

# **By-Laws Department of Earth, Ocean, and Atmospheric Science**

Approved October 12, 2010 by a majority of the faculty via a secret ballot.

## **Departmental Membership**

Membership in the Department shall include:

- Full-time or part-time regularly appointed faculty in tenured or tenure-earning positions
- Full-time or part-time faculty in non-tenure earning positions
- Professor emeriti
- Temporary or part-time appointees, including those serving as instructors; visiting faculty appointees; courtesy appointees; adjunct appointees; postdoctoral fellows
- Administrative and Professional personnel
- University Service Personnel System personnel

Only faculty members within the Earth, Ocean, and Atmospheric Science in tenured or tenure-earning positions, shall be entitled to vote in faculty meetings or by electronic and mail ballot. This is the group that shall vote on all matters unless specified otherwise.

## **Department Organization**

The department will initially be organized into oceanographic, geological and meteorological curricular groups. Initial membership in curricular groups will be based on the department to which a person was appointed in the 2009-10 academic year. Every voting faculty member will hold an affiliation in one, and only one, of these groups. Faculty may elect to belong to a particular curricular group upon appointment to the University and thereafter on an annual basis, provided they have taught degree-required courses in that curricula group's degree program in two of the previous five years. The Chair shall maintain a list of curricular group membership. This departmental organization will be reconsidered Spring semester of the 2010/2011 academic year and may be reconsidered thereafter if requested by a two-thirds super-majority vote.

## **Departmental Governance**

### **Committee and Office Structure**

All committees act in advisory capacity to the chair.

### **The Chair**

The Dean of the College of Arts and Sciences appoints a chair to serve at his or her pleasure (typically a three-year term). A candidate or small list of candidates for the Chair is recommended to the Dean by the faculty as a whole. The procedure by which the recommendation is made is that a Chair search committee is formed by the Dean, choosing from

a list of recommended members of the Department drawn up by the Executive Committee (described below). The Chair search committee is formed at the beginning of the last academic year of the sitting Chair's term and the list is presented to the Dean at a time he or she prescribes. This committee is composed of one representative from each of the Department's curricular groups, plus one member from the College of Arts and Sciences at large, appointed by the Dean. The committee has the option of recommending the sitting Chair continue for another term. The departmental committee members confer with the faculty from their curricular groups and others at their discretion to either determine if the Department wishes to retain the sitting Chair or to develop a short list of candidates for the Chair appointment. Candidates are interviewed by the faculty and the committee will solicit a ranking of the candidates from individual faculty. Ultimately, the committee recommends a list to the Dean. The Dean receives the recommendation as advice, but is not bound by the recommendation.

The Chair is the chief executive officer of the department. Among his or her duties are:

- Responsibility for meeting the department's administrative obligations.
- Take the lead in matters that concern the collective welfare of the department in conjunction with the Executive Committee.
- Prepare an annual operating budget and previous year-end financial report. These documents shall be presented to the faculty as early in the academic year as circumstances permit.
- Assign duties to each tenured, tenure-track or non-tenure-track faculty member via the Assignment of Responsibilities.
- Perform annual faculty and staff evaluations as guided by this document and based on the quality of the work performed by the faculty or staff member. Contributions to teaching, research and service are considered and weighted according to the Assignment of Responsibilities for that faculty member as are recommendations of the Faculty Evaluation Committee (see below).
- Supervise the department staff (directly or indirectly).
- Recommend salary merit increases to the Dean with input from the Faculty Evaluation Committee.
- Provide faculty members below the rank of tenured Full Professor a written evaluation of their progress toward promotion.
- Provide untenured tenure-track faculty a written evaluation of their progress toward the award of tenure.
- Conduct third-year reviews for untenured faculty.
- Coordinate, with the advice of appropriate committees and officers of the department, all segments of the academic program, such as degree requirements, curricular offerings, and catalog announcements. He or she shall determine and supervise, in consultation with appropriate committees, such matters as the scheduling of classes and the assignment of duties to faculty members.
- Serve as liaison officer and departmental representative to officers and bodies outside the department except when provided for otherwise.
- Report to the faculty the actions performed in administering departmental affairs.
- Facilitate student exit interviews.

### ***Removal of the Chair***

The Department may recommend to the Dean that a Chair be removed from office. Such an action must be taken according to the following procedure.

1. A petition calling for removal must be signed by one-third of the tenured, voting members and submitted to the Dean.
2. The Dean or the Dean's Representative shall preside at a meeting of the faculty to consider the petition. Two weeks notice shall be given of this meeting.
3. To be adopted, a motion for removal must be supported by two-thirds of the voting members in a secret, mail ballot. This ballot shall be conducted by an ad-hoc Elections Committee, who shall report the result to the Faculty and to the Dean.

### **The Associate Chair**

The Associate Chair is selected by the Chair for a three-year term and ratified by a majority vote of the faculty. The Associate Chair acts for the Chair in his or her absence and serves as a voting member of the Executive Committee (described below).

### **The Executive Committee**

The Executive Committee is composed of four tenured or tenure-track faculty members, one from each curricular group, chosen by election from the members of that curricular group, and the Associate Chair. Curricular group representatives may designate a substitute in the event that they are not able to attend a meeting of the Executive Committee. The curricular group representatives serve two-year terms. At the first Executive Committee election, two curricular groups representatives (selected by lottery) will be elected for a one-year term. Persons elected for a one-year term are eligible for reelection for two additional terms. The Chair is an ex-officio, non-voting member of the Executive Committee. Members of the Executive Committee have signature authority for transmittal forms that do not commit department resources. Only the Chair or his or her direct designee sign documents committing department resources.

### **Graduate Program Chair**

The Department shall have a Graduate Program Chair to be appointed by the Department Chair. The duties of the Graduate Program Chair will be to meet with and coordinate the activities of the three Area Admissions and Curriculum Subcommittees (see below) and report to and coordinate graduate program issues with the Department Chair.

### **Area Graduate Admissions and Curriculum Committees**

The Chair shall establish a graduate admissions and curriculum committee consisting of subcommittees serving two-year terms by the degree-specific faculties. These area subcommittees will make admission recommendations to the Department Chair. Each area

subcommittee will consist of three faculty members representing each graduate degree area. The area subcommittees will be responsible for graduate admissions and admissions criteria, and the graduate curriculums in each degree area. Changes in graduate admission and/or curriculum policy in each discipline will go through the corresponding area subcommittee first and then through the faculty within the given degree area. Issues such as admission from the B.S. directly into the Ph.D. programs should be handled by the respective subcommittees. Issues of overlapping curricula (interdisciplinary) or interdisciplinary deficiencies in curricula should be dealt with by two or three (as appropriate) of the area subcommittees acting as a single committee.

### **Graduate Representative Committee**

A Graduate Representative Committee will be elected by the graduate student body to provide advice and concerns to the faculty on various educational/teaching/research issues. This committee should contain six, full-time graduate students, two from each of the three curricular groups. Members of this committee are invited to attend regular departmental faculty meetings.

### **Director of Undergraduate Studies**

The Director of Undergraduate Studies shall be appointed by the Chair for a two-year term. The duties of the office shall be concerned with undergraduate students' affairs including coordinating matters relating to undergraduate training in the Department including curricula, recruitment and admission of students, program requirements, etc. and planning and coordinating upper- and lower-division advising assignments, orientation meetings for new students, etc.

### **Undergraduate Program Committee**

This committee shall establish and help implement policies relating to undergraduate education, curriculum changes, and advising (both lower- and upper-division). The committee shall consist of one faculty member, appointed by the Department Chair, representing each undergraduate degree. The Chair will designate one member of the committee to be Director of Undergraduate Studies. The committee will draw upon expertise from individual curricula groups for guidance when appropriate.

### **Faculty Evaluation Committee**

The Faculty Evaluation Committee advises the Chair as to the relative performance of each faculty member. The committee will consist of three members, one from each curricular group. Each curricular group will elect their representative. Faculty eligible for election to the committee must have received a “satisfactory” performance evaluation in each of the previous three years. The charge of the Faculty Evaluation Committee will be to present to the chair merit and performance evaluations of all Faculty members. The committee shall meet as often as needed during the academic year. The procedure for annual and merit evaluations are described in the Procedures and Criteria for Merit Review of Faculty Policy (Appendix A).

### **Promotion and Tenure Committee**

This committee shall make recommendations regarding promotion and tenure. A tenure committee consists of all appropriate tenured faculty; the committee for promotion to the rank of Full Professor consists of all Full Professors and that for promotion to Associate Professor consists of all Associate and Full Professors. These recommendations will be made in accordance with previously adopted guidelines (see Appendix A: Statement of Promotion and Tenure). A chairman of the committee will be elected by majority vote of the faculty at the first faculty meeting of each academic year. The term of that chair will be one year and terms can be repeated.

Each year, every faculty member below the rank of tenured Full Professor will be considered for promotion. Those who agree to be considered and have a record consistent with appropriate University, College, and Department standards for consideration for promotion or tenure during the next academic year will be named by the chair of the committee at the last faculty meeting of the prior academic year. At that time, a subcommittee of the promotion and tenure committee will form, with a membership drawn from the curricular group of the candidate. Membership on this subcommittee will vary depending on the status for which a candidate is being considered. The subcommittee will be charged with assembling the promotion and or tenure file of the candidate according to university promotion and tenure guidelines. The subcommittee will elect a chair who will orchestrate the binder assembly over the course of the summer prior to the nomination of the candidate.

The department wide promotion and tenure committee will meet no later than the end of the first full week of September for the purpose of considering the candidates for promotion and tenure. Subsets of the committee of the whole, e.g. all tenured faculty for a tenure file, will hear the recommendation of the subcommittee as to promotion and tenure for the case at hand. That subset of the committee will then vote. Subsequent action on the file will be in accord with standard University promotion and tenure guidelines.

The committee shall, by a comparable procedure, perform a *Sustained Performance Review* of tenured faculty members once every seven years following the award of tenure or their most recent promotion. The Chair is exempt from the review during his or her appointment and is evaluated seven years after stepping down. The committee will provide the Chair with a written summary of its review. Namely, the names of the faculty up for review will be announced to the faculty at the earliest possible date, and a subcommittee drawn from all the Full Professors in that curricular group will form. That committee will meet to perform the review in accordance with university guidelines and curricular group norms. Faculty members selected for the review may not participate in this review. This review is to be completed by the end of the annual review process.

One member of this committee holding the rank of Full Professor shall be elected by the Promotion and Tenure Committee to serve as the representative of the department on the Natural Sciences Area Promotion and Tenure Committee. This person shall report back to the faculty on his or her impressions of criteria being applied by the area committee and any other committee to which he or she may be elected.

### **Awards Committee**

This committee shall gather appropriate information and nominate faculty and students for applicable professional awards on the local, national and international levels. This committee shall consist of five members elected for staggered two-year terms. During the first year in which these bylaws take effect, two members will be elected for two-year terms and three for one-year terms. The committee shall meet during the first month of each semester and sets its calendar for the remainder of the semester based upon charges given by the Chair.

### **Buildings and Space Sub-Committee**

This committee shall make recommendations for the utilization of space assigned to this department. The committee is composed of one individual elected from each curricular group and committee members serve three-year terms. This committee shall establish procedures for the assignment of offices to faculty and students, and research and storage space. This committee shall also consider future space needs based on changes in faculty, research programs, etc. The committee shall meet during the first month of each semester and sets its calendar for the remainder of the semester based upon charges given by the Chair. The members of this committee from each curricular group will be given prime responsibility for space issues associated with that curricular group.

### **Computer Sub-Committee**

This committee shall annually review and recommend possible changes to the Department maintained computing systems, including the administrative system. The committee will be composed of one faculty member elected from each curricular group and the one staff from the computer system personnel who is the supervisor of the computer systems personnel. Faculty serve three-year terms. The supervisor of the department computer systems personnel shall conduct their annual evaluations. The criteria for evaluations are given in the position description. The Chair shall review the annual evaluations and communicate the evaluation to computer systems personnel. The committee shall maintain and update the Department's computing policy document as necessary. The committee shall meet during the first month of each semester and sets its calendar for the remainder of the semester based upon charges given by the Chair.

### **Laboratory and Shop Committee**

This committee supervises the department's laboratory support personnel and machine shop. The chair of this committee is the immediate supervisor of the laboratory and machine shop personnel and is responsible for annual evaluations and for recommendations of promotion. The committee will be composed of one faculty member elected from each curricular group and serve three-year terms. In addition, the chair must provide annual letters to all facility personnel beneath the highest rank for which they are eligible outlining their progress towards promotion. The Chair shall review the annual evaluations and progress reports and communicate the evaluations and recommendations to instrument and machine shop personnel. The criteria for staff evaluations are given in the position description. The committee's charge is to assure

that the shop and laboratory personnel's work is maximally productive and that work for the various faculty members is done equitably.

### **Marine Field Group**

The Marine Field Group is primarily a sea-going support facility. The Department Chair appoints the Marine Field Group (MFG) chair and committee. The committee's charge is to oversee the MFG, to assure that the MFG is maximally productive and that work for faculty members is done equitably. The MFG committee chair is the immediate supervisor of facility's personnel and in consultation with the MFG committee commits the use of the MFG and its resources. The chair is responsible for annual evaluations and for recommendations of promotion of the MFG personnel. The Department Chair reviews the annual evaluations and progress reports and communicates the results of this review to the MFG chair, and personnel. The criteria for staff evaluations are given in the position description. These results include a statement outlining the progress of MFG personnel towards promotion.

### **Library Resources Advisor**

This individual, appointed by the Chair, makes recommendations to the faculty on matters concerning the university libraries and is responsible for monitoring any departmental allocations received from the University Library Committee.

### **Other Committees**

The Chair shall establish such additional committees for the 12-month academic year as are needed to conduct the affairs of the department. The functions and membership of each committee shall be made known to the department as soon as practicable in the academic year.

### **Faculty Expectations**

The Department strives for excellence in the three areas of teaching research and service, with particular emphasis on how those relate to standards of performance within a faculty member's discipline. The minimal expectations of all faculty members are to teach an appropriate number of courses, receive acceptable ratings as a teacher, advise and graduate an appropriate number of graduate students, advise an appropriate number of undergraduate students each year, be funded by external state, federal or private organizations to conduct research, publish scholarly papers in high quality, discipline appropriate journals, review papers and proposals within their field and serve at university, national and international levels as needed and requested.

Assignments of responsibility will be developed based on a review of faculty activities in the three areas of teaching, research and service as described the Procedures and Criteria for Merit Review of Faculty Policy. Failure to meet these standards in any one area can constitute reason for adjustments of the assignments of responsibility to reflect those activities, in accordance with normal university procedure.

### **New Faculty Recruitment**

The procedures for recruiting and hiring faculty are described in department policy.

## **Faculty Senator**

The department will elect its faculty senators and official alternates at such times as are specified by the constitution of the Faculty Senate. The senators are responsible for attending faculty senate meetings and informing the department of developments affecting the department and its members.

## **Faculty Meetings**

### **Kinds and frequency of meetings**

The faculty of the department shall meet in regular session once each month, whenever possible, during the regular academic year. The dates of meetings shall be established by the Chair in consultation with the Executive Committee. Dates of departmental meetings shall be distributed early in the fall term. Additional sessions may be called by the Chair or the Chair's designated representative (1) on the Chair's own initiative, (2) at the request of the Executive Committee, or (3) at the written request of six voting department members. Faculty members are expected to attend.

### **Meeting Structure**

The Chair shall normally preside at faculty meetings. In the absence of the Chair, the Associate Chair shall preside. The Chair shall prepare the agenda for each meeting and distribute copies to the members normally one week prior to the meeting and faculty members may request in writing that items be included on agendas. A majority of the voting members of the Department shall constitute a quorum at any faculty meeting. If a quorum is not achieved, the meeting may proceed, but no votes may be taken. Meetings shall be conducted in accordance with Robert's Rules of Order, latest revision, except as otherwise provided in these bylaws. The Departmental Administrative Assistant shall serve as Secretary. In the absence of the Secretary, the Chair shall appoint a substitute. The duties of the Secretary shall be:

- to record the minutes of departmental meetings;
- to distribute copies of minutes to all departmental faculty members within one week following the meeting; and,
- to keep in the departmental office a complete file of departmental minutes.

The first order of business at each meeting shall be disposition of the minutes of the previous meeting.

### **Voting**

A majority vote of those voting on an issue is required for its passage. The majority is to be based on percentage of votes cast, not the percentage of eligible voters, unless otherwise stipulated in these bylaws. Voting members of the Department who are on leave, sabbatical, or



release time may vote, by electronic means, on departmental issues with the understanding that they make an effort to inform themselves of the issue at hand. Voting faculty may, if they wish, assign their vote on specific issues by proxy to another member of the voting faculty. Assignment of proxies must be in writing to the Chair.

### **Amendments to the Bylaws**

Any three voting members of the Department may propose an amendment to these bylaws. A proposed amendment must be made available to the voting members at or before a departmental meeting that occurs at least two weeks prior to the date of the meeting at which a vote on adoption is to be taken. To be adopted, a proposed amendment must receive an affirmative vote by two-thirds of the members present and voting (including proxies), assuming a quorum. In the event of an emergency, a proposed amendment may be adopted at the same meeting in which it is presented if it receives an affirmative vote by three-fourths of the members present and voting. All voting on proposed amendments shall be conducted by secret ballot.

### **"Sunset" Provision**

These bylaws shall cease to apply after the November 2014 faculty meeting unless they are approved again by a ballot vote of a majority of the voting members of the faculty.

### **Appendix A. Promotion and Tenure Criteria (Tenured and Tenure-Track)**

Promotion from Assistant Professor to Associate Professor requires evidence of excellence in teaching, research and service. Evidence for teaching performance includes, but is not limited to, offering courses at a rate characteristic of the candidate's curricular group, strong student and peer evaluations for courses offered by the faculty candidate since beginning their faculty appointment, and mentoring of graduate students. The faculty candidates for promotion are expected to have developed a national reputation. Evidence of research productivity includes, but is not limited to, a record of publication in peer-reviewed journals, contracts and grants, and presentations given at national meetings. It is expected that a faculty member considered for promotion will be advising graduate students nearing completion of their degree, although completion is not required. Service shall be judged primarily through performance in activities such as Departmental committees, providing peer review, and chairing sessions at professional meetings. The curricular groups will provide guidance to the faculty regarding quality of journals, competitive nature of funding sources, typical levels of student activity, norms for service, and other activities used to evaluate the candidate's record.

Promotion from Associate Professor to Full Professor requires evidence of excellence in teaching, research and service. Evidence for teaching performance includes, but is not limited to, offering courses at a rate characteristic of the candidate's curricular group and strong student evaluations for courses offered by the faculty candidate since beginning their faculty appointment or last promotion. Research productivity should have led the faculty candidate to the development of an international reputation. Evidence of research acumen includes, but is not limited to, publications in peer reviewed journals, grants funded through federal or state agencies and presentations at international meetings. It is expected that a faculty member considered for this promotion will have advised at least one student successfully to a PhD degree. Service shall

be judged primarily through performance in activities such as Departmental and University committees, service to professional organizations, serving on editorial panels and peer-review panels. The curricular groups will provide guidance to the faculty regarding on quality of journals, federal and state funding agencies, typical levels of student activity, norms for departmental service, and other activities used to evaluate the candidate's record.

The granting of tenure to an untenured faculty member at the rank of Assistant Professor requires evidence of excellence in teaching and research. Granting tenure to an a faculty member holding the rank of Associate Professor or Full Professor requires evidence of excellence in teaching, research, and service. Evidence for teaching performance includes, but is not limited to, offering courses at a rate characteristic of the candidate's curricular group, strong student and peer evaluations for courses offered by the faculty candidate since beginning their faculty appointment, and mentoring of graduate students. The faculty candidates for tenure at the rank of Assistant Professor are expected to have developed a national reputation and at the ranks of Associate Professor or Full Professor are expected to have an international reputation. Evidence of research productivity includes, but is not limited to, a record of publication in peer-reviewed journals, grants funded through federal or state agencies, and presentations given at national meetings. It is expected that a faculty member considered for tenure will be advising graduate students nearing completion of their degree, although completion is not required. Service shall be judged primarily through performance in activities such as Departmental and University committees, service to professional organizations, providing peer review, serving on editorial panels and peer-review panels, and chairing sessions at professional meetings. The curricular groups will provide advice to the faculty as a whole as to norms for teaching, research, service, and other activities used to evaluate the candidate's record.

### **Appendix B: Promotion Criteria (Non-tenure Earning Faculty)**

Non-tenure track faculty are promoted and evaluated based on their performance of their assignments as specified by the Assignment of Responsibilities. The evaluations are performed by the direct supervisors of the non-tenure track faculty in question and are communicated to the Chair of the Department. Recommendations for promotion are made to the Chair by the non-tenure track faculty direct supervisors, who then forwards them to the Dean. Non-tenure track faculty at ranks beneath the highest rank for which they are eligible receive letters from their direct supervisors about progress towards promotion.

### **Appendix C: Procedures and Criteria for Annual and Merit Review of Faculty Policy**

#### 1) Procedures for Evaluation

- a) Faculty Merit File and Evidence of Performance Report. It is each faculty member's responsibility to prepare an Evidence of Performance Report (EPR), which will be placed in that person's merit file for a given review cycle. To facilitate evaluation, the EPR should be no more than four (4) pages in 11-12-point font, with 1.5 line spacing, and one inch margins, and should provide a concise summary of activities and evidence regarding teaching, scholarly/creative activities, and service. The EPR should be accompanied by a one-page "brag sheet" summarizing the EPR. Faculty members may place additional evidence of teaching effectiveness, documentation regarding

scholarly/creative activity, and indication of service and performance in their merit files as they determine, but this will be in addition to the maximum four-page EPR. Failure of a faculty member to submit an EPR by the announced due date shall be interpreted as a waiver of opportunity for merit pay increases for that review cycle. SUSSAI and SPOT summaries and the Assignment of Responsibilities for the review cycle under consideration will be placed in each faculty member's merit file.

- b) Curricular Group Evaluation. Members of each curricular group will evaluate faculty merit files within their curricular group on the basis of each faculty member's (1) annual assignment of responsibilities, (2) the *Faculty Handbook* and (3) *The Collective Bargaining Agreement*, if any. In the first year, the curricular groups will use existing procedures for each group, but the groups will use a common instrument. The instrument will evaluate faculty performance in areas consistent with the Assignment of Responsibilities using a 1 to 5 ranking scale with 5 representing outstanding and 1 poor performance. Any rank different from 4 must be justified in writing by the evaluator and any ranking not justified will not be considered in the evaluation. Each faculty member may evaluate other curricular group members but will not evaluate themselves, relatives, or spouses. The curricular group representative will average the individual ratings. These ratings shall be forwarded to the Chair.
  - c) Faculty Evaluation Committee Evaluation. Taking into account individual assignment of responsibilities, the Faculty Evaluation Committee will present to the Chair an overall evaluation of all Faculty members in each of the four evaluation areas of research, teaching, service and overall performance as SATISFACTORY, OFFICIAL CONCERN, NOT OBSERVED or INADEQUATE. The Chair or her/his designee will compile the distribution of the evaluative statements for each faculty member and provide each faculty member with their distribution as provided by the Faculty Evaluation Committee. Further, the Faculty Evaluation Committee will advise the chair on a ranking to be used in the distribution of merit raises. No member of the committee is permitted to evaluate his or her spouse or another relative. The Faculty Evaluation Committee members will be evaluated separately by the Chair taking into consideration the curricular group evaluation.
  - d) Chair's Evaluation. The Chair shall evaluate all faculty members on the basis of their status in the profession and their contributions over a period of three years, as well as on the basis of their merit files for the review cycle under consideration (as defined below).
  - e) Merit File Rankings. Merit files will be ranked based on the ratings of the curricular group members, elected members of the Faculty Evaluation Committee, and the Chair. All ratings shall be based on the same differentiated scale using a designated form. The result shall be the basis for merit pay increases for the review cycle under consideration. Faculty members may have access to their individual merit file folders and their ratings on each of the three evaluations. They may not have access to such information about any other faculty member.
- 2) Criteria for Evaluation
- a) Documents to be considered.
    - i) Assignment of Responsibilities (instruction and other assigned duties)
    - ii) SUSSAI and SPOT Reports
    - iii) Evidence of Performance Report
    - iv) Supporting Documentation

- v) Brag Sheet
- b) The evaluation shall be based on evidence of teaching effectiveness, scholarly/creative activity, service, and any other duties. The weighting of evidence shall be informed by the Assignment of Responsibilities.
  - i) Evaluation of Teaching Effectiveness shall be based on such measures as SUSSAI and SPOT ratings, achievement of students, and success in attracting students to the University, although not necessarily limited to these measures. Supportive evidence of student achievements and performance shall be considered.
  - ii) Evaluation of Scholarly/Creative Activity shall be based on published research articles books; proposals authored and funded; presentation of professional papers; honors, awards or other recognition accruing from excellence in research; and unpublished research or creative projects for which evidence is presented. It is understood that evaluation of scholarly/creative activity is not necessarily limited to these items and activities, and that there is a wide range of merit possible between and within these examples. The evaluation shall include consideration of the faculty member's performance over the past three years or since the last opportunity for merit raise if it has been greater than three years, professional activity as well as the larger academic and professional community's recognition of this activity.
  - iii) Evaluation of Service shall be based on evidence of service on Department, College or University committees, councils, and senates; service in administration; service in appropriate professional organizations; participation in meetings, symposia, conferences, or workshops; service on local, state, and national governmental boards, agencies, or commissions; and professional service outside the University where one's scholarly expertise is utilized.