



Collegiality & Professionalism Review Process

Purpose

According to HOP [02-304](#) Academic Promotion of Full-Time Faculty, [02-316](#) Performance Evaluation for Faculty, and [02-320](#) Tenure and Continued Employment, each college and its academic units are required to establish review processes for promotion, pre-tenure, tenure, and post-tenure candidates. The approved processes must clearly describe the procedures to evaluate and rate separately each critical area—teaching, research/scholarly/creative accomplishment, and service—and include criteria addressing collegiality. This document describes the collegiality and professionalism criteria and the procedure for evaluation.

Persons Affected

This procedure affects all full-time faculty members in tenured or tenure-track positions.

Definitions

The College of Sciences and Mathematics defines “collegiality” as *acting in a cooperative and professional manner that shows respect toward students, staff, and colleagues* and expects that all members of the college strive to be collegial and professional in all areas of their work.

Review Process

The criteria for evaluation are included in the following Collegiality & Professionalism Review Survey and shall be administered on behalf of any candidate undergoing review by the unit. Expectations are included as part of the survey as well as opportunities for meaningful critique and feedback. The candidate and unit responsibilities to the process follows. **Completion of this process is required by all candidates for pre-tenure, tenure, post-tenure, or promotion.**

Responsibilities:

- **Candidate:** The candidate is responsible for demonstrating a commitment to collegiality and professionalism. **The portfolio narratives for each critical area should include specific ways in which the candidate has personally pursued opportunities to become a valued colleague.** Possible examples include, but not limited are: providing teaching materials to a new colleague, being available to serve as a substitute for colleagues, working to build listening skills, volunteering to take on tasks in committees, etc. The candidate is encouraged to include actions that he/she plans to implement based on survey feedback.
- **Unit:** The majority of day-to-day interactions occur within the candidate’s Unit, therefore, the faculty and Chair/Director of the Unit are primarily responsible for evaluating the candidate’s collegiality via the Collegiality & Professionalism Survey (see Appendix).



Faculty responses will be redacted before being shared with the candidate, but the originals will be maintained within the Unit.

- **Unit Faculty** will
 - Thoughtfully complete the survey within the allotted time; and
 - Provide specific and clear examples of personally observed collegial behaviors and non-collegial behaviors, if applicable; and
 - Refrain from reporting hearsay examples or third-party situations.
- The **Chair/Director** will
 - Distribute the survey to the faculty as a Microsoft Form at the end of the semester preceding the semester of the candidate's review;
 - Tabulate, analyze, and summarize faculty responses;
 - Share results with the candidate and discuss actions necessary to address any areas identified as problematic;
 - Share results and recommended actions with Unit tenure/promotion committee chair; and
 - Formalize and submit a survey summary as an addendum to the Chair/Director's portfolio review letter.

Related Statutes or Regulations, Rules, Policies, or Standards

[CoSM Tenure & Promotion Procedures](#)

[HOP 02-304 Academic Promotion of Full-Time Faculty](#)

[HOP 02-316 Performance Evaluation of Faculty](#)

[HOP 02-320 Tenure and Continued Employment](#)



Appendix – Collegiality and Professionalism Survey

Survey Overview: A list of expected behaviors is provided for each critical area. Based on your personal experiences and observations, provide feedback on the demonstration of collegiality by the candidate. Please provide a general summary for each area using *Collegial (C)* and *Not Collegial (NC)*. In the space provided, include comments that support your conclusion. All comments will be summarized for the candidate, but the identity of the contributors will be protected, and all identifiers removed.

Teaching: Choose an item.

The collegial candidate demonstrates efforts to:

1. Consistently complete assigned teaching duties;
2. Effectively and respectfully communicate with students;
3. Provide support for students in and out of the classroom;
4. Participate in teaching discussions in a way that encourages innovation while respecting diverse viewpoints; and
5. Represent the Unit in a professional manner.

Please provide specific examples that illustrate your decision and include constructive feedback or suggestions. Explanation is required if you mark "NC".

Research & Scholarly Activities: Choose an item.

The collegial candidate demonstrates efforts to:

1. Effectively communicate with faculty and staff about research and scholarly activities;
2. Respect the research interests of others and shared workspaces, adhering to all safety protocols and maintaining a considerate and professional environment;
3. Respect and support colleagues and personnel regardless of position;
4. Represent the Unit in a professional manner.

Please provide specific examples that illustrate your decision and include constructive feedback or suggestions. Explanation is required if you mark "NC".



Service: Choose an item.

The collegial candidate demonstrates efforts to:

1. Productively participate and actively contribute to the mission of assigned committees and Unit initiatives;
2. Effectively communicate with faculty and staff;
3. Respect differing ideas/opinions;
4. Respect all colleagues and stakeholders regardless of position; and
5. Represent the Unit in a professional manner.

Please provide specific examples that illustrate your decision and include constructive feedback or suggestions. Explanation is required if you mark "NC".

Overall, I find this faculty member to be Choose an item.

Please provide any additional comments or examples that support your assessment, and any overall constructive feedback or suggestions.

Name: _____

Signature: _____

Date: _____