

Quick Guide to PS&S Processes—(Revised 5.18.15)

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PS&S Third-Year Formative Review Process

This process is for faculty intending to stand for senior faculty status during the academic year of their sixth probationary contract.

During the academic year of your third probationary contract, you will participate in a formative PS&S review. The first objective of the review is to foster your professional development as a teacher, scholar, and faculty member. The second objective is to help you prepare for standing for senior faculty status during the academic year of your sixth probationary contract. Follow the process below in preparing and participating in the third-year formative review.

1. Either before accepting an offer of a faculty position at OBU or as soon as possible after accepting a faculty position at OBU, go to the Professional Standards and Status web page at <http://www.okbu.edu/business-office/pss-forms> (1/20/15) and the Faculty Handbook to familiarize yourself with the PS&S Committee and the PS&S review process. The two most important documents are
 - a. Welcome to the PS&S Process available at http://www.okbu.edu/faculty/pss_forms/welcome_to_the_pss_process.pdf (1/20/15)
 - b. Faculty Handbook-available at <http://www.okbu.edu/assets/images/content/legacy/about/faculty-handbook.pdf> (1/20/15)
 - i. Section 2.6.2 Faculty Peer Evaluation
 - ii. Section 2.8 Senior Faculty Status: Policies and Procedures
2. In the spring semester of the academic year of your second probationary contract, inform the PS&S Committee chair of your need to participate in a third-year formative review during the academic year of your third probationary contract. The review may be in the fall or spring semester depending on your needs and the PS&S Committee workload.
3. Before the beginning of the semester of your review, complete the Review Committee Selection form (Selecting Your Committee- http://www.okbu.edu/faculty/pss_forms/review-committee-selection-form.pdf (1/20/15)). Follow the instructions in the Welcome to the PS&S Process document referenced above when you complete the form.
 - a. List in order of preference, three PS&S Committee members who you would like to chair your review committee. The PS&S chair will select one of them as chair.
 - b. Submit the names of three faculty members to serve as your review committee members. Before submitting these names, contact these faculty members to make sure they are able to serve on your committee. Follow the instructions on the

form and in the Welcome to the PS&S Process document in selecting these faculty members to serve on your review committee.

- c. List the names of ten peers who will complete an online evaluation providing information on your campus-wide involvement. Your Dean will also select ten other faculty members to complete the evaluation.
 - d. Provide your class schedule. Be sure to provide all the information requested. Your review committee chair will complete the last column, Faculty who will observe.
 - e. Send the completed form to the PS&S Committee chair.
4. Your review committee chair will work with you and the review committee members to determine which committee member will observe each course. Once the committee chair makes the course assignments, you will work with each committee member to schedule dates for two classroom visits.
 5. The Director of Assessment distributes online course evaluation forms to all of the students in your courses.
 6. The Director of Assessment distributes online peer evaluation forms to the ten faculty members you selected on your Review Committee Selection form and the ten faculty members your dean selected.
 7. Based on their observations in the two classroom visits, the committee members will complete the Class Observer Report available at http://www.okbu.edu/faculty/pss_forms/d.classobserverreport.doc (1/20/15.) During the first visit, the observer may briefly explain the PS&S process to the students and encourage them to complete the online course evaluation forms they will receive.
 8. After all of the Class Observer Reports have been completed, the student responses to course evaluation forms tabulated, and the responses to the peer evaluation forms tabulated your committee chair will schedule a Summary Session. Prior to the summary session, you will receive copies of all the Class Observer Reports and the results of both the course evaluations and the peer evaluations. These copies will have a PS&S stamp on them that validates the documents' authenticity. The Summary Session provides you and your committee members the opportunity to discuss the results of the review, for the committee members to make recommendations, and for you to ask questions.
 9. The committee chair completes the Summary Session Form, which after approval from the other review committee members the chair forwards to the PS&S Committee chair. The PS&S Committee chair forwards a copy to your dean.

Timeline for PS&S Third-year formative review process (Numbers refer to detailed description above)

Prior to first year at OBU (1)

Review and familiarize yourself with the following:

- Welcome to the PS&S Process available at http://www.okbu.edu/faculty/pss_forms/welcome_to_the_pss_process.pdf (1/20/15)
- Faculty Handbook-available at <http://www.okbu.edu/assets/images/content/legacy/about/faculty-handbook.pdf> (1/20/15)
 - Section 2.6.2 Faculty Peer Evaluation
 - Section 2.8 Senior Faculty Status: Policies and Procedures

Spring semester of the academic year of your second probationary contract (2)

Inform the PS&S Committee chair of your need to participate in a third-year formative review during the academic year of your third probationary contract

Academic year of your third probationary contract (3)

Before the beginning of the semester of your review, complete the Review Committee Selection form (Selecting Your Committee- http://www.okbu.edu/faculty/pss_forms/review-committee-selection-form.pdf (1/20/15)). Provide the following:

- Three PS&S Committee members to chair your review committee
- Three faculty members to serve as your review committee members. Contact them first
- Ten peers who will complete an online evaluation on your campus-wide involvement. Your Dean also selects ten other faculty members to complete the evaluation
- Your class schedule
- Send the completed form to the PS&S Committee chair

Semester of your review (4-9)

Review process

- Each review committee members visits one class two times
- Director of Assessment distributes online course evaluation forms to all of the students in your courses
- Director of Assessment distributes online peer evaluation forms to the ten faculty members you selected and the ten faculty members your dean selected
- Review committee members complete the Class Observer Report
- Summary session to discuss the results of the review
- Review committee chair completes the Summary Session Form-A copy is kept by the PS&S Committee chair and a copy is forwarded to your dean

PS&S Senior Faculty Status Process

This process is for faculty members seeking Senior Faculty Status (SFS) during the academic year of their sixth probationary contract.

Faculty members are responsible for checking with their dean regarding the earliest and latest contractual year they may seek SFS. The Professional Standards and Status (PS&S) web page at <http://www.okbu.edu/business-office/employee-resources>, and the Faculty Handbook are useful documents for information about the PS&S Committee and the PS&S Review process as related to seeking SFS.

Follow the steps below when preparing for the SFS process:

1. Faculty members seeking to apply for SFS must communicate intent **in writing** to their dean by **October 1** of the academic year in which they wish to stand. Faculty members are expected to simultaneously inform their department/divisional chair about the intent to stand for SFS. The request to the dean and the chair should indicate whether the faculty member intends to request a five-year or continuous contract status.
2. **Before December 1** of the faculty member's **fifth contractual year**, a request must be made for a PS&S Review for the Spring Semester. This review will be used in the Fall as part of the SFS process. Below are links to documents regarding the PS&S Review for SFS:
 - a. The "Welcome to the PS&S Process" document details the review process: http://www.okbu.edu/assets/images/content/legacy/pss/welcome_to_the_pss_process.pdf
 - b. The Faculty Handbook at: <http://www.okbu.edu/assets/images/content/legacy/about/faculty-handbook.pdf>
 - i. Section 2.6.2 Faculty Peer Evaluation
 - ii. Section 2.8 Senior Faculty Status: Policies and Procedures
 - c. In preparation for the Spring PS&S review, follow the process detailed in the "PS&S Third-year formative review process," steps 3-9.
3. By the **Fall Semester** following the Spring Semester PS&S Review, faculty members will assemble a portfolio, which will be reviewed by the Senior Faculty Advisory.
 - a. Faculty members will be assessed in four areas:
 - i. teaching effectiveness,
 - ii. professional development,
 - iii. university service, and

- iv. Christian commitment and service (See Faculty Handbook, Section 2.8.2.4 “Senior Faculty Advisory”).
- b. **Portfolio Guidelines:** Faculty members preparing portfolios for the SFS process need to follow the Portfolio Guidelines detailed in the PS&S document at this link: http://www.okbu.edu/assets/images/content/legacy/pss/guidelines_for_portfolio.pdf
- c. **During the Fall Semester,** the Chief Academic Officer will direct the deans of faculty members standing for SFS to form an Academic Unit Advisory (AUA). This advisory consists of faculty members from the candidate’s own department/division/college. The AUA follows the guidelines in Section 2.8.2.3 of the Faculty Handbook. A recommendation from the AUA concerning whether to approve or not approve SFS for the faculty member is sent to the Chief Academic Officer.
- d. **During the Fall Semester,** at a time announced by the Chief Academic Officer, faculty members seeking SFS will submit their portfolios for review by the Senior Faculty Advisory.
 - i. Senior faculty members will review the submitted portfolios and state in writing whether to approve or not approve SFS for each faculty member standing.
 - ii. The Chief Academic Office will tally the votes from the Senior Faculty Advisory and prepare a summary of any faculty comments. These results will be reported to the President and the Dean’s Council.
 - iii. The Deans’ Council: The deans of the colleges will review faculty members’ portfolios, and the results from the Senior Faculty Advisory and AUAs. The Deans’ Council will make a recommendation for each faculty member to the Chief Academic Officer regarding whether to approve or not approve SFS.
 - iv. Final decisions regarding SFS are made by the President and confirmed by the Board of Trustees. The President reviews materials from the Senior Faculty Advisory, the AUAs, the Deans’ Council and recommendations from the Chief Academic Officer before making a final decision. “The decision of the President, subject to approval by the Board of Trustees is final” (The Faculty Handbook, Section 2.8.2.6, p. 73).
 - v. The Chief Academic Officer is responsible for informing faculty members of the President’s decision as soon as possible.

8. You will be notified of the outcome of your candidacy for promotion after the Board of Trustees finalizes the decision.

PS&S Process for Promotion to Associate Professor

This process is for faculty standing for promotion to Associate Professor during the academic year of the sixth probationary contract or as otherwise established when hired. Faculty are normally eligible to stand for promotion to Associate Professor after having received six contracts as an Assistant Professor.

Candidates standing for promotion to Associate Professor who stood for Senior Faculty Status the previous semester do not have to undergo a new PS&S review and may submit the same portfolio with only small changes. If more time has passed since the candidate stood for Senior Faculty Status, a new review and portfolio may be required.

1. If you have not done so already, go to the Professional Standards and Status web page at <http://www.okbu.edu/business-office/pss-forms> (1/20/15) and the Faculty Handbook to familiarize yourself with the PS&S Committee and the PS&S review process. A detailed description of procedures regarding promotion may be found in section 2.7 of the [Faculty Handbook](#).
2. Review the criteria for promotion found in the section 2.7.1 of the [Faculty Handbook](#) and the standards established by section 2.7.2 of the [Faculty Handbook](#).
3. **By October 1st** of the academic year in which you will stand for promotion, you must notify in writing both your dean and the chair of your department or division of your intention to stand. See section 2.7.4.1 of the [Faculty Handbook](#) regarding the responsibilities of the Dean and the Chief Academic Officer.
4. The Chief Academic Officer will inform you of the date set for the Senior Faculty Advisory and of the date by which your portfolio for promotion must be submitted.
5. Prepare your portfolio in accordance with Appendix L of the [Faculty Handbook](#). If you stood for Senior Faculty Status in the previous semester, you should request updated letters of recommendation to reflect the criteria for promotion. You may use the same PS&S review as used the previous semester.
6. Submit the portfolio to the Chief Academic Officer by the established date in the spring semester.
7. The Dean and the Chief Academic Officer will arrange for an Academic Unit Advisory to review the candidate for promotion. The candidate has no formal responsibilities in the AUA process beyond working with the Dean to determine who will serve on the Academic Unit Advisory committee but may answer requests from the advisory committee to see materials in the portfolio before the Senior Faculty Advisory.

PS&S Process for Promotion to Professor

This process is for faculty standing for promotion to Professor. Faculty normally stand for promotion to Professor after having received six contracts as an Associate Professor.

1. If you have not done so already, go to the Professional Standards and Status web page at <http://www.okbu.edu/business-office/pss-forms> (1/20/15) and the [Faculty Handbook](#) to familiarize yourself with the PS&S Committee and the PS&S review process. A detailed description of procedures regarding promotion may be found in section 2.7 of the [Faculty Handbook](#).
2. Review the criteria for promotion found in the section 2.7.1 of the [Faculty Handbook](#) and the standards established by section 2.7.2 of the [Faculty Handbook](#).
3. **By October 1st** of the academic year in which you will stand for promotion, you must notify in writing both your dean and the chair of your department or division of your intention to stand. See section 2.7.4.1 of the [Faculty Handbook](#) regarding the responsibilities of the Dean and the Chief Academic Officer.
4. During the fall semester of the academic year in which you will stand for promotion, you should undergo a PS&S review. Before the beginning of the semester of your review or shortly after, complete the [Review Committee Selection form](#) (Selecting Your Committee (1/20/15)). Follow the instructions in the [Welcome to the PS&S Process document](#) when you complete the form.
 - a. List in order of preference, three PS&S Committee members who you would like to chair your review committee. The PS&S chair will select one of them as chair.
 - b. Submit the names of three faculty members to serve as your review committee members. Before submitting these names, contact these faculty members to make sure they are able to serve on your committee. Follow the instructions on the form and in the [Welcome to the PS&S Process document](#) in selecting these faculty members to serve on your review committee.
 - c. List the names of ten peers who will complete an online evaluation providing information on your campus-wide involvement. Your Dean will also select ten other faculty members to complete the evaluation.
 - d. Provide your class schedule. Be sure to provide all the information requested. Your review committee chair will complete the last column, Faculty who will observe.
 - e. Send the completed form to the PS&S Committee chair.

5. Your review committee chair will work with you and the review committee members to determine which committee member will observe each course. Once the committee chair makes the course assignments, you will work with each committee member to schedule dates for two classroom visits.
6. The Director of Assessment distributes online course evaluation forms to all of the students in your courses.
7. The Director of Assessment distributes online peer evaluation forms to the ten faculty members you selected on your [Review Committee Selection form](#) and the ten faculty members your dean selected.
8. Based on their observations in the two classroom visits, the committee members will complete the [Class Observer Report](#) . During the first visit, the observer may briefly explain the PS&S process to the students and encourage them to complete the online course evaluation forms they will receive.
9. After all of the Class Observer Reports have been completed, the student responses to course evaluation forms tabulated, and the responses to the peer evaluation forms tabulated your committee chair will schedule a Summary Session. Prior to the summary session, you will receive copies of all the Class Observer Reports and the results of both the course evaluations and the peer evaluations. These copies will have a PS&S stamp on them that validates the documents' authenticity. The Summary Session provides you and your committee members the opportunity to discuss the results of the review, for the committee members to make recommendations, and for you to ask questions. **You should keep the stamped documents for inclusion in your promotion portfolio.**
10. The committee chair completes the [Summary Session Form](#), which after approval from the other review committee members the chair forwards to the PS&S Committee chair. The PS&S Committee chair forwards a copy to your dean.
11. Early in the spring semester, the Chief Academic Officer will inform you of the date set for the Senior Faculty Advisory and of the date by which your portfolio for promotion must be submitted.
12. Prepare your portfolio in accordance with Appendix L of the Faculty Handbook.
13. Submit the portfolio to the Chief Academic Officer by the established date in the spring semester.
14. The Dean and the Chief Academic Officer will arrange for an Academic Unit Advisory to review the candidate for promotion. The candidate has no formal responsibilities in the AUA process beyond working with the Dean to determine who will serve on the Academic Unit Advisory committee but may answer requests from the advisory committee to see materials in the portfolio before the Senior Faculty Advisory.

15. You will be notified of the outcome of your candidacy for promotion after the Board of Trustees finalizes the decision.

Ongoing Senior Faculty Development Review Process

Purpose of Senior Faculty Developmental Review

Senior Faculty Developmental Review is a formative, mutually beneficial practice for both the university and the faculty. Through this process the university is assured of the continuing excellence of its faculty and faculty members are assisted in their continued development as teachers, scholars and leaders. Faculty who have been awarded Senior Faculty Status have already

- been deemed a “good fit” with the university’s mission
- demonstrated teaching effectiveness
- shown scholarly activity
- given valuable university service.

The purposes of the Senior Faculty Developmental Review are:

1. To assist senior faculty members to maintain instructional, disciplinary, and collegial vitality through a recurring process of comprehensive, reflective self-assessment and aspiration-setting during changing stages of a career. This accountability process should document that faculty are continuing to develop in teaching, scholarship, leadership and service (Christian, professional, university).
2. To verify that senior faculty members are enhancing a shared commitment to the collegial management of the affairs of the academy, are facilitating the work of the university to meet its mission, and are contributing to the long-term welfare of the OBU community.*

*(For a discussion of the purpose of ongoing faculty reviews, see Plater, W.M. 2001. A profession at risk: Using post-tenure review to save tenure and create an intentional future for Academic Community. *Change*, 33(4), 53-58.)

<http://ezproxy.okbu.edu:2048/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=4777874&site=ehost-live&scope=site>

Senior Faculty Developmental Review Process

The Senior Faculty Developmental Review is not intended to be a dismissal policy or procedure. (For the university dismissal/separation policy, see the Faculty Handbook.) This type of assessment process requires a willingness for peers to recognize and address needed change with colleagues.

If evidence which is of concern should arise in this process, the Review Committee can recommend a two year follow-up review. If the evidence is of high concern or if no significant progress is made to address concerns noted earlier, the Review Committee may request the PS&S Committee to address the issues with the Reviewee. The PS&S Committee may consider referring the concerns to the faculty member’s Dean. However, all materials gathered in this peer review process remain PS&S Committee records with access granted to the PS&S Committee and the Reviewee only.

The Senior Faculty developmental assessment occurs in a five year cycle.

1. In the spring of the fourth year, the PS&S Committee Chair notifies the senior faculty member that a developmental review is due the following year. The Senior Faculty Developmental Review can occur in either the Fall or Spring semester but must be completed and approved by April 15 of year five.
2. The PS&S Committee appoints a PS&S member to chair the Review Committee. The Reviewee selects 1-2 additional Senior or Junior faculty members to serve on the committee. The faculty colleagues are selected to provide either disciplinary expertise or expertise in an area the Reviewee plans to strengthen. The Reviewee is responsible for calling meetings.
3. Two Review Committee members will observe the Reviewee teaching one time each. The observer report will be the same as used for PS&S Reviews. This will be submitted to the Reviewee.
4. The Reviewee completes and compiles the following documents and supplies them to the Review Committee Chair. This is a compilation of documents for information only. It is not intended to be presented as a portfolio.
 - a. Annual documents (already collected)
 - i. Performance evaluations for the last 5 years (i.e., IDEA evaluations, Dean evaluations, etc.)
 - ii. Current Curriculum Vitae (annotated if preferred)
 - b. Documents to create
 - i. Faculty Contribution Appraisal Form (See document)
 - ii. Senior Faculty Developmental Reflection Form (See document.)
 - iii. Senior Faculty Developmental Plan (See document.)
 - c. Documents created by others
 - i. PS&S Classroom Observation reports
5. The documents are made available to the Review Committee members for preparation prior to the first meeting. The documents gathered in this developmental process are confidential and for PS&S and Reviewee use only. They are not to be used in any summative evaluation process.
6. The Committee and Reviewee meet to reflect, create and finalize the Developmental Plan.
7. The Senior Faculty Developmental Plan should be developed in consultation with the Review Committee and should entail meaningful and clearly articulated aspirations with accountability measures. Because the Plan's goal is developmental, it should be invigorating rather than threatening.
 - a. The plan should set substantive aspirations in one or more of the following areas: teaching, leadership, service, scholarship. They should demonstrate alignment with the university mission. The faculty member will develop a plan with the input of the committee, based upon the documents provided. It should reflect strategies for growth in an area of relative weakness as well as in areas of strength. It should facilitate

- ongoing vitality and expertise in teaching, scholarship*, leadership and service.
- b. Documented reflection on the last 5 years of student evaluations and a narrative reflection of the integration of faith and teaching/learning should be included in planning and growth strategies.
 - c. A PS&S Review or a Teaching Triad may be a strategy that is selected for growth but it is not adequate as the sole developmental review methodology.
8. The agreed upon Developmental Plan is submitted to the PS&S Committee for approval.
 9. The PS&S Committee approves the Developmental Plan and notifies the Dean regarding the completion of the process of developmental review.
 10. The only documents retained for PS&S records are the Senior Faculty Developmental Reflection Form and the Senior Faculty Developmental Plan. These documents will be stored electronically by the PS&S Chair. All Performance Evaluations, the Curriculum Vitae and the Faculty Contribution Appraisal Form are returned to the Reviewee.
 11. Senior Faculty may use this Developmental Plan to meet the Faculty Growth Agreement requirements for FDC for the year in which it is submitted before October 1. This may be year 5 or year 6.
 12. Senior Faculty who plan to stand for promotion when a Senior Faculty Review is due should complete the standard PS&S Review Process. This will satisfy the Senior Faculty Review requirement for that 5 year cycle.

*Boyer, E.L. (1990). *Scholarship reconsidered: Priorities of the professoriate*. Princeton, NJ: The Carnegie Foundation for the Advancement of Teaching.