. |
| November 21 | The UWPC chairperson, by November 21, informs the committee members of the complete list of applicants for promotion. |
| December 15 | All promotion materials (except for promotion recommendation letters from the department committee and/or department chair) are delivered to a central location, announced by the Chair of the UWPC. These materials will be available for review by members of the department evaluation committee, the department chair, the deans/appropriate managers, the provost, and the UWPC members until February 1. |
| February 1 | By February 1, the departmental promotion committee reviews all applications and supporting documents, makes its evaluation and its evaluations and recommendations to the UWPC, with a copy of the written recommendation provided to the candidate. |
| February 1 | By February 1, the department chairperson forwards his/her evaluations and recommendations to the UWPC, with a copy of the written recommendation provided to the candidate. |
| February 1 | By February 1, the appropriate dean, if the applicant’s department reports to a dean, submits a detailed written recommendation for each applicant to the UWPC, with a copy simultaneously provided to the applicant. If the applicant’s department does not report to a dean, then the appropriate manager will write the recommendation. |
| February 1 | The UWPC attaches the recommendations received from the department promotions committee, the department chair, and the dean/appropriate manager to the applicant’s dossier and then |

	forwards all of the promotion applications and materials to the Provost, who will guarantee access to these materials for the President (or his/her designee) and for the UWPC.
February 15	The applicant may submit a written statement addressing the recommendation of the department chair, departmental committee, or dean/appropriate manager to the UWPC, which will then forward the statement for inclusion in the applicant's dossier.
February 21	The Provost submits a written recommendation for each applicant to the UWPC with a copy simultaneously to the applicant. This recommendation shall also be attached to the applicant's dossier.
March 1	By March 1 the applicant may submit a written statement addressing the Provost's recommendation to the UWPC, which will then forward the statement for inclusion in the applicant's dossier.
February 21 – April 15	The UWPC reviews all applications and supporting documents, including all recommendations and supporting documents, including all recommendations and any statements from applicants responding to the recommendations. The UWPC may, during this time, consult with any department committee, department chair, dean/appropriate manager, provost, or applicant regarding the promotion application and supporting materials. If an applicant wants to appear before the UWPC to speak on his/her own behalf, he/she should make this request as early as possible in this period.
April 15	The UWPC submits to the president or his/her designee by April 15 rank ordered lists for each promotion level of those candidates it recommends for promotion and a list of those candidates who are not recommended for promotion. The UWPC informs candidates of its decision to recommend or not recommend and provides the name of and contact information for the UWPC designee who may be contacted for further detail once the president has announced promotions.
Between discuss the committee's April 15 and July 1	The UWPC and the president or his/her designee meets to recommendations.
July 15	By July 15, the president informs the deans/appropriate managers, the provost, the UWPC, and the entire FACULTY of his/her decisions and announces promotions.

BASIS FOR PROMOTION

A. University-wide Minimum Requirements for Promotion

Initial appointment to the faculty will be made at the rank appropriate to the appointee's experience. No departures from the normal promotion procedure will be offered as a condition of appointment. No promotions shall be granted prior to two years of teaching at East Stroudsburg University.

Certain minimum qualifications for ranks as specified by applicable laws, PASSHE Board of Governor's policies, the C.B.A., and the university must be met, yet the satisfaction thereof does not imply automatic promotion. East Stroudsburg University requires the following for promotion:

1. For promotion to assistant professor:
 - a. *Four years of teaching experience
 - b. *Master's Degree plus 10 semester hours of graduate credit
2. For promotion to associate professor:
 - a. *Five years of teaching experience
 - b. *Seventy credits of graduate work including a master's degree; or master's degree plus 40 graduate credits or earned doctorate; or all course work completed toward a doctorate or equivalent degrees as defined by the PASSHE Board of Governors.
 - c. Three years at the assistant professor rank at the university and the earned doctorate; or six years at the assistant professor rank at the university.
 - d. Tenured or eligible to apply for tenure during current academic year. In exceptional cases, a candidate not eligible for tenure may be considered for promotion; in these cases the standards listed in III.A.4.a.-e. will apply.
3. For promotion to professor:
 - a. *Seven years of teaching experience;
 - b. *Earned doctorate or equivalent degrees as defined by the PASSHE Board of Governors.
 - c. Five years at associate professor rank at the university and an earned doctorate; or eight years at the associate professor rank if applying under the 3% rule.
 - d. Tenured or eligible to apply for tenure during current academic year. In exceptional cases, a candidate not eligible for tenure may be considered for promotion; in these cases the standards listed in III.A.4.a.-e. will apply.

(*These requirements are specified in Act 182 of the Pennsylvania State Code, and are therefore legally binding.)

4. Promotion to rank of professor under the 3% rule.

To be promoted under the 3% rule, a candidate must demonstrate the level of proficiency in the areas of teaching effectiveness, continuing scholarly growth, and contributions to the university/community required of successful candidates with the earned doctorate.

In addition, candidates under the 3% rule must demonstrate exceptional strength in at least two of the following ways:

- a. Performance of original works, such as plays or musical compositions, by a regionally or nationally recognized group;
 - b. Publication of a substantial quantity of original research or literary work in journals or magazines of regional or national stature in the candidate's discipline;
 - c. Recognition of professional excellence via regional or national awards, prizes, or other honors;
 - d. Exhibition or performance of original works of art at exhibits or shows of regional or national stature;
 - e. Excellence in teaching or assigned duties.
5. Exceptions: In exceptional cases involving a candidate of unusually high qualifications, the UWPC and administration may see fit to reduce the length of service requirement under items 2.c. and 3.c. above. In such cases, criteria a. – e. under 4. above are applied.

B. Evidence Used to Evaluate the Degree to Which Worthiness for Promotion Exists

According to the CBA, Articles 4 and 12, Section B, the following categories have been established for performance review and evaluation: 1.) Effective Teaching and Fulfillment of Professional Responsibilities, 2.) Continuing Scholarly Growth, and 3.) Service: Contribution to the University and/or Community. Evidence enumerated below and found in the CBA will be used to evaluate performance in these categories. In considering applications for promotion, the ranks should be distinguished and the criteria applied more rigorously for each successive rank. The degree to which criteria have been met in the past and the degree to which the evidence points to achievement of excellence in the future should be considered. Failure to meet these responsibilities shall preclude consideration for promotion. In judging a candidate for promotion, these broad criteria shall be considered by the departmental promotion committee, the departmental chairperson, the dean/appropriate manager, the provost, and the University-Wide Promotion Committee (UWPC). While a candidate's entire resume will be reviewed as part of the promotions process, accomplishments that have occurred since the applicant's most recent promotion will be given preference.

1. Effective Teaching and Fulfillment of Professional Responsibility.

Fulfillment of Professional Responsibility

- a. Prepare for and meet assigned classes.
- b. Confer with and advise students.
- c. Hold regular posted office hours at least five (5) hours per week or on no fewer than three (3) different days of the week.
- d. Evaluate students fairly and report promptly on student achievement.
- e. Participate in group deliberations that contribute to the growth and development of the students and the university.
- f. Accept those reasonable duties assigned within the faculty member's fields of competence.
- g. Attempt honestly and in good conscience to preserve and defend the goals of the university, without being restricted in the right to advocate change.

If the applicant does not meet these responsibilities, then he/she cannot be considered for promotion.

Teaching Effectiveness. Teaching effectiveness for classroom faculty is the most important category on the basis of which a promotion judgment will be made. The candidate shall be awarded up to 60 points for teaching effectiveness by the UWPC. (Non-Classroom Faculty see C instead.)

- a. Evidence reviewed by the departmental committee, department chair, dean/appropriate manager, and provost shall include all materials presented, including when applicable:
 - (1) Student evaluations (from at least 5 of the most recent classes, to include at least 75 students)
 - (2) Course syllabi;
 - (3) Course examinations and paper assignments;
 - (4) Materials prepared by candidate for teaching purposes;
 - (5) Student performances in studio courses, performing arts;
 - (6) Reports of classroom visitation by colleagues;
 - (7) For faculty in teaching departments who have reassigned time for non-classroom responsibilities, full-or part-time, evidence that they have fulfilled the duties and responsibilities of the reassigned-time position is required.
- b. Evidence reviewed by UWPC concerning teaching effectiveness shall include all material presented including:
 - (1) Written Summary of Strengths prepared by candidate concerning teaching effectiveness;

- (2) Written evaluations prepared by the departmental committee of candidate's teaching effectiveness;
- (3) Written evaluations prepared by the department chair of candidate's teaching effectiveness;
- (4) Written evaluations prepared by the dean/appropriate manager and provost of the candidate's teaching effectiveness;
- (5) Any written responses from the candidate to the evaluations from the department committee, chair, dean/appropriate manager, or provost.

2. Continuing Scholarly Growth.

The candidate shall be awarded up to 20 points for continuing scholarly growth by the UWPC. Candidates should include dates, when applicable, for each item of evidence.

- a. Evidence reviewed by the departmental committee, department chair, dean/appropriate manager, and provost shall include, when applicable, the following:
 - (1) Publications: Quantity and quality as measured by reviews, citations, adoptions, outside referees' evaluation, stature of publisher(s), etc.;
 - (2) Papers delivered: Quantity and quality measured by same applicable criteria as in (1) preceding;
 - (3) Development of new scholarly or practical insights as a result of systematic investigation;
 - (4) Development of a course based upon original concepts that demonstrate new possibilities of the discipline;
 - (5) Initiation of new pedagogical methods;
 - (6) Creative works in art, literature, dance, or music, which have been exhibited, published, or performed;
 - (7) Grants and fellowships received;
 - (8) Attendance at workshops, institutes, summer study programs, graduate courses or short courses related to the discipline and professionally recognized;
 - (9) Active memberships on state, regional, and/or national curriculum committee in candidate's academic field;
 - (10) Membership and particularly offices held in learned or professional organizations.
 - (11) Consultantships conducive to growth of expertise in academic discipline;
 - (12) Pursuing graduate study toward a terminal degree or beyond a terminal degree;

(13) Other: Testimony of colleagues and other professionals in the discipline.

- b. Evidence reviewed by the UWPC concerning Continuing Scholarly Growth shall include all material provided by the candidate, as in 2.a. above, as well as the evaluations and recommendations of the department chair, departmental committee, dean/appropriate manager, and provost, and any written responses by the candidate to the evaluations from any of these parties.

3. Contributions to the University and/or Community.

The candidate shall be awarded up to 20 points for contributions to the University and/or community by the UWPC. Candidates should include dates for each activity.

- a. Evidence reviewed by the departmental committee, department chair, dean/appropriate manager, and provost shall include, when applicable, the following:
- (1) Significant contributions to university committees, *ad hoc* or permanent;
 - (2) Special individual assignment;
 - (3) Significant contribution to departmental committees;
 - (4) APSCUF activity contributing to the governance of the University;
 - (5) Significant contribution to student organizations or activities;
 - (6) Participation in community work in a professional capacity that brings recognition to the university;
 - (7) Participation in area schools in a professional capacity that brings recognition to the university;
 - (8) Public performance in the performing arts, on and off campus related to the discipline;
 - (9) Public exhibits in the creative (visual) arts, on and off campus;
 - (10) Service on state and/or regional evaluation and accreditation teams;
 - (11) Development of proposals which benefit the university.
- b. Evidence reviewed by the UWPC concerning Contributions to the University and/or Community shall include all material provided by the candidate, as in 3.a. above, as well as the evaluations and recommendations of the department chair, departmental committee, dean/appropriate manager, and provost, and any

written responses by the candidate to the evaluations from any of these parties.

4. Additional Categories

Additional categories may be adopted by East Stroudsburg University on which to base its judgments about promotion. In such instances, East Stroudsburg University will state specifically what types of evidence will be used for evaluations in those categories. Such amendments must be approved at both local and state Meet and Discuss. Currently, East Stroudsburg University utilizes no additional categories in evaluating worthiness for promotion.

C. Procedure to Implement the Promotion of Non-Classroom Faculty

In addition to meeting the required minimum qualifications, non-classroom faculty must submit materials supporting these categories:

1. All candidates will be evaluated on their fulfillment of their professional duties and responsibilities, which shall count as 60% of the total evaluation.
 - a. Evidence reviewed by departmental committee, the department chair, the dean/appropriate manager, and the provost shall include, when applicable, the following:
 - (1) A current job description of the faculty member whose basic responsibilities are outside the classroom. Specific duties and responsibilities of the position should be included;
 - (2) Documentation supporting the faculty member's fulfillment of professional responsibilities based on individual job descriptions;
 - (3) Materials prepared for advising, counseling, training, and/or instructional purposes;
 - (4) Documentation as appropriate supporting the faculty member's effectiveness in non-classroom instructional activities such as workshops, small group sessions, etc.;
 - (5) Departmental evaluation checklists/observations.
 - b. Evidence reviewed by UWPC concerning fulfillment of professional responsibilities shall include all material presented including:
 - (1) Written Summary of Strengths prepared by candidate concerning effectiveness in fulfilling professional responsibilities;

- (2) Written evaluations prepared by the departmental committee of candidate's effectiveness in fulfilling professional responsibilities;
 - (3) Written evaluations prepared by the department chair of candidate's effectiveness in fulfilling professional responsibilities;
 - (4) Written evaluations prepared by the dean/appropriate manager and provost of the candidate's effectiveness in fulfilling professional responsibilities;
 - (5) Any written responses from the candidate to the evaluations from the department committee, chair, dean/appropriate manager, or provost.
2. All candidates will be evaluated on their continuing scholarly growth, which shall count as 20% of the total evaluation. Candidates should include dates, when applicable, for each item of evidence.
- a. Evidence reviewed by the departmental committee, the department chair, the dean/appropriate manager, and the provost shall include the following:
 - (1) Publications: Quantity and quality as measured by reviews, citations, adoptions, outside referees' evaluation, stature of publisher(s), etc.;
 - (2) Papers delivered: Quantity and quality measured by same, applicable criteria as in (1) preceding;
 - (3) Development of new scholarly or practical insights as a result of systematic investigation;
 - (4) Development of a course based upon original concepts that demonstrate new possibilities of the discipline;
 - (5) Initiation of new pedagogical methods;
 - (6) Creative works in art, literature, dance or music, which have been exhibited, published, or performed;
 - (7) Grants and fellowships received;
 - (8) Attendance at workshops, institutes, summer study programs, graduate courses or short courses related to the discipline and professionally recognized;
 - (9) Active memberships on state, regional, and/or national curriculum committee in candidate's academic field;
 - (10) Membership and particularly offices held in learned or professional organizations;
 - (11) Consultantships conducive to growth of expertise in an academic discipline;
 - (12) Pursuit of a planned program of graduate study toward a terminal degree or beyond a terminal degree, which supports the candidate's instructional assignment;

- (13) Testimony of colleagues and other professionals in the discipline.
 - b. Evidence reviewed by the UWPC concerning Continuing Scholarly Growth shall include all material provided by the candidate as in 2.a.above, as well as the evaluations and recommendations of the department chair, departmental committee, the dean/appropriate manager and the provost, and any written responses by the candidate to the evaluations from any of these parties.
3. Contributions to East Stroudsburg University and/or Community shall be a basis on which a promotion judgment shall be made which shall count as 20% of the total evaluation. Candidates should include dates for each activity.
- a. Evidence reviewed by the department committee, department chair, dean/appropriate manager, and provost shall include the following:
 - (1) Significant contributions to university committees, ad hoc or permanent;
 - (2) Special individual assignment;
 - (3) Significant contribution to departmental committees;
 - (4) APSCUF activity contributing to the governance of the University;
 - (5) Significant contribution to student organizations or activities;
 - (6) Participation in community outreach activities and projects in a professional capacity that brings recognition to the university;
 - (7) Participation in area schools in a professional capacity that brings recognition to the university;
 - (8) Public performance in the performing arts, on and off campus related to the discipline;
 - (9) Public exhibits in the creative (visual) arts, on and off campus;
 - (10) Service on state and/or regional evaluation and accreditation teams;
 - (11) Development of proposals that benefit the university.
 - b. Evidence reviewed by the UWPC concerning Contributions to East Stroudsburg University and/or Community shall include all material provided by the candidate as in 3.a above, as well as the evaluations and recommendations of the department chair, departmental committee, dean/appropriate manager and the provost, and any written responses by the candidate to the evaluations from any of these parties.

4. Faculty members who have mixed workloads of teaching and non-teaching responsibilities should be evaluated on both effective teaching and the duties and responsibilities of the non-teaching assignment(s).

RESPONSIBILITY OF THE DEPARTMENTAL CHAIRS AND DEPARTMENTAL COMMITTEES

- A. Establishing Departmental Promotion Committee
 1. Each department shall select a promotion committee to assist in the evaluation function. The department promotion committee shall consist of at least three (3) members, and shall exclude the department chairperson. The manner of selection shall be determined by the faculty members in each department. If necessary, or desirable, as determined by the department or President, individuals from the same or within related disciplines, mutually acceptable to the faculty member, department, and University, who are from outside the department or the University may be used in any or all parts of the evaluation process. Where a mutually acceptable individual cannot be agreed upon, the President shall provide the faculty member and the department with a list containing the names of at least three (3) individuals who have the qualifications for the position held by the faculty member being evaluated. The faculty member shall have three (3) working days in which to select one individual from this list. If the faculty member fails to make a selection within the three (3) day period, the President, in consultation with the department chairperson and the department, shall designate one individual from this list to serve on the department evaluation committee. No faculty member shall serve on his/her own department promotion committee nor as a member of the department promotion committee for a member of his/her immediate family (spouse, child, step-child, parent, step-parent, parent-in-law, brother, sister, brother-in-law, or sister-in-law) or a person residing in the same household as the faculty member. Each department shall determine the rules and procedures under which the department promotion committee will operate. Such rules and procedures shall be announced by the department prior to the commencement of the performance review and evaluation process.
 2. Temporary faculty members shall not be eligible to serve on the department promotion committee.
 3. The organization of a departmental committee shall be completed by September 30 of the academic year.
- B. Applications for promotion and supporting materials ("dossier") shall be received by the department chair no later than November 1.
- C. Responsibilities of the Department Chairperson

1. The department chairperson shall oversee the process by which the department selects the department promotion committee.
2. By September 30, the department chairperson shall convene the first meeting of the department promotion committee and conduct the selection of a committee chairperson. The department chairperson will then forward written notification of the committee chairperson and membership to the dean/appropriate manager.
3. By November 1, the department chairperson shall receive the promotion applications and supporting documentation from department faculty members and immediately notify the department committee.
4. By November 15, the department chairperson shall submit the departmental list of applicants to the appropriate dean/appropriate manager, the provost and the UWPC chairperson. In the event that no person in a department is applying for promotion, the chairperson of the department will so indicate. These notifications should be submitted on paper not via e-mail.
5. By December 15, the department chairperson shall forward each candidate's application materials to the UWPC-announced location.
6. The department chairperson shall review all of the evidence available and make a recommendation to the UWPC. This recommendation shall contain specific references to the evidence considered by the department chairperson on the basis of which the recommendation is made.
7. Before the department chairperson makes his/her recommendation, the candidate for promotion shall be advised of his/her right to meet with the department chairperson.
8. The department chairperson shall inform all candidates of his/her recommendation and shall provide each candidate a copy of the chair's written recommendation to the UWPC. It shall further be the responsibility of the department chairperson to provide the candidate with the reasons for his/her recommendation. Candidates may respond in writing to the UWPC regarding the chair's recommendation.
9. He/She shall submit the full list of applicants and a detailed recommendation for each applicant in writing to the UWPC no later than February 1.
10. No department chairperson shall evaluate his/her own application for promotion or the application of a member of his/her immediate family (spouse, child, step-child, parent, step-parent, parent-in-law, brother, sister, brother-in-law or sister-in-law) or a person residing in his/her household. A department chairperson shall not be permitted to participate in the review of any applicants, if he/she or a member of his/her immediate family or a person residing in his/her household is an applicant for promotion. The department

shall select another faculty member in the department acceptable to the department and management to substitute for the department chairperson.

D. Responsibilities of the Department Committees

1. The department committee shall hold an organizational meeting within the specified time period.
2. Each candidate for promotion shall have the right to appear before the departmental committee before it makes its recommendations to the UWPC.
3. The department committee will review all of the evidence available and shall submit a full list of applicants and a detailed recommendation for each applicant in writing to the UWPC no later than February 1. This recommendation, a copy of which will be maintained by the department committee, is to contain specific references to the evidence considered by the committee on the basis of which the recommendation was made.
4. The department committee shall be responsible for the authentication of all documents in the application.
5. The departmental committee shall inform all candidates of the recommendation and provide each candidate a copy of its written recommendation to the UWPC. It shall be the further responsibility of the committee to give the candidate reasons for the recommendation made and, when appropriate, to give recommendations for improving the candidate's performance and his/her dossier, which may lead to a favorable review in the future. Candidates may respond in writing to the UWPC regarding the department committee's recommendation.
6. No faculty member shall serve on his/her own department promotion committee nor as a member of the department promotion committee or as a member of the department promotion committee for a member of his/her immediate family (spouse, child, stepchild, parent, stepparent, parent-in-law, brother, sister, brother-in-law, or sister-in-law) or a person residing in the same household as the faculty member.

E. The initial responsibility for evaluation lies with the departmental promotion committee and department chair. They shall separately provide professional, detailed, and critical evaluation of the evidence presented in each of the areas of assessment

Summary or sweeping statements of support, or non-support, or perfunctory itemizations of candidate accomplishments will not be deemed to be a fulfillment of the responsibilities of the department chair or departmental committee, and will result in the materials being returned with instructions to the department promotion committee and/or chairperson by the UWPC. An applicant should not

be penalized for the failure of the department chair or departmental committee to meet their responsibilities, and may submit his/her application and supporting documentation directly to the UWPC should the department committee or department chairperson fail to submit a recommendation by February 1.

- F. By December 15, all promotion materials (except for promotion recommendations letters from the department committee and/or department chair) will be delivered to a central location, announced by the chair of the UWPC. The materials will be available for review by members of the department committee, department chair, dean/appropriate manager, and provost, until February 1.

UNIVERSITY-WIDE PROMOTION COMMITTEE (UWPC) COMPOSITION AND RESPONSIBILITIES

A. Responsibility of the UWPC

The UWPC shall review all applications received and forward the full list, together with its recommendations as to each applicant to the President or his/her designee not later than April 15, in accordance with the procedures detailed below.

B. Rights of the UWPC

The UWPC shall have the right to consult with any candidate for promotion, the chairperson of his/her department and the chairperson of his/her departmental promotion committee.

C. Rights of the Applicant

1. Each applicant for promotion shall have the right to request and make appearance before the UWPC to speak on his/her own behalf before the committee makes its recommendation to the President.
2. Prior to the committee forwarding recommendations to the President, the applicant is entitled access to copies of all documents reviewed by the UWPC which relate to that specific applicant and a log of all sources of information considered by the UWPC for his/her application only.

D. Membership, Election, and Term of Office

The UWPC shall consist of eight tenured members of the Faculty. Elections shall be held in the spring semester. They shall be elected by the regular_faculty members from the following election categories: one each from the 7 major teaching faculties and one from the non-classroom faculty. No member who has been elected to a three-year term may be elected to a second consecutive three-

year term. One-third of the committee shall be elected each year to a three-year term.

The following persons are ineligible for membership on the UWPC:

1. Any person applying for promotion.
2. The spouse or member of applicant's immediate family and/or household.
3. Any non-tenured Faculty Members.
4. Any part-time Faculty Members.

No faculty member shall serve on the University-wide Promotion Committee when he/she or a member of his/her immediate family (spouse, child, step-child, parent, step-parent, parent-in-law, brother, sister, brother-in-law, or sister-in-law) or a person residing in his-her household is an applicant for promotion.

In the event of a vacancy on the committee, the ESU APSCUF President shall conduct as soon as possible a special election to fill the unexpired term.

E. Procedure

1. Not later than October 1, the UWPC shall convene at the call of the previous year's chairperson (in his/her absence, the President of ESU APSCUF will send out a notice of a meeting, but doesn't attend the meeting unless he/she wants to brief the UWPC of its responsibility). At this meeting the committee shall elect its chairperson for the current year and review the procedures set forth in this document.
2. The UWPC shall, by October 1, make available to each member of the FACULTY a copy of this document and arrange to make available to all department chairpersons a supply of application forms for candidates for promotion.
3. After the chair of the UWPC has received from the department chairpersons the list of candidates for promotion (and in no case later than November 20), he/she will meet with the provost to determine the complete list of applicants for promotion who meet the statutory requirements for promotion.
4. As soon as the chairperson of the UWPC has received from the department chairpersons the list of candidates for promotion (and in no case later than November 21st), he/she will convey to the members of the committee the list of candidates.
5. By February 1, the UWPC shall receive the applications of candidates for promotion together with the recommendations of the candidates' department chair, departmental promotion committee, and dean/appropriate manager. The UWPC shall attach these recommendations to the dossier. The UWPC

shall then determine an appropriate timetable, in order to complete its work by April 15.

6. By February 1, the UWPC shall forward all of the promotion applications and materials to the Provost, who will guarantee access to these materials for the President (or his/her designee) and for the UWPC.
7. The UWPC shall review all applications received from the departments and shall judge each application on the basis of the degree to which each candidate has met the criteria appropriate to the rank to which promotion is sought. Specific obligation is placed on the members of the UWPC to review carefully and in detail all materials placed before it including, when permission is given, the candidate's personnel file, and any written responses by the candidates to recommendations and evaluations.
8. Recommendations for promotion that come to the UWPC from the departmental chairpersons, departmental committees, dean/appropriate manager, and the provost are based on known criteria and specifically identified evidence. If the UWPC is not satisfied with the justification provided by the department chair, department committee, dean/appropriate manager, or provost for its recommendations, the UWPC will return the matter to the department chair, department committee, dean/appropriate manager, or provost with the nature of the requested clarification. The UWPC may then evaluate these clarifications and make its own evaluation.
9. Information, testimony, or other evidence apart from that supplied by the applicant, the department chairperson, or the department promotion committee, dean/appropriate manager, or the provost may be considered by the UWPC, but will not be entertained unless submitted at the written request of the UWPC. In the event information, testimony, or other evidence, apart from that supplied by the applicant, is considered, the candidate shall be provided with a copy of all such information, testimony, or other evidence, and shall be provided with an opportunity to respond prior to the committee's recommendation. The candidate is entitled to have access to copies of all documents reviewed by the UWPC and a log of sources of any additional information considered by the UWPC.
10. Under no circumstances may a member of the UWPC serve as a special advocate for the candidacy of any individual candidate.
11. After reviewing the applications and recommendations from the department chair, and the departmental committee, the dean/appropriate manager, and the provost and any written responses by the candidates to any of these evaluations, the UWPC shall determine by majority vote of the full committee, which candidates, if any, shall be not recommended for promotion. All eligible candidates shall be numerically ranked within each promotion level and will be placed in one of the categories:

- a. Recommended: Candidates ranked in this category are deemed fully eligible for and deserving of promotion.
- b. Not recommended.

F. Information Forwarded to the University Administration

The ranked list of recommended applicants together with committee's comments for each applicant along with the list of applicants not being recommended shall be forwarded to the President of the University or his/her designee no later than April 15.

G. Information Provided to Candidates Concerning Recommendations and Rankings

Upon the completion of the committee's work, notice shall be sent to applicants stating the committee's action (recommended or not recommended for promotion). No other information shall be divulged at this time.

The UWPC shall determine at this point who (the chair or the chair's designee, who must be a member of the UWPC) will be available in the summer, after the President announces promotions, to share additional information with candidates who request it. At the announcement by the University President of the names of those candidates he/she chooses to promote, candidates for promotion may request of the chair of the UWPC (or the chair's designee if the chair is not available) information concerning their own rank, and the rank of those promoted by the President.

H. Confidentiality of Promotion Information

All members of the UWPC shall observe a code of strict confidentiality regarding all promotion information. They do not discuss the information forwarded to them by individual applicants and departments outside of committee meetings.

MANAGEMENT REVIEW AND RECOMMENDATIONS

- A. Deans/appropriate managers shall review all applications under their purview; and the Provost shall review all applications.
- B. No dean/appropriate manager or provost shall submit a recommendation regarding the application of a member of his/her immediate family or a person residing in his/her household.
- C. In making his/her independent recommendation the dean/appropriate manager is not permitted to review the recommendations of the department chairperson or the department committee prior to submitting his/her recommendation to the UWPC.

- D. The provost is permitted to review the recommendation of the department chair, the department committee, and the dean/appropriate manager prior to submitting his/her recommendation to the UWPC.
- E. In the event that the provost is named as the president's designee for purposes of making decisions about promotions, then the provost shall not make a recommendation. In such cases, only the dean/appropriate manager shall submit a recommendation.
- F. No later than February 1, the deans/appropriate managers shall forward to applicants a written copy of their recommendations at the same time the recommendation goes to the UWPC.

If, in formulating their recommendations, managers consider any information not forwarded directly from the applicant, department chairperson, or departmental committee, they shall inform applicant of such information and offer to share it with them.
- G. No later than February 21, the Provost shall forward to applicants a written copy of his or her recommendation at the same time the recommendation goes to the UWPC.
- H. Applicants can respond in writing to the UWPC about the recommendations from the deans/appropriate manager by February 15 and about the recommendation from the provost by March 1.
- I. Following the President's announcement of promotions, appropriate managers shall make themselves available to discuss any concerns that applicants who were not promoted may have regarding managers' recommendations.

PRESIDENTIAL REVIEW

- A. The President reviews the recommendations of the UWPC.
- B. In reaching a final determination, the President shall use only the criteria specified in the C.B.A. and the local promotions policies and procedures.
- C. After the UWPC has made its recommendations, the President or his/her designee meets with the committee to discuss its recommendations.
- D. The President will not recommend promotions contrary to the recommendations submitted to him by the UWPC without first consulting with the committee.

GRIEVANCE PROCEDURE

An individual faculty member shall have the right to grieve, in accordance with Article 5, Grievance Procedure and Arbitration, promotion decisions only as to himself/herself and then only with respect to failure by management to observe the procedures set forth above or insofar as other provisions of this Agreement may have been violated. Action or inaction by members of the bargaining units with regard to promotions shall not be grievable. Representatives of local APSCUF shall have the right to meet with the department and university-wide promotions committees to explain the duties and responsibilities of such committees.

EQUAL OPPORTUNITY

East Stroudsburg University has a statutory, contractual, and moral obligation to advance equal employment opportunity. No candidate for promotion shall be given preference or be disadvantaged because of considerations of race, religion, color, national origin, sex, sexual orientation, disability, family status, age, APSCUF membership or activity or lack thereof, or political belief and/or affiliation.

Procedures employed, recommendations made, and supporting data used at each level of the process may be shared with campus Social Equity officer so that he or she may provide rapid, informed feedback to the decision-making bodies and individuals regarding any perceived areas of difficulty.