ENGLISH DEPARTMENT 11G Conversion Procedure

EFFECTIVE MAY 2015-MAY 2017

Adjunct Hiring Policy

When hiring adjunct faculty to meet curricular needs, the English Department will hire faculty with demonstrated expertise* in the area(s) of hire, and the search committee that screens candidates will include faculty with expertise in the area in which the hire is needed. For example, when the department needs instructors to teach basic writing or introductory composition courses, we will hire specialists in Rhetoric & Composition to teach them, and include experts in Rhetoric & Composition on the search committee; when the department needs instructors to teach Journalism, we will hire specialists in Journalism, and include experts in Journalism on the search committee. And so on.

* Preferably an advanced degree, but we also take into account graduate course work, qualifying exams, and a demonstrated record of scholarship. For journalism, business writing, and technical writing adjuncts only, experience and/or employment in the appropriate field can also count as expertise if approved by the appropriate Minor committee.

Job Description

Job description will be based primarily on teaching assignments at WCU from the last five years, but may include other teaching assignments based on the individual's areas of expertise and department need, and general education teaching in "academic foundations" and "distributive" requirement courses.

Dossier

The dossier will include:

A. Application letter
B. Job description (provided by the Department Chair)
C. CV
D. Transcripts, opened
E. Three letters of recommendation, opened
F. Five annual performance reviews (Each performance review should include signed copies of both the Department Committee Report and the Chair's Report. No other material, such as CV, SRISs, and observations, should be in this section.)
G. Official student evaluations—10 sets of SRISes*^
H. Peer evaluations *^ (There should be two observations from peers for each academic year.)
I. Chair Evaluations *^ (There should be one observation from the Chair for each academic year.)
J. Sample Syllabi (minimum of 2)
K. Scholarly writing sample written either for an academic conference or refereed publication (latter is preferred)

L. Statement of professional growth and development: Candidate is asked to include a statement that describes how s/he sees her/himself as a teacher, scholar, and contributing member of the department, including plans for future growth in these areas. Candidates will be informed that this statement will be used as part assessing their candidacy for conversion under article 11G but it will not be used to determine the person's statement of expectations.

* Items with an asterisk must be in chronological order, meaning the oldest documents should appear first in the arrangement, and the most recent documents should appear last.

^ When a full-time adjunct faculty member applies for conversion during their tenth semester, he or she may have only nine sets of SRIS evaluations, and possibly only four Peer Observations and/or four Annual Performance Reviews. In such cases, the conversion candidate should include a brief note at the beginning of each applicable section notifying the committee that there is one less SRIS set, Peer Observation, or Annual Performance Review.

Evaluating Dossier

Screening Committee Reviews Dossiers and Recommends to Department; Department Ballot Decides Conversion

1. Dossiers will be screened by an elected 11G conversion committee (5 members)

2. Committee will use a rubric (included at the end of the document) that is based on the requested contents of dossier to determine if the dossier contains all requested information. The screening committee will make the rubric available to the department and to 11G conversion candidates.

3. Committee will produce one completed rubric representing the members' collective evaluation of the completeness of the candidate's dossier.

4. The committee will forward the names of qualified individuals to the department in the form of a ballot that reads: "The 11G Conversion Screening Committee has determined that _____(person's name) meets all departmental dossier requirements for consideration for conversion under article 11G of the CBA. A summary version of the committee's rubric is located in the candidate's dossier. As a reminder this committee's role is not to recommend a specific vote, but to screen the candidate's application for completeness. It is expected that department members review the dossier and cast ballots on the question of the candidate's conversion. It is important that you participate in this process. Vote to approve or disapprove below."

5. If the candidate's dossier is incomplete or s/he didn't submit a one at all, then we put out a different ballot: "_____(person's name) did not submit a dossier and does not wish to be considered for conversion under article 11G of the CBA. A vote to 'disapprove' the candidate's conversion is consistent with her his wishes. The candidate retains the right to apply again in the future." OR "_____ (person's name) submitted an incomplete and insufficient dossier, making it impossible for 11G Conversion Screening Committee to adequately review the candidate's dossier. At this time, we recommend a vote to 'disapprove' with the understanding that the candidate retains the right to apply again in the future."

6. The department reviews the dossier of individuals recommended by the committee and then casts their ballots. Faculty will have access to the screening rubric for use as they review the dossiers before casting their ballots. The department vote will determine if an individual is converted to tenure track under article 11G.

7. The 11G conversion screening committee will review the process and report to the Executive Committee at the end of two academic years; they will recommend any changes they deem necessary. These changes will be brought to the department for discussion and vote.

Determining the Rank of a Converted Candidate

For each 11G candidate who has received a positive conversion vote, the department has the opportunity to suggest a rank to management. (This rank recommendation is non-binding but nonetheless an important indication to management of a department's wishes concerning the candidate's rank.) The process for arriving at this recommendation of rank is as follows:

Following a positive conversion vote, the department will then vote on a candidate's rank in a separate ballot. This second ballot will be set up in the following manner:

- Two voting choices: Instructor and Assistant Professor
- A short statement from the 11G candidate requesting the rank that he or she deems appropriate, with any necessary explanation.
- The language from the WCU Promotion Policy that defines the rank of Assistant Professor: "Minimum of Master's Degree plus 10 semester hours of graduate credit; at least four years of teaching experience."
- The following statement: "The department understands that the rank vote is NOT binding, and that it only provides the chair with backing as she negotiates with management about the conditions of the conversion. Because this candidate has already been converted, this vote will have no effect on the candidate's conversion status."

11G Screening Rubric

<u>To conversion candidates</u>: As stipulated by our departmental 11G process, your dossier will be evaluated according to a rubric that is based on both the job description and the required contents of the dossier. Please submit your materials in the order and quantity specified on the chart below. Failure to include any of these materials will result in an incomplete dossier.

* Items with an asterisk must be in chronological order, meaning the oldest documents should appear first in the arrangement, and the most recent documents should appear last.

^ When a full-time adjunct faculty member applies for conversion during their tenth semester, he or she may have only nine sets of SRIS evaluations, and possibly only four Peer Observations and/or four Annual Performance Reviews. In such cases, the conversion candidate should include a brief note at the beginning of each applicable section notifying the committee that there is one less SRIS set, Peer Observation, or Annual Performance Review.

<u>To 11G Committee members</u>: Please initial in either the "Yes" or "No" column for each item. Marking "Yes" indicates that the item is complete; "No" indicates that it is incomplete.

Completeness of Dossier Contents	Yes	No
Application letter		
Job description (provided by the Department Chair)		
CV		
Transcripts, opened		
Three letters of recommendation, opened		
Five Annual Performance Reviews*^ (Each performance review should include signed copies of both the Department Committee Report and the Chair's Report. No other material, such as CV, SRISs, and observations, should be in this section.)		

Official Student Evaluations—10 sets of SRISes*^		
Peer Evaluations*^ (There should be two observations from peers for each academic year.)		
Chair Evaluations*^ (There should be one observation from the Chair for each academic year.)		
Sample Syllabi (minimum of 2)		
Scholarly writing sample written either for an academic conference or refereed publication (latter is preferred)		
Statement of professional growth and development: Candidate is asked to include a statement that describes how s/he sees her/himself as a teacher, scholar, and contributing member of the department, including plans for future growth in these areas. Candidates will be informed that this statement will be used as part of assessing their candidacy for conversion under article 11G but it will not be used to determine the person's statement of expectations.		