

Procedures for Affiliate Faculty Contract Renewal and Promotion to Senior Affiliate (v.3.1)

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I. Introduction

This document describes the procedures for evaluating affiliate faculty within the Department of Mathematics. The policies and procedures outlined are based on guidelines in University Policies [AFF 3.01](#) and [BOT 4.3.0](#), as well as Bylaws adopted by the Department of Mathematics in April 2018.

II. Contract Renewal Process

1. The Department of Mathematics will maintain a list of guidelines and suggestions for preparation for contract renewal. Each candidate will maintain a current vita. Each candidate may choose to name an advocate but is not required to do so. The advocate will work with the Affiliate Personnel Committee (APC) throughout the process for the candidate under consideration. The advocate must be a tenured/tenure-track faculty member or a senior affiliate of the Department of Mathematics, but may not be the Unit Head nor any elected member of the APC (whose duties include contract renewals).
2. Each candidate up for review will be evaluated by the APC and advocate (if applicable). The purpose of the APC is to make recommendations on contract renewals of affiliate faculty to the Unit Head. The Unit Head will then make a final recommendation to the Dean. The **period of evaluation** will extend from the semester of the previous contract renewal decision through the semester immediately before the upcoming contract renewal decision will occur.

¹ Changes made were approved to create v2 via vote at AFF Department meeting (9-23-21). Version 3 updates were approved by AFF vote (11-23) and 3.1 updates to increase clarity were approved by AFF vote (1-24).

3. Contract renewal decisions will be based upon teaching performance and professional development as outlined in the [Evaluation Standards & Criteria for Affiliate Contract Renewal & Annual Review](#) document.
4. **Class Visits:** Members of the APC will use the Class Visit Record (CVR) from Appendix C for all affiliate faculty class visits. The number of required class visits is based on affiliate faculty member's rank, number of years at GVSU, and length of contract.
 - **Senior Affiliates:** For each senior affiliate on a 3+ year contract, the APC will make one class visit in each of the two academic years preceding the year in which their next contract review will occur.
 - **Affiliate faculty with at least 5 years service and on 3-year contracts:** The APC will make one class visit in each of the two academic years preceding the year in which their next contract review will occur.
 - **Affiliate faculty in their first two years at GVSU:** In their first two years, new affiliates will be visited every fall and winter semester.
 - **For all other affiliate faculty,** the APC will conduct one class visit each academic year.

Additional Class Visits: Affiliate and senior affiliate faculty members may request additional class visits from colleagues (tenured/tenure track or affiliate), who will use the same form (CVR). In addition, the unit head and/or APC Chair may recommend and ask that an affiliate faculty member schedule additional class visits with the APC.
5. At the beginning of each academic year, the chair of the APC will work with the Unit Head to develop a schedule for the evaluation process and notify each candidate up for review.
6. Each candidate for contract renewal will provide the APC a portfolio containing the following items:
 - a. A self-evaluation which focuses on teaching and professional development using the Mathematics Affiliate Faculty Contract Renewal Self-Evaluation form provided in Appendix B.
 - b. Copies of a recent syllabus and culminating assessment (e.g., a final exam) from at least one course the candidate has taught at GVSU during the period of evaluation, that illustrates what the candidate expects students to have learned in that course.
 - c. At least two examples of materials (from classes taught during the period of evaluation) that demonstrate involvement of students in the learning process: possible documents include in-class group activities, class projects, support materials, etc.
 - d. A curriculum vitae that includes all professional development activities with dates (so the APC can determine the ones that occurred during the period of evaluation).
 - e. Other materials that the candidate would like to provide.
7. The APC will add the following to the candidate's portfolio materials: Class Visit Records, student course evaluations (from all classes taught by the candidate), a spreadsheet compiling numerical scores from each semester of student course evaluations, and Written Performance Summaries (WPSs) from the evaluation period. Contract Renewal Documents and Faculty Activity Reports can be substituted for any year for which the candidate didn't receive a WPS.
8. The APC and the advocate (if applicable) will use the candidate portfolio materials (listed in item #6) and the materials listed in item #7 and the previous contract renewal report (if

applicable) to produce a draft report and recommendation for the candidate that includes a recommendation of the contract length.

9. The APC will share the draft report and recommendation with the Unit Head and the candidate.
10. The candidate has the opportunity to meet with the APC/Advocate to discuss the draft report and recommendation. The APC will take this information into consideration and has the option to make modifications to the draft report/recommendation.
11. The candidate will have the option of writing a dissent to the APC draft summary and recommendation (step 10). This statement should explain why the candidate thinks the evaluation is incomplete, misrepresents the information, or is unfair.
12. The APC will submit their draft report and the Unit Head will consider the APC's draft report and recommendation for the contract renewal, including length of contract, as well as any dissent from the candidate, and may request a meeting with the candidate. The Unit Head may also request a meeting with the APC and Advocate before finalizing their report and recommendation. If the Unit Head disagrees with the APC recommendation, the Unit Head will call a meeting with the APC/Advocate to discuss the recommendation and draft report. Then, the Unit Head will finalize the report, share it with the candidate, and put it in the candidate's departmental personnel file.
13. The Unit Head will use the final contract renewal report to make a recommendation about the candidate's contract renewal, including length of contract, to the Dean. In the case where the APC and Unit Head disagree about the recommendation or contract length, both recommendations will be forwarded to the Dean's Office. The Dean will communicate the final departmental decision on contract renewal with the candidate.
14. After the review process is complete the candidate may still avail themselves of the complaint procedure set forth in [BOT Policy 4.3.4](#), though typically the Unit and Affiliate will waive step 1 in such circumstances.

III. Promotion to Senior Affiliate Process

1. After seven (7) consecutive years at the University as an Affiliate Faculty member, an individual is eligible to apply to be appointed to Senior Affiliate Faculty. To apply for promotion to Senior Affiliate status, the eligible candidate communicates their intention to the appropriate Dean and Unit Head. The Dean's Office will communicate a timeline and the APC and Unit Head will use these deadlines to set unit deadlines for the process.
2. Each candidate up for promotion to Senior Affiliate will be evaluated by the Affiliate Personnel Committee (APC) who will make a recommendation to promote or not promote. Each candidate may choose to name an advocate but is not required to do so. The advocate will work with the APC throughout the process for the candidate under consideration. The advocate must be a tenured/tenure-track faculty member or a senior affiliate of the Department of Mathematics, but may not be the Unit Head and should not be serving as an elected member of the current APC.
3. Promotion to Senior Affiliate will be based upon teaching performance and professional development as outlined in the [Evaluation Standards & Criteria for Affiliate Contract Renewal & Annual Review](#) document. The standards for promotion will be the same as contract renewal for the maximum contract length.
4. The review for promotion may be done in tandem with a review for contract renewal, or separately. If done in tandem, the review will occur in the Fall semester. If an Affiliate faculty member is reviewed for a new three-year contract during their seventh year of service, and the Affiliate faculty member is planning to apply for promotion during their eighth year, the Affiliate may submit materials for both purposes (renewal and promotion) at the same time. However, as indicated in [Board of Trustees Policy 4.3.0](#), the decision on contract renewal will need to occur by May 1, and the application for promotion can only be considered after the decision to renew the Affiliate faculty member's contract is made.

If the promotion is not done in tandem with a review for contract renewal, **the period of evaluation** is considered the prior six semesters.

5. The candidate seeking promotion to Senior Affiliate will provide the APC a portfolio containing the following items:
 - a. A self-evaluation which focuses on teaching and professional development (you may use the Mathematics Affiliate Faculty Contract Renewal Self-Evaluation form provided in Appendix B).
 - b. Copies of a recent syllabus and a culminating assessment (e.g. final exam) from at least one course the candidate has taught at GVSU during the period of evaluation that illustrate what the candidate expects students to have learned in that course.
 - c. At least two examples of materials (should be current and used sometime during the period of evaluation) that demonstrate involvement of students in the learning process: possible documents include in-class group activities, class projects, support materials, etc.
 - d. A curriculum vitae that includes all professional development activities with dates (so the APC can determine the ones that occurred during the period of evaluation).
 - e. Other materials that the candidate would like to provide.

6. The APC will include at least 2 Class Visit Records from the past 3 years. The candidate may request additional class visits (see II.4)
7. The APC will also add the following to the candidate's portfolio materials: student course evaluations (from all classes taught by the candidate), a spreadsheet compiling numerical scores from each semester of student course evaluations, and Written Performance Summaries (WPSs) from the evaluation period. Contract Renewal Documents and Faculty Activity Reports can be substituted for any year for which the candidate didn't receive a WPS.
8. The APC and the advocate (if applicable) will use the candidate portfolio materials (listed in item #5) and the materials listed in items #6 and #7 and the previous contract renewal report to produce a draft report and recommendation for the candidate that includes a recommendation of the contract length.
9. The APC will share the draft report and recommendation (recommend or do not recommend promotion to senior affiliate) with the Unit Head and the candidate.
10. The candidate has the opportunity to meet with the APC/Advocate to discuss the draft report and recommendation. The APC will take this information into consideration and has the option to make modifications to the draft report/recommendation. The APC will make any final changes to the draft report and vote.
11. The candidate will have the option of writing a dissent to the APC draft summary and recommendation for promotion (from step 10). This statement should explain why the candidate thinks the evaluation is incomplete, misrepresents the information, or is unfair.
12. The Unit Head will consider the APC's draft report and recommendation as well as any dissent from the candidate, and may request a meeting with the candidate. The Unit Head may also request a meeting with the APC and Advocate before finalizing their report and recommendation.
13. If the Unit Head disagrees with the APC recommendation, the Unit Head will call a meeting with the APC/Advocate to discuss the recommendation and draft report. A new vote will be taken after the case has been discussed. The Unit Head will finalize the report and make a recommendation to recommend or not recommend the candidate for promotion to Senior Affiliate, and reports the vote if it is not unanimous. In the case where the APC and Unit Head disagree about the recommendation, both recommendations will be forwarded to the Dean's Office.
14. The recommendation is transmitted to the Dean for the final decision. The Dean will communicate the final decision on promotion to Senior Affiliate, in writing, with the candidate.

Appendix A: Schedule Recommendations for Contract Renewals

Suggested schedule for Affiliate contract renewal:

Task	Fall Semester Deadlines *Promotion to Senior AFF *Senior AFF Contract Renewal²	Tentative Contract Renewal Winter Due Dates
Select a tenure-track/senior affiliate faculty advocate	By 3rd week of semester	By 3rd week of semester
Portfolio Due	1st or 2nd week of October	Last week of January/ 1st week of February
Draft of Report Shared with Candidate	3rd or 4th week of October	2nd week of February - March 15
Candidate May Request and Meet with APC/Advocate	Within 3 business days after receiving the draft report	Within 3 business days after receiving the draft report
APC has opportunity to revise draft report and sends recommendation including contract length to Unit Head	Within 3 business days of the meeting	Within 3 business days of the meeting
Written dissent (if relevant) due	Within 3 business days after receiving the revised draft, if any	Within 3 business days after receiving the revised draft, if any
Unit Head may request meeting with candidate and/or APC	No later than November 10	No later than March 25
Unit Head shares final report with Candidate and submits to Dean's Office	No later than November 15	No later than March 30

**The frequency of class visits can be found in the Procedures for Affiliate Faculty Contract Renewal II.4 & III.6

² If the APC determines, given the volume of contract renewals that year, if some of the contract renewals will occur in the Fall semester to spread workload. In this case, only senior affiliates will be eligible for a fall review.

Appendix B

Mathematics Affiliate Faculty Contract Renewal Self-Evaluation Form

(updated November 2023)

The information that you provide on this self-evaluation will allow you the opportunity to reflect on the strengths of your work, as well as areas in which you are striving to improve, during this period of evaluation.. It is also your chance to demonstrate that you've met the criteria for contract renewal as specified in the [Evaluation Standards & Criteria for Affiliate Contract Renewal & Annual Review](#) document.

Please type your responses to the following questions. When you are done, print this document to include in your portfolio. Please write your responses so that the total length of the completed document is at most 3 pages. In your responses, please be specific, giving examples that apply personally to you, focusing particularly on your work since your last contract renewal.

Your name:

I. Teaching

In your responses in this section, please address at least three specific criteria from at least two different categories from the table in the departmental [Evaluation Standards and Criteria for Affiliate Contract Renewal and Annual Review](#) document. Senior affiliates should address at least one criterion of excellent teaching.

1. Describe aspects of your teaching from the period of evaluation you believe have been most successful in promoting student understanding and engagement and ways that you have met specific teaching evaluation criteria. *Please provide evidence/examples to describe specific ways you've been successful and connect your rationale to the teaching evaluation criteria. And, it's always helpful if you note which criteria you are referencing (i.e A2.3)*
2. Reflect about your student evaluations. In what ways do they give insight into your strengths and potential areas of growth as a teacher? *Link your reflection and analysis of student-evaluations themes to the teaching evaluation criteria. If relevant, provide context to help the Affiliate Personnel Committee interpret any critical student perceptions expressed on student evaluations, either in the numerical data or in the written comments. Address trends rather than individual comments.*
3. In what ways do you continue to grow as a teacher? *Discuss one or more changes you've made to your teaching from this period of evaluation: why you made the change, describe what happened, and how it impacted teaching/ learning. Also, indicate whether or not these changes addressed any legitimate student concerns raised in student evaluations or any concerns raised about your teaching in previous contract renewal or merit evaluations.*

II. Professional Development

Your professional development activities at least from this period of evaluation should be listed on your CV. *Discuss ways in which these recent professional development activities have impacted your professional growth and/ or teaching.*

III. Service

List any service activities that you have been engaged in during this period of evaluation.. *Briefly describe the work you accomplished and/ or your role within these service activities. Also, indicate, if applicable, any reduction in the standard Mathematics Affiliate teaching load (27 – 28 credit hours per academic year) you received as compensation for any service activities.*

Appendix C
Class Visit Record (CVR)

Teacher:	Observer: Date of lesson:
Course:	Topic: Course experience (# of times previously taught):

An explanation of the use and purpose of this form is provided on the last page.

Lesson Preparation (teacher, 1 paragraph):

Lesson Summary (observer, 1 page):

Lesson Response (observer, 1 paragraph):

Lesson Reflection (teacher, 1 paragraph):

By signing below, I agree that my portions of this record accurately reflect my perception of the observation.

Teacher

Observer

Description of the Mathematics Class Visit Record (CVR)

As teaching is the primary responsibility of affiliate faculty, documenting an affiliate faculty member's teaching is an important task. The Department of Mathematics views teaching as work that extends beyond the classroom and involves assessment, planning, and evaluation, as well as instruction. This *Class Visit Record* strives to create an image of the teacher's classroom as well as the work that surrounds it.

In the first section, the teacher writes a paragraph that describes his or her preparation for the lesson to be observed. This paragraph should include a listing of the objective(s) for the lesson along with a description of the teacher's experience with the course and lesson. It may also include a description of how class activities were chosen or developed, or a short description of the reasoning behind the objective(s).

In the second section, the observer writes a brief summary (approximately one page) of the observed class. This summary is not evaluative. The focus of this summary is not to provide a transcript that conveys every detail of the class, but rather to capture the essence of the lesson, with selected details that help the reader understand the teacher's classroom. In the summary, the observer may wish to comment on the mode of instruction, student-teacher communication, student-student interaction, student engagement, the teacher's assessment techniques, and any other salient features of the class.

In the third section, the observer writes a one-paragraph response to the observation. In this paragraph, the observer reflects on what he or she thought was important or noteworthy about the class. This reflection may include questions, issues, praise, or commentary.

In the fourth and final section, the teacher writes a paragraph reflecting upon the observation. This paragraph may include consideration of the lesson objectives, reflection about what happened during instruction, explanation to assist the reader in understanding the lesson, or a response to what the observer has written.

The *Class Visit Record* is a result of collaboration between the observer and teacher for the purpose of communicating the teacher's teaching, and both will sign the final form. Communication between the teacher and observer is encouraged throughout the process, in particular before and after the observation and in the final editing of the record. *Class Visit Records* should be both clear and concise as they will be part of the contract renewal materials for the teacher.