College of DuPage E-Range (top level faculty promotion level) Matrix

1. The E-Range Plan identifies the means by which the data is to be gathered and evaluated to demonstrate accomplishment of the tasks on the E-Range Matrix to reach at least 75 points.
2. The E-Range Plan will be signed by the Division Dean or appropriate Administrator and the Faculty Member.
3. The Division Dean will forward a copy of the E-Range Plan (signed by the Faculty Member and the Dean) to the Office of Human Resources and a copy to the Faculty Member.
4. A Faculty Member may appeal to FARB when agreement cannot be reached on the E-Range Plan. Both the Faculty Member and the Division Dean, or appropriate Administrator, submit written statements summarizing the point(s) of disagreement on the criteria. Any disagreement in the construction of the E-Range Plan may not be appealed through the grievance process, Section E 1, GRIEVANCE PROCEDURE, in this Contractual Agreement.

**F 2.2.d E-RANGE MATRIX**

Except where the activity is otherwise noted as part of a team, committee, or described as “leading” an activity, all activities are to be accomplished individually by the Faculty Member applying for E-Range.

The matrix below lists agreed upon point values for these activities. Any request for variation must go to FACE (see Section F 2.2.f, FACULTY ADMINISTRATOR COMMITTEE ON E-RANGE (FACE), in this Contractual Agreement.Deans may approve alternate support/evidence for activities listed below.

Any activities assigned to a Faculty Member as remediation cannot be used for E-Range promotion.

1. **Constituent Satisfaction:** A Faculty Member’s constituents vary by area but all include students. Library Faculty Member’s constituents also include the Faculty of the subdivisions and programs to which they are assigned, as well as community groups.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Activity** | **Support/Evidence** | **Points** |
| CS 1 | “Agree” or “Strongly Agree” on student evaluations per term. Includes each class evaluated in a term. | Copy of evaluations for the term | 90% of questions for the term = 3;80% of questions for the term = 2; no more than 12 points may be accumulated before the planning conference |
| CS 2 | (Library Faculty) “Faculty Evaluation Survey for Library Reference Faculty” “Very good”, or “excellent” on items in Evaluation Survey | Copy of survey | 90% of questions for the term = 3;80% of questions for the term = 2; no more than 12 points may be accumulated before the planning conference |
| CS 3 | (Counseling Faculty) “Agree” or “Strongly Agree” on items in Evaluation form | Copy of evaluation | 90% of questions for the term = 3;80% of questions for the term = 2; no more than 12 points may be accumulated before the planning conference |
| CS 4 | Give discipline/personal teaching objectives and show how they are demonstrated in all courses taught | Narrative  | show how demonstrated in syllabi, tests, assignments = 1;and with evidence of improved outcomes = 2;and sharing with other Faculty = 3 |
| CS 5 | Document use of 4 Classroom Assessment Techniques per term for one academic term.  | Description of the assessment technique (with copies) and an explanation of how course changed because of student feedback | 1 |
| CS 6 | (Library Faculty) 50 classes scheduled per term for divisional Faculty Members | Room schedules | 1 |
| CS 7 | Document development of new approaches to student learning (web logs, new assignments/ projects, learner centered activities) | Narrative/Copies | 1 per course |
| CS 8 | Document incorporation of new course components which extend beyond traditional classroom (service learning, experiential learning) | Syllabi | 1 per course |
| CS 9 | Attending workshops, seminars, or conferences on improved teaching, advising, counseling, or librarianship offered by external organizations | Seminar or conference materials | 1 for the entire workshop, seminar, or conference event regardless of sessions attended |
| CS 10 | Document linkage of courses or library resources to other on-campus resources (career services, internships, assistance areas) | Syllabi or handouts | 1 |
| CS 11 | ICCTA Faculty of the Year  | Student nomination(s) and completed application | nomination = 1; Selection as ICCTA Faculty of the Year = 5 |

1. **Significant Program Development:** The Faculty Member will have been actively involved in developing curriculum/services/alternative methods of delivery of instruction at the College.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Activity** | **Support/Evidence** | **Points** |
| PD 1 | Course creation/revision | Verification from CCC | Major revision of a course (must include substantial change to at least 50% of the course objectives) = 1; Creation = 2 |
| PD 2 | Developing a new course (one not currently offered) for CIL or Internet delivery  | Copy of all CIL course materials used the semester following field testing or the second semester the course is offered if there is no field test. | CIL = 2;Internet = 2 |
| PD 3 | Major revision of an existing course for CIL delivery (for change of textbook) | Copy of all CIL course materials used the semester following field testing or the second semester the course is offered if there is no field test. | CIL = 1;Internet = 1 |
| PD 4 | Develop new Program or certificate | Verification from CCC | 3 |
| PD 5 | Negotiate articulation agreement (like a 2+2)*Note: The Faculty Member may choose whether each agreement may be used for either section b. or c., but the same agreement cannot be used for both.* | Copy of agreement | 2 |
| PD 6 | (Library Faculty) Develop library classes for Faculty and offer classes at least 4 times in TLC | TLC advertising | 2 (if done by individual)1 (if done collaboratively) |
| PD 7 | (Library Faculty) Develop credit class research assignments with Faculty in subdivision | Copy of Assignments | 1 for every twenty assignments |
| PD 8 | (Library Faculty) Pattern of excellent collection development for subdivision Faculty/students over 3 years. *See AA 16. (May only use in one category)* | As measured against any of the followingstandardized lists such as opening day collection, outstanding title lists from Choice, Booklist or other reviewing toolsRecognition from accrediting agenciesComparison to library collections of similar libraries. | 3 |
| PD 9 | (Library Faculty) Develop new or update existing web-based and/or paper research guides or class assignment guides for subdivision students in credit classes *See AA 12.(May use for one only)* | Copy of materials | 1 point for every twenty guides |
| PD 10 | (Library Faculty) Develop library class curricula for subdivision credit classes OR Develop materials for five off-campus groups like Community Organizations, the health service providers, high schools, Government, and legislative users | Outline of materials | 1 point for every five |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Activity** | **Support/Evidence** | **Points** |
| PD 11 | Authoring a creative work that is published, or having work accepted at a juried exhibition. Author or co-author a published textbook in Faculty Member’s discipline.  | Copy of the publication (excluding self-publishing, vanity press publication, or published only on a website) | Co-authored: chapter of book, author a short story, or poem = 1;Co-authored book, textbook, musical composition, play, or performance composition = 2;Book, textbook, musical composition, play = 5. |
| PD 12 | Publishing an electronic source or site for academic purposes | URL or hardcopy of the site | 1 |
| PD 13 | Presentation at a professional conference or presentation for public or community group. Membership of committee which evaluates proposals for professional conference presentations.  | Conference schedule listing the presentation and a copy of the presentation | 1 per presentation topic at professional conference;1 for serving on a conference proposal evaluation committee; 1 for every five local presentations. |
| PD 14 | Leading the planning and staging of a conference, speaker, event | Conference schedule for the event | Internal = 1;College bowl type competition = 1;External = 2 |
| PD 15 | Publishing traditional academic research (peer-reviewed) | Copy of the publication | Co-authored = 1;Sole author = 3 |
| PD 16 | Development and implementation of a College-Wide awareness campaign (i.e. Depression Screening Day, Disabilities Awareness Week) | Copy of all promotional material examples along with attendance summaries | 2 |
| PD 17 | Development of an approved new Interdisciplinary Studies course offering  | Promotional materials for the offering; course syllabi | 1 per new course offering per Faculty Member involved |
| PD 18 | Development and offering of Counseling topics for presentation in the classroom | Outline, handouts, and confirmation of offering signed by the Faculty Member in whose course the Counseling topic was presented. | 1 per new topic |
| PD 19 | Development of new or substantially revised web pages specific to the discipline, area, subdivision, division, etc.  | Completed web pages on the COD website | 1  |
| PD 20 | Development of new multimedia presentations promoting courses offered in the discipline | Completed DVD/CD or other print or electronic files | 2 |
| PD 21 | Responsibility for and responding to the inquiries received via the “counseling services” email address.  | Counseling Faculty Member’s schedule | 1 point for every 16 hours |
| PD 22 | Develop an original Food for Thought or Student Success Workshop topic offering | Copy of materials | 1 |
| PD 23 | Leading development of a grant proposal | Copy of the proposal | 2 |
| PD 24 | Leading or Principal Investigator, or Project Director for Grant | Appointment letter | 2 per year |
| PD 25 | Faculty Member leading the development of student research activities through partnerships with other schools or groups outside the college, per year | Copy of materials; documentation from partner | 1 |
| PD 26 | Service on board or in significant office in a professional association or advisory board for other institutions | Minutes of meetings; publications indicating office held | Other institutions = 1 per 2 years service;Regional = 1 per year;State = 2 per year;National = 3 per year. |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Activity** | **Support/Evidence** | **Points** |
| PD 27 | Sharing learning materials with other Faculty | Copy of shared assignments, class activities, lab exercises or experiments, etc | 1 |
| PD 28 | Reviewing/editing a new textbook for a publisher in your academic area    | Copy of review submitted to publisher | 1 |
| PD 29 | Serving on panels or juries for academic journals, artistic compositions, or exhibitions; Panels for peer reviewed publications or editorial boards. | Appointment letter | 1 for each panel, jury, or editorial board. |

c.1. **Academic Advising**: The Faculty Member will have shown above average diligence in assuming
 his/her role as an academic advisor and/or as a person involved in student activities.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Activity** | **Support/Evidence** | **Points** |
| AA 1 | Conducting 16 hours of non-classroom group advising sessions  | Announcements of sessions; confirmation of room scheduling  | 1 |
| AA 2 | Career night type sessions | Announcements of sessions; confirmation of room scheduling or other documentation of attendance | Attending four sessions = 1;Organizing for a discipline = 1;Organizing for multiple disciplines = 2 *(may not count multiple roles for same sessions)* |
| AA 3 | Leading the development and implementation of a College-wide event (e.g. Majors Fair) | Copy of all promotional material examples along with attendance summaries | 2 |
| AA 4 | Completion of an articulation agreement. *Note: The Faculty Member may choose whether each agreement may be used for either section b. or c., but the same agreement cannot be used for both.* | Signed agreement from both schools | 2 |
| AA 5 | Development of a shared transfer guide with representatives of other institutions  | Verification from the transfer school and document shared with full-time department Faculty | 1 |
| AA 6 | Creation of an original brochure or web pages for student advising use | Hardcopy of brochure or web pages | 1 |
| AA 7 | Document individual advisingcontacts per year (email advising, phone advising, personal contact advising)  | Emails, notes on phone contact, form signed by personal advisees | For every 32 original contacts per term = 1 |
| AA 8 | Student club or honor society advisor for one year (must meet at least 4 times per year) | Documentation from Student Activities | 1 |
| AA 9 | Participation in OARS for16hours | Assignment sheet | 1 |
| AA 10 | Faculty Advisor of year  |  | 3 |

c.2. **Assisting Students in Achievement of Academic Goals**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Activity** | **Support/Evidence** | **Points** |
| AA 11 | Voluntarily working in any of the assistance areas (or athletic tutoring area) for 16 hours for no additional pay | Assignment sheet or copy of agreement with administrator | 1 point for each 16 hours. |
| AA 12 | (Library Faculty) Develop and update web-based and/or paper research guides or class assignment guides for subdivision students in credit classes. See PD 9. (May use for one only) | Lists and uses | 1 for every twenty guides.  |
| AA 13 |  (Library Faculty) Development and/or updating of tutorials/  worksheets for library users  (COD students and community)  in particular subject areas | Copies of materials | 3 (if done by individual)1 (if done collaboratively) |
| AA 14 | ( Library Faculty) Development  and or updating of marketing  tools for library | Copies of materials | 3 (if done by individual)1 (if done collaboratively) |
| AA 15 |  Development of significant  library web page instructional  content which contributes to  the information literacy of  students  | Copy of materials | 3 (if done by individual)1 (if done collaboratively) |
| AA 16 |  (Library Faculty) Pattern of  excellent collection  development for subdivision  Faculty/students over three  years. See PD 8. (May use for  only one category). | As measured against any of the following:Standardized list such as opening day collection, outstanding title lists from Choice, Booklist or other reviewing toolsRecognition from accrediting agenciesComparison to library collections of similar libraries. | 3 |
| AA 17 |  Outstanding Reference Desk /Technical Services activities per academic year | Letter from Associate Dean | 2 |

1. **Institutional Governance**: The Faculty Member shall have demonstrated concern for the College community by service on committees or task forces, and/or by active work on special projects concerned with the academic and/or support services of the institution.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Activity** | **Support/evidence** | **Points** |
| IG 1 | Active service on a committee for an academic year (committee must have met at least four times) | Committee minutes with dates, times, and attendance | 1 for each: Discipline or Division; Degree Requirements; Communication; Social ; Alternative Credit; Region 32 Council;2 for each college-wide;3 for each QIP |
| IG 2 | Active service on a screening committee | Committee minutes or email notices with dates, times, and attendance, or letter from Chair | 1 for internal or2 for internal/external search |
| IG 3 | Active service on a regularly scheduled committee for an academic year | Committee minutes with dates, times, and attendance | 2 for each: Instruction Committee; Divisional Curriculum; College Curriculum; 3 for Faculty Senate |
| IG 4 | Chairing a committee for an academic year (committee must have met at least four times) | Committee minutes with dates, times, and attendance | 2 for Discipline or division; Degree Requirements; Communication; Social; Alternative Credit; Region 32 Council; 3 for Faculty Senate; 4 for Divisional Curriculum; Faculty Senate; College wide committee (members appointed by Committee on Committees); Instruction.6 for QIP (or similar) team; 8 for Faculty Senate Vice President; 10 for Faculty Senate President. |
| IG 5 | Development and implementation of the use of an Outcomes Assessment instrument  | Finished Outcomes Assessment instrument along with initial data Outcomes Assessment instrument collected and analysis of that data | 1 |
| IG 6 | Satisfactory service on an IAI panel for an academic year | Meeting minutes with dates, times, and attendance | 2 |