Department of Instructional, Workforce and Applied Technology
College of Education and Professional Studies
University of West Florida
Bylaws
September 30, 2015

I. Overview

A. Introduction

The Department of Instructional, Workforce and Applied Technology (IWAT) is comprised of faculty and professionals who support the mission of the College of Education and Professional Studies through teaching, scholarly activities, and service. To fulfill this mission, the Department focuses on developing synergy between academic innovation and applied development as well as a strong research agenda in the support and preparation of empowered persons and professionals who serve our society.

B. Mission

The mission of the Department of Instructional, Workforce and Applied Technology (IWAT) is to support and prepare qualified professionals for a variety of disciplines in our society. To meet the preparation mission, a strong teaching focus prepares undergraduate and graduate students for their careers based on a solid foundation, regardless of the career path that the students undertake. The mission of support encompasses a variety of research-based services for business and industry, public and private schools, government, education and training agencies, and the military. The mission also emphasizes the importance of contributing time, skills and experience to the community and a faculty member's particular profession.

C. Membership

Membership in the Department consists of faculty and professionals who serve and support the goals and mission of the Department. Appointments are made in accordance with University and College Policies.

II. Governance

A. Officers

The Department Chair, or designee, will officially represent the Department in its relationship with the administration, other colleges in the University, and the community at large.

B. Program Coordinators

The Department Chair may appoint a Coordinator for each of the programs in the Department. The Chair will seek the advice of the program faculty in developing

department and program policies. Each of the disciplines in the department must be given considerable autonomy in the development of curriculum and program related matters. However, the Department Chair will ensure that University and College procedures are followed accurately, faculty rights are respected, and student interests are represented.

C.   Eligibility for Participation in Governance Activities

All full-time faculty members of the department are eligible to participate in votes relating to governance of the Department.

Voting members shall notify the Department Chair in a timely fashion if they cannot attend a scheduled meeting. If a member is unable to be present, a written proxy may be given to another member or an absentee ballot may be marked and given in writing, facsimile, or other electronic means to the Chair.

The bylaws may be amended with a 2/3 vote of eligible voting faculty. There will always be an attempt to reach consensus, but when a consensus cannot be reached on a given topic or when a vote is required, a formal vote will be taken from all eligible voting faculty with a simple majority ruling. If any member requests a secret ballot on any issue, a secret ballot will be conducted. The Chair votes whenever his/her vote will affect the result.

D.   Meetings

Departmental meetings will take place at least once each month. Additional meetings may be scheduled at the discretion of the Chair. Upon the request of a majority of Departmental members, the Chair will also convene additional departmental meetings in a timely and efficient manner. Announcements of the meetings will be distributed to the membership at least two (2) weeks prior to the scheduled meeting. A proposed agenda of each meeting will be distributed by the Chair to the Department members at least two (2) days prior to any meeting. Minutes of the meetings will be distributed within one week to the Department members and kept in a central file location by the Chair.

E.   Budget Allocation

General accounting of program budgets/accounts will be shared by the Chair at department meetings or by scheduled appointments with the Chair. Funding generated by a specific program or faculty member in a specific program will be allocated to the budget for the corresponding program.

F.   Committees

The Chair appoints members of all departmental committees. Appointments will align with faculty interests whenever possible.

1.   Bylaws Committee

The Chair of the Department shall appoint a representative from each Program to serve on the Bylaws Committee. The Bylaws Committee shall meet at least once each year to review the bylaws for currency, compliance with the UFF-UWF Collective Bargaining Agreement, UWF Policies and any other matter which would improve the efficiency of the administration and functioning of the Department.

2. The Personnel Committees

Professional Development and Mentoring Committee

The Professional Development and Mentoring Committee will assess the needs and interests of departmental faculty and coordinate professional development efforts aligned with these needs and interests. Professional development opportunities will be offered at least once each semester and will be diverse with regard to in presentation and the presenter. These professional development opportunities will be made available to all faculty regardless of rank.

Upon the appointment of an untenured faculty member to a tenure-track position in the Department, the Chair shall appoint another faculty member in the Department to serve as a Mentor to that untenured faculty member. The Professional Development and Mentoring Committee, the Department Chair, and the Mentor will serve as an advisory/supportive committee to help non-tenured IWAT faculty succeed in the tenure and promotion process. In some cases, it might be appropriate to add a committee member from outside the Department. The Committee will meet annually with all non-tenured IWAT faculty seeking this assistance. Non-tenured faculty may request teaching observation/evaluations from any IWAT faculty member, but teaching observation/evaluation will not be considered a formal Committee function.

The Department Chair and the untenured faculty member's Mentor shall review each untenured faculty member's progress towards tenure during the individual's third (3rd) credited year towards tenure. Any other faculty member(s) (at the request of the untenured faculty member being reviewed) can be included in the review process. The calendar for Midpoint reviews will be provided by the College and the materials submitted will consist of a binder/dossier. A faculty member may request an earlier review upon giving reasonable advance notice to allow for a review committee to be formed. The Chair will ensure that the Review Committee completes a third-year review of all untenured, tenure-earning faculty. The Review Committee will submit a third-year review report to the Chair, which will be included with the Mid-Point review portfolio submitted to the Dean.

3. Communications Committee

A Communications Committee will be appointed by the Chair to work with office staff to ensure that communications processes and outlets are efficient and current. This committee will be responsible for updating the departmental website periodically, developing a departmental newsletter, overseeing social media presence, and other related functions. Department faculty and staff will contribute to the content of these media; however, the Communications Committee will be charged with the development and distribution of these products.

4.   Ad Hoc Committees

Ad hoc committees are formed by the Chair of the Department for work within the Department on particular projects and are dissolved at the completion of the assigned task.

5.   Appeal Procedures

Appeals concerning department-level committees are to be in writing to the Chair of the Department.

G.   Election Procedures

The College holds elections. Department members have the right to vote for department, college-wide and university representatives.

H.   Requests for Resources

Requests for the use of resources, not already assigned to an individual departmental member must align to the mission of the Department. Requests should be made in writing to the Department Chair, describing the request in light of the mission. The Department Chair must approve all requests.

Travel budgets are provided through the general department fund. Each year the Chair will notify Department faculty of the availability of travel funds for the upcoming year. Faculty are required to apply for travel match funding when eligible.

Requests for graduate student assistants must be made prior to the beginning of a term, as early in advance of the term as possible. The Department Chair will assign graduate students and other support staff to department members based upon a consideration of faculty load (e.g., number of students and number of preparations), special needs (e.g., tenure and promotion, special projects), allocated funds and other Departmental requirements as outlined by the Department Chair.

I.   Program Advisory Councils/Program Advisory Boards

Programs are encouraged to have a Program Advisory Council/Program Advisory Board. Faculty of the Department may use the expertise drawn from representative constituency groups, including, but not limited to, regional school districts, the military, government,

business and industry, to participate in the curriculum and to support and advise each Program in planning and implementation.

III. Academic and Curricular Policies/Procedures

If there is a conflict between the language of these bylaws and the UFF-UWF Collective Bargaining Agreement, then the language of the UFF-UWF Collective Bargaining Agreement controls.

    A. Academic Policy and Curricular Changes

        1. All curricular and academic policy changes should originate at the Program level within the Department. However, the Board of Trustees, Provost and Dean may institute additional policy changes.

        2. Curriculum Change Requests are completed by the Program, approved by the Chair, and submitted through the Dean's Office to the College Program Review Committee, CEPS Council and the Faculty Senate.

    B. Grading and Examination Policies

The Department of Instructional, Workforce and Applied Technology adheres to the grading and examination policies published in the UWF Catalog. Grading and examination policies are left to the professional judgment of the classroom instructor or faculty subject to University policies. See UWF Catalog. These policies must be made clear to students at the beginning of classes and must be in the course syllabi. Course syllabi must be distributed at or before the first class meeting for all courses and uploaded to the FACS system within one week of the start of classes.

    C. Thesis and Dissertation Chair and Committees

Selection for membership on thesis and dissertation committees should be based upon a review by the unit faculty and follow University and College Guidelines.

IV. Personnel Policies/Procedures

    A. Rank Definitions and Criteria for Faculty

Rank	*Education and Experience Minimum Qualifications*
Instructor	Holds a degree with appropriate professional qualifications in the appropriate discipline. May be appointed by the Dean in consultation with the Department Chair to support Departmental and College needs.
Assistant Professor	Holds an earned terminal degree with appropriate professional qualifications in the appropriate discipline. Holds promise for or has proven track record of conducting research, excellence in

	teaching, and providing the department, college, university, community and appropriate profession with service.
Associate Professor	Holds an earned terminal degree with appropriate professional qualifications in the appropriate discipline. Has had at least four (4) years in rank as an Assistant Professor. Has produced scholarly work and published in the appropriate discipline. Displays excellent teaching skills and actively participates in service activities at the Department, College and University levels in addition to service to the community and appropriate profession.
Professor	Holds an earned terminal degree with appropriate professional requirements in the appropriate discipline and at least five (5) years in rank as an Associate Professor. Has produced a significant body of research. Displays excellent teaching skills and participates in service activities appropriate to the discipline at multiple levels which may include the university, the college, the region, the state, the nation and internationally. In addition, has provided service to the community and the appropriate profession.
Visiting Status	Visiting departmental members may be appointed by the Dean in consultation with the Department Chair to support Departmental and College needs.

B. Recruitment/Selection of Department Members

1. Permission to recruit/search for new Department members is derived from the Provost via the Dean to the Chair of the Department.

2. University recruitment/search procedures are to be followed and are based on the type of employee being hired. These procedures may include approval for specific search and advertising activities by the Provost and Equal Opportunity and Diversity Office prior to advertising.

3. Search committees with appropriate representation are organized by the hiring official. The search committee will review all candidates' credentials and campus visits by selected applicants, the committee will provide the hiring official with a list of applicants who meet the criteria for the advertised position. The hiring official, in conjunction with the Search Committee may make recommendations to the Dean. The Chair recommends to the Dean who confers with the Provost prior to making an offer of a position. The Dean offers the position to the applicant and establishes salary (the Chair may recommend a salary amount to the Dean).

C.   Selection and Evaluation of Adjunct Faculty

1.   Adjunct faculty shall be hired only after full-time faculty members' course loads have been filled. Adjuncts will be reviewed and hired on an ongoing basis by the Chair based on the recommendations of the Program faculty.

2.   Adjunct faculty shall present the same credentials as regular faculty members, i.e., ABD or the terminal degree. In critical areas and depending on the level of the course to be taught, adjuncts that have other professionally accepted credentials and experience may be recommended for hire by the Program faculty.

3.   Adjuncts will meet accreditation guidelines (e.g., SACS).

4.   Adjuncts who teach online must complete University online teaching orientation and certification offered through the ATC.

5.   Adjuncts shall be provided with a copy of the Annual Evaluation section of these Bylaws at the commencement of their contract and shall be evaluated at the end of each term during which they teach based on the achievement of student learning outcomes, student evaluations, and all other relevant indicators/evidence of teaching performance including, but not limited to the following list of indicators found in the Teaching section of the Annual Evaluation Indicators/Evidence of Performance.
    - Course Syllabi
    - Course Materials
    - Student Exams and Assignments
    - Integration of Technology
    - Alignment to professional standards
    - Student Evaluations
    - Peer Evaluations

6.   The Chair or designee will review and assist with course content and serve as resource persons as needed.

D.   Work Assignments

Prior to the commencement of each academic year, the Department Chair will meet and confer with individual Department members to plan the year's work assignment related to teaching, research, service, advising, or other kinds of assignments based on the mission and the needs of the Department, as well as the professional goals of each faculty member. Individual faculty members and Department Chair will negotiate and prepare a letter stating the assignment for the individual faculty member for the academic year (or the summer term), sign the letter, refer to the Dean for approval and signature and submit to the faculty member for signature (in that order-via electronic submission). The original is kept in the Dean's office in the faculty member's personnel file. A copy is kept in the Chair's office, and the faculty member receives a copy. All parties have access to the

letter electronically. This letter serves as the foundation of the annual letter of evaluation which becomes the major documentation for tenure, promotion, salary allocations, and merit pay.

E.   Overload

Faculty who wish to teach overload courses, when available, should plan with the Chair relative to scheduling such classes as dictated by Program needs. Overload teaching should be in the faculty member's area of expertise.

F.   Summer Contracts

1.   Summer contract opportunities for faculty will be based on programmatic needs. Faculty, rather than adjuncts, will have first consideration of appointment, within constraints of summer lines made available to the College and Department.

2.   Available lines will be apportioned to faculty units and will be assigned within units. Lines will be assigned based on course enrollment and the instructor of record. Courses with low enrollment that do not meet the required minimum enrollment will be cancelled and will not be reassigned to another faculty member unless an attempt is being made to balance teaching loads among department and program faculty.

G.   Office Hour Policies

Each faculty member shall observe a minimum of 10 hours of regularly scheduled office hours per week, six of which will take place on campus, and post a schedule accordingly. Alternatives to such a schedule should be approved in advance by the Department Chair.

V.   Annual Evaluation, Reappointment, Tenure, and Promotion

A.   Introduction

Annual Evaluation, Reappointment, Tenure and Promotion criteria and guidelines will follow University and College electronic submission guidelines.

B.   Criteria – In general

In addition to those criteria and standards stipulated in Florida statute, UWF policies and procedures, BOT rules, the *BOT-UFF Agreement*, and the UWF Faculty Handbook, the criteria and standards contained in this document apply to reappointment, tenure, and promotion decisions in the Department of Instructional, Workforce and Applied Technology. However, a faculty member who joins the Department of Instructional, Workforce and Applied Technology may elect to apply the criteria and standards contained in the Bylaws of their most recent prior department within three (3) years of joining the Department of Instructional, Workforce and Applied Technology.

C.   Procedures

Annual evaluation, tenure, and promotion procedures and timelines are distributed by the university administration each year.

D.   Annual Evaluation

Each Department member will be evaluated on an annual basis by the Chair. This evaluation is to be based on the assignment letter written by the Chair and acknowledged by the individual faculty member. The assignment letter should speak specifically to teaching, scholarly and creative activity, service, and advising, if applicable, not necessarily in that order. IWAT faculty are expected to demonstrate consistent annual progress towards meeting Department tenure and promotion recommendation guidelines for teaching, scholarly and creative activity, and service. Annual progress will be measured in terms of the five performance levels of distinguished, excellent, good, fair, and poor. Performance indicators for each of these five performance levels are provided below. Annual evaluation criteria are available in a separate document to all IWAT faculty.

The Chair must consider any evidence and materials relevant to the work assignment submitted by the faculty member as the basis for the Annual Evaluation Letter. At a minimum, faculty must submit an updated vita, a statement of contributions (a narrative discussing teaching, scholarly and creative activity, and scholarly activity, and service), and copies of course syllabi and student evaluations. These materials must be submitted to the Department Chair within the timeline established by the University for Annual Evaluations. The Chair shall give an evaluation of poor, fair, good, excellent or distinguished for each category of Teaching, Scholarly and Creative Activity, and Service, as well as an overall performance rating. The faculty member signs the Evaluation Letter, which is then inserted into the annual evaluation folder.

Annual evaluation folders are submitted by the Chair to the Dean, who reviews the faculty member's statement of contributions and the Chair's letter of evaluation. The Dean includes a letter in the evaluation folder, which is then put in the faculty member's personnel file in the Dean's office and made available to the faculty member for review.

Untenured, tenure-earning faculty are also evaluated by the Chair on their progress toward tenure, and faculty who are not yet full professors are evaluated by the Chair on their progress toward promotion. For faculty who are not tenured, but who occupy tenure earning lines, the annual evaluation folder is forwarded to the Provost for review before the file is placed in the personnel file in the Dean's office. Visiting faculty and instructors will also be evaluated by the Chair in this manner, although there will be no direct implication with regard to the tenure and promotion process. Adjunct faculty shall be evaluated based on the achievement of student learning outcomes, student evaluations, and all other relevant indicators/evidence of teaching performance including but not limited to Course Syllabi, Course Materials, Student Exams and Assignments, Integration of Technology, Alignment to professional standards, Student Evaluations, and Peer Evaluations.

E. Tenure

Tenure procedures are governed by agreements and contracts between the BOT and the faculty union.

Each year, the Dean shall provide each Chair in the College with a list of faculty members eligible for tenure. Eligible faculty shall decide whether to apply for tenure or not. For each eligible faculty member who applies for tenure, the Chair shall prepare a letter recommending *tenure*, *deny*, or *defer* and a brief rationale for such recommendation to the Dean. In making a recommendation, the Chair shall consider the faculty member's contribution to the University in teaching, research, advising, intramural and extramural service.

Faculty tenure reviews are held at the 3rd and 5th year with the Chair. Upon consultation with the Chair, non-tenured, tenure-earning faculty will become candidates for tenure by the sixth (6th) year of employment. Candidates for tenure must follow university procedures for establishing a dossier for the tenure process.

The Chair will request that all tenured full-time faculty members submit a formal evaluation on tenure for each eligible faculty member within the appropriate unit. The evaluation shall be submitted to the Chair, who is obligated to maintain confidentiality about the evaluation. Other full-time faculty may provide the Chair with opinions of the candidate's dossier. On a separate document, all tenured faculty in the department or unit shall vote regarding the acceptability of tenure for the candidate. The unsigned votes will be included in the tenure dossier in an envelope without disclosure of how individual faculty voted in the decision.

There shall be no anonymous material in master evaluation file or promotion and tenure files except as provided in Article 12.6 of CBA (i.e., student evaluations).The Chair, in conjunction with the faculty member, shall solicit at least three (3) evaluation letters for tenure-eligible candidates from knowledgeable peers at UWF and at least three (3) evaluation letters from knowledgeable peers external to UWF. Each faculty member eligible for tenure will be informed by the Chair in writing whether he/she will be recommended for tenure. The President shall notify in writing each tenure-eligible faculty member of the final tenure decision in his/her case immediately following appropriate action by the Board of Trustees.

IWAT affirms that a candidate for tenure and/or promotion must meet the criteria for teaching, scholarly and creative activity, and service. All activities should be relevant to the candidate's discipline.

The faculty member in IWAT must meet, as a minimum, the following decision standards for tenure and/or promotion to Associate Professor:

F.   Promotion

The faculty member and the Chair shall confer about the readiness of the faculty member as a candidate for promotion. Upon request of the faculty member or upon agreement of the faculty member and Chair, the process shall be initiated for submitting the dossier of the faculty member for consideration for promotion which follows University rules and procedures. The Chair shall write a letter to the Dean indicating recommendation for promotion along with a brief rationale for the decision to be placed in the promotion dossier. In making such a recommendation, the Chair shall consider the faculty member's contributions to the University in teaching, scholarly and creative activity, advising, intramural and extramural service.

All full-time faculty in the Department shall be requested by individual letter from the chair to submit an evaluation on promotion for each faculty member being considered for promotion. If there are less than three (3) tenured faculty within the Department, the College Council shall develop a procedure to provide an additional evaluation method. The Chair, in conjunction with the faculty member, shall solicit at least three (3) evaluation letters for promotion-eligible candidates from knowledgeable peers at UWF and at least three (3) evaluation letters from knowledgeable peers external to UWF.

G.   Minimum Requirements for Tenure and Promotion

Table 1. University Criteria for Tenure and Promotion Decisions

Personnel Decision	*For a favorable personnel decision the weight of evidence must show sustained performance at these levels*		
	Teaching	**Scholarship and Creative Projects**	**Service**
Tenure	**Excellent**	At least **Excellent** in one category and at least **Good** in the other category	
Promotion to associate	**Excellent**	**Excellent**	**Excellent**
Promotion to professor	**Distinguished** in at least one category and at least excellent in the other two categories		

TENURE at any level:

1.   The decision to recommend tenure is based upon sustained performance indicated by minimum annual evaluation ratings of excellent in teaching, at least Excellent in one category and Good in the other category.
2.   As part of these criteria, the following guidelines are to be followed:
   a.   A minimum of three (3) peer reviewed publications published or accepted for publication and in press prior to the application for tenure and/or promotion. These may include but are not limited to journal articles, book chapters, conference proceedings and monographs.

b. A minimum total, including those listed in number one above, of five (5) scholarly and creative publications, products or activities.

c. Scholarly and creative publications, products and activities recognized by the Department of Instructional, Workforce, and Applied Technology may include, but are not limited to, the following:

- Articles in journals
- Books
- Book reviews
- Chapters in books
- Conference proceedings
- Developing and field testing educational programs and products such as program guides, technical products, educational software, curricula, instructional materials guides, and others
- Invited talks, conference special sessions
- Monographs
- Originating and conducting basic and applied research or technological research
- Presenting at conferences
- Presenting workshops
- Writing grant proposals for research and development

If going up early, the candidate must have very strong dossier and be aware that if they are unsuccessful, the first review will be included with the dossier when the candidate subsequently reapplies for tenure.

PROMOTION to the rank of associate professor:

1. The decision to recommend promotion to associate professor is based upon sustained performance indicated by a minimum of annual evaluation ratings of excellent in teaching, scholarship and creative activity, and service.

2. As part of these criteria, the following guidelines are to be followed:

a. A minimum of three (3) peer reviewed publications published or accepted for publication and in press prior to the application for tenure and/or promotion. These may include but are not limited to journal articles, book chapters, conference proceedings and monographs.

b. A minimum total, including those listed in number one above, of five (5) scholarly and creative publications, products or activities.

c. Scholarly and creative publications, products and activities recognized by the Department of Instructional, Workforce, and Applied Technology may include, but are not limited to, the following:

- Articles in journals
- Books
- Book reviews
- Chapters in books
- Conference proceedings

- Developing and field testing educational programs and products such as program guides, technical products, educational software, curricula, instructional materials guides, and others
- Invited talks, conference special sessions
- Monographs
- Originating and conducting basic and applied research or technological research
- Presenting at conferences
- Presenting workshops
- Writing grant proposals for research and development

If going up early, the candidate must have very strong dossier and be aware that if they are unsuccessful, the first review will be included with the dossier when the candidate subsequently reapplies for promotion.

PROMOTION to the rank of full professor:

1.   Sustained performance in teaching, creative and scholarly activities, and service, indicated by minimum annual evaluation ratings of distinguished in one category and excellent in the other two categories.
2.   Substantial, high quality, tangible and public contributions to the profession measured by favorable acknowledgment nationally as well as within the university, through contributions to the organization and discovery of knowledge:
     a.   A cumulative total of at least twelve (12) peer reviewed journal articles in respected academic journals, book chapters, books, or monographs in the candidate's discipline (broadly defined by research interests).
     b.   At least six (6) of these must carry publication dates after the award of the candidate's current rank, and during his/her tenure at The University of West Florida.
     c.   At least six (6) of the twelve peer reviewed journal articles in respected academic journals, book chapters, books, or monographs in the candidate's discipline (broadly defined by research interests) should be first author publications.
     d.   Tangible evidence of the expression of creative and scholarly activity in other venues including peer reviewed presentations, invited speaking engagements, and funded grants.
     e.   Favorable external reviews of the promotion file by three (3) professionals in the relevant academic discipline as well as three (3) internal reviews from outside the home department, who comment on the importance of the contributions to the faculty member's profession as evidence of a regional, national or international reputation.

Chairs with a strong record of managing departments can become candidates for professor. In addition to demonstrating a strong record of accomplishment in managing the department, prospective candidates must meet the stated criteria for teaching and service to qualify for promotion to professor. The management category allows chairs the

opportunity to be successful candidates without having a comparable distinguished scholarship achievement.

If going up early, the candidate must have very strong dossier and be aware that if they are unsuccessful, the first review will be included with the dossier when the candidate subsequently reapplies for promotion.

H.   Evidence of Scholarly and Creative Products

As in all disciplines, scholarship within a diverse department such as IWAT includes a wide variety of research and scholarly activity as defined and judged within our academic disciplines. For purposes of tenure and promotion, faculty should produce high quality scholarship related to their particular discipline. The quality of scholarly and creative publications, products and activities is established by evidence provided by the faculty member including but not limited to, acceptance rate, rejection rate, impact factor, the review process, or other indications of quality in the faculty member's discipline.

There are a variety of tangible and public scholarly and creative activities and products that may be generated by IWAT Faculty including, but not limited to the following:

- Articles in journals
- Books
- Book reviews
- Building industry partnerships
- Building interdisciplinary partnerships for research
- Chapters in books
- Conference proceedings
- Developing and field testing educational programs and products such as program guides, technical products, educational software, curricula, instructional materials guides, and others
- Invited talks, conference special sessions
- Monographs
- Originating and conducting basic and applied research or technological research
- Presenting at conferences
- Presenting workshops
- Writing grant proposals for research and development

I.   Evidence of Teaching Activities

- Alignment to professional standards
- Course materials
- Course syllabi
- Course/curriculum design and revision
- Development of philosophy of teaching and learning
- Directed studies supervision
- Dissertation chair/committee member
- Establishment and pursuit of professional and educational goals

- Feedback (consistent and constructive)
- High impact learning activities
- Initiate new programs / certifications / degrees
- Innovative instructional strategies
- Integration of technology
- Internship coordination
- Mentor or participant in undergraduate research projects
- Peer evaluations
- Professional development participation/activity
- Quality Matters certification
- Service learning activity supervision
- Student evaluations
- Student exams and assignments

J.   Evidence of Service Activities

Service is broadly defined and should include a wide range of activities. Service is most valued when there is a relationship between the activity and the faculty member's area of expertise. IWAT strongly supports faculty service related to their area of expertise and in accordance with rank. Service includes, but is not limited to, these activities:

- Academic organization service
- Accreditation activities
- Advising student organizations
- Advisory council participation
- Building partnerships with business and industry to enhance or expand university relationships
- Career fairs
- Conducting workshops
- Consultancies
- Continuing education/lecturing
- Department chair, program chair, coordinator
- Department, college, university committees and governance
- Discipline-related community activities
- Editorial review board service
- Fundraising initiatives
- Journal reviewer
- Professional advising
- Professional organization service
- Program development/enhancement
- Public lectures, performances, exhibitions
- Recruitment of students

VI. Student Related Policies and Procedures

A. Advising Policies and Procedures

Students are assigned a CEPS academic advisor when admitted into a program, who works with them throughout their academic career, including registration procedures, program requirements, and graduation procedures. Faculty will provide professional advising and serve in the role of faculty mentor. The role of faculty mentor is to provide students with general career counseling and information about the program.

B. Student Grievances and Complaints

Student complaints are handled on an informal basis with the academic advisor, the classroom instructor, and the chair. Grievances are handled on a formal basis as described in the *UWF Student Handbook* which indicates the step-by-step student grievance procedure

VII. Planning/Review Process

The Department will follow timelines furnished by the Provost, participating in the University planning process.

VIII. Adoption and Revision of Bylaws

These by-laws may be amended by a vote of two-thirds of the eligible voting members present at a meeting called for such purpose.   Proposed changes to these bylaws must be submitted in writing to the Department Chair and distributed to the eligible voting members at least ten (10) days prior to the meeting at which the proposed changes are to be considered.

These By-laws have been accepted by a vote of two-thirds of the eligible voting faculty on this date: September 30, 2015.