MODEL PROBATIONARY PLAN FOR

DR. GOTTA B. BETTERFILE

DEPARTMENT OF FORESTRY

Dr. Gotta B. Betterfile was appointed to a probationary position as an Assistant Professor in the Department of Forestry effective Fall 2004 with no service credit. Therefore, the normal probationary period for *Dr. Betterfile* will be six (6) years. Dr. *Betterfile* was hired to teach undergraduate and graduate courses. In addition, Dr. *Betterfile* coordinates the Center for Forestry Research and receives 3 units of administrative release time to carry out this responsibility.

This plan describes the basis of *Dr. Betterfile's* retention/tenure evaluations during the probationary period. The plan is subject to modification as a result of continuing assessment of progress during the probationary period according to established university policies and guidelines.

To assist *Dr. Betterfile,* a Mentoring Committee, selected by the tenured faculty of the Department in consultation with *Dr. Betterfile*, has been established. Professors Smith and Jones comprise the Mentoring Committee. They will meet regularly with *Dr. Betterfile* to monitor progress toward the goals established by the Department. *Dr. Betterfile* is expected to provide documentation of performance in each area included in the RTP file.

The criteria by which *Dr. Betterfile* will be evaluated are contained in the University Policy on Retention and Tenure (APM 325). The primary criterion for retention is satisfactory progress toward the goals for tenure specified in this plan including an established pattern of productive working relationships with peers and colleagues.

Consistent with the provisions of the campus Policy on Retention and Tenure and established practice, only achievements done while a probationary faculty member at California State University, Fresno will be considered toward the completion of the probationary plan. Student evaluations from other institutions of learning, papers or publications already submitted, accepted or in press, and other professional activities substantially completed prior to the commencement of the appointment at California State University, Fresno will not count toward completion of this plan.

Dr. Betterfile's evaluation will be based upon the following criteria:

Teaching Effectiveness: SCHOLARSHIP OF TEACHING
Professional Growth and Scholarly/Creative Activities: SCHOLARSHIP OF DISCOVERY / INTEGRATION / APPLICATION
University and Public Service (including collegial productive working relationships)

<u>TEACHING EFFECTIVENESS</u>

SCHOLARSHIP OF TEACHING

The Scholarship of Teaching (teaching effectiveness) is the primary criterion for retention and tenure. Teaching is considered to be a “scholarly act” that includes the clear communication of knowledge and the transformation and extension of that knowledge. It is expected that *Dr. Betterfile* will continually strengthen teaching skills throughout the probationary period and will demonstrate both the accomplishment of clear, precise communication in teaching as well as the extension of that knowledge. *Dr. Betterfile* is expected to consistently meet or exceed the departmental standards on student and peer evaluations as a precondition for a favorable recommendation for tenure.

Department Standards and Expectations

Student evaluations: The department will conduct student evaluations in all courses taught by *Dr. Betterfile* and it is expected that the overall scores will be at or above the department standard of 3.5 (on a 5.0 scale). This is the standard of measure determined to be satisfactory by the faculty members of the Forestry Department.

Peer evaluations: The department faculty will conduct peer evaluations in two classes per semester so as to include as many different course preparations as possible over the course of the probationary period. Dr. Betterfile is expected to receive consistently positive evaluations from department peers.

Student advising: Dr. Betterfile is responsible for advising undergraduate and graduate students which includes advising Master's projects. Student advising is important to the delivery of the curriculum. The Department also considers constructive and professional relationships with students to be the cornerstone of a sound academic program. Therefore, sensitivity to different student personalities while properly directing their academic careers is essential.

The Department expects that *Dr. Betterfile* will maintain quality advising. The Department expects that *Dr. Betterfile* will be available to advise students not only during posted office hours, but on other occasions mutually convenient and acceptable to students and *Dr. Betterfile*.

Dr. Betterfile is expected to respond to all advising needs and will provide documentation of the quality of advising for each probationary year.

Dr. Betterfile will document advising by maintaining a log of advising activities. A summary of the log will be made available in the RTP file.

[Alternative Language I: Dr. Betterfile will provide an estimate of the number of advisees, including independent study and thesis students, seen in each semester. A brief description of the time committed and the range of advising and mentoring activities dealt with would some measure of the effort devoted to advising. Signed letters containing direct qualitative statements by students and faculty may be used when included in the RTP file.]

[Alternative Language II: Dr. Betterfile will solicit student evaluations from advisees by having students complete the post advisement questionnaire developed by the department.]

Course Materials, Assignments, and Responses: *Dr. Betterfile* is expected to maintain course syllabi that demonstrates revisions and additions to address the changing needs of students, as well as incorporates the results of *Dr. Betterfile's* ongoing research/professional experiences and the integration of this research/experience into course requirements.

Course expectations reflected in the syllabi should demonstrate a commitment to academic quality. All course syllabi are expected to meet the expectations outlined in APM 241 Policy on Course Syllabi and Grading. Assignments to students in courses will be rigorous and relevant to the goals and expected learning outcomes of the course. *Dr. Betterfile's* response to student assignments will be timely and will demonstrate care, concern and fairness, as well as will be professionally sound and challenging for students.

Methods to Evaluate Progress - The Scholarship of Teaching

1. Quantitative student evaluations of instruction
2. Peer evaluations of classroom instruction
3. Assessment of Qualitative Data from Student Evaluations
4. Assessment of other material submitted to demonstrate teaching effectiveness (includes signed letters, course syllabi, course materials, graded materials, etc.)

Unless derived from student evaluations of instruction, as provided for in university policy, anonymous information, whether positive or negative, will not be used.

PROFESSIONAL GROWTH, SCHOLARLY AND CREATIVE ACTIVITIES

THE SCHOLARSHIP OF DISCOVERY

The scholarship of discovery is the research undertaken which is used by the faculty member as the framework of publications and presentations.

Department Standards and Expectations

Publications Dr. Betterfile will submit a minimum of two papers per year for publication in refereed journals and/or other professional journals during the probationary period. A minimum of one publication will be published in a refereed journal by the end of the probationary period. These articles may be sole or joint authorship.

In the case of joint authorship, it is expected that *Dr. Betterfile* will be the first author. Due to the nature of the professional literature in forestry, some of the journals are not refereed or juried, but are considered to be valuable resources to practitioners in the field. Completion of book contract with a firm publication date from the publisher would also meet the probationary requirements for *Dr. Betterfile* in this area.

Professional Presentations It is expected that Dr. Betterfile will present two scholarly papers or presentations at local, state, or national conferences each year during the probationary period. At least one scholarly paper will be presented at an international conference during the probationary period.

Grant Writing Dr. Betterfile will participate in the writing and submission of a minimum of one grant proposal during the probationary period. This could be a private, state, or national grant, and may be written in conjunction with university colleagues or local practitioners. Local grants made by the University will not be considered as meeting this requirement.

THE SCHOLARSHIP OF INTEGRATION

The scholarship of integration occurs when one field of learning connects with another body of knowledge. The products that result from these interactions often result in new and exciting paradigms, bodies of knowledge, programs and experiences.

Department Standards and Expectations

Within the scope of this definition of integration of scholarship, the Forestry department expects that Dr. Betterfile will develop a new degree program in the area of Forestry Ecology. In addition, the department expects Dr. Betterfile to collaborate with other post-secondary institutions such as the community colleges and explore the possibilities of a new Joint Doctoral Program as a means to assist the Forestry Department in a renewal and extension of its programs.

THE SCHOLARSHIP OF APPLICATION

The Scholarship of Application is especially appropriate in the area of Forestry. There is clearly a symbiotic relationship between the Department of Forestry and the National Forestry Services. It is imperative that our curriculum and pedagogy reflect the needs of the Forestry Service with regard to skills, knowledge, and abilities of our graduates, as well as what we offer within our program.

Department Standards and Expectations

Collaboration Dr. Betterfile will participate in development of projects and programs with the National Forestry Services. There will be least three such collaborative efforts in developing programs or projects before the end of the probationary period.

New Courses Dr. Betterfile will design and offer a minimum of four new courses (entirely new to the department) during the probationary period.

Professional Experiences During the probationary period, Dr. Betterfile will integrate a minimum of two (2) professional experiences into course requirements. For example, participation by students in forestry projects as a requirement for any of the core courses or as part of a fieldwork experience would suffice to meet this requirement. Sponsoring graduate colloquia and other forums are other examples to be considered in meeting this requirement.

PROFESSIONAL DEVELOPMENT

Department Standards and Expectations

Professional Affiliations Dr. Betterfile will maintain membership in a minimum of four professional organizations related to Forestry. Dr. Betterfile is expected to participate in and document an active role in at least two professional organizations during the probationary period.

Personal Growth It is expected that Dr. Betterfile will continue the quest for life long learning by attending meetings, seminars, workshops, conferences, etc. which will enhance knowledge and understanding in the field as well as other areas of interest. It is expected that Dr. Betterfile will attend an average of a least one professional development activity each semester.

Methods to Evaluate Progress - Scholarly/Creative Activity

1. The Department will review publications, reviews of those publications, presented papers, reviews of those papers, grant proposals, and other materials and documents submitted by Dr. Betterfile and will assess their contribution to the field.

2. The Department will assess the professional development activities for relevance to the candidate's personal growth.

3. The Department will evaluate the progress made towards the development of the new Master's degree program.

4. The Department will review and assess Dr. Betterfile's participation in Forestry Projects.

5. The Department will review and evaluate the new courses developed by Dr. Betterfile.

UNIVERSITY AND COMMUNITY SERVICE (INCLUDING COLLEGIAL RELATIONS)

Dr. Betterfile is expected to participate fully in the collective efforts of the faculty to ensure that the necessary functions of the department, school, and university are carried out. In addition, it is essential that Dr. Betterfile establish a positive and collegial working relationship with department colleagues. More specifically, Dr. Betterfile is expected not only to perform mandatory tasks such as participating in departmental meetings, but also is expected to participate actively in the professional life of the department. As the probationary period progresses, Dr. Betterfile will also assume a contributing role at the school and university levels.

Department Standards and Expectations

Faculty Committees Dr. Betterfile will participate in a minimum of two different faculty committees during the probationary period. The committee work may include department, school, or university committees. It is expected that Dr. Betterfile will seek appointment ~~to~~ / ~~run for~~ election to a committee or subcommittee of the Academic Senate; another university level committee **/** task force; or the Academic Senate so that there will be involvement at the university level.

Community Service Dr. Betterfile will participate in a minimum of two community service projects during the probationary period. These projects should relate in some way to Dr. Betterfile's educational background and professional discipline.

Collegial and Collaborative Relations Dr. Betterfile will provide evidence that she is involved in collaborative projects and collegial practices within the Forestry Department. While there is no quantitative target set, demonstration of efforts in this area must be provided in the annual RTP file.

Methods to Evaluate Progress – University and Community Service (Includes Collaborative and Collegial Working Relationships)

1. The Department will evaluate service based on the documentation of the progress of each of these areas provided by Dr. Betterfile in the RTP file.

Approvals:

Dr. Betterfile Signature	date
Faculty Mentor Signature	date
Faculty Mentor Signature	date
Depart. Peer Review Committee Chair Signature	date
Department Chair Signature	date
School Peer Review Committee Chair Signature	date
Dean Signature	date
UBORT Chair Signature	date

FOR THE FINAL APPROVAL OF THE PROVOST SEE ATTACHED LETTER.