

HIGHLINE COLLEGE
Pure & Applied Science Criteria for Tenure¹
Revised 5/19/14 (Division); 5/17/14 (College)

[P&AS] PREAMBLE

The Pure and Applied Science Division has developed the following minimum criteria as essential for consideration by the Working Committee in its evaluation of the instructor seeking tenure. The Working Committee should recognize and respect the diversity of individual characteristics and the need to provide varying styles of instruction and personal qualities among our faculty. Quantitative and qualitative evaluation on the basis of these criteria is left to the professional judgment of the Working Committee, within guidelines established by the College.

[P&AS] QUALIFICATIONS NECESSARY FOR TENURE

- A. Master's Degree or its equivalent, and/or appropriate certification.
- B. Evidence of particular knowledge or skill appropriate to the appointed position and consistent with hiring expectations and current program needs.

I. FACULTY EFFECTIVENESS

Faculty will provide evidence of quality teaching and a concern for improving the quality of their teaching. Effective faculty:

- A. *Show commitment to student learning.* This includes planning, organizing, and creating an interactive, cooperative, and mutually respectful learning environment, incorporating research-based practices to teaching and assessment.
- B. *Challenge learners intellectually.* This includes encouraging students to ask questions, confront limits, recognize complexities, think critically, and challenge assumptions.
- C. *Practice culturally responsive instruction.* This includes designing curriculum, pedagogy, and assessment that are relevant to students; valuing what students already know; and empowering students to demonstrate knowledge in multiple ways as appropriate for the discipline(s) or program(s).
- D. *Communicate effectively.* This includes conveying information and expectations clearly, listening carefully, encouraging students to communicate, and acting with respect, enthusiasm, and empathy toward students.
- E. *Demonstrate personal and professional integrity.* This includes, but is not limited to, being professional, honest, and ethical in the selection and delivery of course content.

[P&AS] This also includes being professional, honest, and ethical in formal self-assessments.

¹ Throughout this document, the designation [P&AS] refers to divisional criteria that are in addition to the college-wide criteria. The divisional criteria are embedded in the 2014 college-wide criteria to make the document more user-friendly.

[P&AS] Instruction addresses all student learning outcomes at the level specified by the department or program.

- F. *Assess student learning outcomes* and use assessment data to modify instruction.

II. PROFESSIONAL GROWTH

Faculty will provide evidence of self-reflective practice and continued growth. Effective faculty:

- A. *Participate in faculty development opportunities* related to their discipline, program, and/or methods of teaching.

[P&AS] Further evidence of growth may include application of one's discipline or program through work in business and industry.

- B. *Remain current in their discipline(s)/program(s)*. This includes participating in the design, assessment, review and revision of courses, where appropriate, in response to developments in their area.
- C. *Expand their knowledge of the institution*. This includes developing knowledge of the institution's students, programs, services, and its communities.
- D. *Evaluate and effectively incorporate technologies* as appropriate to their discipline(s), program(s), and pedagogy.

III. PROFESSIONAL CONDUCT

Faculty will conduct themselves professionally. Effective faculty:

- A. *Fulfill individual responsibilities* delineated by the negotiated contract between the College and HCEA.

[P&AS] This also includes expectations, policies, and procedures described in other college documents (official class schedule, college catalog, etc.).

- B. *Establish and maintain respectful, ethical, and professional relationships* with students and colleagues.
- C. *Demonstrate cultural responsiveness* in interactions with students and co-workers, and within the community.

IV. SERVICE

Faculty will show evidence that they serve students, the campus, the community, and their profession, consistent with their assigned responsibilities. Effective faculty:

- A. *Serve students.* This may include engaging in academic advising, referring students to appropriate resources, speaking to student groups, recruiting students, and supporting student-centered extracurricular activities.
- B. *Serve the college.* This may include participating in committee work and shared governance, developing curriculum, performing appropriate administrative tasks, fostering collegiality among faculty, and participating in college-related community activities.
- C. *Serve the profession.* This may include participating in professional organizations and accrediting activities, serving on local/regional/national/international committees and boards, and giving presentations or lectures.

[P&AS] This also may include research, authoring publications, and participating in the peer-review process.

V. [P&AS] ADDITIONAL DIVISIONAL INPUT TO THE TENURE PROCESS

The working committee will seek a report from the probationer's department during the 3rd and 6th quarters and from the division chair in the 6th quarter concerning how well the probationer is meeting the tenure criteria.

Adopted May 20, 2014