

DEPARTMENT OF CRIMINAL JUSTICE SCIENCES
Department Faculty Status Committee
Policies and Procedures

Effective January 1, 2018
Amended and Approved Nov 14, 2014
Submitted to CAST for approval Nov 17, 2014
Amended Jan 29, 2016
Changes approved by CAST Sep 13, 2017

The Mission of the Department of Criminal Justice Sciences

Vision Statement

To become the first choice for Criminal Justice education & research

Mission Statement

The Department of Criminal Justice Sciences addresses evolving issues through student-oriented teaching, innovative research, and service to the community. We are committed to excellence in the preparation of students to become future leaders and engaged citizens in their careers, communities, and the larger society.

**I. SELECTION, ORGANIZATION, AND RESPONSIBILITIES OF THE
DEPARTMENT FACULTY STATUS COMMITTEE (DFSC)**

A. Composition and Terms of Office

1. The Department shall have a DFSC composed of four members of the faculty and the Chairperson of the Department who is an ex-officio, voting member and Chairperson of the Committee. A majority of the elected members of the Committee must be tenured.
2. The DFSC shall act in accordance with current Appointment, Salary, Promotion and Tenure Policies (ASPT) of the University as well as the College of Applied Science and Technology Standards.

B. Procedures for Selection of Members

1. Eligibility to Vote for DFSC Members

This document was unanimously voted on and approved on Friday, December 10, 2010.

This document was unanimously amended, voted, and approved Friday, September 23, 2011.

This document was amended, voted, and approved by a vote of 10 YES, 2 No Reply, October 28, 2011.

This document was amended, voted upon, and approved by a vote of 9 YES, 1 NO in April, 2017 by e-vote.

- a. For election of faculty members to the DFSC: all full-time probationary tenure or tenured members of the Department are eligible to vote.

2. Election Process

- a. Each year the chairperson shall determine in advance of the election the qualifications of the candidates for election to the DFSC, taking into account the University requirement that the majority of the members of the DFSC be tenured. The chairperson shall, in accordance with ASPT procedures and Department guidelines, provide a list of eligible faculty to the Department Elections Committee who will in turn solicit nominations of candidates as well as administer the election.
- b. Election of representatives to the DFSC shall be completed by secret ballot by May 1 of each academic year. The names of these individuals shall be reported to the Dean of the College immediately following election.
- c. In any DFSC election in which two faculty must be elected, the two faculty members with the most votes shall be declared the winners. When a vacancy is created on the DFSC due to a resignation, sabbatical leave or other reasons, vacancies shall be filled by election within one month of their vacancy. Members elected in this manner shall complete the unexpired term of the member vacating the position on the DFSC.

C. Responsibilities of the DFSC

1. The DFSC shall be responsible for conducting pre-tenure reappointment reviews.
2. The DFSC shall be responsible for conducting annual performance evaluations of faculty. Performance evaluations shall be used for determining, as detailed in Section VIII, the amount of performance-evaluated salary increment to be awarded.
3. The DFSC shall be responsible for reviewing faculty members' professional activities and performance for purposes of determining annual performance evaluations and salary increments, formulating recommendations for promotion and tenure, reappointment, dismissal, and conducting post-tenure reviews.
 - a. In cases of tenure and promotion, the DFSC shall provide written notification to the candidate of its recommendation and rationale prior to submitting its recommendation to the CFSC and shall provide opportunity for the candidate to meet with the DFSC in accordance with University policy.

- b. Annual performance evaluations shall be provided to all tenured and tenure-track faculty in writing in accordance with University policies. This letter shall provide an assessment of the faculty member's strengths and weaknesses and, when applicable, progress toward achievement of promotion and/or tenure.
- c. At the faculty member's request, the DFSC may conduct discussions with faculty which may focus on the faculty member's performance, and when appropriate, on the faculty member's progress toward promotion and/or tenure. One purpose of these discussions is to provide mentoring for faculty who have not reached the rank of Professor. They also provide an opportunity for the faculty member to ask any questions arising from their annual performance evaluation or any other matter. It is recommended that these discussions be conducted every other year with faculty who have not been promoted to the rank of Professor. They may also be conducted every five years for tenured faculty as part of the post-tenure review process. In addition, any faculty member may request an opportunity to discuss their performance with the DFSC at the time annual performance evaluations are conducted and reported. This is generally during the period of January and February. The faculty member can request an interim review at other times. This review must be conducted by the Committee. Individual DFSC members by themselves are not permitted to conduct individual reviews without the approval of the entire DFSC.
- d. The DFSC shall report its recommendations regarding performance evaluations, promotions, and tenure to the CFSC in accordance with University ASPT policies.

II. APPOINTMENT POLICIES

- A. Initial tenure and tenure-track faculty appointments shall have the approval of the majority of DFSC members.
- B. The DFSC and the Chairperson shall make appointment recommendations to the College Dean in accordance with ASPT policies.
- C. Department Search Committees are considered "ad hoc" committees and are therefore appointed by the chairperson. Please see Department Bylaws, Section V. Committees, Appointed Positions, and Department Sections, Section C. Ad Hoc Committees

III. ANNUAL PERFORMANCE EVALUATION POLICIES

- A. **Generally**

Annual performance evaluations shall be conducted of each tenure-line faculty member by the DFSC. In conducting such evaluations, the DFSC shall take into consideration the individual's assignment. The primary principle guiding the DFSC's performance evaluation of faculty shall be the *quality and quantity of work produced*. While focusing on the activities of the preceding year, the performance evaluation should also consider the long-term contributions and accomplishments of the faculty member.

The Department of Criminal Justice Sciences shall provide a detailed letter including intended recommendations and overall assessment to each faculty member at least 10 working days before submitting these recommendations to the CFSC and provide opportunity, if requested, for the faculty member to meet with the DFSC for a formal meeting. Formal meetings with the DFSC are required prior to an appeal to the CFSC. Requirements for formal meetings and appeals are found in Section XIII in the university's ASPT document. Intended recommendations will become the final recommendation at the end of ten working days unless additional information is discovered or unless the Department of Criminal Justice Sciences changes its recommendation following an informal or formal meeting with the faculty member.

B. Annual Faculty Reports

1. In accordance with the University calendar, faculty must submit materials to the DFSC for an annual performance evaluation of their activities and appropriate evidence of these accomplishments as well as a completed Faculty Activity Report for the preceding year. Faculty should refer to current DFSC Policies and CFSC Standards, as well as the University ASPT Policies concerning expectations in the areas of teaching, scholarship and service.
2. As part of their annual performance evaluation, faculty with differential assignments shall provide the DFSC, when requested, reports specific to their assignment.

C. Non-Participation of DFSC Members in Their Own Evaluations/Conflict of Interest

Members of the DFSC shall not participate in the Committee's deliberative discussion relating to their own performance evaluation and tenure decision. Probationary faculty are ineligible for DFSC membership when their case for tenure comes before the DFSC. Other members of the faculty who are DFSC members shall remove themselves from such processes involving themselves or about those to whom they are related, such as family or significant other, or other situations where an obvious conflict of interest exists.

D. Evaluative Method

The DFSC shall make a comprehensive evaluation of each faculty member's materials, including all categories of activity and consideration of the quality of the contributions.

E. Assessing Progress Toward Tenure - Reappointment

As prescribed by University ASPT procedures, the DFSC is required to provide the probationary faculty member an interim appraisal focusing on the faculty member's work during the previous year as well as an assessment of his/her progress toward tenure. This appraisal is intended to be a cumulative review of the faculty member's work in scholarship, teaching, and service for the years at Illinois State University. See Appendix A for the required submission form.

F. Criteria and Standards of Performance

1. Evaluation of Scholarly Productivity

- a. The DFSC is responsible for assessing fairly the quality of a publication and the quality of the publication outlet. It is expected that this work be scholarly, of high quality, and consistent over time.
- b. The DFSC will recognize developmental activities by faculty members, such as grant submissions (including University Research Grants), manuscripts completed and submitted to recognized journals, and scholarly papers presented at conferences. See Appendix B of this document for CJS's method of assessing scholarly productivity.

2. Evaluation of Teaching

Student IDEA evaluations must be obtained for each class taught by a faculty member. IDEA has been voted on and accepted as the official evaluation instrument in the Department of Criminal Justice Sciences, and will count for no more than 40% of the total evaluation.

Faculty members shall submit, and will make available upon request, documentary evidence of their teaching performance.

- a. The Department will utilize several methods of assessing performance as provided in University ASPT document Appendix 2. See Appendix B of this document for CJS's methods of assessing teaching performance.

3. Evaluation of Service

Criteria for the evaluation of service can be located in the University ASPT document Appendix 2. See Appendix B of this document for CJS's methods of assessing service performance.

IV. TENURE AND PROMOTION POLICIES

A. Tenure Policies

The Department of Criminal Justice Sciences adheres to and abides by the University's policies for tenure as written in the University ASPT document, section IX.

B. Promotion Policies

Faculty to be considered for promotion in rank in the Department of Criminal Justice Sciences are expected to provide evidence of a sustained record of professional competence in the areas of teaching, scholarly productivity, and service. Faculty members are encouraged to refer to pages 26-29 of the Faculty Appointment, Salary, Promotion and Tenure Policies, Effective January 1, 2012 for further delineation of promotion policies. It should be noted that satisfactory annual performance ratings will not necessarily insure that criteria for promotion have been met.

Assistant to Associate Professor

Ordinarily, promotion to Associate Professor shall not occur prior to recommendation for tenure (See ASPT IX.C.5) The candidate who wishes to apply for tenure and promotion to Associate Professor shall possess a terminal degree in a discipline related to criminal justice. An Assistant Professor is eligible for review to Associate Professor in the fourth year of service, earning this rank requires a level of accomplishment that is expected to take most entry-level faculty members six years to achieve.

Specifically, promotion to Associate Professor requires a high level of competence as a teacher and as a scholar. The candidate will have contributed to the development of teaching activities in their department. These include, but are not limited to: group instruction; advising, supervising, guiding, and mentoring students; developing learning activities; and development as a teacher.

Successful candidates for Associate Professor must also document scholarly accomplishments that, among other scholarly/creative activities, include peer-reviewed publications. The ordinary expectation for promotion and tenure to Associate Professor is an average of one or more refereed publications per year.

Successful candidates for Associate Professor must document significant service at the departmental-, College-, University-levels, and may include external service.

Documentation of high quality teaching and scholarly/creative productivity is more critical to being tenured and promoted to Associate Professor than service.

Associate Professor to Professor

A candidate who wishes to apply for promotion to Professor shall possess a terminal degree in a discipline related to criminal justice. Typically, a candidate applying for Professor must have served full time for at least four years at the rank of associate professor at Illinois State University, as well as at least ten full-time years as a faculty member. Review for promotion to Professor may take effect in the eleventh year—the fourth year of service at the rank of associate professor at Illinois State University. Promotion takes effect the following year.

Successful candidates for promotion to professor will provide evidence of continued and sustained development of teaching activities in their department. These include, but are not limited to: group instruction; advising, supervising, guiding, and mentoring students; developing learning activities; and development as a teacher. Further, the successful candidate shall demonstrate significant leadership in the Department's teaching mission.

Successful candidates for promotion to professor will document that their expertise and scholarship is important to society, to the work of other scholars, and/or the practices/policies of their professional area. Demonstration of this includes a sustained record of peer-reviewed publications and a substantial contribution that includes, but is not limited to writing books, and/or grant writing at a level beyond that expected for promotion from assistant to associate professor.

Successful candidates for promotion to the rank of professor will document service to their Department, College, University, professional organizations and/or society. Promotion to this rank requires sustained accomplishment across all three areas of performance review over a significant period of time.

C. External Peer Evaluations

The Department of Criminal Justice Sciences does not require external peer evaluations for promotion or tenure consideration. Further, given that external review materials for promotion or tenure are optional at the discretion of the candidate, there will be no penalty imposed against the candidate who elects not to include external peer evaluations in their tenure or promotion materials. The inclusion of external peer review material is optional at the discretion of the candidate. If a candidate for promotion or tenure elects to include external peer evaluations for consideration they should first provide to the department chair a list of five prospective external peer reviewers. The chair selects three reviewers to be contacted. It is the responsibility of the promotion or tenure candidate to avoid submitting prospective reviewers with whom there exists a conflict of interest. The intention of the external peer review is an objective appraisal of the

candidate's body of work in the areas of research/scholarship, teaching, and service.

At the time of submission to the DFSC each external review must be accompanied by the signed "Waiver of Confidentiality" (See Appendix A) allowing the external evaluation to be shared with the applicant/candidate. Failure to submit the waiver prohibits consideration of the external peer evaluations as part of the applicant's tenure or promotion materials.

For candidates opting to submit external peer evaluations, the department chair will initiate a formal request to the external reviewers asking them to sign the "Waiver of Confidentiality" and address the following CJS evaluative criteria: candidate's cumulative and comparative performance in the areas of research/scholarship, teaching, and service. To assist the external reviewer, the letter from the department chair will describe the culture of the department with regard to teaching load, research expectations, as well as service requirements.

V. POST TENURE REVIEWS

The Department of Criminal Justice Sciences adheres to and abides by the University's policies for post tenure reviews as written in the University ASPT document, section X.

VI. TERMINATION OF APPOINTMENT OF PROBATIONARY AND TENURED FACULTY

The Department of Criminal Justice Sciences adheres to and abides by the University's policies for post tenure reviews as written in the University ASPT document, section XI.

VII. SALARY COMPENSATION REVIEW POLICIES

- A. The DFSC shall conduct an annual salary review each year following its performance evaluations of faculty members.
- B. The annual salary review shall be directed toward ensuring that faculty salaries are consistent with performance and contributions to the Department in both the short and long term, and take into account the equitable issues affecting salaries (including longevity, compression, and market inequities).

- C. The Chairperson shall present to the DFSC recommendations for the distribution of salary increases including performance-evaluated salary increments as well as any equity adjustments. The DFSC is responsible for input and final approval of the salary recommendations in consultation with the Chairperson.
- D. Members of the DFSC shall not participate in the deliberations concerning their own salary increments, nor those of family members, significant others, or those for which there is an obvious conflict of interest.

VIII. PERFORMANCE-EVALUATED SALARY INCREMENTS

The Department of Criminal Justice Sciences adheres to and abides by the University ASPT document, section XII.

- A. Standard increments of twenty percent of salary dollars received shall be distributed as an equal percentage to all faculty members whose performance is judged satisfactory or above.
- B. Twenty percent of the dollars may be allocated to equity adjustments. These dollars are distributed to address market conditions. Additionally, to be considered for equity adjustment, faculty performance may be taken into account. Equity awards are at the discretion of the DFSC in consultation with the chair. If the dollars are not distributed for equity, the dollars may be used for merit or for standard increment at the discretion of the DFSC in consultation with the chair.
- C. Sixty percent of the dollars are for merit. Awards will be determined in accordance with CJS's mathematical formula as detailed in Appendix C.

Appeals of performance-evaluated reviews shall be in accord with University ASPT Procedures described in section XIII (F), 1-9.

**DEPARTMENT OF CRIMINAL JUSTICE SCIENCES
ILLINOIS STATE UNIVERSITY
DEPARTMENT FACULTY STATUS COMMITTEE POLICIES AND PROCEDURES
REGARDING SALARY AND COMPENSATION**

**Appendix A:
Submission of Material and Outline**

Applications for Tenure and/or Promotion are due to CJS's office by November 1.

Please submit the following material with your application for tenure and/or promotion:

1. The Tenure/Promotion Cover Sheets, including signature page;
2. A letter of application, including at a minimum;
 - a. A request for consideration for tenure and/or promotion;
 - b. An explanation of and justification for any request for early tenure;
 - c. An explanation of and justification for any request for tenure without promotion to associate professor;
3. A full vita including the applicant's summative record of productivity, including at a minimum:
 - a. A reverse chronology of all institutions of higher education attended beginning with the last institution, including all degrees, certificates and awards presented;
 - b. A reverse chronological employment history, beginning with the current position
 - c. The applicant's record of teaching, including the list of courses taught;
 - d. A reverse chronological list of all scholarly or artistic contributions. The list may be subdivided into different classifications of contribution (e.g., books, refereed/juried publications, non-refereed publication, etc. as is the custom in the applicant's discipline);
 - e. A reverse chronological list of all university and scholarly service.

CJS will provide the following material:

1. The candidate's summative record of productivity and summative appraisal letter completed by the DFSC and, if applicable, by the CFSC;
2. For tenure decisions, all interim appraisal letters from the DFSC since the start of the candidate's probationary period;
3. An explanation of the circumstances that warrant the award of tenure if this is being recommended without promotion to associate professor; and
4. Minority report(s) as required by the ASPT process.

Please *DO NOT* submit any other material to the Provost's Office unless you are requested to do so. Please understand that additional materials submitted to the DFSC will be held by the respective colleges until requested by the Provost's Office.

Application for Tenure/Promotion

Date _____

Name _____ Dept. _____ College _____

Campus Address _____ Phone _____ Email _____

Initial Date of ISU Appointment _____ Current Rank _____ Year Awarded _____

Check all applicable spaces below:

- Application for Tenure and Promotion to Associate Professor-Contract Tenure Year (if applicable) _____
- Application for Tenure only-Contract Tenure Year (if applicable) _____
- Application for Promotion to Associate Professor only
- Application for Promotion to Professor only

This (is, is not) an application for early tenure. (circle one)

Year of credit awarded toward tenure upon appointment (If applicable) _____.

Education:

| Date | Institution | Field of Study | Degree |
|-------|-------------|----------------|--------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Prior Employment:

| Dates | Place/Institution | Rank |
|-------|-------------------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Application for Tenure and/or Promotion: _____
(Name)

For Use by Department:

This candidate was (RECOMMENDED, NOT RECOMMENDED) for tenure by a vote of _____ to _____ by the DFSC. A minority report (IS/IS NOT) attached.

Department Chair/School Director

This candidate was (RECOMMENDED, NOT RECOMMENDED) for promotion by a vote of _____ To _____ by the DFSC. A minority report (IS/IS NOT) attached.

Department Chair/School Director

For Use by CFSC:

This candidate was (RECOMMENDED, NOT RECOMMENDED) for tenure by a vote of _____ to _____ by the CFSC. A minority report (IS/IS NOT) attached.

Dean

This candidate was (RECOMMENDED, NOT RECOMMENDED) for promotion by a vote of _____ to _____ by the CFSC. A minority report (IS/IS NOT) attached.

Dean

Waiver of Confidentiality

I have submitted an external review of the work of _____ at the request of the Department of Criminal Justice Sciences at Illinois State University. I understand that under Illinois law (820 ILCS 40/10a)) and Illinois State University policy, any written review I submit will be included in the personnel file and is considered confidential and may not be examined by the faculty without my permission

I understand and acknowledge that this Waiver is voluntary and I hereby voluntarily waive my right to confidentiality of the written review and give my permission that my review may be shared with the faculty member whose work was the subject of my review. I acknowledge that I have been given the opportunity to ask questions regarding any aspect of this waiver, and by signing in the space provided below I do acknowledge that I have read it completely and fully understand all aspects of this waiver and agree to its terms in its entirety.

Printed Name: _____

Date: _____

Signature: _____

**DEPARTMENT OF CRIMINAL JUSTICE SCIENCES
ILLINOIS STATE UNIVERSITY
DEPARTMENT FACULTY STATUS COMMITTEE POLICIES AND PROCEDURES
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APPENDIX B: Measures

The Department of Criminal Justice Sciences recognizes the importance of formulating a record of quality teaching, scholarship, and service. These salary incrementation guidelines reflect the importance of the stated activities in the profession of criminal justice higher education. They are not to be construed as a commitment to reappoint or to recommend the granting of tenure or promotion.

The following statements should be used as examples and should be used only for purposes of illustration in establishing a system that appropriately rewards faculty for their efforts in teaching, scholarship, and service.

Below are Department guidelines for salary increments. The 3-tier system is cumulative in that a faculty member's performance fulfilling the requirements in Tier 1 is required to have fulfilled the criteria for both Tiers 2 and 3. Inherent in this policy for ascertaining individual salary increments is the basic assumption of the priority that scholarship, teaching, and service are fundamental faculty responsibilities. Additional policies designed to accommodate faculty with unique departmental assignments, those other than 100% teaching, may be developed and implemented by the DFSC. Faculty who are placed in Tiers 1, 2 or 3 overall are deemed satisfactory. Any faculty who fails to meet criteria of Tier 3 is deemed unsatisfactory. Faculty receiving unsatisfactory shall receive no additional incremental compensation for the review period.

Standard increments of twenty percent of salary dollars received shall be distributed as an equal percentage to all faculty members whose performance is judged satisfactory or above.

Twenty percent of the dollars may be allocated to equity adjustments. These dollars are distributed to address market conditions. Additionally, to be considered for equity adjustment, faculty performance may be taken into account. Equity awards are at the discretion of the DFSC in consultation with the chair. If the dollars are not distributed for equity, the dollars may be used for merit or for standard increment at the discretion of the DFSC in consultation with the chair.

If a faculty member wants to apply for equity dollars, the faculty member must include in her/his DFSC submission a rationale for the adjustment.

Sixty percent of the dollars are for merit. Awards will be determined in accordance with CJS's mathematical formula as detailed in Appendix C

ARRIVING AT OVERALL RATING

The three-by-three Performance Matrix (Appendix D) will be utilized to arrive at an overall performance rating. This is accomplished by placement of the faculty member's tier rating for scholarship on the matrix followed by a similar placement of the rating for teaching. A single rating is achieved by intersecting the teaching rating (columns) and research rating (rows). In order for the faculty member to maintain their tier ranking, s/he must meet a required threshold of service. Failure to do so will result in the faculty member's loss in one level of tier ranking. For example, if the faculty member was ranked overall as a Tier 1, but failed to meet the specified threshold of service, that faculty member's overall ranking would fall to Tier 2. Similarly, if someone was ranked as Tier 3 and failed to meet the service threshold, their final ranking would fall to unsatisfactory. Only one final rating will be assigned.

TIER 1 OUTSTANDING AND EXCEPTIONAL PERFORMANCE

Rates as a superior teacher, makes outstanding contributions to the field of criminal justice research and scholarship, and provides valuable and important service within various units of the university and profession.

TIER 2 NOTABLE AND SIGNIFICANT CONTRIBUTIONS

Rates as a proficient teacher, makes commendable contributions to the field of criminal justice research and scholarship, and provides important service within various units of the university and profession.

TIER 3 SOLID AND PROFICIENT ACTIVITY

Rates as a competent teacher, is involved in ongoing scholarly activity, and provides conscientious service to various units of the university and profession.

NOTES

1. Categories and entries noted below may not represent an exhausted listing, and others may be added to the appropriate category and rank ordered within it after a vote by the faculty.
2. Cumulative totals will not be rounded, e.g. 5.5 will not be rounded up to 6.0.
3. Faculty can petition DFSC to consider work not covered by items as listed below. In order to be considered, faculty must submit supporting documentation and materials

relevant to the request. DFSC will justify its decision in writing to the faculty member making the request.

4. Faculty have the option to choose when to use points for publications: when accepted (with proper documentation) OR when in print. Points for publications are eligible to be banked for one year. There is no limit in the number of points that can be banked. Faculty must indicate to the DFSC how many points s/he wishes to bank. When points are banked, documentation from the year of request must accompany documentation in the year when using the points. Faculty must obtain Tier 1 in Research before becoming eligible to bank points for future use.
5. Only peer-reviewed work is eligible for banking.
6. Faculty may apply for points in the Funded Research category for each year of funding, excluding no cost extensions.
7. Considerations of anonymous communication other than student reactions to teaching shall not be considered in any evaluative activities.

TEACHING POINTS

Minimum criteria for Tier 1 Teaching: 6 points from the items below.

Minimum criteria for Tier 2 Teaching: 3 points from the items below.

Minimum criteria for Tier 3 Teaching: 1 point from the items below.

- Unreliable/invalid IDEA course evaluations are not to be included in the computation of average scores.
- An average for each reliable/valid course evaluation based on IDEA Items A, B, and C will be taken. Then an average of all courses will be calculated upon which the faculty member will be ranked on the following scale: 4.0+ = 2; 3.5 – 3.99 = 1.5; 3.0 – 3.49 = 1.
- If a faculty member does not accumulate at least 1.5 points in this IDEA scale, s/he cannot make Tier 1 in Teaching.
- Faculty members can choose to use either raw or adjusted scores.
- The maximum amount of points for DFSC Section A is 4.5
- The maximum amount of ***combined points*** for DFSC Sections B, C, D, & E is 4.5.
- Points awarded for Teaching are not eligible for banking.

| | ACTIVITY | POINTS |
|---------------------------------|------------------------------------------------------------------------------------|---------------|
| A. Classroom Performance | | |
| • | IDEA Student Evaluations (Max 2) | 0-2 |
| • | Receives University Outstanding Teaching Award | 4 |
| • | Receives College/University or any other Teaching Award External to the Department | 2 |
| • | Receives annual Teaching Award Internal to the Department | 1 |
| • | Leads students on off-campus field experience (Max 1) | 0.25 |

| | |
|-----------------------------------------------------------------------------------------------------------------------|-------------------|
| • Teaches a course in the Graduate Program (Max 1) | 0.25 |
| • Faculty member incorporates enhanced writing, multi-media projects into his/her courses (Max 1) | 0.5 |
| • Participates in voluntary CTLT observation (as observed) (Max .5) | 0.25 |
| B. Teaching Related Activities | |
| • Organizes teaching brown bags and workshops (Max 2) | 0.5 |
| • Leads College/University Seminar or Presentation on Teaching Techniques or Methods (Max 2) | 0.5 |
| • Presents at College/University Seminar or Presentation on Teaching Techniques or Methods (Max 2) | 0.25 |
| • Participates in organized/formal teaching mentorship program for faculty during the new person's first year (Max 2) | 0.5 |
| • Co-authors a published work with a student | 1 |
| • Co-presents a paper with a student at a regional/national conference (the student does not have to be present) | 0.5 |
| • Participates in organized/formal mentorship for students (Max 2) | 0.5 |
| C. Teaching Grants | |
| • Receives external competitive grants in support of curriculum or instructional development | 2 |
| • Receives internal or non- competitive grants in support of curriculum or instructional development | 1 |
| • Submits external or internal grant in support of curriculum or instructional development | 0.5 |
| C. Professional Development of Teaching | |
| • Attends ISU Teaching Workshops/Symposia/Classes (Max 1) | 0.25 |
| • Attends Disciplinary or other Teaching Conferences, Workshops, etc (off campus) (Max 1) | 0.25 |
| • Develops or co-develops a formal course proposal (Max 2) | 1 |
| • Prepares a course instructor has not taught before (Max 2) | 0.5 |
| • Converts existing course to an online course (Max 2) | 0.5 |
| D. Out of Class Responsibilities | |
| • Guides students in Undergraduate/Graduate Symposium (Max 2) | 0.25 |
| • Guides students as a first reader in independent studies (completed) (Max 2) | 0.25 UG 0.5 PG |
| • Serves on thesis/dissertation committee (completed) (Max 2) | 0.5 |
| • Chairs thesis/dissertation committee (completed) (Max 2) | 1 |
| • Acts as student organization academic advisor (Max 2) | 1 |
| • Leads/hosts students on study abroad experience (Max 2) | 1 |
| • Serves as faculty advisor/mentor on Themed Living Floor (Max 2) | 1 |
| • Guides students in University Honor's project (Max 2) | 0.25 |
| • Writes graduate comprehensive exams (Max 2) | 0.25 |

- Grades graduate comprehensive exams (Max 2) 0.25

SCHOLARSHIP

Minimum criteria for Tier 1 Scholarship: 6 points from the items below.

Minimum criteria for Tier 2 Scholarship: 3 points from the items below.

Minimum criteria for Tier 3 Scholarship: 1 point from the items below.

| ACTIVITY | POINTS |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| A. Scholarly Books | |
| • Monographs/Textbooks | 6 |
| • Revised version of monograph/textbook | 2 |
| • Edited Book, original research editor & contributor of substantial chapter | 4 |
| • Edited Book, original research editor & contributor of introduction & conclusion | 2 |
| • Edited Book, original research contributor of substantial chapter | 2 |
| • Editor of substantially revised edition of a previously published volume | 1 |
| • Editor of previously published works & contributor of introduction and/or conclusion, excludes customized compilations | 1 |
| B. Journal Articles | |
| • Original, peer reviewed/refereed article (journals with national/international distribution that are recognized in the area of specialization may meet this criteria), including law reviews | 2 |
| • NOTE: Publications appearing in <i>Justice Quarterly</i> , <i>Criminology</i> , <i>Journal of Criminal Justice Education</i> , and/or <i>Criminology & Public Policy</i> receive an additional <u>1 point per original article</u> . | |
| C. Other Scholarly Publications & Activities | |
| • Editor, professional peer reviewed/refereed journal, full year | 2 |
| • Editor, professional peer reviewed/refereed journal, special issue | 1 |
| • Peer-reviewed pamphlets, booklets, etc with national distribution (scholarly or practical significance, article length or more) | 1.5 |
| • Published proceedings, conference or workshop paper published in its entirety (abstracts are not considered scholarship and are excluded) | 1 |
| • Book reviews | 0.5 |
| • Editorially reviewed articles | 1 |

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| • NIJ published reports or other significant, nationally distributed reports/monographs that are peer reviewed | 2 |
| • Institutionally published articles and/or monographs | 1 |
| • Encyclopedia chapters/entries | 0.5 |
| • Lead piece in a newsletter that has national/international distribution (e.g. <i>Criminologist</i> , <i>ACJS Today</i> , <i>The Americas</i>) | 1 |
| • Piece other than lead in a newsletter that has national/international distribution (e.g. <i>Criminologist</i> , <i>ACJS Today</i> , <i>The Americas</i>) | 0.5 |
| D. Funded Research | |
| • Internal grants, secured | 1 |
| • Competitive external grants from major government and/or private foundations, \$50,000+ | 4 |
| • Competitive external grants from major government and/or private foundations, \$1-49,999 | 3 |
| • Subcontracting/Federal Initiatives through the university, \$50,000+ | 2 |
| • Subcontracting/Federal Initiatives through the university, \$1-49,999 | 1 |
| E. Developmental Research Activities/Scholarship-Related Service (Max 2) | |
| • External grant submitted | 1 |
| • Article submitted to peer reviewed/refereed journal | 0.5 |
| • Conference paper presented (regional/national/international) (Max 1) | 0.5 |
| • Research-related activities, e.g. present at workshops, develop software (Max 1) | 0.5 |
| • Submit internal grant (Max 1) | 0.5 |
| • Organize department conference | 2 |
| • Submit book proposal | 0.5 |
| • Secure book contract | 0.5 |
| F. Research Awards | |
| • Receives Distinguished Professor or University Professor | 6 |
| • Receives research award from professional organization | 4 |
| • Receives University Outstanding Researcher Award | 4 |
| • Receives College Outstanding Researcher Award | 3 |
| • Receives University Research Initiative Award | 2 |
| • Receives other research award | 1 |

SERVICE

Newly hired Assistant Professors are exempt from service in their first semester and can still maintain their Tier level.

In order to maintain Tier, all other faculty ***must*** obtain a minimum of 3 points from any of the following categories:

| ACTIVITY | POINTS |
|--------------------------------------------------------------------------------------------------------------|--------|
| A. Committee Work | |
| • Chairs Department/College/University Committee (Research, Curriculum, D/CFSC, Faculty Senate, IRB, SAB) | 3 |
| • Serves on Department/College/University Committee (Research, Curriculum, D/CFSC, Faculty Senate, IRB, SAB) | 2 |
| • Chairs Department/College/University Committee (all other) | 1 |
| • Serves on Department/College/University Committee (all other) | 0.5 |
| • Chairs regional/national/international professional association committee | 1.5 |
| • Serves on regional/national/international professional association committee | 1 |
| • Holds office with regional professional organization | 2 |
| • Holds office with national professional organization | 3 |
| • Holds office with international professional organization | 4 |
| B. Accreditation and/or Program Reviews | |
| • Chairs an accreditation or evaluation team | 4 |
| • Serves on an accreditation or evaluation team | 3 |
| • Primary writer of departmental program review | 3 |
| • Assists in writing departmental program review | 1 |
| C. Awards | |
| • Receives University award for service | 3 |
| • Receives college award for service | 2 |
| • Receives award from professional organization for service | 4 |
| D. Consultant (non paid) | |
| • Consults with or is cited by local media | 0.25 |
| • Consults with or is cited by statewide/regional media | 0.5 |
| • Consults with or is cited by international/national media | 0.75 |
| • Provides technical assistance with professional organization and/or agency (local) | 1 |
| • Provides technical assistance with professional organization and/or agency (statewide/regional) | 1.5 |
| • Provides technical assistance with professional organization and/or agency (national/international) | 2 |

| | |
|-------------------------------------------------------------------------------------|------|
| E. Discussant/Panelist | |
| • Organizes regional/national/international association panel | 0.5 |
| • Serves as discussant at regional/national/international association panel | 0.25 |
| • Chairs roundtable or panel at regional/national/international association meeting | 0.25 |
| • Presents for public groups (other than professional association annual meetings) | .5 |
| • Holds “Author Meets Critic” session | 1 |
| F. Reviewer | |
| • Serves as manuscript reviewer for peer reviewed/referred journal (Max 2) | 0.5 |
| • Serves as textbook reviewer for publishing house (Max 2) | 1 |
| • Book proposal reviewer (Max 2) | 0.5 |
| • Serves on editorial board of peer reviewed/refereed journal (Max 2) | 1 |
| • Grant reviewer (Max 2) | 0.5 |
| F. Miscellaneous | |
| • Volunteers for and assists with departmental activities (Max 1) | 0.25 |
| • Serves as co-director of external programs | 3 |
| • Serves as an external reviewer of promotion & tenure packets | 1 |

**DEPARTMENT OF CRIMINAL JUSTICE SCIENCES
ILLINOIS STATE UNIVERSITY
DEPARTMENT FACULTY STATUS COMMITTEE POLICIES AND PROCEDURES
REGARDING SALARY AND COMPENSATION**

**APPENDIX C:
DFSC Formula for Salary Incrementation Calculations
2010-2011**

- Step One: Standard Increment (same amount for all faculty)

$$x = .2 * \text{Total\$} / N$$
 [.2*Total\$ = 20% of Total Salary Increment Funds (Total\$) Available]
 [N = number of tenure track faculty]
- Step Two: Equity Adjustments (for persons identified by DFSC in consultation with the department chair to recognize long term contributions or correct salary inequities)
 Y = total of discretionary increments (up to 20% of Total\$)
- Step Three: Merit-Based Adjustments (using the three-tiered performance evaluations and the Increment Funds remaining after the 20% standard increment and equity adjustments have been subtracted)

$$M\$ = \text{Total\$} - .2 * \text{Total\$} - Y$$
 [M\$ = Remaining Amount Available for Merit-Based Adjustments]

Merit Increments are calculated based on the following formulas:

- (a) $a_3 = x$
 [where a_3 = Tier 3 increment; x = Standard Increment]
- (b) $a_1 = 1.35a_2$
 [where a_1 (Tier 1 increment) is 35% higher than a_2 (Tier 2 increment)]
- (d) $a_2 = M\$ / (1.35 N_1 + N_2)$
 [where N_1 = number of Tier 1 faculty; N_2 = number of Tier 2 faculty]

| Enter Quantities: (in Blue Squares) | |
|-----------------------------------------------|------------|
| Total Amount Available for Raises = | \$5,000.00 |
| Number of Persons in Tier 1 = | 8 |
| Number of Persons in Tier 2 = | 1 |
| Number of Persons in Tier 3 = | 1 |
| Percentage in Standard Increments = | 40 % |
| Percentage in Equity Adjustments = | 0 % |
| Percent Merit Increment of Tier1 over Tier2 = | 35 % |
| Amount Available for Merit Increments = | \$3,000.00 |
| Calculated Quantities: | |

| | |
|--------------------------|--------|
| Tier 1 Merit Increment = | 343.22 |
| Tier 2 Merit Increment = | 254.24 |
| Tier 3 Merit Increment = | 0.00 |
| Standard Increment = | 200.00 |

| | | |
|-----------------|----------------------------------------|-----------------|
| ===== | ===== | ===== |
| Results: | Total Tier 1 Salary Increment = | \$543.22 |
| | Total Tier 2 Salary Increment = | \$454.24 |
| | Total Tier 3 Salary Increment = | \$200.00 |

**Department of Criminal Justice Sciences
 Illinois State University
 Department Faculty Status Committee Policies and Procedures
 Regarding Salary and Compensation**

APPENDIX D: The Matrix

This Teaching/Research matrix shall be used in conjunction with Appendix B, Department Faculty Status Committee Policies and Procedures Regarding Salary and Compensation, effective January 1, 2011 in determining the tier placement of the faculty member. Procedures for determining salary and compensation as well as the criteria for placement in a tier are contained in Appendix B. For example, a faculty member earning Tier One ranking in both research and teaching will receive an overall Tier One ranking. Please note that anyone who has not successfully met Tier III will be categorized as unsatisfactory.

In order for the faculty member to maintain their tier ranking, s/he must meet a required threshold of service. Failure to do so will result in the faculty member's loss in one level of tier ranking. For example, if the faculty member was ranked overall as a Tier I, but failed to meet the specified threshold of service, that faculty member's overall ranking would fall to Tier II. Similarly, if someone was ranked as Tier III and failed to meet the service threshold, their final ranking would fall to unsatisfactory. Only one final rating will be assigned.

| | | TEACHING RATING LEVELS | | |
|---------------------------------|----------|------------------------|---------|----------|
| | | Tier I | Tier II | Tier III |
| SCHOLARSHIP RATING LEVELS | Tier I | I | II | II |
| | Tier II | II | II | III |
| | Tier III | II | III | III |