

**Department of Occupational Safety and Health**  
**Personnel Policies**

**October 2013**

**Version 2**

## 1. Introduction

This document states the personnel policy of the Department of Occupational Safety and Health within the Seymour and Esther Padnos College of Engineering and Computing. It covers baseline expectations as well as area of significant focus.

## 2. Baseline Expectations

Baseline expectations have to do with teaching effectiveness, scholarly/creative activity, and service. Teaching is primary. Ideally, scholarly/creative activity and service enhance the teaching activity in a demonstrable way. The nominal baseline teaching load is 18 credits per academic year.

### 2.1 Teaching Effectiveness

Teaching effectiveness includes the following items. A faculty member is expected to demonstrate effectiveness in more than one but not necessarily all of these items.

- Effectively conveying information to students in lectures
- Effectively conducting laboratories that reinforce lecture material
- Curriculum development involving initiating new courses and revision of existing courses
- Advising of OSHM majors as assigned
- Serving on graduate thesis or project committees
- Performing course assessments

Teaching effectiveness must be documented using a) self-evaluation, b) peer evaluation, and c) student evaluations. Within a self-evaluation, effectiveness can be demonstrated in multiple ways including but not limited to the following items:

- Peer evaluations of instruction in the classroom and laboratory
- Peer review of course and laboratory materials
- Student teaching evaluations
- Effective preparation of students for subsequent courses
- Effective preparation of students for internships
- Supervision of successful capstone projects
- Supervision of successful independent study
- Successfully completed graduate theses and projects
- Graduation audits showing students completing graduation requirements in a timely manner

## 2.2 Scholarly/Creative Activity

Scholarly/creative activity has to with professional development activities that increase the personal knowledge base within the scope of professional expertise. Demonstration of an increase in teaching effectiveness due to scholarly/creative activity is highly desired. Scholarly/creative activity may be accomplished in any of a number of ways including but not limited to the following:

- Applied technical research and development as demonstrated by refereed journal articles, conference papers, and conference posters
- Pedagogical research and development as demonstrated by refereed journal articles, conference papers, and conference posters
- Industrial consulting projects performed as a faculty member of GVSU
- Acquisition and performance of external grants for applied research and development
- Developmental activities to improve teaching effectiveness both external to and internal to GVSU

## 2.3 Service

Service includes activities for no additional pay in support of the Department, the College, the University, the Community, the Profession and the like. Service in at least two of these areas is expected. Service activities include but are not limited to the following:

- A member of and active in unit committees such as the OSHM program committee
- A member of and active in college committees
- A member of and active in university committees
- Volunteering and participating in community professional activities such as Science Olympiad
- Serving in a leadership role in a professional society such as a board member of a local chapter
- Serving as the OSHM program chair
- Serving as the OSHM lab supervisor

## 3. Area of Significant Focus

Each faculty member will annually state an area of significant focus that is exclusively in teaching, scholarly/creative activity, or service equivalent to 300 hours of academic year effort (10 hours per week per 2 semesters). An area of significant focus that is a combination of teaching, scholarly/creative activity, and service is discouraged but will be considered on an individual basis.

The examples of teaching, scholarly/creative activity, and service given above can form the foundation for an area of significant focus. Other topics can be proposed.