Board of Trustees
Academic and Student Affairs Committee

8:30 AM
April 24, 2019
President’s Boardroom, The Horace Mann Center

1. Call to Order
   Trustee Martin

2. Approval of Minutes:
   February 7, 2019
   Trustee Martin

3. Items for Action
   a. Motion: Tenure
   Dr. Diane T. Prusank
   b. Motion: Promotion
   Dr. Diane T. Prusank

4. Items for Information
   a. Westfield State Experience
   Vice President Susan LaMontagne
   Dean Enrique Morales-Diaz
   Dr. Diane T. Prusank

Attachment(s)
   a. Minutes 02-07-19
   b. Motion: Tenure
   c. Tenure- Recommendations & Justifications
   d. Motion: Promotion
   e. Promotion- Recommendations & Justifications
Board of Trustees committee members in attendance: Committee Chair Martin, Vice Chair Slakey (remotely), Secretary Magovern, and Trustees Hill and Swan.

Excused absence: Trustees Martinez-Alvarez and Sullivan.

Trustee guests present: Trustee Queenin.

Dr. Ramon S. Torrecilha, President of Westfield State University, was also present.

The meeting was called to order at 8:31 AM by Committee Chair Martin, who stated that Trustee Slakey was participating remotely and that all votes would be by roll call.

**MOTION** was made by Trustee Magovern, seconded by Trustee Hill, to approve the minutes of the October 9, 2018 meeting.

**Roll call vote:**
Trustee Hill - Yes
Trustee Magovern - Yes
Trustee Martin - Yes
Trustee Swan - Yes
Trustee Slakey - Abstained

**Trustee Slakey abstained from voting and the Motion passed unanimously.**

Committee Chair Martin stated that at the October meeting the Trustees requested to know more about the tenure and faculty development process and how faculty were recruited, developed and nourished. Dr. Prusank, Provost and Vice President of Academic Affairs and Susan LaMontagne, Interim Vice President of Student Affairs, gave a presentation on the life of faculty at Westfield State with a focus on tenure and tenure-track faculty in preparation for the April Board meeting.

- The tenure-track faculty line is the most coveted in higher education, with a three-legged stool of evaluation in teaching, research and service to the institution.
- Westfield State is a teaching intensive institution, which affects how we hire, promote and tenure.
- Our bargaining agreement limits adjunct faculty and we can have no more than 15% of courses taught by part-time faculty members.
- The American Association of Union Professors (AAUP) released a report that 73% of positions available now are off tenure track.
• Compared to private and other public institutions, our system bargaining agreement requires an inordinate amount of tenure-track faculty in today’s higher education landscape. It is important that we tell that story about Westfield State as it makes us more competitive with other institutions.

• Recruiting processes are run through each department and Human Resources with a variety of places to advertise being provided. Trustee Hill shared his practice of going to the places where diverse populations are located to recruit.

• Dr. Enrique Moralez-Diaz, Interim Dean of Faculty, has provided diversity training to the departments to assist with recruiting.

• Trustee Slakey shared the work of Understanding Interventions, a conference funded by the National Institute of Health, which has attendees who are very serious players in diversity.

• It was discussed how important it is for the whole University to work on the culture of diversity. Ms. LaMontagne stressed the importance of the collaboration between Academic and Student Affairs.

• Various opportunities for professional development for faculty are provided at the University for Pedagogy and Course (Re)design, Scholarship, and Socialization Into Higher Ed, and roughly $150,000 is spent per year for professional development.

• There are approximately 20 sabbaticals annually which varies, based on the year of hire. Most of our faculty take a semester at full pay rather than a year at half pay. Costing out the sabbaticals is being planned.

• The faculty evaluation process was explained, with the Board investing in the process by reading the materials provided for tenure and promotion.

• Trustee Slakey requested a bookmark of the following items for discussion at another meeting:
  o issues surrounding the use of student evaluations for courses and faculty; and
  o peer observations of faculty by faculty as useful, noting that it is important to train people to do the observations.

There being no further business, Committee Chair Martin asked for a motion to adjourn.

**MOTION** was made by Trustee Magovern, seconded by Trustee Hill, to adjourn.

**Roll call vote:**
- Trustee Hill - Yes
- Trustee Magovern - Yes
- Trustee Martin - Yes
- Trustee Swan - Yes
- Trustee Slakey - Yes

**Motion passed unanimously.**

The meeting was adjourned at 9:32 AM.

Attachments presented at this meeting:
- Minutes of October 9, 2018
- Tenure, Promotion, and Sabbatical Information

**Secretary’s Certificate**
I hereby certify that the foregoing is a true and correct copy of the approved minutes of the Westfield State University Board of Trustees Academic and Student Affairs Committee meeting held on February 7, 2019.

__________________________________________  _______________________
Robert Magovern, Secretary                              Date
Board of Trustees

April 24, 2019

MOTION

To approve the granting of tenure, effective September 1, 2019, to:

Dr. Andrew Hafner   Education
Dr. Jennifer Hixon   Health Sciences
Dr. Rebecca Morris   Economics and Management
Dr. Alice Perry    Criminal Justice
Dr. Jamie Rivera   Nursing

To approve the granting of tenure with automatic promotion, effective September 1, 2019, to:

Dr. Felicia Barber   Music
Dr. Steve Bou ghosn   Computer and Information Science
Ms. Rebecca Brody   Library
Dr. Brian Chen   English
Dr. Robin White   Biology

___________________________________________________             _____________________
Kevin R. Queenin, Chair            Date
March 22, 2019

Dr. Ramon S. Torrecilha
President
Westfield State University

Dear President Torrecilha:

For your approval, I recommend the granting of tenure effective September 1, 2019, to:

- Dr. Andrew Hafner, Education
- Dr. Jennifer Hixon, Health Sciences
- Dr. Rebecca Morris, Economics and Management
- Dr. Alice Perry, Criminal Justice
- Dr. Jamie Rivera, Nursing

I also recommend the granting of tenure with automatic promotion, effective September 1, 2019, to:

- Dr. Felicia Barber, Music
- Dr. Steve Boughosn, Computer and Information Science
- Ms. Rebecca Brody, Library
- Dr. Brian Chen, English
- Dr. Robin White, Biology

Each individual has been evaluated by his or her chair, by a Dean, and by the Committee on Tenure. I have reviewed each evaluation, as well as the faculty portfolios. All who have served as evaluators believe that these individuals will remain dedicated and contributing members of the faculty; as such, I recommend them for tenure.

I certify that all procedures as prescribed in The Agreement have been complied with in accordance with Article VIII, Section H.

Sincerely,

Diane T. Prusank, Ph.D.
Provost and Vice President, Academic Affairs

Approved:  

Dr. Ramon S. Torrecilha, President

April 2, 2019

Academic Affairs  (413) 572-5213
577 Western Avenue  (413) 572-5537 (f)
P.O. Box 1630
Westfield, MA 01086-1630
westfield.ma.edu
WESTFIELD STATE UNIVERSITY
BOARD OF TRUSTEES PERSONNEL ACTION
April 24, 2019

TYPE OF ACTION: TENURE/FACULTY
FUNDING SOURCE: STATE FUNDED
NAME: ANDREW HAFNER
RANK/DEPARTMENT: ASSOCIATE PROFESSOR/EDUCATION
CURRENT SALARY: $77,346.67
DATE OF HIRE: SEPTEMBER 1, 2013
TENURE EFFECTIVE: SEPTEMBER 1, 2019

DEGREES:
- B.A. Hamilton College 1992
- M.Ed. University of Massachusetts 2003
- Ed.D. University of Massachusetts 2012

JUSTIFICATION:
In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Hafner as well as his personnel file and all evaluation materials considered by or provided by his chair, the Committee on Tenure and Dean Swaidan. I concur with their conclusions that Dr. Hafner has met the criteria established by the Agreement.

I recommend Dr. Hafner be granted tenure.

Approved:

[Signature]
Diane T. Prusank, Ph.D.
Provost and Vice President, Academic Affairs

Date: 4/10/19
APPENDIX G-1

DEAN'S

EVALUATION AND RECOMMENDATION

Name: Andrew Hafner  Department: Education

Date of Last Evaluation: 1/2018  University: Westfield State University

Date of This Evaluation: 12/13/18

Personnel Action Being Considered: Tenure

RECOMMENDATION: I am pleased to recommend Dr. Hafner for tenure.

Areas of Evaluation

Effective Teaching Evidence:
All documents presented with the tenure portfolio, including the Peer Evaluation Committee (PEC) review, department chair review, SIR II evaluations, formal observations of teaching, and any included teaching narratives from the candidate or those assigned to formally review the candidate, demonstrate evidence of clear teaching effectiveness.

Dr. Hafner is a dedicated and reflective educator who continues to hone his instructional skills. His narrative statement is a well-crafted document that accurately reflects the student-centered teaching philosophy that flows into his Education classroom. He dedicates his career to "pursuing a critical pedagogy focused on equity and justice in Education, through a broader vision of [community]." Supported by consistently strong SIRII evaluations, Dr. Hafner effectively facilitates class instruction and supports "students' efforts to think critically about education and their potential role as future educators." Dr. Hafner is a knowledgeable and engaged educator whose courses are "rooted in critical pedagogy and the ethics of care." Dr. Hafner is to be commended for providing students "a context for engaging in deeper conversations."

Effective Advising Evidence:
Both the PEC and chair agree that Dr. Hafner meets all contractual obligations for advising. He currently advises approximately 50 education students who are pursuing Secondary Education Licensure. Dr. Hafner is to be commended for his dedication to mentoring and advising future educators.

Appendix A-1 Areas for Evaluation (as designated by faculty member)

Contribution to the content of the discipline
Dr. Hafner is described by the chair as a "scholar focused on the intersection of theory and pedagogy." His scholarship and teaching agenda are seamlessly integrated to create learning spaces that critically examine culture, identity, language, and equity. Dr. Hafner is a prolific scholar. During the review period, Dr. Hafner presented at national and regional conferences. Dr.
Hafner currently has three articles under review by peer-reviewed journals, as well as two book chapters under review by national publishing companies. Most recently, his presentation entitled *Transformative Tensions for Critical Literacies: Rethinking Equity & Justice in Sheltered English Immersion Courses for Pre-Service Teachers*, was very well received at the 2017 American Educational Research Association (AERA). In addition, his collaborative research and subsequent article entitled, *"Unpacking the Misrepresentation and Stolen Dreams of Trayvon and Other Youth of Color in the Age of Schizoracism: A Critical Race Analysis"*, explores a "conceptual comparison between the two phenomena of racist behavior and schizophrenia." Dr. Hafner is to be commended for maintaining an active research agenda while providing quality instruction to students.

*Contributions to the professional growth and development of the university community (including academic advising of students in excess of 30 assigned at the beginning of the semester)*

Dr. Hafner has significantly contributed to the growth and development of the Education Department. He is the founder and co-chair of the Education Department's Anti-Racism Committee and served on several search committees for the department. In addition to being a valued member of the Education Department, Dr. Hafner is engaged in campus-wide initiatives and programs. Dr. Hafner is described by the chair as the "principal architect of the What's Going on WSU? Community Unity and Dialogue Series." The series held four campus-wide events on social justice issues.

Dr. Hafner is to be commended for his commitment to equity and inclusion.
COMMITTEE ON TENURE

February 11, 2019

Dr. Diane Prusank, Provost, VP Academic Affairs
Academic Affairs
Westfield State University

Dear Dr. Prusank:

The Committee on Tenure hearing for Dr. Drew Habana Hafner, Associate Professor of Education, was held on January 7, 2019. The committee would like to make the following statement with regard to its recommendation of Dr. Hafner for tenure, as required by Article VII, Section H, Subsection 1:

The Tenure Committee recommends Dr. Hafner for tenure by a unanimous vote of 5-0.

This recommendation is based on the qualifications presented in the materials submitted by the candidate and on-file in the Office of Academic Affairs. These qualifications are highlighted below.

Teaching: Dr. Hafner is an effective teacher as evidenced by positive evaluations by current and former chairs and PEC reviews over the course of the evaluation period for tenure. He also received a Campus Teaching Showcase Award in 2015-2016. SIR-II evaluations overall are strongest in the areas of Faculty/Student Interaction and Communication with scores at or slightly above the comparative means. Results for Course Organization and Planning and Assignments, Exams and Grading have been consistently below to slightly above the comparative means in these areas. The scores in these areas have trended upward in recent years, especially in AY 17-18.

Dr. Hafner’s main teaching responsibility is teaching the course, EDUC 0363, Sheltered English Immersion (SEI). EDUC 0363 is not simply a course about techniques for teaching children and adolescents for whom English is a second language. He states in his narrative that his approach to this course is from a “lens of critical pedagogy and social justice.” He sees this as a critical need for his students because most of our students are not familiar with the variety of cultural and socio-linguistic backgrounds that English Language Learners (ELL) bring to today’s P-12 classes across the Commonwealth. Student post-reflections reflect growth by students in cross-cultural understandings and in recognition of the challenges ELL students face in today’s public schools. In EDUC 0380, Critical Multicultural Education, Dr. Hafner uses current affairs as a teaching tool. For example, at the time of the Parkland shooting, students engaged in an examination of the call to arm teachers and the impact of lock-down drills on P-12 students and staff. His students participated in the anti-gun “Arm Me With” national response that grew out of the call to arm teachers. EDUC 0220, Schools in American Culture, is a required introductory course for all teacher licensure students. He takes a realistic approach in this course and uses it to introduce students to the study of race and racism in the context of American public schools. In his narrative, Dr. Hafner, notes that one student in the post-student reflection asked, “Why do we have to discuss race and racism in an introductory course about schools?” Dr. Hafner noted in his narrative that resistance to this work is a challenge and could sometimes adversely impact his SIR-II scores, but he is committed to broadening his students’ understanding of the impact of racism on public education now and in the past. In all of his courses, through discussion and individual student feedback, Dr. Hafner meets students where they are and works with them to move them forward in their critical understandings of race, culture and racial identity with an end goal of supporting their growth in cultural competency generally and effective ELL pedagogy specifically in the case of EDUC 0363, Sheltered English Immersion.

Advising: Dr. Hafner advises 50 students on an annual basis. His approach to advising is highly individualistic. For example, in her letter of support for Dr. Hafner, Celeste Donovan writes, “By far Drew provides the TRIO Student Support Services program with the most student referrals of any member of the faculty.... Drew’s attention to students, and their potential fit with the comprehensive academic support that TRIO offers, is deliberate and observant.... His referrals are thoughtfully made and followed through.” This statement sums up Drew’s approach to advising. He learns about his students’ needs and supports them in ways that go beyond course recommendations and scheduling.
Scholarship: Dr. Hafner has an active record of scholarship. He has co-authored two publications, and has five co-authored manuscripts in process, one of which is an invite to resubmit to a national level journal. He has also been a prolific presenter at conferences during this evaluation period. He has co-presented at three national level conferences, nine regional conferences and two state level conferences. This past summer, he also submitted two international level presentations, which were not accepted. He has been an invited speaker at two universities, and he has presented talks at the Lowell Public Schools four times and once at the Northampton Public Schools. Dr. Hafner has also participated in two panels at Westfield State. He has received a regional innovation grant and four Westfield State grants. He unsuccessfully applied to three national level grants and for a STARS grant. This body of work is directly related to all of the courses he teaches, but especially to the course, EDUC 0363, Sheltered English Immersion.

Service: Dr. Hafner advises 50 students on an annual basis. His record of service to his department is exceptional. In addition to co-chairing the department’s Anti-Racism Education (ARE) committee, he has served on three faculty search committees and two searches for a Teacher-in-Residence. The work of the ARE committee, established in 2017, has already had a significant impact by both leading to the inclusion anti-racism curriculum across course content in the department and through organizing events for all education students that are designed to raise their awareness of the racism in the United States and develop cross-cultural understandings. His service to the University is equally impressive. He has served as an organizer for a symposium on social justice scholarship, a Higher Ground event series on critical media literacy and fake news, and a four-part series on conversations about social justice. In addition, he serves as a program faculty member for the Reach to Teach program and he has been an advisory board member for the Historical Journal of Massachusetts. Since 2013 he has been a teacher-consultant to the Western Massachusetts Writing Project and he once served as a program reviewer for a state-level conference. In the area of community service, Dr. Hafner is a volunteer advisor in a program to support students of color in the Amherst Regional Public Schools and he is a youth sports coach in the town of Amherst.

As Chair of the Committee, I certify that all procedures as outlined in The Agreement were followed in accordance with Article VIII, Section H.

Sincerely,

Dr. Nora Padykula, Chair
Committee on Tenure

cc: Dr. Hafner

I _______________________________ acknowledge receipt of this letter on __________.

Please sign and send one copy to Academic Affairs, attn: Susan Davignon.
TYPE OF ACTION: TENURE/FACULTY
FUNDING SOURCE: STATE FUNDED
NAME: JENNIFER HIXON
RANK/DEPARTMENT: PROFESSOR/HEALTH SCIENCES
CURRENT SALARY: $136,945.13
DATE OF HIRE: DECEMBER 31, 2015
TENURE EFFECTIVE: SEPTEMBER 1, 2019
DEGREES:

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<td>D.H.Sc.</td>
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JUSTIFICATION:

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Hixon as well as her personnel file and all evaluation materials considered by or provided by her cognate chair, the Committee on Tenure and Dean Swaidan. I concur with their conclusions that Dr. Hixon has met the criteria established by the Agreement.

I recommend Dr. Hixon be granted tenure.

Approved:

[Signature]
Diane T. Prusak, Ph.D.
Provost and Vice President, Academic Affairs

Date: 4/16/19
APPENDIX G-1

DEAN'S

EVALUATION AND RECOMMENDATION

Name: Jennifer Hixon
Date of Last Evaluation: 1/2018
Date of This Evaluation: 12/13/18
Department: Health Sciences
University: Westfield State University
Personnel Action Being Considered: Tenure

RECOMMENDATION: I am pleased to recommend Dr. Hixon for tenure.

Areas of Evaluation

Effective Teaching Evidence:
All documents presented with the tenure portfolio, including the Peer Evaluation Committee (PEC) review, department chair review, SIR II evaluations, formal observations of teaching, and any included teaching narratives from the candidate or those assigned to formally review the candidate, demonstrate evidence of clear teaching effectiveness. The chair evaluation describes Dr. Hixon’s classroom as one in which “knowledge and experience are shared rather than imposed upon students.”

1. Continuing Scholarship
   Participation in or contribution to professional organizations and societies.
The PEC describes Dr. Hixon as a “recognized expert in her field.” Dr. Hixon was appointed by Governor Charlie Baker to serve on a committee that is charged with “developing learning outcomes related to prescription opiates.” During the review period, Dr. Hixon presented this committee’s work at the Physician Assistant Annual Meeting. Dr. Hixon is a member of the Physician Assistant Educator’s Association Governance Committee, and in her role on the committee, Dr. Hixon “shaped policy and procedures for expanding the organization.”

2. Professional Activities
   Contributions to the professional growth and development of the university community (including academic advising of students in excess of 30 assigned at the beginning of a semester).
Dr. Hixon is actively involved in professional activities. She serves on the board of Baystate Academy Charter School and was appointed to the UMass/Baystate Health Medical School curriculum committee. In addition to her external activities, Dr. Hixon serves the WSU community as an elected member of the Graduate Education Council and as a Clinical Instructor of General Medical Experiences for the Athletic Training Program.

3. Alternative Assignments
   Department Chair
Dr. Hixon meets contractual responsibilities.
   Article XII, Section D, Alternative Professional Responsibilities Assignment
Dr. Hixon is to be commended for her work in developing the first public Physician Assistant Program in New England.
COMMITTEE ON TENURE

February 11, 2019

Dr. Diane Prusank, Provost
Academic Affairs
Westfield State University

Dear Dr. Prusank:
The Committee on Tenure for Jennifer Hixon, Professor and Chair in the Health Sciences Department, was held on January 8, 2019. The committee would like to make the following statement with regard to its recommendation of Dr. Hixon for tenure, as required by Article VII, Section H, Subsection 1:

The Tenure Committee recommends Dr. Jennifer Hixon for tenure by a [unanimous vote of 3-0].

This recommendation is based on the qualifications presented in the materials submitted by the candidate and on-file in the Office of Academic Affairs. These qualifications are highlighted below.

Alternative Responsibility: Dr. Hixon came to WSU for the express purpose of becoming the Founding Director of the Physician Assistant (PA) Program by utilizing her previous experience and leadership skills in program development. Dr. Hixon took the PA Program through the feasibility study, initial candidacy, and the first self-study and award of provisional accreditation. Dr. Hixon, having served as the former PA Program Director at Massachusetts College of Pharmacy and Health Sciences and the Founding Director at Baypath University’s PA Program, brought this wealth of knowledge to WSU to form the first public PA Program in New England. In addition to developing the curriculum, recruiting faculty, building and growing community partnerships, she has also maintained a commitment to recruiting a diverse student body. Here she surpassed her goal, the national average of diversity within PA Programs is 7.9%, the average at WSU in the initial cohort of students is 38%. Earning this accomplishment for WSU and the State of Massachusetts is highly commendable.

In addition to directing the PA Program, Dr. Hixon has also been serving as the Chair for Health Sciences, a new undergraduate major at WSU. Involved from early on, Dr. Hixon has been an integral part of moving the major forward from conception to a major at WSU recognized by the Board of Higher Education.

Teaching: During the development of the Program, Dr. Hixon taught courses in the Department of Movement Science and since the initial cohort began in January 2017, has taught within the PA Program. Here again, she has excelled and her syllabi, pedagogical methods, and assessment techniques demonstrate her commitment to providing opportunities for student growth. Her SIR II evaluations are all above average and it is obvious that she prioritizes helping students feel at ease and supported with the course material and learning the necessary clinical skills outcomes.

Advising: In the PA Program, students are mentored very closely as is best practices in medical education. Dr. Hixon advises according to her contractual obligations and beyond. Part of her role is to secure and supervise at the clinical placements in hospitals and schools. Inherent to this process is the advising and mentoring of students. Dr. Hixon goes out of her way to accommodate the needs of students and clinical sites. Furthermore, in her role as Chair of Health Sciences, Dr. Hixon has started several job shadowing opportunities for students within these clinical sites so that students can gain information on future health professions. Dr. Hixon also began an interdisciplinary Grand Rounds as another means to advising students entering the health profession.
Scholarship: Dr. Hixon has also produced scholarly work. On behalf of the State of Massachusetts, Dr. Hixon and other PA Program Director's co-authored "Physician Assistant Education Core Competencies for Prevention and Management of Prescription Drug Use". She has also presented locally and nationally on various topics: "Orthopedics: Lower Extremity Assessment", "The Commonwealth Collaboration: Opioid Crisis", "The Changing Role of the Advanced Practitioner", and "Primary Care Fracture Management". Despite the enormous work load of serving as the Founding Director of the PA Program, she has clearly demonstrated her commitment to scholarship.

Service: Dr. Hixon has served the community at large in several ways. First, as mentioned above, Dr. Hixon served on Governor Charlie Baker's Council to develop opioid prescription competencies for PA education. In this spirit, Dr. Hixon spearheaded the mandate that the PA Program at WSU would provide a clinical rotation in addiction medicine. Here again, this endeavor is the first in the nation to provide a required rotation. Additionally, she is a long-standing Board member for the KEVS Foundation, serves on the STCC Advisory Board, and Baystate Academy Board. Service within the university has included membership on the Graduate Education Council, participating in Teen University, and Co-Chairing the search committee for the Founding Dean of CEHHS. With her department, in addition to the aforementioned contributions related to Chairing the various committees (curriculum, admissions, search, academic policies and standards, etc.), Dr. Hixon also led the formation of the PA Academy and serves as the PA Club Advisor. Dr. Hixon should be commended for her clear demonstration of her service to WSU and our community.

As Chair of the Committee, I certify that all procedures as outlined in The Agreement were followed in accordance with Article VIII, Section H.

Sincerely,

[Signature]
Dr. Nora Padykula, Chair
Committee on Tenure

cc: Dr. Hixon

I ___________________ acknowledge receipt of this letter on __________.

Please sign and send one copy to Academic Affairs, attn: Susan Davignon.
TYPE OF ACTION: TENURE/FACULTY

FUNDING SOURCE: STATE FUNDED

NAME: REBECCA MORRIS

RANK/DEPARTMENT: ASSOCIATE PROFESSOR/ECONOMICS AND MANAGEMENT

CURRENT SALARY: $109,503.44

DATE OF HIRE: SEPTEMBER 1, 2015

TENURE EFFECTIVE: SEPTEMBER 1, 2019

DEGREES:

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<td>M.B.A.</td>
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<td>Ph.D.</td>
<td>University of Nebraska</td>
<td>1988</td>
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JUSTIFICATION:

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Morris as well as her personnel file and all evaluation materials considered by or provided by her department chair, the Committee on Tenure and Dean Swaidan. I concur with their conclusions that Dr. Morris has met the criteria established by the Agreement.

I recommend Dr. Morris be granted tenure.

Approved:

Diane T. Prusank, Ph.D.
Provost and Vice President, Academic Affairs
APPENDIX G-1

DEAN'S
EVALUATION AND RECOMMENDATION

Name: Rebecca Morris          Department: Economics and Management
Date of Last Evaluation: 1/2018          University: Westfield State University
Date of This Evaluation: 12/13/18
Personnel Action Being Considered: Tenure

RECOMMENDATION: I am pleased to recommend Dr. Morris for tenure.

Areas of Evaluation

Effective Teaching Evidence:
All documents presented with the tenure portfolio, including the Peer Evaluation Committee (PEC) review, department chair review, SIR II evaluations, formal observations of teaching, and any included teaching narratives from the candidate, or those assigned to formally review the candidate, demonstrate evidence of clear teaching effectiveness.

Dr. Morris’ narrative statement and SIRII evaluations present strong evidence that she is a highly effective educator. Dr. Morris uses a combination of theory and practice in her instructional method to create an engaging and informative class. The chair commends Dr. Morris for “cultivating a supportive learning environment in the classroom to facilitate class discussion and increase student learning.”

Effective Advising Evidence:
Dr. Morris effectively advises over 50 students and meets all contractual obligations.

Appendix A-1 Areas for Evaluation (as designated by faculty member)

Continuing Scholarship
Contribution to the content of the discipline
Dr. Morris is an active and engaged scholar. She has presented at local and national and international conferences. In 2015, she published several articles, including “What Makes a Top Selling Case Research Journal Case?” This well-received article appeared in the peer-reviewed The Case Journal. Dr. Morris currently serves as Editor in-Chief of the journal.

Participation in or contribution to professional organizations and societies
During the review period, Dr. Morris served as a board member of the North American Case Research Association and the Case Association.
Research as demonstrated by published or unpublished work
During the review period, Dr. Morris published in two peer-reviewed journals, published eleven editorial letters and was cited in over 200 academic journal articles. Dr. Morris should be commended for her active research agenda.

Contributions to the professional growth and development of the university community (including academic advising of students in excess of 30 assigned at the beginning of a semester)
In addition to advising more than 30 students each semester, Dr. Morris is an involved member of the university community. She served on the Grade Appeal Committee and the Curriculum Committee for the Department of Economics and Business and Management.

Alternative Assignments
Other: Editor-in-Chief, The CASE Journal
Dr. Morris has satisfied her alternative professional responsibility by serving as the Editor-in-Chief of The Case Journal.
Dear Dr. Prusank:

The Committee on Tenure for Dr. Rebecca Morris, Associate Professor in the Economics and Management Department, was held on January 9, 2019. The committee would like to make the following statement with regard to its recommendation of Dr. Morris for tenure, as required by Article VII, Section H, Subsection 1:

The Tenure Committee recommends Dr. Rebecca Morris for tenure by a unanimous vote of 5-0.

This recommendation is based on the qualifications presented in the materials submitted by the candidate and on-file in the Office of Academic Affairs. These qualifications are highlighted below.

Teaching: Dr. Morris has consistently received very positive evaluations of her teaching from her chair, peer evaluation committees and students since joining the faculty in fall of 2015. Her SIR-II course evaluations are very positive with scores for most areas consistently above the comparative means. Observers comment on her good rapport with students in class and her ability to establish a supportive learning environment in her traditional classes. Comments about her online classes are similar. Observers note active student engagement through discussion threads as well as the variety of instructional techniques that Dr. Morris employs online such as mini-lessons, videos, weekly quizzes and projects. Dr. Morris commented about trying different methodologies in class and adjusting when for instance, she tried Harvard’s leadership stimulation and, in her words, “it didn’t work.” She did not use this method again and adjusting her teaching to better meet her students’ needs. Another example of her desire to support student learning is seeking help from our librarians to find databases that her business and management students can use to apply theoretical knowledge to actual real-life data. In her teaching, both traditional and online, she strives for a high level of student engagement. Her SIR-II evaluations and her chair and PEC evaluations over the full evaluation period for tenure provide solid evidence of Dr. Morris’ ability to reach this goal on a consistent basis. Last, Dr. Morris is a nationally recognized expert in case studies. She employs cases, as appropriate, in her classes to help provide her students with real-world applications of principles of management under review in her classes.

Advising: Dr. Morris meets the contractual requirements for advising and typically advises 50 students per year.

Scholarship: Dr. Morris has a very active research agenda. She has published 11 editorial letters in The Case Journal and several conference papers in conference proceedings. In addition to presentations, Dr. Morris has been a keynote speaker, session coordinator, facilitator, mentor and invited presenter during this evaluation period. She has also published two articles in two peer-reviewed journals. She was the recipient of the CASE Fellow Award in May 2017 and earned her Level Two certification as a CASE Writing Professional in September 2017. She is an editorial review board member of two journals, one of which, The Case Journal, is related to her work as Editor-in-Chief of this journal for which she receives APR course release credit. Dr. Morris attended a Case Method Teaching Workshop at Harvard Business School and completed Westfield State’s Web Camp during this evaluation period.

Service: Dr. Morris advises 50 students per year. Since the 2016-2017 AY, Dr. Morris has served on the university’s Grade Appeal Committee and she participated in the Critical Thinking Workshop in AY 2015-2016. At the department level, Dr. Morris was a member of a faculty search committee in spring 2017 and starting in AY 15-16, she has served on the department’s curriculum committee. This has been a very active committee and both her chair, Dr. Connie Daniel, and the fifth member of her tenure committee, Dr. Kimberly Sherman, outlined the significant contributions that Dr. Morris has made in the work of this committee since her initial appointment to the department.

Alternative Professional Responsibilities: Editor-in-Chief, The Case Journal. This journal is a peer-review online journal. Dr. Morris, as Editor-in-Chief, is responsible for the ongoing operation of submissions to the journal and for
oversight of the publication process. In this capacity she also serves on the board of the journal. Dr. Morris has served in this position in April, 2016.

As Chair of the Committee, I certify that all procedures as outlined in The Agreement were followed in accordance with Article VIII, Section H.

Sincerely,

[Signature]
Dr. Nora Padykula, Chair
Committee on Tenure

cc: Dr. Morris

I __________________ acknowledge receipt of this letter on __________.

Please sign and send one copy to Academic Affairs, attn: Susan Davignon.
WESTFIELD STATE UNIVERSITY
BOARD OF TRUSTEES PERSONNEL ACTION
April 24, 2019

TYPE OF ACTION: TENURE/FACULTY
FUNDING SOURCE: STATE FUNDED
NAME: ALICE PERRY
RANK/DEPARTMENT: ASSOCIATE PROFESSOR/CRIMINAL JUSTICE
CURRENT SALARY: $78,798.97
DATE OF HIRE: SEPTEMBER 1, 2013
TENURE EFFECTIVE: SEPTEMBER 1, 2019

DEGREES:
B.A. Western New England College 1980
J.D. Washburn University School of Law 1984
Ph.D. Northeastern University 2010

JUSTIFICATION:

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Perry as well as her personnel file and all evaluation materials considered by or provided by her department chair, the Committee on Tenure and Dean Swaidan. I concur with their conclusions that Dr. Perry has met the criteria established by the Agreement.

I recommend Dr. Perry be granted tenure.

Approved:

Diane T. Prusak, Ph.D.
Provost and Vice President, Academic Affairs

Date 4/16/19
APPENDIX G-1

DEAN'S
EVALUATION AND RECOMMENDATION

Name: Alice Perry  Department: Criminal Justice
Date of Last Evaluation: 1/2018   University: Westfield State University
Date of This Evaluation: 12/13/18
Personnel Action Being Considered: Tenure

RECOMMENDATION: I am pleased to recommend Dr. Perry for tenure.

Areas of Evaluation

Effective Teaching Evidence:
All documents presented with the tenure portfolio, including the Peer Evaluation Committee (PEC) review, Department Chair review, SIR II evaluations, formal observations of teaching, and any included teaching narratives from the candidate, or those assigned to formally review the candidate, demonstrate evidence of clear teaching effectiveness.

Dr. Perry has presented evidence of her teaching effectiveness through a thoughtful narrative and strong SIR II student evaluations. Students report through the SIR II that Dr. Perry's courses are challenging and engaging. Her PEC notes that Dr. Perry’s classroom instruction is “exemplary”. She is described by peers as having a “passionate interest in course material” which is evident in her interactions with students. In addition to her on-campus instructional work, Dr. Perry designed and teaches a Washington, DC J-term course, which was created to offer students tangible experience with federal agencies and law enforcement.

Effective Advising Evidence:

Dr. Perry's department chair describes her as an “outstanding” academic adviser who gives “care and attention to students regarding their academic progress and career goals.” Dr. Perry advises approximately 60 students in the Criminal Justice department. Her PEC noted that Dr. Perry has an impressive commitment to advising. She shows willingness to advise current students as well as recent graduates.

Appendix A-1 Areas for Evaluation (as designated by faculty member)

1. Continuing Scholarship

Contribution to the content of the discipline.

Dr. Perry has contributed to her discipline by presenting at local and national conferences. Her presentation on “Mentoring in the Criminal Justice Arena” was well received at the 22nd Annual Conference of Women in Criminal Justice. In fall of 2015, she presented in Washington D.C. on the pedagogy of teaching online Criminal Justice courses.
Participation in or contribution to professional organizations and societies.

Dr. Perry sets as her goal to “continue to contribute to the education and promotion of women in law enforcement, corrections and the courts.” She is a founding member of the St. Thomas More Society of Western Massachusetts, an organization that honors the community contributions of lawyers, judges and politicians. In 2016, Dr. Perry received certification from the Academy of Criminal Justice to be a program evaluator of Criminal Justice curriculum.

Research as demonstrated by published or unpublished work.
She has published articles in the Encyclopedia of Women and Crime addressing themes such as the experiences of female wardens as well as pornography laws.

2. Professional Activities
Public Service.

Dr. Perry is an engaged community member. She serves on the Criminal Justice Board of Springfield Technical Community College. In 2014, she coordinated the Restorative Justice Conference on campus. The conference was well attended and generated public awareness about the criminal justice system. Most notably, Dr. Perry was instrumental in reviving the Westfield State University Criminal Justice Alumni network and Hall of Fame. Dr. Perry is to be commended for her willingness to draw upon her extensive network of criminal justice practitioners to promote the Criminal Justice program and connect Criminal Justice students with the greater professional community.

Contributions to the professional growth and development of the university community (including academic advising of students in excess of 30 assigned at the beginning of a semester).

Dr. Perry advises over 60 students. In addition to her advising load, Dr. Perry serves as the faculty advisor for the Criminal Justice Honor Society. She contributes to the professional growth and the development of the campus community in many ways, including serving as an organizer and board member of the Criminal Justice Alumni Board.
February 11, 2019

Dr. Diane Prusank, Provost, VP Academic Affairs
Academic Affairs
Westfield State University

Dear Dr. Prusank:

The Committee on Tenure for Dr. Alice Perry for tenure, Associate Professor in the Criminal Justice Department, was held on January 25, 2019. The committee would like to make the following statement with regard to its recommendation of Dr. Perry for tenure, as required by Article VII, Section H, Subsection 1:

The Tenure Committee recommends Dr. Perry for tenure for tenure by a vote of 5 - 0 for tenure.

This recommendation is based on the qualifications presented in the materials submitted by the candidate and on-file in the Office of Academic Affairs. These qualifications are highlighted below.

Teaching Effectiveness: Dr. Perry states in her materials that she employs a student-centered approach to teaching. This statement is supported by Daniel Prince, the chair of Criminal Justice Department, who commented in his evaluation of Dr. Perry that “Quite frankly, I have never seen a faculty member maintain such a high level of interest and concern for students’ academic progress, career aspirations, and personal growth.” In the classroom, she carries with her years of working as an assistant district attorney. In addition, Dr. Perry has brought numerous guest speakers into her courses to enhance student learning. Over the course of the evaluation period, Dr. Perry’s SIR II evaluations have been consistently strong across all of her courses.

Academic Advising: Dr. Perry exceeds the contractual requirements for advising and typically advises well over 50 advises per year. She values her role as an advisor and mentor to students and dedicates significant time outside of the classroom to conversations with students regarding their career options, goals and aspirations. Her efforts in this area extend beyond the University, in that she has also accompanied students to the Women in Criminal Justice conference.

Continuing Scholarship: Dr. Perry’s commitment to mentoring is also demonstrated in her continuing scholarship, as demonstrated by requests for her to be the featured speaker at the 21st and 22nd Annual Women in Criminal Justice conference. The importance of mentoring was also the focus of a talk she gave at the New England Academy of Criminal Justice Sciences. In addition to these presentations, Dr. Perry recently authored two articles soon to be published in the Encyclopedia of Women and Crime, one examining female wardens and, the other, pornography laws.

Service: In the area of service, Dr. Perry’s contributions are numerous. Her service to the Criminal Justice department and University is extraordinary. For example, she was instrumental in establishing a Criminal Justice Hall of Fame and scholarship. She was involved with developing the 3 plus 3-program, a collaboration between WSU and the University of Massachusetts Law. Finally, she has served as the advisor to the Alpha Phi Sigma Society. Dr. Perry’s community service is commendable. She serves on the Springfield Technical Community College Criminal Justice advisory board, and also recently presented at the South Hadley Library and to a local Girl Scout troop.

Alternative Professional Responsibilities: None
As Chair of the Committee, I certify that all procedures as outlined in The Agreement were followed in accordance with Article VIII, Section H.

Sincerely,

Dr. Nora Padykula, Chair
Committee on Tenure

cc: Dr. Perry

I __________________________ acknowledge receipt of this letter on ____________.

Please sign and send one copy to Academic Affairs, attn: Susan Davignon.
WESTFIELD STATE UNIVERSITY
BOARD OF TRUSTEES PERSONNEL ACTION
April 24, 2019

TYPE OF ACTION: TENURE/FACULTY
FUNDING SOURCE: STATE FUNDED
NAME: JAMIE RIVERA
RANK/DEPARTMENT: ASSISTANT PROFESSOR/NURSING
CURRENT SALARY: $87,140.00
DATE OF HIRE: SEPTEMBER 1, 2013
TENURE EFFECTIVE: SEPTEMBER 1, 2019

DEGREES:
B.S. Elms College 1999
M.S.N. American International College 2012
Ph.D. University of Connecticut 2018

JUSTIFICATION:

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Rivera as well as her personnel file and all evaluation materials considered by or provided by her department chair, the Committee on Tenure and Dean Swaidan. I concur with their conclusions that Dr. Rivera has met the criteria established by the Agreement.

I recommend Dr. Rivera be granted tenure.

Approved:

[Signature]
Diane T. Prusank, Ph.D.
Provost and Vice President, Academic Affairs

[Date]
APPENDIX G-1

DEAN'S EVALUATION AND RECOMMENDATION

Name: Jamie Rivera

Department: Nursing

Date of Last Evaluation: 1/2018

University: Westfield State University

Date of This Evaluation: 12/13/18

Personnel Action Being Considered: Tenure

RECOMMENDATION: I am pleased to recommend Dr. Rivera for tenure.

Areas of Evaluation

Effective Teaching Evidence:
All documents presented with the tenure portfolio, including the Peer Evaluation Committee (PEC) review, Department Chair review, SIR II evaluations, formal observations of teaching, and any included teaching narratives from the candidate, or those assigned to formally review the candidate, demonstrate evidence of clear teaching effectiveness.

Dr. Rivera's narrative and summative chair evaluation demonstrate that she is a thoughtful and reflective educator. Her classes are described as “interactive” and engaging. Her department chair notes her flexibility and skillfulness in teaching new courses. She is proficient as a classroom teacher as well as in a clinical environment. Her SIR II evaluations are consistently above the mean. During the review period, members of the PEC consistently found that Dr. Rivera is an “experienced nurse educator.” The chair describes Dr. Rivera as being “versatile and experienced” and adept at introducing a “broad range of teaching modalities” into both the online and the face-to-face classroom setting. The Chair noted that Dr. Rivera’s teaching effectiveness “assisted each nursing class with advanced net and success on the NCLEX licensure examination” which increased from 81% to 97% in 2017.

Effective Advising Evidence:
Dr. Rivera meets all contractual obligations for Advising. She advises between 18-30 students each semester. Dr. Rivera maintains detailed notes and communication with students as evidence of effective advising. Dr. Rivera voluntarily mentors and coaches students in preparation for the NCLEX exam.

Appendix A-1 Areas for Evaluation (as designated by faculty member)

Work toward the terminal degree or relevant post graduate study.
During the review period, Dr. Rivera successfully completed all doctoral work and was awarded a Ph.D. in Nursing from the University of Connecticut.

Contribution to the professional growth and development of the university community.
Dr. Rivera actively contributes to the campus community. She conducted training sessions for nurses at Shriners Hospital. Her peers praise her willingness to “support students or program initiatives.” Dr. Rivera takes on a leadership role within her department. She serves her academic department by participating in recruitment events for prospective students. She chairs several
committees within her department, including the curriculum and search committees. Dr. Rivera’s department chair applauds her dedication to student success and retention. Most notably, Dr. Rivera elevated the profile of the University’s Nursing Department by presenting at national and international conferences on pediatric trauma and opioid addiction. Her 2017 podium presentation entitled *Test Anxiety Among Undergraduate Nursing Students* and her poster presentation *Pediatric Behavioral Health in the ED: The New Normal* were well received at the Sigma Theta Tau International Nursing Research Conference in Dublin, Ireland.
COMMITTEE ON TENURE

February 11, 2019

Dr. Diane Prusank, Provost
Academic Affairs
Westfield State University

Dear Dr. Prusank:

The Committee on Tenure for Jamie Rivera, Assistant Professor in the Nursing Department, was held on January 8, 2019. The committee would like to make the following statement with regard to its recommendation of Dr. Rivera for tenure, as required by Article VII, Section H, Subsection I:

The Tenure Committee recommends Dr. Jamie Rivera for tenure by a [unanimous vote of 5-0].

This recommendation is based on the qualifications presented in the materials submitted by the candidate and on-file in the Office of Academic Affairs. These qualifications are highlighted below.

Teaching: Dr. Rivera has been described by her Chair, Dr. Marcia Scanlon, as the “person I can always go to...she can teach anything across the curriculum...she always says yes”. In the relatively new Nursing Department, Dr. Rivera has taught numerous courses that were originally outside of her expertise, and has used creative means of assessment for learning outcomes. For example, debates, writing cultural/incident papers, having students teach topics to the class, reverse case studies, and simulations. Additionally, she brings in guest speakers on sexual assault, heroin dependency, and auditory hallucinations. Finally, she tries new pedagogical practices she learned while obtaining her Ph.D. and through Web Camp to move her teaching online/hybrid. Her teaching has consistently received high scores on the SIR II across the various courses she teaches. In short, Dr. Rivera’s courses are an excellent example of Westfield State teaching.

Advising: In the Nursing Program, students are mentored very closely. Dr. Rivera advises according to her contractual obligations and beyond. Part of her teaching role is to secure and supervise at the clinical placements in hospitals and schools. Inherent to this process is the advising and mentoring of students. Dr. Rivera goes out of her way to accommodate the needs of students and clinical sites. She has gone in to meet with students during the overnight shift because that was the best time to help them with attaining their clinical skills. While this example is not classic advising, it is also not classic teaching and seems most appropriate to mention as an example of advisement.

Scholarship: Dr. Rivera has also excelled in the area of scholarship. Upon her hire in fall 2013, it was recommended that she begin and complete a Ph.D. program by tenure, fall 2018. Dr. Rivera completed her doctoral degree at the University of Connecticut within five years while teaching a full load. It is important to note, that with the nurse faculty shortage, less than 1% of nurses have a doctoral degree. In addition to her dissertation, she has co-authored articles in Journal of Women’s Health & Midwifery and Short Guides to Writing in the Disciplines. Further, she has also presented her research in local and international conferences on various topics, “Nursing Mentoring”, Test Anxiety Among Undergraduate Nursing Students”, Pediatric Behavioral Health in the ED”, and Post-traumatic Growth Among Certified Nurse Midwives”.

577 Western Avenue
P.O. Box 1630
Westfield, MA
01086-1630
Service: In addition to teaching at WSU and completing her full-time doctoral studies, Dr. Rivera has served the community at large, she has continued to work as a per-diem pediatric staff nurse in emergency at CT Children’s Medical Center, requiring her to maintain dual licensure in MA and CT. She has developed partnerships with Baystate Noble Hospital and teaches two CPR classes a year, participates in local flu and blood pressure clinics, took and passed the Certificate of Pediatric Nursing exam and became a 1-year item writer for the nursing exam. At the university level, she serves on the WSU’s Emergency Response Team and most recently the Body Project. Finally, within her Department, she has served on, and in some cases, chaired the Admissions, Curriculum, and Search Committees.

As Chair of the Committee, I certify that all procedures as outlined in The Agreement were followed in accordance with Article VIII, Section H.

Sincerely,

[Signature]
Dr. Nora Padykula, Chair
Committee on Tenure

cc: Dr. Rivera

acknowledge receipt of this letter on 2/15/19.

Please sign and send one copy to Academic Affairs, attn: Susan Davignon.
TYPE OF ACTION: TENURE WITH AUTOMATIC PROMOTION/FACULTY

FUNDING SOURCE: STATE FUNDED

NAME: FELICIA BARBER

RANK/DEPARTMENT: ASSISTANT PROFESSOR/MUSIC

CURRENT SALARY: $67,182.77

DATE OF HIRE: SEPTEMBER 1, 2013

TENURE EFFECTIVE: SEPTEMBER 1, 2019

DEGREES:  
B.M. Oral Roberts University 1997  
M.M. Mansfield University 1999  
Ph.D. Florida State University 2013

JUSTIFICATION:

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Barber as well as her personnel file and all evaluation materials considered by or provided by her chair, the Committee on Tenure and Dean Morales-Diaz. I concur with their conclusions that Dr. Barber has met the criteria established by the Agreement.

I recommend Dr. Barber be granted tenure with automatic promotion.

Approved:

[Signature]
Diane T. Prusank, Ph.D.
Provost and Vice President, Academic Affairs
APPENDIX G-1

DEAN'S

EVALUATION AND RECOMMENDATION

Name: Felicia Barber  Department: Music

Date of Last Evaluation: 1/2018  University: Westfield State University

Date of This Evaluation: 12/13/18

Personnel Action Being Considered: Tenure with Automatic Promotion

RECOMMENDATION: I am pleased to recommend Dr. Barber for tenure with automatic promotion.

Areas of Evaluation

Effective Teaching Evidence:
All documents presented with the tenure portfolio, including the Peer Evaluation Committee (PEC) review, Department Chair review, SIR II evaluations, formal observations of teaching, and any included teaching narratives from the candidate or those assigned to formally review the candidate, demonstrate evidence of clear teaching effectiveness.

Dr. Barber's teaching can be described as an example of experiential learning. Her department chairs write that Dr. Barber models for the students the type of musicians and educators they should be by regularly looking to improve herself and by including her students in that process. Her classroom spaces are open and welcoming to students. She provides a supportive environment that is conducive to learning. Dr. Barber challenges her students but always provides guidance in order to ensure they are learning. Not only does she teach her students the techniques necessary for performance, but she incorporates cultural and historical contexts so the pieces of music can connect with the students, and hopefully the audience.

Effective Advising Evidence:
The PEC and department chair write that Dr. Barber has met her contractual obligations for effective advising. Although she advises at least 10 music majors, she is thorough, thoughtful and patient with students. She ensures that they are clear on core and major requirements. When she has questions, she will follow up with colleagues that may be more familiar with requirements, or more experienced in advising.

Appendix A-1 Areas for Evaluation (as designated by faculty member)

Continuing Scholarship

Participation in or contribution to professional organizations and societies
Dr. Barber is an active member of various professional organizations. She serves on the board of the Eastern American Choral Director's Association (ACDA), and the National ACDA Diversity Committee.
Research as demonstrated by published or unpublished work
Dr. Barber continues working on her book-length project titled *A New Perspective for Use of Dialect in African American Spirituals: History, Context, and Linguistics*. In her narrative, she notes that work is in progress for two more chapters, and that IRB approval was received for another. Dr. Barber has published in the *Massachusetts Music News, Choral Journal* and *ACDA Choral Journal*. Aside from her book project, Dr. Barber submitted an article for publication in September 2018. Dr. Barber has presented her work at various conferences and institutions where she participated as a lecturer and clinician.

Artistic or other creative activities
According to the PEC, Dr. Barber organized a choral festival every fall semester. This festival includes the participation of contributing choral directors. She has been a guest conductor for various educational institutions, and engages in student recruitment tours.

Professional Activities

Public Service
Dr. Barber’s work goes beyond the university and includes the surrounding communities. She has organized concerts and workshops. Dr. Barber created professional development workshops for area teachers. Her department chair writes that this work outside of the institution by Dr. Barber is of particular distinction.

Contributions to the professional growth and development of the university community
Dr. Barber has been an active member of the university community. She served on the search committee for the founding dean of the College of Arts, Humanities and Social Sciences and on the International Programs Committee; however, where Dr. Barber’s contributions are most notable are her participation in various campus celebrations such as the *Celebrate Westfield Event*, concert coordinator for the President’s investiture ceremony, and the ribbon cutting ceremony for the Catherine Dower Fine and Performing Arts Center.

Based on the materials submitted for review by Dr. Barber, the PEC and department chair, Dr. Barber meets the contractual requirements for tenure with automatic promotion to Associate Professor.
COMMITTEE ON TENURE

February 11, 2019

Dr. Diane Prusank, Provost, VP Academic Affairs
Academic Affairs
Westfield State University

Dear Dr. Prusank:

The Committee on Tenure for Dr. Felicia Barber for tenure, Assistant Professor in the Music Department, was held on January 23rd, 2019. The committee would like to make the following statement with regard to its recommendation of Dr. Barber for tenure, as required by Article VII, Section H, Subsection 1:

The Tenure Committee recommends Dr. Barber for tenure for tenure by a vote of 5 - 0 for tenure.

This recommendation is based on the qualifications presented in the materials submitted by the candidate and on-file in the Office of Academic Affairs. These qualifications are highlighted below.

Teaching Effectiveness: Over the course of the evaluation period, Dr. Barber has demonstrated she is an effective teacher. She is passionate about her involvement with the Chamber Choral and the University Chorus within Music department, as well as, her work with future choral music educators. As stated by Dr. Barber in her narrative, “As an educator, my goal is to engage students in a meaningful pursuit of music making, and give them the skills needed to become effective teachers, while fostering an environment of creativity and structure that will serve to enhance experiential learning.” As evidenced by the evaluations provided by the Peer Evaluation Committee (PEC) and Department Chair, Dr. Barber is a thoughtful and effective teacher. As noted by her PEC, “Her Choral and Chorus programs include challenging music from a variety of genres, time periods, and cultures...”.

Advising: Dr. Barber meets the contractual requirements for advising and typically advises 10 students per year. When working with music majors and minors, she addresses academic requirements thoroughly and communicates clearly to students that she is available to discuss options for continuing education and to provide help accessing campus resources if necessary.

Continuing Scholarship: Dr. Barber is an actively engaged member of the American Choral Directors Association (ACDA) and the National Association of Music Educators. She has served as an At Larger Member, Recording Secretary, and the Diversity Chair for the Massachusetts ACDA Board. Her involvement has also included being a member of the planning committee for the summer conference. Notably, Dr. Barber was asked to serve on the National ACDA Diversity Committee. Dr. Barber actively publishes, presents, and conducts. Two recent publications, If You Don’t Know, Don’t Assume: Cross Cultural Engagement Music for Social Justice and A New Perspective: A Linguistic Approach to Dialect Found in African American Spirituals, were published in Choral Journal, a national publication. Finally, Dr. Barber has a book project in progress entitled, A New Perspective for Use of Dialect in African American Spirituals: History, Context, and Linguistics.

Service: As stated by her department chair, “Dr. Barber is a wonderful collaborator, contributor, and leader in our department efforts to serve both the university community and the general public through concerts, workshops, presentations and recruiting tours.” She has performed beyond her contractual responsibility in this area. Although her activities in the area of service are numerous, her contributions to campus celebrations and involvement in providing professional development for local educators are remarkable.

Alternative Professional Responsibilities: None
As Chair of the Committee, I certify that all procedures as outlined in The Agreement were followed in accordance with Article VIII, Section H.

Sincerely,

[Signature]

Dr. Nora Padykula, Chair
Committee on Tenure

cc: Candidate for tenure – Dr. Felicia Barber

I _______________________ acknowledge receipt of this letter on ____________.

Please sign and send one copy to Academic Affairs, attn: Susan Davignon.
WESTFIELD STATE UNIVERSITY
BOARD OF TRUSTEES PERSONNEL ACTION
April 24, 2019

TYPE OF ACTION: TENURE WITH AUTOMATIC PROMOTION/FACULTY

FUNDING SOURCE: STATE FUNDED

NAME: STEVE BOU GHOSN

RANK/DEPARTMENT: ASSISTANT PROFESSOR/COMPUTER AND INFORMATION SCIENCE

CURRENT SALARY: $75,651.18

DATE OF HIRE: SEPTEMBER 1, 2013

TENURE EFFECTIVE: SEPTEMBER 1, 2019

DEGREES:
B.S. Lebanese American University 2001
M.S. Lebanese American University 2006
Ph.D. North Dakota State University 2013

JUSTIFICATION:

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Bou ghosn as well as his personnel file and all evaluation materials considered by or provided by his department chair, the Committee on Tenure and Dean Hanselman. I concur with their conclusions that Dr. Bou ghosn has met the criteria established by the Agreement.

I recommend Dr. Bou ghosn be granted tenure with automatic promotion.

Approved:

Diane T. Prusnak, Ph.D.
Provost and Vice President, Academic Affairs

Date: 4/10/19
APPENDIX G-1

DEAN'S

EVALUATION AND RECOMMENDATION

Name: Steve Bou ghosn

Date of Last Evaluation: 1/2018

Department: Computer and Information Science

Date of This Evaluation: 12/13/18

University: Westfield State University

Personnel Action Being Considered: Tenure with Automatic Promotion

RECOMMENDATION: I am pleased to recommend Dr. Bou ghosn for tenure with automatic promotion.

Areas of Evaluation

Effective Teaching Evidence:
All documents presented with the tenure portfolio, including the Peer Evaluation Committee (PEC) review, department chair review, SIR II evaluations, formal observations of teaching, and any included teaching narratives from the candidate, or those assigned to formally review the candidate, demonstrate evidence of clear teaching effectiveness.

The PEC and Department Chair clearly articulated Dr. Bou ghosn’s strengths as an educator and expert in the field. Classroom observations from both entry-level and upper-level coursework provide evidence of his ability to distill content appropriately for the student. Observations noted that Dr. Bou ghosn was well organized and interacted with the students well. Students agree with this assessment, rating Dr. Bou ghosn high in all categories during the review period.

Effective Advising Evidence:
Dr. Bou ghosn advises more than 40 students per year. The Department Chair provided some insight as to the complexity of advising both Computer Science and Computer Information Science majors. Dr. Bou ghosn knows both programs well and provides students with proper guidance on course selection and other matters. Dr. Bou ghosn has become a mentor for junior faculty in this area.

Appendix A-1 Areas for Evaluation (as designated by faculty member)

Category I: Contribution to the content of the discipline
Dr. Bou ghosn views part of his role in contributing to the content of the discipline as enhancing the educational experience and preparation of Westfield State students. To do so, Dr. Bou ghosn developed new a game programming course inspired by trends in industry. He keeps up with the technical advancements in his field in preparation for his class assignments.

Dr. Bou ghosn’s research has adapted over the years and had success recently with his work on beach colony optimization. The presentation at the 9th EAI International Conference on Bio-Inspired Information and Communications Technologies in 2015 was well-accepted, leading to a published paper. This research is ongoing and another manuscript is in development.
Category I: Research as demonstrated by published or unpublished work
Dr. Bou ghosn co-authored a paper in 2016 for the 9th EAI International Conference on Bio-Inspired Information and Communications Technologies. Dr. Bou ghosn has a manuscript in development.

Category II: Contributions to the professional growth and development of the university community
Dr. Bou ghosn contributes to the university community in a number of ways. Dr. Bou ghosn is an active member of his department, serving as Library Liaison, MSDN coordinator, and advisor for the Computer Science Club. Dr. Bou ghosn is an active recruiter for the department, attending events at local community colleges and open houses.

Recently, Dr. Bou ghosn has been a critical contributor during the ABET accreditation process. He attended meetings, recruited alumni participation, and coordinated with his colleagues.

Dr. Bou ghosn leads a team of students to support the Annual Westfield Kiwanis Club Auction. It is through his guidance that the students are able to support software for a live TV auction.

It is my assessment that Dr. Bou ghosn successfully meets all of the criteria for tenure with automatic promotion to Associate Professor.
Dear Dr. Prusank:

The Committee on Tenure hearing for Dr. Steve Bou ghosn, Assistant Professor of Computer and Information Science, was held on January 23, 2019. The committee would like to make the following statement with regard to its recommendation of Dr. Bou ghosn for tenure for tenure, as required by Article VII, Section H, Subsection I:

The Tenure Committee recommends Dr. Bou ghosn for tenure by a unanimous vote of 5-0.

This recommendation is based on the qualifications presented in the materials submitted by the candidate and on-file in the Office of Academic Affairs. These qualifications are highlighted below.

Teaching: Dr. Bou ghosn has taught 12 courses, ranging from introductory to advanced level, since joining the faculty in the fall of 2013. Has taught on an overload basis due to his department being understaffed. As a result, he has not been able to offer advanced level elective courses in other areas such as cyber security, game programming, and artificial intelligence. SIR-II results are consistently above comparative means in almost every category across all 12 courses with some scores reaching the 90th percentile. He works to establish strong relationships with his students and his faculty/student interaction scores reflect this. His PEC committee noted a high level of clarity in his instructions to students in his classes. They note further that guidelines, explanations, and expectations are clearly explained throughout class. It was also noted that he differentiates his instruction in real time as he works with individual students during class. Dr. Bou ghosn notes in his narrative that he provides detailed feedback on quizzes and homework and that he allows his students to correct their work and resubmit many times until they get it right. His chair comments in his evaluation that the number of majors in the Computer and Information Science Department has nearly doubled since Dr. Bou ghosn started at Westfield State in the fall of 2013. He attributes this development to Dr. Bou ghosn’s dedication to the department and its students. Dr. Bou ghosn has demonstrated excellence in teaching, as evidenced by very positive chair and peer-evaluation reviews. His SIR-II scores are consistently very high throughout the evaluation period for tenure.

Advising: Dr. Bou ghosn advises 40 students per year. His advising exceeds contractual obligations. For example, in order to accommodate as many students as possible, he holds nine hours of office hours per week on three different days (M, W, F). His office hours often turn into mini-classes with several students in attendance receiving additional instruction and help.

Scholarship: Dr. Bou ghosn has presented one paper on using swarm intelligence for automatic testing at an international conference and this paper was later published in an online peer-reviewed European journal. He has submitted another paper, which expands on the aforementioned research, to another international journal. He also has one manuscript on smart grid self-healing in process that builds on research conducted in graduate school. Dr. Bou ghosn’s philosophy is quality over quantity. For example, his work on swarm intelligence has been well received in his field. His preference is to take the time necessary to work out complex programming problems before submitting papers to conferences or for review for publication. Dr. Bou ghosn is also working on developing two courses, one on gaming and the other on advanced computer security. When asked at his hearing why he included this work in scholarship, he indicated that both courses will have strong theoretical components and as such, he is engaged in a high level of professional development of his own knowledge and skills as part of the process of course development. He added that his discipline is in an industry that is constantly changing and because of this, he devotes a significant amount of time to stay current with his field.
Service: Dr. Bou ghosn advises 40 students per year. He severed on the Faculty Center Committee in AY 17-18, and he has participated in the supplemental instruction program. At the department level, his chair, Dr. James Carabetta, and the 5th member of the tenure committee, Dr. Goopeel Chung, outlined ways in which Dr. Bou ghosn contributed to the success of the recent ABET accreditation beyond the APR. Both saw his contributions overall to be pivotal to the success of the visit. He is the MSDN coordinator, which is a program that provides Microsoft software to the department's students free of charge. He has served on one faculty search committee, the department curriculum committee and the ABET accreditation committee. Dr. Bou ghosn also provides the logistical support and programming for the in-real-time software that is used for the Annual Westfield Kiwanis Club Auction. He also coordinates a team of students to engage in this real-world application of programming. The auction raises approximately $40,000.

Alternative Professional Responsibilities: The department was recently reviewed for ABET accreditation. In spring 2018, Dr. Bou ghosn received 1.5 credits of alternative assignment. He contributed to both the preparation for the visit and in the evaluation itself. The results were very positive with one deficiency noted due the insufficient staff. There were no other deficiencies, weaknesses or threats noted.

As Chair of the Committee, I certify that all procedures as outlined in The Agreement were followed in accordance with Article VIII, Section H.

Sincerely,

Dr. Nora Padykula, Chair Committee on Tenure

c: Dr. Bou ghosn

I ___________________________ acknowledge receipt of this letter on ____________.

Please sign and send one copy to Academic Affairs, attn: Susan Davignon.
WESTFIELD STATE UNIVERSITY
BOARD OF TRUSTEES PERSONNEL ACTION
April 24, 2019

TYPE OF ACTION: TENURE WITH AUTOMATIC PROMOTION/LIBRARIAN

FUNDING SOURCE: STATE FUNDED

NAME: REBECCA BRODY

RANK/DEPARTMENT: ASSOCIATE LIBRARIAN/LIBRARY

CURRENT SALARY: $59,505.00

DATE OF HIRE: SEPTEMBER 15, 2013

TENURE EFFECTIVE: SEPTEMBER 1, 2019

DEGREES:
   B.A. Alfred University 2000
   M.S.L.S. The University of North Carolina 2004

JUSTIFICATION:

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Ms. Brody as well as her personnel file and all evaluation materials considered by or provided by her chair, the Committee on Tenure and Dean Raffensperger. I concur with their conclusions that Ms. Brody has met the criteria established by the Agreement.

I recommend Ms. Brody be granted tenure with automatic promotion.

Approved:

Diane T. Prusank, Ph.D.
Provost and Vice President, Academic Affairs
APPENDIX G-1

DEAN'S EVALUATION AND RECOMMENDATION

Name: Rebecca Brody

Department: Library

Date of Last Evaluation: 1/2018

University: Westfield State University

Date of This Evaluation: 12/13/18

Personnel Action Being Considered: Tenure with Automatic Promotion

RECOMMENDATION: I am very pleased to recommend Ms. Brody for tenure with automatic promotion. I concur with Library Program Area Chair Oliver Zeff and the Peer Review Committee in their unequivocal recommendations to grant Ms. Brody Tenure and Promotion. In my 25 years of working in academic libraries, I can think of no other librarian that has been more deserving of this action.

Areas of Evaluation

Effective Teaching Evidence:
Teaching for librarians includes classroom instruction, reference service, research consultations, and the preparation of materials in support of these activities. LPA Chair Oliver Zeff, in his observation of her teaching, notes that Ms. Brody “delivered a highly informative and thorough presentation” and “her demeanor was welcoming and friendly”. In addition, it is clear that the session was well-structured, fostered student participation, and afforded Ms. Brody the opportunity to check in on individual students to ensure their success. Ms. Brody is also highly effective in her other teaching responsibilities. As Mr. Zeff notes in his evaluation, Ms. Brody provides extensive assistance to students and faculty through in-person and online (chat and email) reference service, and more in-depth consultations. Framing this are the research guides she produces as well as classroom materials. In their evaluation, the Peer Committee reports on Ms. Brody’s extensive work as liaison to academic departments, including Art, Communication, Political Science, Psychology, Sociology, and EGST. All of these activities demonstrate her extensive engagement with, and support of, our entire academic community.

Effective Advising Evidence: Not applicable to librarians

Appendix A-1 Areas for Evaluation (as designated by faculty member)

Ms. Brody’s contribution to the content and pedagogy of the discipline through the development of library programs and services is well documented in her portfolio and noted by both the LPA Chair and the Peer Evaluation Committee. Ms. Brody’s work with the collections, both digital and physical, is methodical, data based, and highly effective; moreover, she has documented and shared her work, to the benefit of both the library and the field. These include writing formal procedures, project plans, papers, conference presentations, and a book. This work integrates her daily activities as a manager of resources (and now people) with a broader, best-practices approach to her work.
As noted above, Ms. Brody’s research as demonstrated by published and unpublished work is extensive. It includes the forthcoming book *The Sudden Position Series: Guide to Collection Management*, monograph reviews, several presentations, and several internal (unpublished) procedures and studies. An example of the relationship between her scholarship and her work at Westfield State is her 2018 conference presentation “Building a Data-Positive Library Culture from the Ground Up: Strategies for Small and Mid-sized Libraries.” Through her work, she has done just that here at Ely Library, building a culture of data-based decision-making. Her work has demonstrably made the library more effective and efficient.

In regard to work toward a terminal degree and relevant post-graduate study, Ms. Brody completed the Master of Public Administration Degree (Non-Profit Management concentration) at Westfield State University in 2017. She has completed several in-person and online (and hybrid) courses on digital literacy, collection assessment, and other subjects, as noted by the peer review committee.

Ms. Brody’s contributions to the professional growth and development of the University have also been extensive and effective. She has served actively on the Academic Policies Committee, Curriculum Committee, five search committees, the Parking Appeals Board, and the Library Diversity Committee. She also organized a fundraiser for the Military Community Excellence Center.

Overall, Ms. Brody has been highly effective in performing her assigned responsibilities in the library. When Ms. Brody took on responsibilities for collection strategy, there had been little overarching management of the collections or a comprehensive perspective on what and how to collect and/or provide access to. Ms. Brody’s data-based approach to the work is exemplified in the gap analysis she performed to better understand student and faculty needs, and how far away from meeting those needs the library was. This set the stage for developing more effective collection strategies and techniques (such as demand-driven acquisitions). Her work has been not only effective in its own right, but has served as an example to other librarians, promoting a culture of data-driven planning. In this way she shows tremendous leadership skills. She has been adept at “managing up”, working well with the library director on fiscal and other issues, often to the benefit of the whole library. Ms. Brody has managed a large number of projects, and chairs the library’s Information Resources Working Group. In her new, expanded role, Ms. Brody now supervises two AFSCME employees involved in acquisitions work. She has already made improvements in workflows and employee morale. Our students are very fortunate to have Ms. Brody ensuring that their resources are relevant, cost-effective, and accessible.
COMMITTEE ON TENURE

February 11, 2019

Dr. Diane Prusank, Provost, VP Academic Affairs
Academic Affairs
Westfield State University

Dear Dr. Prusank,

The Tenure Hearing for Rebecca Brody, Librarian, was held on January 8, 2019. As required by Article VII, Section H, Subsection I, the Tenure Committee would like to make the following statement with regard to its recommendation for Ms. Brody as a candidate for tenure:

The Tenure Committee recommends Ms. Brody for tenure by a unanimous vote.

This recommendation is based on the qualifications presented in the materials submitted by the candidate and on-file in the Office of Academic Affairs. These qualifications are highlighted below.

Effectiveness in Performing Assigned Responsibilities and Rendering Assistance
Ms. Brody has a range of assigned responsibilities in the library in the role she has occupied during the designated review period for tenure. She prepares an annual list of budget requests requiring a review of over 300 subscriptions as a means of keeping ELY updated. Ms. Brody also works with vendors to procure required resources, and she oversees specific changes to the library collections, some of which have saved the library up to 90% on specific costs. Ms. Brody serves as the subject librarian for print collection development, and works on weeding and space reclamation projects for the physical collection. Finally, Ms. Brody teaches lessons on library resources for different disciplines with a focus on different skills, and she facilitates queries through face-to-face and online interactions with students and faculty. The committee found Ms. Brody to be very effective in performing her assigned responsibilities and rendering assistance to the campus community.

Contributions to the Discipline, Research and Work towards a Terminal Degree
Ms. Brody contributes to the content and pedagogy of her discipline in multiple ways. She reviews 6-8 titles a year for *Library Journal*; she mentors new library science students in the field by offering interviews and sharing her expertise; and she participates in the ELY Library In-service Day which focuses on using library-specific applications to accomplish common tasks (e.g., governance matters). Ms. Brody has also completed a collection gap analysis that examines the strengths and weaknesses in the university's print and electronic collections, something that has worked to save the university considerable costs with regard to access fees. Additionally, Ms. Brody has written a monograph about collection management, *The Sudden Position Series Guide to Collection Management* (forthcoming). Ms. Brody has continued her own professional development through courses on discrete areas of librarianship (e.g., digital literacy); and areas of need specific to our campus (e.g., Diversity and Cultural Competency training for librarians to respond to our campus race incidents). In addition, while maintaining all her responsibilities in the library, Ms. Brody completed her terminal degree equivalency with a Masters in Public Administration from WSU in 2015. In sum, Ms. Brody’s continuing scholarship is estimable.

Contributions to the Professional Growth & Development of the University Community
Ms. Brody has contributed greatly to the professional growth and development of the university community. Within the library, she has served on five search committees and she piloted the Mobile Library to bring ELY’s resources to students. Within the wider university, Ms. Brody has served on the Academic Policies Committee for three years; has served on the university Curriculum Committee; and
helps departments with their accreditation process by helping them quantify the library’s resources in their discipline. Ms. Brody’s work within the library and within the larger university community is generous and greatly supportive of students, faculty and staff.

As Chair of the Committee, I certify that all procedures as outlined in The Agreement were followed in accordance with Article VIII, Section H.

Sincerely,

[Signature]
Dr. Nora Padykula, Chair
Committee on Tenure

cc: Dr. Brody

I __________________ acknowledge receipt of this letter on __________.

Please sign and send one copy to Academic Affairs, attn: Susan Davignon.
WESTFIELD STATE UNIVERSITY  
BOARD OF TRUSTEES PERSONNEL ACTION  
April 24, 2019

TYPE OF ACTION: TENURE WITH AUTOMATIC PROMOTION/FACULTY

FUNDING SOURCE: STATE FUNDED

NAME: BRIAN CHEN

RANK/DEPARTMENT: ASSISTANT PROFESSOR/ENGLISH

CURRENT SALARY: $62,181.67

DATE OF HIRE: SEPTEMBER 1, 2013

TENURE EFFECTIVE: SEPTEMBER 1, 2019

DEGREES:  
B.A. Fu Jen Catholic University 1997  
M.A. Fu Jen Catholic University 2000  
Ph.D. The University of Texas 2008

JUSTIFICATION:

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Chen as well as his personnel file and all evaluation materials considered by or provided by his chair, the Committee on Tenure and Dean Morales-Diaz. I concur with their conclusions that Dr. Chen has met the criteria established by the Agreement.

I recommend Dr. Chen be granted tenure with automatic promotion.

Approved:

[Signature]
Diane T. Prusank, Ph.D.  
Provost and Vice President, Academic Affairs

[Date] 4/6/19
APPENDIX G-1
DEAN'S
EVALUATION AND RECOMMENDATION

Name: Brian Chen  Department: English
Date of Last Evaluation: 1/2018  University: Westfield State University
Date of This Evaluation: 12/13/18
Personnel Action Being Considered: Tenure with Automatic Promotion

RECOMMENDATION: I am pleased to recommend Dr. Chen for tenure with automatic promotion.

Areas of Evaluation

Effective Teaching Evidence:
All documents presented with the tenure portfolio, including the Peer Evaluation Committee (PEC) review, department chair review, SIR II evaluations, formal observations of teaching, and any included teaching narratives from the candidate or those assigned to formally review the candidate, demonstrate evidence of clear teaching effectiveness.

Dr. Chen's teaching is described as thoughtful, creative and invested. The PEC and department chair note his investment in his students, in ensuring that they understand the intricacies of close text reading, and develop the skills necessary to provide depth and content to class comments. He keeps his classes lively, interacting with all students during group activities, and ensuring his instructions for assignments are clear. Reviewing his materials, it was interesting to note that Dr. Chen collects student class notes, not just for recording attendance, but to provide students with feedback. Returning the previous class notes becomes an opportunity to interact one on one with each of his students - a point of contact.

Dr. Chen sees himself as a facilitator, and based on the observations made by the PEC members during their class visits, this seemed clear. Dr. Chen's role, as he describes it, is to help students through their learning process, always keeping in mind what the students bring with them into the classroom space, whether it be experience or prior knowledge. His approach does not assume a deficit in his students, which aligns with Freire's philosophy. His students recognize all his efforts, thoughtfulness, dedication to his craft, and their learning in the SIR II evaluations, which the PEC and department chair recognize are often high.

Effective Advising Evidence:
The PEC and department chair note that Dr. Chen carries a regular load of advisees - approximately 9 to 10 students. His advisees describe him as diligent and thoughtful, speaking with students not only about class registration but about careers, graduate schools and opportunities to display their work.

Appendix A-1 Areas for Evaluation (as designated by faculty member)
Continuing Scholarship

Contribution to the content of the discipline
Dr. Chen has been the recipient of a number of grants and fellowships since he began teaching at Westfield State. He participated in the Japan Studies Institute at San Diego State University, as well as the Japan Program, both fellowships sponsored by the American Association of State Colleges and Universities. He was a recipient of the University Research Grant in 2015, and was awarded a STARS grant in 2016.

Participation in or contribution to professional organizations and societies
Dr. Chen describes his participation in the College English Association, and the Association for Asian-American Studies, as significant professional contributions. These contributions are particularly important because Dr. Chen’s scholarship brings together literary studies/analysis with pedagogical approaches. This work has resulted in different pedagogical research projects, as discussed in Dr. Chen’s narrative in relation to the graduate-level class on Asian-American literature.

Research as demonstrated by published or unpublished work
Dr. Chen is currently working on a book project titled Chinatown Revisiting: Race and Place in Asian-American Literature. He published an article in Asian-American Literature: Discourses and Pedagogies, and has four journal articles in progress. Dr. Chen has also been an active participant at conferences. Since arriving at Westfield State in 2013, he presented at eight conferences, some regionally focused, while others have been national conferences such as College English Association and MELUS.

Professional Activities

Contributions to the professional growth and development of the university community
Dr. Chen is an active member of the university community. He served on a number of committees in his department such as the Composition and Curriculum committees. At the university level, he has been a member of the Curriculum Committee. Dr. Chen has been active in curricular development, having proposed and developed a number of new courses in the Department of English.

Dr. Chen organized and participated in roundtable discussion and served as a panelist for different events. These include a panel on “Literature, Gender & Culture: A Cross-Cultural Conversation” as part of the Month Celebrating Women, and in spring 2018 co-organized a program titled “First Generations Facto to Face” which provided a space for dialoguing with first-generation students and faculty members.

Based on the materials submitted for this by Dr. Chen, the PEC and his department chair, he has met the contractual requirement for tenure with automatic promotion to Associate Professor.
COMMITTEE ON TENURE

February 11, 2019

Dr. Diane Prusank, Provost, VP Academic Affairs
Academic Affairs
Westfield State University

Dear Dr. Prusank,

The Tenure Hearing for Dr. Brian Chen, Assistant Professor in the English Department, was held on January 23, 2019. As required by Article VII, Section H, Subsection I, the Tenure Committee would like to make the following statement with regard to its recommendation for Dr. Chen as a candidate for tenure:

The Tenure Committee recommends Dr. Chen for tenure by a unanimous vote.

This recommendation is based on the qualifications presented in the materials submitted by the candidate and on file in the Office of Academic Affairs. These qualifications are highlighted below.

Effectiveness in Teaching and Advising
Over the course of the evaluation period, Dr. Chen has taught ten different courses at the university. His ability to teach courses for majors and non-majors, at the introductory, upper and graduate level, was notable and viewed as a major strength in meeting department needs. Also of note was Dr. Chen’s ability to refresh department offerings in Asian and Asian-American literature, something he does well across several of his courses. Throughout the evaluation period, Dr. Chen’s SIR II evaluations have been very strong, with some exceptionally high scores (5.00) for Course Outcomes, indicating the value that students see in his pedagogy. Such scores are not surprising given the attention that Dr. Chen gives to his teaching. He regularly tries out new pedagogical practices (e.g., contract grading and assessing students’ discussion skills); foregrounds the role of students’ interpretations of texts rather than his own; and works to promote student engagement with his classes by tying his content to the real world. Dr. Chen meets the contractual requirements for advising, complementing that formal work with considerable support of students to submit to research conferences, contests, and other presentations. Yet, in addition to the students for whom he serves as the academic advisor, Dr. Chen designates extra time to extend his teaching schedule to also allow for ample one-to-one and group advising of students around his coursework. The committee found his commitment to teaching and advising estimable.

Continuing Scholarship
Dr. Chen presents his scholarship through one conference a year. Additionally, in 2017, he published the article, “Walking and Wandering: Reconstructing Diasporic Subjectivity in T.C. Huo’s Land of Smiles and Lê Thi Diem Thúy’s The Gangster We Are All Looking For” in the journal Asian America Literature: Discourses and Pedagogies. He also has an article under review with The White Wall Review: “Writing struggles of a non-native speaker in American Academia.” In addition, he has a book project in process, Chinatown Revisiting: Race & Place in Asian-American Literature, pulling together his research and teaching interests. The committee finds his presentation and publication achievements to meet the expectations of tenure.

Service
Within his department, he has served on the Curriculum Committee, the Composition Committee, and the Graduate Committee. For each department committee, Dr. Chen has played an active role in shaping department policies and improving course content. Within the wider university, Dr. Chen has worked to
affect the First-Year Read, served as a panelist for initiatives like those supporting first-generation college students, and shaping events stemming from his own professional development like the Japanese Drumming event with Mountain River Taiko after attending the Japan Institute. Dr. Chen has demonstrated ample departmental and university service.

As Chair of the Committee, I certify that all procedures as outlined in The Agreement were followed in accordance with Article VIII, Section H.

Sincerely,

[Signature]
Dr. Nora Padykula, Chair
Committee on Tenure

cc: Dr. Chen

I ____________________________ acknowledge receipt of this letter on _____________.

Please sign and send one copy to Academic Affairs, attn: Susan Davignon.
WESTFIELD STATE UNIVERSITY
BOARD OF TRUSTEES PERSONNEL ACTION
April 24, 2019

TYPE OF ACTION: TENURE WITH AUTOMATIC PROMOTION/FACULTY

FUNDING SOURCE: STATE FUNDED

NAME: ROBIN WHITE

RANK/DEPARTMENT: ASSISTANT PROFESSOR/BIOLOGY

CURRENT SALARY: $62,181.67

DATE OF HIRE: SEPTEMBER 1, 2013

TENURE EFFECTIVE: SEPTEMBER 1, 2019

DEGREES:

B.S. Texas Lutheran University 2005
Ph.D. The Ohio State University 2009

JUSTIFICATION:

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. White as well as her personnel file and all evaluation materials considered by or provided by her department chair, the Committee on Tenure and Dean Hanselman. I concur with their conclusions that Dr. White has met the criteria established by the Agreement.

I recommend Dr. White be granted tenure with automatic promotion.

Approved:

Diane T. Prusank, Ph.D.
Provost and Vice President, Academic Affairs

4/14/19
APPENDIX G-1
DEAN’S
EVALUATION AND RECOMMENDATION

Name: Robin White
Date of Last Evaluation: 1/2018
Date of This Evaluation: 12/13/18
Personnel Action Being Considered: Tenure with Automatic Promotion

RECOMMENDATION: I am pleased to recommend Dr. White for tenure with automatic promotion.

Areas of Evaluation

Effective Teaching Evidence:
All documents presented with the tenure portfolio, including the Peer Evaluation Committee (PEC) review, Department Chair review, SIR II evaluations, formal observations of teaching, and any included teaching narratives from the candidate or those assigned to formally review the candidate, demonstrate evidence of clear teaching effectiveness.

Dr. White demonstrated effective teaching and advising in a well-written narrative with supporting evidence. Dr. White taught ten different courses since her arrival at Westfield State in 2013 and has been a valuable asset to the Biology Department with her contributions to the introductory sequence and upper-level courses. The narrative articulated her desire to infuse research and critical thinking skills into her coursework. Dr. White also provided thoughtful evidence of her willingness to ensure the students are on track in her courses using different types of formative assessment.

It is obvious from her classroom observations that Dr. White engages students and is determined to provide a positive classroom environment. All observations commended Dr. White’s ability to provide a quality learning experience. Students were extremely positive on the SIRs and, in particular, they provided evidence of her course organization skills and faculty/student interactions. The department chair notes Dr. White’s approachability during class, with students feeling comfortable to ask questions throughout.

Dr. White effectively engages students in undergraduate research through coursework and independent study opportunities. The department chair was impressed by Dr. White’s ability to integrate research and teaching.

Dr. White has also demonstrated to the PEC and Department Chair her willingness to continue to improve her teaching. She actively pursues professional development opportunities in this area and is willing to try new ideas to effectively engage students.
Effective Advising Evidence:
Dr. White maintained her assigned advising load during the review period. Since 2013, Dr. White noted that she has advised a total of 60 students. Her PEC and Department Chair both note her willingness to mentor and advise students through scheduled appointments.

Appendix A-1 Areas for Evaluation (as designated by faculty member)

Category I: Contribution to the content of the discipline

Dr. White synthesized her contribution to the content of the discipline through describing published work, presentations, and ongoing research. Dr. White was described by her PEC as an active scholar, which is certainly evidenced by her involvement with students and willingness to disseminate the results. She has two established research areas—ketogenic diet research and nervous system trauma research, and an area of increasing interest that she noted as “higher education pedagogy”. Most impressively, students are at the center of her neuroscience research experiences, benefitting from the direct involvement with the scientific process. All three areas of interest have resulted in presentations at the local and statewide venues.

With a first-authorship on a manuscript published in *Neural Regeneration Research* and multiple co-authored papers, it is obvious that Dr. White continues to contribute to the neuroscience community. Dr. White’s collaboration with Dr. Barry has not only led to a previous publication, but also provided her with an opportunity to travel to Ireland and conduct research during early 2018, funded through S.T.A.R.S. Dr. White has successfully secured internal grant funds to support her research and has sought after external funds. Dr. White’s publication record and participation in the neuroscience community led to her service as an ad hoc reviewer for five scientific journals.

In addition, she actively participates in university and statewide STEM education groups, such as Massachusetts PKAL. Dr. White co-organized the 2016 statewide meeting at Westfield State University and continues to serve on the Massachusetts PKAL Steering Committee.

Category II: Contributions to the professional growth and development of the university community

Dr. White provided evidence of her numerous contributions to the growth and development of the university community. She is engaged in CURCA since becoming one of the founding members on the President’s Advisory Committee. She is instrumental in the planning of the CURCA events on campus and is involved behind the scenes in supporting students (e.g., SSuRF funding) and faculty (e.g., hosted a workshop facilitated by Dr. Jenny Shanahan).

Dr. White contributes to our university community by hosting regular conversations about interdisciplinary topics in neuroscience and two guest lectures that were well-attended. For her first two years at Westfield State, Dr. White served on the Honors Advisory Committee and is still mentoring the honors projects. She is a participant in Fresh Check Day and other events on campus.

Dr. White is an important contributor to the Biology Department, participating in Curriculum Committee, faculty searches, and departmental writing initiatives. Dr. White is part of the team of faculty who established the biotechnology concentration and assisted in proposal development for the Massachusetts Life Science Capital Grant.
It is in my comprehensive evaluation of Dr. White's materials that allows me to state with confidence that Dr. White meets the criteria for tenure with promotion to Associate Professor through a meritorious record of teaching, advising, scholarship, and service.
COMMITTEE ON TENURE

February 11, 2019

Dr. Diane Prusank, Provost, VP Academic Affairs  
Academic Affairs  
Westfield State University

Dear Dr. Prusank:

The Committee on Tenure for Dr. Robin White for tenure, Assistant Professor in the Biology Department, was held on January 7, 2019. The committee would like to make the following statement with regard to its recommendation of Dr. White for tenure, as required by Article VII, Section H, Subsection I:

The Tenure Committee recommends Dr. Robin White for tenure for tenure by a vote of 5 - 0 for tenure.

This recommendation is based on the qualifications presented in the materials submitted by the candidate and on-file in the Office of Academic Affairs. These qualifications are highlighted below.

Teaching & Advising: Over the course of the evaluation period, Dr. White has taught 10 different courses ranging from 100 - 300 levels courses demonstrating her versatility as an instructor. As evidenced by her SIR II evaluations, as well as, her peer and department chair teaching observations, Dr. White is an organized, hardworking, effective teacher who regularly incorporates high impact teaching strategies into the classroom. For example, she expertly integrates teaching and research as demonstrated by her involvement with the Honors Program. Finally, Dr. White exceeds the contractual requirements for advising. Her faculty-student interactions in the classroom and beyond are highly regarded in part because of her concern for student health and well-being. As noted by Julia Nedry of the WSU Counseling Center, Dr. White is “the strongest supporter and advocate for our students’ mental health and the Counseling Center’s overarching goal of destigmatizing mental health.”

Scholarship: Dr. White’s contributions to the content of the discipline during the review period have been significant. She received the STARS Semester Time Award for Research Scholarship. During this semester, she established a fruitful collaboration with Dr. Barry of Trinity College Dublin. Two peer-reviewed publications emerged from this joint effort. Her primary research interest currently is the ketogenic diet and she plans to continue delving into this area of investigation with Dr. Barry and his laboratory in the future. Along with several other publications, Dr. White has been active as an ad hoc reviewer and was invited to act as the review editor in neuroscience for Bio Society. The quality of Dr. White’s continuing scholarship is commendable and is was supported in her materials with the mention that one of her co-authored articles is the most downloaded on the topic.

Service: Dr. White’s involvement in service have been noteworthy, as she has been actively engaged in service endeavors within the Biology department, University, and community. Her service activities are much too lengthy to list here, but the following is a sampling of her service work: Writing Liaison Committee, Faculty Liaison for the Written and Oral Communication Plan Program, Presidential Advisory Committee for Undergraduate Research and Creative Works, Interdisciplinary Neuroscience Journal Club, and PKAL Steering Committee.

Alternative Professional Responsibilities: None
As Chair of the Committee, I certify that all procedures as outlined in The Agreement were followed in accordance with Article VIII, Section H.

Sincerely,

Dr. Nora Padykula, Chair
Committee on Tenure

cc: Dr. White

I ____________________ acknowledge receipt of this letter on __________.

Please sign and send one copy to Academic Affairs, attn: Susan Davignon.
MOTION

To approve the granting of promotion to the rank of Professor, effective September 1, 2019, to:

- Dr. Joseph Camilleri  Psychology
- Dr. Stephanie Grimaldi  Education
- Dr. Sonya Lawson  Music
- Dr. Jorge Reyes  Psychology
- Dr. Sophia Sarigianides  English
- Mr. David Shapleigh  Art
- Dr. Tarin Weiss  Chemical and Physical Sciences

To approve the granting of promotion to the rank of Associate Professor, effective September 1, 2019, to:

- Dr. Heather Brown  Political Science
- Dr. Joan Kuhnly  Nursing
- Dr. Hugo Viera  Language and Culture Studies

___________________________________________________             _____________________
Kevin R. Queenin, Chair            Date
March 22, 2019

Dr. Ramon S. Torrecilha
President
Westfield State University

Dear President Torrecilha:

For your approval, below are my recommendations for promotion effective September 1, 2019:

To Professor:
Dr. Joseph Camilleri
Dr. Stephanie Grimaldi
Dr. Sonya Lawson
Dr. Jorge Reyes
Dr. Sophia Sarigianides
Mr. David Shapleigh
Dr. Tarin Weiss

Psychology
Education
Music
Psychology
English
Art
Chemical and Physical Sciences

To Associate Professor:
Dr. Heather Brown
Dr. Joan Kuhnly
Dr. Hugo Viera

Political Science
Nursing
Language and Culture Studies

I certify that all procedures as prescribed in *The Agreement* have been complied with in accordance with Article VIII, Section G.

Sincerely,

Diane T. Prusank, Ph.D.
Provost and Vice President, Academic Affairs

Approved:

Dr. Ramon S. Torrecilha, President

Date

Academic Affairs
577 Western Avenue
P.O. Box 1630
Westfield, MA 01086-1630

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(413) 572-5537 (f)
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WESTFIELD STATE UNIVERSITY
BOARD OF TRUSTEES PERSONNEL ACTION
April 24, 2019

TYPE OF ACTION: PROMOTION TO PROFESSOR

FUNDING SOURCE: STATE FUNDED

NAME: JOSEPH CAMILLERI

RANK/DEPARTMENT: ASSOCIATE PROFESSOR/PSYCHOLOGY

CURRENT SALARY: $68,912.12

DATE OF HIRE: SEPTEMBER 1, 2008

TENURE EFFECTIVE: SEPTEMBER 1, 2014

DEGREES:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Institution</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.A.</td>
<td>McMaster University</td>
<td>2001</td>
</tr>
<tr>
<td>M.A.</td>
<td>University of Saskatchewan</td>
<td>2005</td>
</tr>
<tr>
<td>Ph.D.</td>
<td>Queen's University</td>
<td>2008</td>
</tr>
</tbody>
</table>

JUSTIFICATION:

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Camilleri as well as his personnel file and all evaluation materials considered by or provided by his chair, the Committee on Promotions, and Dean Hanselman. I concur with their conclusions that Dr. Camilleri has met the criteria established by the Agreement.

I recommend Dr. Camilleri be promoted to the rank of Professor.

Approved:

Diane T. Prusank, Ph.D.
Provost and Vice President, Academic Affairs

Date: 4/10/19
DEAN'S EVALUATION AND RECOMMENDATION

Name: Joseph Camilleri  Department: Psychology
Date of Last Evaluation: N/A  University: Westfield State University
Date of This Evaluation: December 10, 2018
Personnel Action Being Considered: _______ Promotion to Professor _______

RECOMMENDATION: Dr. Joseph Camilleri was initially employed as Assistant Professor in the Department of Psychology in September of 2008. He has been tenured, promoted to Associate Professor, and is now a candidate for promotion to Professor. In connection with that candidacy, he has been evaluated by Department Chair Dr. Lynn Shelley, and by his Peer Evaluation Committee. Each evaluation and review has resulted in a positive recommendation for promotion. I concur with these recommendations for the following reasons:

Effective Teaching Evidence
Dr. Camilleri has demonstrated effective teaching and advising as evidenced by student evaluations, self-reflection, and direct observations by his peers and department chair. Dr. Camilleri's PEC notes that his classes are well organized and encourage active learning. Dr. Camilleri is able to distill challenging content to aid in student understanding. All observations commended Dr. Camilleri's ability to provide a quality learning environment. His PEC notes the "high academic standards" that are held in his coursework; students are aware of these standards and are supported throughout the learning process through engaging lectures and assignments.

Effective Advising Evidence
The department chair and PEC concur regarding the effectiveness of Dr. Camilleri's advising. He maintains a load of approximately 20 advisees, and it was noted that many students request him as an advisor. Dr. Camilleri's advising takes a variety of forms, from walk-in hours and formal appointments to making himself available for Psychology Club events to discuss the field of forensic psychology and career paths. Dr. Camilleri serves as Team Mentor for the Westfield State Women's Soccer Team. He is a point of contact for the team, providing advice on registration and time management when needed. Dr. Camilleri notes in his narrative that advising is an "integral part of my job", therefore recognizing the long-term benefits of being involved as a mentor and advisor.

Appendix A-1 Areas for Evaluation (as designated by the faculty member)

Category I: Continuing Scholarship

Contribution to the content of the discipline

Dr. Camilleri has been an active scholar over the entire course of the review period. An active researcher in his field, he has published as an invited author four times (two book chapters and two encyclopedia entries) and published eight other encyclopedia entries. He serves as a reviewer and editor in his discipline. Dr. Camilleri's PEC and department chair commend his
scholarly activity and his contributions to the field on a national and international level. Dr. Camilleri is a Chair of a Steering Committee for the 4th North American Correctional and Criminal Justice Psychology section of the Canadian Psychological Association, in which he has been an active member.

Category II: Professional Activities

Contributions to the professional growth and development of the university community

Dr. Camilleri continues to remain active in the campus community through his committee work at the department and University level. In addition, Dr. Camilleri serves the external community through his involvement on the Board of Directors for the Friends of Columbia Greenway Trail. In his department, Dr. Camilleri has been heavily involved in the Psychology Department Assessment Committee which led to the establishment of an assessment protocol. At the University, he served on a number of committees, including the Curriculum Committee (Chair for one year) and he is currently a member of the Strategic Planning Committee.

Category III: Alternative Responsibilities

During the review period, Dr. Camilleri received Alternative Professional Responsibilities for Assessment Coordinator/Faculty Liaison for Assessment from 2013-2017, totaling 42 credit hours. He assisted departments with assessment protocols and accreditation.

It is my comprehensive evaluation of Dr. Camilleri’s materials that allows me to state with confidence that Dr. Camilleri has met the criteria for promotion to Professor through a meritorious record of teaching, advising, scholarship, and service.
Dear Dr. Camilleri,

The Committee on Promotions has reviewed your portfolio and is pleased to recommend your promotion to the rank of Full Professor. Your record of teaching effectiveness, student advising, contributions to the discipline, and service to Westfield State University and the community, are exemplary.

The careful attention paid in your narrative to interpreting student evaluations, and the additional step taken of using a departmental evaluation instrument, show your commitment to student progress and appropriate concern for their feedback. Your Peer Evaluation Committee was impressed by how high your SIR II scores were, even for difficult-to-teach courses such as Statistics and Research Methods. Your concern for student learning is evidenced also by the new course sequence you created to teach research methods in a thoughtful and scaffolded manner. The Committee appreciated how well, and how often, you have integrated student research into both your teaching and your scholarship. Your Chair notes that you do well with advising and hold open office hours.

Both your Chair and your Peer Evaluation Committee offer laudatory assessments of your scholarship, particularly noting your status as a leader in the field of Forensic Psychology. The Committee on Promotions is impressed by both the volume and the quality of your contributions to the discipline. During the review period, you have contributed to the discipline with two book chapters, nine encyclopedia articles, several of which were co-authored with WSU students, and several presentations at conferences. Your expertise has been sought after by sister institutions, journals, and professional associations, as evidenced by your service as external examiner for Ph.D. dissertations, as journal editor for two journals, as reviewer for as many journals, and as Director of the Canadian Psychological Association. This long list forms only a partial listing of your many engagements with the scholarly community in your field.

Your record of service to your department, to the University, and to the community-at-large, is also outstanding. You have served your department by developing new courses, a new concentration in Forensic Psychology at both the undergraduate and graduate levels, through service on search committees, departmental curriculum committee, etc. You have also admirably served the university as Assessment Coordinator, Chair of the University Curriculum Committee, Chair of Tenure Committee, member of the Strategic Planning Committee, as well as serving on four peer evaluation committees in the Nursing department. In addition, you serve the community in various ways including as a Board member for Friends of Columbia Greenway Rail Trail.

Corinne Ebbs, Chair, Committee on Promotions
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This recommendation will be forwarded to the Vice President of Academic Affairs and Provost, Diane Prusank. According to the M-1 calendar, you have seven (7) days to respond to this evaluation. Your response, should you have one, should be directed to the Chair of the Promotions Committee and will become an official part of your personnel file.

Congratulations on your accomplishments. We look forward to your continued contributions to our University community.

Sincerely,

[Signature]

Corinne Ebbs, M.Ed., M.L.S.
Chair, Committee on Promotions
WESTFIELD STATE UNIVERSITY
BOARD OF TRUSTEES PERSONNEL ACTION
April 24, 2019

TYPE OF ACTION: PROMOTION TO PROFESSOR
FUNDING SOURCE: STATE FUNDED

NAME: STEPHANIE GRIMALDI
RANK/DEPARTMENT: ASSOCIATE PROFESSOR/EDUCATION
CURRENT SALARY: $76,170.00
DATE OF HIRE: JANUARY 18, 2009
TENURE EFFECTIVE: SEPTEMBER 1, 2015

DEGREES:
- B.S. LeHigh University 1990
- M.Ed. Harvard University 1993
- Ed.D. Boston University 2001

JUSTIFICATION:
In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Grimaldi as well as her personnel file and all evaluation materials considered by or provided by her chair, the Committee on Promotions, and Dean Swaidan. I concur with their conclusions that Dr. Grimaldi has met the criteria established by the Agreement.

I recommend Dr. Grimaldi be promoted to the rank of Professor.

Approved:

[Signature]
Diane T. Prusank, Ph.D.
Provost and Vice President, Academic Affairs

Date: 4/16/19
APPENDIX G-1

DEAN'S

EVALUATION AND RECOMMENDATION

Name:  Stephanie Grimaldi  
Department:  Education

Date of Last Evaluation:  N/A  
University:  Westfield State University

Date of This Evaluation:  December 10, 2018

Personnel Action Being Considered:  Promotion to Professor

RECOMMENDATION: Dr. Stephanie Grimaldi was initially employed as Assistant Professor in the department of Education in September of 2009. She has been tenured, promoted to Associate Professor, and is now a candidate for promotion to Professor. In connection with that candidacy, she has been evaluated by department chair, Dr. Megan Kennedy, and by a Peer Evaluation Committee. Each evaluation and review has resulted in a positive recommendation for promotion. I concur with these recommendations for the following reasons:

Dr. Grimaldi is respected and skilled educator. She is described by the PEC as “one of our most innovative faculty in terms of using technology as a means to transmit content.” Dr. Grimaldi is recognized by her peers and Chair for her notable use of technology such as *plickers* (automated student response system) as a means to incorporate “various inclusive assessment strategies.” She has garnered statewide recognition and was selected to serve on the Massachusetts Department of Elementary and Secondary Education Reading Specialist Working Group. In this capacity, Dr. Grimaldi responsible for developing recommendation that will impact and inform Reading Specialist. Additionally, Dr. Grimaldi has been instrumental in an Early Literacy initiative with the Holyoke Public Schools. In this work, she has facilitated professional development for teachers and co-authored the Holyoke Public Schools Field Experience guide. Dr. Grimaldi is to be commended for positively impacting the PK-12 community in the Commonwealth.

Dr. Grimaldi is an active member of the campus community. She has served on several University Wide committees, including Academic Honesty and Academic Policies. In addition to her service on university committees, Dr. Grimaldi has demonstrated a strong commitment to her department. The PEC notes that it is Dr. Grimaldi’s “leadership and vision on the Education Department Curriculum Committee as well as the Westfield State University Professional Development School(WSUPDS) network that truly highlights her impact on what we do and why.” The PEC and Chair highlight Dr. Grimaldi’s commitment to “anti-racism and Critical literacy curricula” in the classroom. Dr. Grimaldi is to be applauded for her efforts in supporting the progressive anti-racism pedagogy of the Education Department.

After reviewing all submitted materials for this review, I believe Dr. Grimaldi has met the contractual requirements for promotion to Professor.
Committee on Promotions

Dr. Stephanie Grimaldi
Department of Education
Westfield State University

Dear Dr. Grimaldi,

The Committee on Promotions has reviewed your portfolio and is pleased to recommend your promotion to the rank of Full Professor. Your promotion materials provide ample evidence of your exemplary work as a teacher, contributor to your discipline, and to the Westfield State University community.

The committee applauds your teaching success. Your use of technology, multi-modal strategies, scaffolding, and humor, provides, as written by the department chair, "a classroom space that is inclusive, inviting, and engaging." Your focus on meeting the needs of all learners, on anti-racist pedagogy, on critical literacy, and on Universal Design, models the inclusive approach to teaching that future teachers can in turn use with their students. Your SIR IIs positively reflect your talent and skill in teaching. The committee also notes your earning the Sheltered English Immersion (SEI) endorsement on your MA Reading Specialist Teaching license and your work to bring student teachers into diverse area schools. Evidence supports that, as noted in a classroom observation, you are indeed "an experienced and skilled educator...who...maximizes every moment of a class." Your energy and passion are also evident in your substantial advising load of 20 to 40 students per semester where you go beyond selecting courses to building the "bigger picture" for students that includes study recommendations for the MTEL and developing routines that support students' work as learners.

Your portfolio exhibits numerous contributions to the content of your discipline. You have participated as an active member in a number of local and regional groups focusing on elementary and secondary reading, early literacy instruction, and pairing higher education faculty with teachers. You have reached into the community to improve teaching outside of the University and to improve opportunities for children in the local community: as Program Evaluator for a grant focusing on arts and literacy integration into Westfield afterschool programs; as one who designed classes for practicing teachers related to empowering English Language Learners through the use of technology; and as one who developed a self-paced, Sheltered English Immersion MTEL test prep course through the Center for Teacher Education and Research. Your collaborative work in reviewing and recommending updates to future versions of the Foundations of Reading MTEL, and your test scoring experience places you in an influential position directly related to the future of our teacher candidates' success in the profession. You are active in numerous organizations and have been invited to define and frame a new sub-committee of the Massachusetts Reading Association. These contributions to your discipline are exemplary.

The professional growth and development of the university community has been improved in many ways by your participation. Your success with two Innovation Grants to develop In-Service programs for local teachers focused on learning and literacy in the content areas and the use of Web 2.0 to support skills and strategies of new literacies. Your commitment to anti-racist pedagogy and equal opportunities for all is illustrated by your work as a Reach to Teach Teacher who is engaging directly with under-represented students in local communities to encourage them to consider the teaching profession. Community activity is also evident in your memberships on several school-affiliated councils. You have also served on two university governance committees during this review period and took the opportunity to read bedtime stories to Lammers Hall residents for an invited community-building event. This committee applauds your work with the university and local community.

Corinne Ebbs, Chair, Committee on Promotions
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In your alternative professional role as Director of the WSU Professional Development Network—Elementary Curriculum Committee, you led in the creation and implementation of practicum related seminars for all student teachers, you emphasized work with ELL populations, you developed big ideas and essential questions to drive courses, and you are developing alternative concentrations for education majors should the state drop the current second major requirement. The Chair of Education finds that your "leadership has been vital in maintaining the focus and quality of this program."

Based on your portfolio and without hesitation, the Committee on Promotions concurs with your PEC, Department Chair, and Dean that your teaching is stellar, your service to the profession and contributions to the campus and local community are exemplary and that you exceed the contractual requirements for the rank of Full Professor. This recommendation will be forwarded to the Vice President of Academic Affairs and Provost, Diane Prusank. According to the M-1 calendar, you have seven (7) days to respond to this evaluation. Your response, should you have one, should be directed to the Chair of the Committee on Promotions and will become an official part of your personnel file.

Congratulations on your accomplishments. We look forward to your continued contributions to our university community.

Sincerely,

Corinne Ebbs, M.Ed., M.L.S.
Chair, Committee on Promotions
WESTFIELD STATE UNIVERSITY
BOARD OF TRUSTEES PERSONNEL ACTION
April 24, 2019

TYPE OF ACTION: PROMOTION TO PROFESSOR
FUNDING SOURCE: STATE FUNDED
NAME: SONYA LAWSON
RANK/DEPARTMENT: ASSOCIATE PROFESSOR/MUSIC
CURRENT SALARY: $78,443.50
DATE OF HIRE: SEPTEMBER 1, 2004
TENURE EFFECTIVE: SEPTEMBER 1, 2009
DEGREES:
- B.M. University of Memphis 1991
- M.M. University of Minnesota 1993
- Ph.D. University of Oregon 2003

JUSTIFICATION:
In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Lawson as well as her personnel file and all evaluation materials considered by or provided by her chair, the Committee on Promotions, and Dean Morales-Diaz. I concur with their conclusions that Dr. Lawson has met the criteria established by the Agreement.

I recommend Dr. Lawson be promoted to the rank of Professor.

Approved:

Diane T. Prusank, Ph.D.
Provost and Vice President, Academic Affairs
APPENDIX G-1

DEAN'S EVALUATION AND RECOMMENDATION

Name: Sonya Lawson       Department: Music

Date of Last Evaluation: N/A       University: Westfield State University

Date of This Evaluation: December 10, 2018

Personnel Action Being Considered: Promotion to Professor

RECOMMENDATION: Dr. Sonya Lawson was initially employed as Assistant Professor in the department of Music in September of 2004. She has been tenured, promoted to Associate Professor, and is now a candidate for promotion to Professor. In connection with that candidacy, she has been evaluated by department chair, Dr. Andrew Bonacci, and by her Peer Evaluation Committee. Each evaluation and review have resulted in a positive recommendation for promotion. I concur with these recommendations for the following reasons:

Teaching Effectiveness
Her department chair and PEC state that she is well organized in her classes, and is an educator that knows how to engage her students. Dr. Lawson writes in her narrative that she is an excellent teacher because she loves to learn, and by extension shares that love of learning with her students. Her process of self-evaluation, and of wanting to create critical thinkers, and introduce various ways for students to improve their writing skills are recognized by her department chair. Dr. Lawson’s PEC comments that the quality of her students’ work is a testament to her effectiveness as a teacher.

Academic Advising
Dr. Lawson meets the contractual requirements for advising. She has approximately 10 Music majors whom she advises. She explains in her narrative that due to the complicated nature of the major, she often spends about an hour with each of her advisees. When she served as acting director of the Honors Program, she advised another 30 students.

Continuing Scholarship

Participation in and contribution to professional organizations and societies
Dr. Lawson has attended a number of national and international conferences and workshops since her the last review period for promotion. Attendance at these conferences/workshops reflect her commitment to her craft as an educator by providing her with new tools and techniques to enhance her pedagogy. She has also presented at a conference in Scotland, Amsterdam, and will present a paper in January 2019 in Nevada.

Research as demonstrated by published and unpublished work
Dr. Lawson has just finished the first draft of a book manuscript titled It Don’t Mean a Thing if it Ain’t Got Those Strings: A History of Violins, Violas, and Cellos in Jazz. She is also working on an article that she plans to submit to the Journal of Music History Pedagogy. She is also revising an article that she developed during her participation in the WAC Faculty writing group in fall 2018.
Artistic or other creative activities
Dr. Lawson is an active performer. Since her last review for promotion she has participated in at least 10 recitals/performances.

Professional Activities

Contributions to the professional growth and development of the university community
Dr. Lawson has been a member of a number of committees in her department as well as at the university level. In her department, she has served as chair of the curriculum committee aside from serving as department chair. She has served on AUC and the Faculty Center Advisory Committee. She is a current member of the Committee on Undergraduate Research and Creative Activities, and the Honors Advisory Committee.

Alternative Assignments

Department Chair
Dr. Lawson served a two-year term as chair of the Music Department. Her department chair notes that her colleagues were appreciative of her service during that time. She also served as acting director of the Honors Program for one semester.

Based on the materials submitted by Dr. Lawson, her department chair and PEC, she meets the contractual requirements as an effective teacher and advisor. She has an active scholarly agenda, and contributes to the university community.
The Committee on Promotions has reviewed the materials in your portfolio and is pleased to recommend your promotion to the rank of Professor. Your record of teaching effectiveness, student advising, artistic performance, research, and service to the Westfield State University community during the review period is commendable and was highly praised in evaluations by your colleagues, department chair, and by Dean Morales-Diaz.

Classroom observations by both your department chair and Peer Evaluation Committee were laudatory regarding your teaching effectiveness. This was reaffirmed by your strong SIR II reports and the many thoughtful reflections on pedagogy in your narrative. Evidence of your commitment to “the pursuit of knowledge through teaching” was easily found throughout the portfolio: through your regular participation in workshops and conferences focusing on innovative pedagogical approaches, through your continuous efforts to integrate your own research/creative work into the classroom, and through honest and insightful self-assessments such as that regarding the evolution of your classroom writing assignments from “writing as busy work” to “writing to learn.” The evidence in your portfolio indicates that you are an extremely effective, dedicated, reflective, and influential teacher as well as a conscientious adviser.

Your scholarship and artistic activities were well documented. During the review period you presented at two international conferences (Glasgow and Amsterdam), had a paper selected for the upcoming 10th Annual Jazz Education Network Conference, wrote three journal entries and one book chapter, and completed the draft for your projected monograph “It Don’t Mean a Thing if it Ain’t Got Those Strings: A History of Violins, Violas, and Cellos in Jazz.” Your artistic activity was prolific during the review period as evidenced by the long and impressive list of your performances both on and off campus. The Committee also noted your substantive engagement with professional organizations in your field: in addition to being a member of the Hilltop Spring Quartet for the past two years you have been an active member in the American Musicological Society, the Jazz Education Network, and the College Music Society. It is very clear why your department chair described you as “a scholar and performing artist with distinction.”

Finally, the Committee noted your admirable service to the Department of Music and the campus-wide community. At the departmental level you ran the gamut of service during the review period, ranging from curriculum committee and peer evaluation committee to serving on search committees.
and as department chair. Service to the campus-wide community was also prodigious for the review period: you served on AUC, the Faculty Center Advisory Committee, the CURCA Advisory Committee, the Honors Program Advisory Committee, and served as Assistant Director of the Honors Program for 2015.

This positive recommendation will be forwarded to Vice President of Academic Affairs and Provost, Diane Prusank. According to the M-1 Calendar, you have seven (7) days to respond to this evaluation. Your response, should you have one, should be directed to the Chair of the Committee on Promotions and will become an official part of your personnel file.

Congratulations! We look forward to your continued contributions to our university community.

Sincerely,

Corinne Ebbs

Corinne Ebbs, M.Ed., M.L.S.
Chair, Committee on Promotions
TYPE OF ACTION: PROMOTION TO PROFESSOR

FUNDING SOURCE: STATE FUNDED

NAME: JORGE REYES

RANK/DEPARTMENT: ASSOCIATE PROFESSOR/PSYCHOLOGY

CURRENT SALARY: $79,593.40

DATE OF HIRE: SEPTEMBER 1, 2008

TENURE EFFECTIVE: SEPTEMBER 1, 2014

DEGREES:
B.S. University of Florida 1996
M.S. University of North Texas 2000
Ph.D. University of Florida 2008

JUSTIFICATION:

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Reyes as well as his personnel file and all evaluation materials considered by or provided by his chair, the Committee on Promotions, and Dean Hanselman. I concur with their conclusions that Dr. Reyes has met the criteria established by the Agreement.

I recommend Dr. Reyes be promoted to the rank of Professor.

Approved:

Diane T. Prusank, Ph.D.
Provost and Vice President, Academic Affairs
APPENDIX G-1
DEAN'S
EVALUATION AND RECOMMENDATION

Name: Jorge Reyes          Department: Psychology

Date of Last Evaluation: N/A          University: Westfield State University

Date of This Evaluation: December 10, 2018

Personnel Action Being Considered: Promotion to Professor

RECOMMENDATION: Dr. Jorge Reyes was initially employed as Assistant Professor in the department of Psychology in September of 2008. He has been tenured, promoted to Associate Professor, and is now a candidate for promotion to Professor. In connection with that candidacy, he has been evaluated by Department Chair Dr. Lynn Shelley, and by his Peer Evaluation Committee. Each evaluation and review has resulted in a positive recommendation for promotion. I concur with these recommendations for the following reasons:

Effective Teaching Evidence
Dr. Reyes has demonstrated effective teaching and advising as evidenced by student evaluations, self-reflection, and direct observations by his peers and department chair. Dr. Reyes is a reflective educator, focused on maintaining his passion and enthusiasm while still applying appropriate rigor through conscientious course organization. It is obvious from classroom observations that he engages students and is determined to provide a positive classroom environment. All observations commended Dr. Reyes' ability to provide a quality learning environment.

Effective Advising Evidence
The department chair and PEC concur regarding the effectiveness of Dr. Reyes' advising. He maintains a load of approximately 25 advisees and it was noted that many students request him as an advisor. In reading his narrative and comments from the department chair, it is obvious that Dr. Reyes views his role as a mentor and commits to preparing students both through traditional and experiential learning experiences. I should also note that Dr. Reyes splits his duties between day and graduate programs (75:25). In order to be effective in both areas, Dr. Reyes is able to ascertain the needs of the individual student and recognize how best to mentor them throughout their program of study.

Appendix A-1 Areas for Evaluation (as designated by the faculty member)

Category I: Continuing Scholarship

Contribution to the content of the discipline

Dr. Reyes has been an active contributor to the discipline in several ways. He serves on the Board of Editors for two journals, and has previously served as a guest reviewer for three other journals. Since his last promotion, he contributed a peer-reviewed article, and has presented at regional and national meetings. Dr. Reyes is co-authoring a chapter in "Sexually Violent
Predators: A Clinical Science Handbook”, which is currently in-press. In addition to his ability to disseminate information to the larger behavioral analyst community, Dr. Reyes is integral in the region’s employment of Applied Behavior Analysts as the director of the program. Dr. Reyes’ program boasts his test scores and excellent job placement results, which speak directly to the quality of the program.

Category II: Professional Activities

Contributions to the professional growth and development of the university community

Dr. Reyes continues to remain active in the campus community through his committee work at the department and University level. He serves as co-Chair of Graduate Council and is a member of the Psychology Department’s Curriculum Committee. Dr. Reyes served on multiple search committees and supervises a number of both undergraduate and graduate projects. Dr. Reyes has developed solid external connections, especially with the May Center for Child Development.

It is my comprehensive evaluation of Dr. Reyes’ materials that allows me to state with confidence that Dr. Reyes has met the criteria for promotion to Professor through a meritorious record of teaching, advising, scholarship, and service.
Dr. Jorges Reyes  
Department of Psychology  
Westfield State University

Dear Dr. Reyes,

The Committee on Promotions has reviewed your portfolio and is pleased to recommend your promotion to the rank of Full Professor. Your record of teaching, scholarship, and service is impressive.

Your teaching success is well documented. Your use of multi-modal strategies, enthusiasm, humor, passion, and high expectations leads students to participate, ask questions, and offer their own insights into the material. A classroom observation noted "an environment where students are encouraged to participate and feel safe doing so." Another shows that you have "brought [students] to the point that they are critically engaged with the material and discuss it at a level that is impressive for undergraduate students." You reflect in your narrative that you have responded to critical feedback from students to clarify expectations for assignments and papers by creating rubrics, giving examples, and taking class time to model research article critique. Your SIR II ratings reflect student enthusiasm for even the most challenging of your courses. You have an equally strong success rate with your graduate classes, taught every semester as part of your Day Contract in your role directing the Master's Degree Program in Applied Behavior Analysis.

As you advise both your undergraduate and graduate students with the same enthusiasm and open door policy as you exhibit in teaching, students seek you out for council. You are also effective in supervising internships, honors projects, and independent study that includes student work with community organizations such as the May Center for Child Development and the Dakin Animal Shelter.

Your contribution to the content of the discipline of Psychology under "Continued Scholarship" is indisputable. Serving on the Board of Editors for two important journals in the field and as guest reviewer for three others, you have also been publishing in the scholarly press during this review cycle, with an article in the *Journal of Applied Behavior Analysis* as well as a forthcoming book chapter: Behavior Analytic Approaches to Assessment and Intervention for Sex Offenders with Intellectual Disabilities in Sexually Violent Predators: A Clinical Science Handbook. Your research has garnered the interest of many and has resulted in invited presentations at regional, national, and statewide professional organizations. You and a colleague presented the paper, "Ethical considerations in the treatment of sex offenders with intellectual disabilities" in London last year following a workshop of the same title for the Berkshire Association for Behavior Analysis and Therapy. Your chair notes an "impressive level of scholarly productivity... testifying to Dr. Reyes exemplary reputation in his field."

Corinne Ebbs, Chair, Committee on Promotions  
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Westfield, MA  
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(413) 572-5235  
cebbs@westfield.ma.edu
Along with your impressive accomplishments noted above, you have found time to contribute substantially to the professional growth and development of the university community. You have served on numerous university-wide governance committees including as co-chair and member of the Graduate Council Committee and member of the Curriculum Committee. Your department has benefited from your service on their Curriculum Committee, two faculty search committees, the Psychology Internship Committee, and more. Along with this committee work, you served as Program Director of the Master's Degree Program in Applied Behavior Analysis. According to the Dean, Westfield State's program has been “ranked #4 in the nation for the past two years!” Along with all this stellar service, you found time to accept an invitation from the Psychology Club to speak at one of their meetings. Your contributions to the university community are laudable.

Without hesitation, the committee concurs with the PEC, Department Chair, and Dean that your teaching, scholarship, and service are exemplary, and not only meet but exceed the contractual requirements for promotion from Associate to Full Professor. This recommendation will be forwarded to the Vice President of Academic Affairs and Provost, Diane Prusank. According to the M-1 calendar, you have seven (7) days to respond to this evaluation. Your response, should you have one, should be directed to the Chair of the Committee on Promotions and will become an official part of your personnel file.

We are pleased to support your continued excellence in teaching, scholarship and contributions to the discipline and to Westfield State University.

Sincerely,

Corinne Ebbs, M.Ed., M.L.S.
Chair, Committee on Promotions
WESTFIELD STATE UNIVERSITY
BOARD OF TRUSTEES PERSONNEL ACTION
April 24, 2019

TYPE OF ACTION: PROMOTION TO PROFESSOR
FUNDING SOURCE: STATE FUNDED
NAME: SOPHIA SARIGIANIDES
RANK/DEPARTMENT: ASSOCIATE PROFESSOR/ENGLISH
CURRENT SALARY: $80,205.24
DATE OF HIRE: SEPTEMBER 1, 2010
TENURE EFFECTIVE: SEPTEMBER 1, 2016

DEGREES:
B.A. U of California, Los Angeles 1990
M.A. U of California, Irvine 1995
M.Phil Teachers College Columbia University 2009
Ph.D. Teachers College Columbia University 2010

JUSTIFICATION:

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Sarigianides as well as her personnel file and all evaluation materials considered by or provided by her chair, the Committee on Promotions, and Dean Morales-Diaz. I concur with their conclusions that Dr. Sarigianides has met the criteria established by the Agreement.

I recommend Dr. Sarigianides be promoted to the rank of Professor.

Approved:

Diane T. Prusank, Ph.D.
Provost and Vice President, Academic Affairs

Date 4/16/19
APPENDIX G-1

DEAN'S EVALUATION AND RECOMMENDATION

Name: Sophia Sarigianides            Department: English

Date of Last Evaluation: N/A            University: Westfield State University

Date of This Evaluation: December 10, 2018

Personnel Action Being Considered: Promotion to Professor

RECOMMENDATION: Dr. Sophia Sarigianides was initially employed as Assistant Professor in the Department of English in September of 2010. She has been tenured, promoted to Associate Professor, and is now a candidate for promotion to Professor. In connection with that candidacy, she has been evaluated by Department Chair Dr. Stephen Adams, and by her Peer Evaluation Committee. Each evaluation and review has resulted in a positive recommendation for promotion. I concur with these recommendations for the following reasons:

Teaching Effectiveness
Dr. Sarigianides describes teaching as “forever becoming”; it provides a way to visualize teaching as something constantly changing and adapting. This “becoming” allows the educator to meet the needs of students at a particular time and space, meet the specific and individualized teaching needs and learning styles of students, and continuously model what a well-prepared English teacher looks like and how they engage with students—this is what the department chair and PEC have written about Dr. Sarigianides’ effectiveness not only as a teacher but as an educator. She uses her own teaching as a way to model for students how to conduct lesson planning and how to seek student participation while welcoming student feedback about her own classes. As a teacher, she goes beyond the texts assigned for class to bring students into the process, and to reflect on their own future as teachers. Her PEC and department chair’s evaluations highlight her organization and teaching style, and her effective student learning. Dr. Sarigianides is invested in her role as well as in the success of future teachers of English.

Advising
In her role as coordinator of Teacher Education for the English Department, Dr. Sarigianides is responsible for advising those students, whether as a primary or secondary advisor. Both the department chair and PEC note that Dr. Sarigianides takes the time to help students prepare before their official meetings, is available to them, and provides guidance ranging from pre-practicum to coursework questions.

Continuing Scholarship

Participation in or contribution to professional organizations and societies
Aside from her role as an active scholar, Dr. Sarigianides has presented at various conferences, and has even brought students along. She is a reviewer for a number of scholarly journals in her field, and was also invited to serve on a national committee that is engaged in reviewing and revising the standards for the teaching of English.
Research as demonstrated by published or unpublished work
Dr. Sarigianides must be commended for her level of scholarly production as well as quality. Her work is recognized nationally, and WSU must take pride in the fact that one of its faculty’s publications is being read by future English teachers across the country. One notable aspect of her research, aside from the vast number of publications including her book *Rethinking the “Adolescent” in Adolescent Literacy* and her upcoming book *Giving Up Huck: Addressing Racism through Literature in White Schools*, is that her research is accessible to readers, providing ways to understand problems and issues raised throughout her research. Dr. Lensmire writes in his letter of support that Dr. Sarigianides’ book will become “the go-to book for teacher educators”.

Professional Activities

Contributions to the professional growth and development of the university community
Dr. Sarigianides has been an active and contributing member of the WSU community through its governance structure. She is currently a member of the Committee on Tenure, and has also served on the Academic Policies Committee, Committee on Promotions, and Student Affairs Committee. She is actively engaged within her department, serving on various committees and developing workshops.

Service to professional field
Dr. Sarigianides served as a reviewer for NCTE and the American Educational Research Association (AERA). She served on the editorial boards of two journals, and is actively engaged in a number of professional organizations within her field as well as in the field of education.

Alternative Assignments

Article XII, Section D, Alternative Professional Responsibilities Assignment
Dr. Sarigianides serves as the coordinator for the Teacher of English program in the Department of English. In that capacity, she oversees a number of students completing their practicum each semester. She is engaged with the larger education community on campus, participating in the external accreditation processes as they relate to her coordinator role.

Based on the materials submitted by the PEC, the department chair, and the candidate, it is evident that Dr. Sarigianides meets a high level of performance that warrants her promotion to Professor.
Dr. Sophia Sariganides  
English Department  
Westfield State University

Dear Dr. Sariganides,

The Committee on Promotions has reviewed your portfolio and is pleased to recommend your promotion to the rank of Full Professor. Your stellar achievements in all categories of evaluation is exemplary.

Your teaching shows thoughtful, insightful and well-developed pedagogy. Each of the “Teaching Challenges” you described showed the scope of your teaching. In Young Adult Literature for the ELA Classroom you help potential teachers learn the “scaffolding” fundamentals of teaching while encouraging them to reexamine adolescence in literature and in real life issues. With thoughtful attention to our students and how to encourage cultural competence, you address race and racism in Methods of Teaching English. It’s also clear that you view the role of Advisor to be an extension of teaching, warranting actively engaging with students in helping them explore their career goals and interests.

Given the extent to which you involve yourself in your teaching, it is remarkable that your research and contributions to your discipline are so prolific. One colleague described your work in rethinking adolescence as “breaking new ground.” The themes of rethinking adolescence seem to be an appeal from you to educators to challenge themselves to engage adolescents with new and open eyes. Your many peer reviewed articles and presentations add to a body of work in your two books, *Rethinking the "adolescent" in Adolescent Literature* and *Giving Up Hanks: Addressing Racism Through Literature in White Schools* (in contract). You are a leader in and asset to your discipline.

As Coordinator of English Education, you’ve served as chair of the English Education Committee. You’ve facilitated a relationship between your department and teachers in the region that has resulted in a unique cost free “tasting menu” of your department’s courses designed to encourage participation in Professional Development courses and potential graduate work at WSU. You have also been a regular member of the Teacher Education Council, Academic Policies Committee, Student Affairs Committee, and the WSU Promotions Committee and Tenure Committee. You’ve continued your emphasis on contemporary issues of race and racism by collaborating with Professor Savini in the development of race workshops.

You are a superior teacher, prolific in your contributions to your field, to your department, and the WSU community. You have exceeded the criteria for promotion to Full Professor and we applaud you. This recommendation will be forwarded to the Vice President of Academic Affairs and Provost, Diane Prusank. According to the M-1 calendar, you have seven (7) days to respond to this evaluation. Your response, should you have one, should be directed to the Chair of the Committee on Promotions and will become an official part of your personnel file.

Sincerely,

Corinne Ebbs, M.Ed., M.L.S.  
Chair, Committee on Promotions

Corinne Ebbs, Chair, Committee on Promotions  
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WESTFIELD STATE UNIVERSITY
BOARD OF TRUSTEES PERSONNEL ACTION
April 24, 2019

TYPE OF ACTION: PROMOTION TO PROFESSOR
FUNDING SOURCE: STATE FUNDED
NAME: DAVID SHAPLEIGH
RANK/DEPARTMENT: ASSOCIATE PROFESSOR/ART
CURRENT SALARY: $70,186.79
DATE OF HIRE: SEPTEMBER 1, 2008
TENURE EFFECTIVE: SEPTEMBER 1, 2014
DEGREES: B.F.A. U of Massachusetts, Dartmouth 1995
M.F.A. Boston University 1999

JUSTIFICATION:

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Mr. Shapleigh as well as his personnel file and all evaluation materials considered by or provided by his chair, the Committee on Promotions, and Dean Morales-Diaz. I concur with their conclusions that Mr. Shapleigh has met the criteria established by the Agreement.

I recommend Mr. Shapleigh be promoted to the rank of Professor.

Approved:

[Diane T. Prusank, Ph.D.]
Provost and Vice President, Academic Affairs

[Signature]

Date: 4/24/19
APPENDIX G-1
DEAN'S EVALUATION AND RECOMMENDATION

Name: David Shapleigh
Department: Art

Date of Last Evaluation: N/A
University: Westfield State University

Date of This Evaluation: December 10, 2018

Personnel Action Being Considered: Promotion to Professor

RECOMMENDATION: Professor David Shapleigh was initially employed as Assistant Professor in the department of Art in September of 2008. He has been tenured, promoted to Associate Professor, and is now a candidate for promotion to Professor. In connection with that candidacy, he has been evaluated by his Peer Evaluation Committee. The evaluation and review have resulted in a positive recommendation for promotion to Professor. I concur with these recommendations for the following reasons:

Teaching Effectiveness

Professor Shapleigh's PEC individual evaluations of his classes state that he is energetic, lively and provides students with a comfortable and open environment. One PEC member speaks to Professor Shapleigh's 'self-portrait' assignment as a good way to challenge future artists. This way of challenging his students to be better artists, perhaps even to a higher standard than they themselves might consider possible seems to be a common approach that he uses with his students. He prides himself in providing clear directions to his students for all of the work they have to complete, and it seems that he also tries to inspire the same ethic and dedication to wanting to become the best artists possible.

Based on the individual classroom evaluations by the PEC, and the SIR II's included in the candidate's materials, Professor Shapleigh demonstrates teaching effectiveness.

Academic Advising

As department chair, Professor Shapleigh has his own advisees but is also responsible for all students in the program. In the Appendix D-2(b) the PEC writes the Professor Shapleigh meets the Academic Advising criteria as stipulated in the MSCA Agreement.

Continuing Scholarship

Artistic or other creative activities
Professor Shapleigh is an active artist. He has had a number of shows since he was last promoted. One of his PEC members writes that Professor Shapleigh has distinguished himself as a 'viable and significant' artist. In his narrative, he describes his work as urging 'the viewer to maintain focus on my work for more than a few seconds and call attention to the area where they are standing'. In his description of the series Wall Drawing he writes of the evolution of his work and provides viewers the opportunity to focus on it, almost in a meditative state.
Professor Shapleigh continues to be actively engaged in his artistic work as demonstrated by the number of shows he has participated in since his promotion to Associate Professor. His PEC writes that he 'has performed in a superior manner'.

**Professional Activities**

*Contributions to the professional growth and development of the university community*

Professional Shapleigh has been engaged in curricular development in his department. He has created a number of courses and has helped the department establish different concentrations for the Art major, and making changes to the existing minors. He has also been involved in the development of a relationship between the Springfield Public Schools, Springfield Technical Community College (STCC) and Westfield State University. As chair, he has been a part of the relationship that has been established between the Art Department and Greenfield Community College (GCC).

Professor Shapleigh is an active member of the community created in Dower Center, and has supported initiatives to create relationships outside of Westfield State University.

**Alternative Assignment**

*Department Chair*

Professor Shapleigh became department chair when Dr. Swaidan accepted the position of Interim Dean of Undergraduate Studies. As noted earlier, he has taken on the duties of a department chair as stipulated in the MSCA Agreement, which include curriculum development, mentoring, hiring of faculty (full-time and part-time), and scheduling. He has also helped establish relationships with educational institutions such as STCC and GCC. According to fellow chairs in the Dower Center, Professor Shapleigh also provided support and leadership during the move to their current space. The PEC did not provide any comments regarding his alternative responsibilities as department chair.
Committee on Promotions

January 18, 2019

Dr. David Shapleigh
Art Department
Westfield State University

Dear Dr. Shapleigh:

The Committee on Promotions has reviewed your portfolio for promotion to Full Professor. You demonstrate highly effective teaching, significant and solid continuing scholarship and contributions to your discipline as well as to the professional growth and development of Westfield State University and we’re pleased to recommend your promotion to the rank of Full Professor.

By every measure, including SIR II’s, the PEC committee evaluation, and your Dean’s evaluation, you are an enthusiastic and engaging teacher who encourages student success in a number of ways. Art education depends upon solid pedagogy and also on the ability to encourage self-expression. Self-expression can be difficult for students of any discipline and perhaps even more in art. Your PEC committee and Dean evaluation mention a self-portrait project that reflected the success of your ability to provide a safe and creative environment and facilitate student engagement and success.

Your contributions to your discipline in Solo Exhibitions such as that in the Bloomfield Gallery, Boston and at least 12 Group Exhibitions in this review period show your continuous contributions to your discipline. Many of your contributions to your discipline have also been a public service for the community. You’ve been involved in the Art All-State, at the Worcester Art Museum / UMass / Dartmouth. Art All-State offers students a dynamic environment for exploring art beyond high school. This program demonstrates your commitment to teaching and providing art education that is accessible to all. This is also demonstrated in your participation in Northampton Draws, an interactive drawing festival to creatively encourage access to participatory art.

Your contributions to your department and to the WSU community are abundant. As Chair of the Art Department, you’ve encouraged the development of a number of courses, and have encouraged unique and beneficial concentrations between the Art Department and other departments such as the Art Therapy concentration with the Psychology Department. A concentration such as this will facilitate student acceptance into graduate programs in Art Therapy. You have also created working relationships between the Springfield Public Schools and Springfield Technical Community College and WSU which will benefit students and the WSU community.

You are highly effective teacher with solid contributions to your field, to your department and the WSU community. You have exceeded the criteria for promotion to Full Professor and we applaud you. This recommendation will be forwarded to the Vice President of Academic Affairs and Provost, Diane Prusank. According to the M-1 calendar, you have seven (7) days to respond to this evaluation. Your response, should you have one, should be directed to the Chair of the Committee on Promotions and will become an official part of your personnel file.

Sincerely,

Connie Ebbs
Connie Ebbs, M.Ed., M.L.S.
Committee on Promotions

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WESTFIELD STATE UNIVERSITY
BOARD OF TRUSTEES PERSONNEL ACTION
April 24, 2019

TYPE OF ACTION: PROMOTION TO PROFESSOR
FUNDING SOURCE: STATE FUNDED
NAME: TARIN WEISS
RANK/DEPARTMENT: ASSOCIATE PROFESSOR/CHEMICAL AND PHYSICAL SCIENCES
CURRENT SALARY: $71,450.00
DATE OF HIRE: SEPTEMBER 1, 2007
TENURE EFFECTIVE: SEPTEMBER 1, 2013

DEGREES:
B.S. University of Massachusetts 1986
M.S. University of Wisconsin 1992
Ed.D. University of Massachusetts 2003

JUSTIFICATION:

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Weiss as well as her personnel file and all evaluation materials considered by or provided by her chair, the Committee on Promotions, and Dean Hanselman. I concur with their conclusions that Dr. Weiss has met the criteria established by the Agreement.

I recommend Dr. Weiss be promoted to the rank of Professor.

Approved:

[Signature]

Diane T. Prusank, Ph.D.
Provost and Vice President, Academic Affairs

Date: 4/16/19
APPENDIX G-1

DEAN’S

EVALUATION AND RECOMMENDATION

Name: Tarin Weiss
Date of Last Evaluation: N/A
Date of This Evaluation: December 10, 2018
Department: Chemical and Physical Sciences
University: Westfield State University
Personnel Action Being Considered: Promotion to Professor

RECOMMENDATION: Dr. Tarin Weiss was initially employed as Assistant Professor in the department of Chemical and Physical Sciences in September of 2007. She has been tenured, promoted to Associate Professor, and is now a candidate for promotion to Professor. In connection with that candidacy, she has been evaluated by Department Chair Dr. Christopher Masi, and by her Peer Evaluation Committee. The evaluation and review has resulted in a positive recommendation for promotion. Each evaluation and review has resulted in a positive recommendation for promotion. I concur with these recommendations for the following reasons:

Effective Teaching Evidence
Dr. Weiss has demonstrated effective teaching and advising as evidenced by student evaluations, self-reflection, and direct observations by her peers and department chair. Dr. Weiss teaches a variety of courses of varying sizes, topics, and levels. Her narrative articulates her thoughtful process of course planning and organization. Classroom observation forms provide evidence to this process, as each observed class was well-organized and effectively implemented. Dr. Weiss is willing to make pedagogical adjustments based on students’ needs and through ideas she gathered during professional development opportunities. The student evaluations suggest Dr. Weiss’ classes are extremely effective and she is an approachable instructor, supportive of the student learning experience.

Effective Advising Evidence
The department chair and PEC concur regarding the effectiveness of Dr. Weiss’ advising. Dr. Weiss has a small advising load (3-4 advisees). The small advising load allows for in-depth conversations over the four years. She advises students who are training to be teachers, requiring a knowledge of state licensure requirements and support through the pre-practicum coursework and practicum experience. Dr. Weiss’ department chair notes that he is very appreciative of Dr. Weiss’ level of advising and focus on student needs during a time when major courses have not been available.

Appendix A-1 Areas for Evaluation (as designated by the faculty member)

Category I: Continuing Scholarship

Contribution to the content of the discipline
In order to continue her scholarship, Dr. Weiss has been awarded internal grant funds three times since her last evaluation. Dr. Weiss presented evidence of her contribution through reviewing manuscripts, program and presentation proposals, and college-level geology teaching activities.
for online publications. She is focused on the dissemination and sharing of knowledge related to scientific content and pedagogy. She is extremely active in presenting at local, regional, and national conferences and workshops. Her contributions demonstrate her large pool of collaborators, ranging from colleagues in her department to others at Westfield State and even internationally through her sabbatical work in Chile with Dr. Nunez.

Participation in or contribution to professional organizations and societies
Dr. Weiss is an active member in the Geological Society of America, the Westfield River Watershed Association, and the Northeastern Section of the National Association of Geology Teachers, in which she serves as President. She is a member of the National Science Teachers Association and the Society of College Science Teachers. Her activity in these organizations supports her desire to continue her own professional growth.

Research as demonstrated by published or unpublished work
Since fall 2013, Dr. Weiss co-authored a guidebook for NE-NAGT and co-authored a report for the Massachusetts Department of Fish and Game as a faculty supervisor. Dr. Weiss published a guest column in the local newspaper. She has a publication currently in review titled “Geoscience Field Trips for the K-12 Classroom: A Design Framework”.

Category II: Professional Activities

Public Service
Dr. Weiss has been very active in service through her volunteerism at local schools and with the Westfield River Watershed Association.

Contributions to the professional growth and development of the College community.
Dr. Weiss continues to remain active in the campus community through his committee work at the department and University level.

Category III: Alternative Responsibilities

In addition to the campus service outlined above, Dr. Weiss serves as the Program Coordinator for the General Science (Gr. 5-8) licensure program (Alternative Professional Responsibilities Assignment). The total number of credit hours was not indicated on Appendix A-1.

It is my comprehensive evaluation of Dr. Weiss’ materials that allows me to state that Dr. Weiss has met the criteria for promotion to Professor through a meritorious record of teaching, advising, scholarship, and service.
Dear Dr. Weiss,

The Committee on Promotions has reviewed your portfolio and is pleased to recommend your promotion to the rank of Full Professor. Your record of teaching effectiveness, contributions to the discipline, and service to our campus are notable.

It is clear from examining your portfolio that you have taken due diligence and invested considerable time in honing your skills and competence in teaching. You consistently received impressive evaluations and your evaluation for communication and faculty/student interaction is particularly outstanding. Judging from diverse evaluations, it is not surprising that you are described as "exceptionally well-organized and very approachable to students." Your ability to keep students engaged in the learning process is commendable.

The committee is impressed that you are not only competent in teaching but also thriving in scholarship. Your research prowess is clearly demonstrated by records of published and unpublished work you have produced as well as by the number of awards you have received. You consistently engage in reviewing manuscripts for publications and participate in proposal presentations. Over the years it is very encouraging that you participated in a variety of professional organizations and societies as an attendee as well as a regular or executive member.

In addition to your excellence in teaching and research, it is clear from your portfolio that you possess a unique ability to juggle multiple tasks and responsibilities. Your meritorious service to the growth of the university and to the development of programs outside the university is laudable. From participating in several meetings, coordinating programs, and attending several events to volunteering in numerous activities and serving on several committees, you have demonstrated your strong commitment to the growth and progress of the university. We congratulate you on these accomplishments and look forward to your exceptional service to the university.

This recommendation will be forwarded to the Vice President of Academic Affairs and Provost, Diane Prusank. According to the M-1 calendar, you have seven (7) days to respond to this evaluation. Your response, should you have one, should be directed to the Chair of the Promotions Committee and will become an official part of your personnel file.

Congratulations on your accomplishments. We look forward to your continued contributions to our university community.

Sincerely,

Corinne Ebbs, M.Ed., M.L.S.
Chair, Committee on Promotions

Corinne Ebbs, Chair, Committee on Promotions
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WESTFIELD STATE UNIVERSITY
BOARD OF TRUSTEES PERSONNEL ACTION
April 24, 2019

TYPE OF ACTION: PROMOTION TO ASSOCIATE PROFESSOR
FUNDING SOURCE: STATE FUNDED
NAME: HEATHER BROWN
RANK/DEPARTMENT: ASSISTANT PROFESSOR/POLITICAL SCIENCE
CURRENT SALARY: $63,095.82
DATE OF HIRE: SEPTEMBER 1, 2012
TENURE EFFECTIVE: SEPTEMBER 1, 2018

DEGREES:
- B.A. Aquinas College 2003
- M.A. Purdue University 2005
- Ph.D. Purdue University 2009

JUSTIFICATION:

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Brown as well as her personnel file and all evaluation materials considered by or provided by her chair, the Committee on Promotions, and Dean Morales-Diaz. I concur with their conclusions that Dr. Brown has met the criteria established by the Agreement.

I recommend Dr. Brown be promoted to the rank of Associate Professor.

Approved:

[Signature]
Diane T. Prusank, Ph.D.
Provost and Vice President, Academic Affairs

Date 4/16/19
APPENDIX G-1

DEAN'S

EVALUATION AND RECOMMENDATION

Name: Heather Brown

Department: Political Science

Date of Last Evaluation: N/A

University: Westfield State University

Date of This Evaluation: December 10, 2018

Personnel Action Being Considered: Promotion to Associate Professor

RECOMMENDATION: Dr. Heather Brown was initially employed as Assistant Professor in the department of Political Science in September of 2012. She has been reappointed in subsequent years and is now a candidate for promotion to Associate Professor. In connection with that candidacy, she has been evaluated by department chair, Dr. Hugh Jo, and by her Peer Evaluation Committee. Each evaluation and review have resulted in a positive recommendation for promotion. I concur with these recommendations for the following reasons:

Teaching Effectiveness
The PEC writes that Dr. Brown has met the contractual requirements of effectiveness in teaching. In the PEC classroom observations, each PEC member recognizes Dr. Brown’s organization of her courses as well as her level of preparedness. She uses different lecture/presentation styles and provides active opportunities for students to engage. While the PEC states they did not see as many students participate in the classes they observed, they do acknowledge that Dr. Brown is conscious of this and is always looking for ways to encourage student participation. Dr. Brown also recognizes the challenges she faces in meeting her goal of becoming a better teacher. She adds in her narrative that she continues to look for ways to improve so that students be more active during classroom discussions, and by extension, to understand the influence they can have in our country’s political process. The PEC and department chair recognize Dr. Brown’s efforts to continue improving her teaching.

Dr. Brown states in her narrative that she takes student feedback seriously, and has attempted to make changes to her assignments to address any their concerns. For example, she notes that she has incorporated different ways for engaging students such as adding short critical thinking assignments, and has added online assignments that are required of all students. It is clear in her narrative that she pays attention to the feedback provided by students in the SIR IIs. Dr. Brown has added a mid-term evaluation for student feedback so that she may address any other concerns students might have. This has led to open discussions in class which Dr. Brown says has helped her change her laissez faire approach. Yet, students have written that they appreciate her support, her teaching, and her interest in their learning.

Overall, Dr. Brown continuous to develop as a teacher by constantly looking for ways to improve in how she engages students in the classroom. This is noted by the PEC, her department chair, and she addresses it as well in her narrative.
Academic Advising
The PEC recognizes that Dr. Brown meets her contractual requirements with regards to advising. Her department chair writes in his evaluation that Dr. Brown advises about a dozen students, meets with them to talk about class registration as well as internship opportunities.

Continuing Scholarship

Research as demonstrated by published and unpublished work
Dr. Brown has had an active scholarship agenda since she arrived at Westfield State University in 2012. She has participated in a number of conferences, both national and international, has published a number of articles, and in 2012 published a book titled Marx on Gender and the Family: A Critical Study. This book was translated into Arabic in 2017. She is currently working on an article and another book manuscript, both within the field of Marxist Studies. The PEC recognizes the importance of her research, and are impressed with how much Dr. Brown has produced considering the contractual teaching load required.

Professional Activities

Contributions to the professional growth and development of the university community
Dr. Brown makes two important observations regarding her professional activities. She states that she has met any contractual requirements, and simultaneously recognizes that this is an area in which she can improve. Nevertheless, Dr. Brown has been actively engaged both in her department by serving on search committees and re-activating the Political Science Club. At the university level, she has been a member of the Curriculum Committee. She also participated in the Hoo Day of Dialog committee. The PEC sees this as an area that needs improvement, and Dr. Brown acknowledges the need to be more actively engaged within the university community.

After reviewing all submitted materials for this review, I believe that Dr. Brown has met the contractual requirements for promotion to Associate Professor.
Dear Dr. Brown,

The Committee on Promotions has reviewed your portfolio and is pleased to recommend your promotion to the rank of Associate Professor. Your record of continued scholarship and service is impressive. Your attention to teaching effectiveness is commendable.

Members of the Promotions Committee would like to draw attention to your impressive scholarship undertakings tying the work of Karl Marx to seminal issues of our time. Your book, *Marx on Gender and the Family: A Critical Study*, has been translated into two languages with request for a third having recently been granted. The nomination of this book for the prestigious Isaac and Tamara Deutscher prize in 2013 was a notable honor. Although not selected, this and a strong citation record point to its importance in the field. Your scholarship includes articles published in peer-reviewed journals, invited chapters such as "Gender Equity" in *The Marx Revival* (forthcoming), and conference presentations. We look forward to hearing more about your upcoming project on Marx and the Environment.

Your contributions to the professional development and growth of the University Community are also respectable. The Departmental and University committees you have served on and your supervision of a Senior Honors Project and a student Washington Internship illustrate a commitment to the Westfield State University mission and to your colleagues and students. You have shown investment in Diversity and in helping the campus through the challenges of prejudice and bigotry by helping to plan and co-facilitate the 2nd Hoo Day of Dialogue.

The Promotions Committee applauds your teaching goal "to produce students who are active citizens," "to instill critical thinking and political affectivity," and "to teach political empathy." In looking at your students SIR IIs and PEC comments, it is apparent to the committee that you are steadily improving your teaching by incorporating different teaching techniques and critical pedagogy in your classes to engage your students in their learning. Examples include staging a mock conference in one class and mock congressional sessions in another. The committee appreciates your critical reflection but also notes that your SIR IIs show that you are doing well with your classes, and that teaching 9 different courses during your review period is commendable. Feel free to contact any of the Committee on Promotions members for ideas to help make your challenges less daunting.

Corinne Ebbs, Chair, Committee on Promotions
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Overall, the committee concurs with your PEC, Department Chair, and Dean that your scholarship is stellar, your service and teaching effectiveness are meritorious and that you meet the contractual requirements for promotion to the rank of Associate Professor. This recommendation will be forwarded to the Vice President of Academic Affairs and Provost, Diane Prusank. According to the M-1 calendar, you have seven (7) days to sign and respond to this evaluation. Your response, should you have one, should be directed to the Chair of the Committee on Promotions and will become an official part of your personnel file.

Congratulations on your accomplishments. We look forward to your continued contributions to our university community.

Sincerely,

Corinne Ebbs, M.Ed., M.L.S.
Chair, Committee on Promotions

/signature

1/28/19
WESTFIELD STATE UNIVERSITY
BOARD OF TRUSTEES PERSONNEL ACTION
April 24, 2019

TYPE OF ACTION: PROMOTION TO ASSOCIATE PROFESSOR
FUNDING SOURCE: STATE FUNDED
NAME: JOAN KUHNLY
RANK/DEPARTMENT: ASSISTANT PROFESSOR/NURSING
CURRENT SALARY: $90,000.00
DATE OF HIRE: SEPTEMBER 1, 2017
TENURE EFFECTIVE: N/A

DEGREES:
- B.S. University of Vermont 1985
- M.S. University of Connecticut 1991
- D.N.P. University of Connecticut 2014

JUSTIFICATION:

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Kuhnly as well as her personnel file and all evaluation materials considered by or provided by her chair, the Committee on Promotions, and Dean Swaidan. I concur with their conclusions that Dr. Kuhnly has met the criteria established by the Agreement.

I recommend Dr. Kuhnly be promoted to the rank of Associate Professor.

Approved:

Diane T. Prosnak, Ph.D.
Provost and Vice President, Academic Affairs

Date
APPENDIX G-1

DEAN'S

EVALUATION AND RECOMMENDATION

(To be conducted if the evaluation was delegated to the Dean by the Vice President.)

Name: Joan Kuhnly
Department: Nursing

Date of Last Evaluation: N/A
University: Westfield State University

Date of This Evaluation: December 10, 2018

Personnel Action Being Considered: Promotion to Associate Professor

RECOMMENDATION: Dr. Joan Kuhnly was initially employed as Assistant Professor in the department of Nursing in September of 2017. She has been reappointed in subsequent years and is now a candidate for promotion to Associate Professor. In connection with that candidacy, she has been evaluated by Department Chair Dr. Marcia Scanlon, and by her Peer Evaluation Committee. Each evaluation and review has resulted in a positive recommendation for promotion. I concur with these recommendations for the following reasons:

Dr. Kuhnly is a thoughtful and engaging instructor. The chair notes Dr. Kuhnly is “well versed at teaching in clinical sites and in the simulation lab.” Her student-centered teaching methodology is applauded by both the chair and PEC. The chair praises Dr. Kuhnly for her ability to “develop experiences to foster growth and learning.” Dr. Kuhnly is a reflective practitioner who seeks to improve student outcomes by implementing new instructional methods and evaluative measure.

Dr. Kuhnly is a dedicated contributor to the field of Nursing. She is an active member of national and international associations for Neonatal nursing. She has presented multiple times at the Northeast Association of Neonatal Nurses, and she is an active board member of Sigma Mu Nursing Honor Society. In her capacity as a board member she “organized programs on veteran healthcare, the opioid crisis, and pursuing research careers.” Dr. Kuhnly is engaged in the community of nursing, teaching parenting classes for expectant mothers, and holding certification in Neonatal Resuscitation. A board certified Neonatal Nurse Practitioner, Dr. Kuhnly maintains connection with health agencies within the community. She is a healthcare consultant for local preschools and “promotes health and wellness with families” as a member of the Board of Directors of the Farmington Valley YMCA.

Both the chair and PEC applaud Dr. Kuhnly’s active scholarship. Her research on breastfeeding and preterm infants was published in the Journal of Perinatal and Neonatal Nursing; in addition, Dr. Kuhnly’s research on lactation has published in the peer reviewed Journal of Nursing Education, and the Journal of Human Lactation. Dr. Kuhnly also frequently mentors student researchers. With a colleague, she secured an internal grant for students to attend Beta Zeta Sigma Theta Tau research day. During the review period, Dr. Kuhnly worked with two nursing student as they prepared to present evidenced-based practice projects at the Center for Undergraduate Research and Creative Activity Symposium.
Dr. Kuhnly is described by the chair as “fully invested in the success of the department.” She is an active member of the department's Academic Policy Committee, served as co-chair for the Nursing Pinning Ceremony, and provided a “stronger path for honor students to be successful in the program.”

After reviewing all submitted materials for this review, I believe that Dr. Kuhnly has met the contractual requirements for promotion to Associate Professor.
Dear Dr. Kuhnly:

The Committee on Promotions has reviewed your portfolio and is pleased to recommend your promotion to the rank of Associate Professor. Your promotion materials provided ample evidence of your exemplary work as a teacher, researcher, and contributing member of the Westfield State University community. While we have made note here of some of your contributions to both your discipline and the university, we are impressed with the entirety of your clinical, scholarly, teaching, and service work.

Your teaching consistently reflects your passion for, and commitment to, nursing education. You have maintained your clinical expertise, including licensure in two states, and inspire your students through engaging lectures, active learning experiences, lab simulations, and challenging onsite clinical experiences. Your expertise in teaching, cultivated during your 10 years at the University of Connecticut, has clearly enriched the quality of our nursing program. Your colleagues highlight your skills in the use of technology and your Chair noted that your expertise in both clinical site and simulation lab teaching was “rare to find in one educator”. You’ve taught a broad range of courses, including clinical, research, and community-based courses such as the one taught in Guatemala. Your commitment to student learning is evidenced by your attention to the provision and analysis of formative and summative assessments, including the use of the “Start Stop Continue” survey early in the semester. Student evaluations of your teaching are very strong, offering further evidence of your pedagogical skill. Your commitment to maintaining an open-door policy to your advisees, including those students in the Honors Program, and your dedication to supporting students as they prepare for licensure exams is exemplary.

Your contributions to the content of the discipline and research are stellar and wide ranging, as are your contributions to the university community. Your relationships with practitioners and leaders in area hospitals and medical agencies and your clinical work as a Neonatal Nurse Practitioner and a Lactation Consultant reflect your deep commitment to the field of maternal-child health. Your Chair noted that you are an “expert in the field of maternal health” and your record of numerous conference presentations and scholarly publications, including the publication of an article in the highly regarded Journal of Perinatal and Neonatal Nursing, underscore this accolade. Your service to Westfield State and the local community during the past year has been impressive as well. We appreciate your active participation in departmental and university committees and initiatives, including departmental accreditation, technology, and policy groups, as well as the Academic Policy Committee and CURCA. We congratulate you on your many accomplishments and look forward to your continued success at Westfield State University.

Corinne Ebbs, Chair, Committee on Promotions
Ely Library
577 Western Avenue
Westfield, MA
01086-1630
This recommendation will be forwarded to the Vice President of Academic Affairs and Provost, Diane Prusank. According to the M-1 calendar, you have seven (7) days to respond to this evaluation. Your response, should you have one, should be directed to the Chair of the Promotions Committee and will become an official part of your personnel file.

Again, we wish you all the best as you continue your important work at Westfield State University.

Sincerely,

Corinne Ebbs

Corinne Ebbs, M.Ed., M.L.S.
Chair, Committee on Promotions
WESTFIELD STATE UNIVERSITY
BOARD OF TRUSTEES PERSONNEL ACTION
April 24, 2019

TYPE OF ACTION: PROMOTION TO ASSOCIATE PROFESSOR

FUNDING SOURCE: STATE FUNDED

NAME: HUGO VIERA

RANK/DEPARTMENT: ASSISTANT PROFESSOR/LANGUAGE AND CULTURE STUDIES

CURRENT SALARY: $67,203.61

DATE OF HIRE: SEPTEMBER 1, 2012

TENURE EFFECTIVE: SEPTEMBER 1, 2018

DEGREES:

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JUSTIFICATION:

In accordance with the process established by the Agreement, I have reviewed the materials submitted by Dr. Viera as well as his personnel file and all evaluation materials considered by or provided by his chair, the Committee on Promotions, and Dean Morales-Diaz. I concur with their conclusions that Dr. Viera has met the criteria established by the Agreement.

I recommend Dr. Viera be promoted to the rank of Associate Professor.

Approved:

[Signature]
Diane T. Prusank, Ph.D.
Provost and Vice President, Academic Affairs

[Date]
APPENDIX G-1
DEAN'S
EVALUATION AND RECOMMENDATION

Name:      Hugo Viera                     Department: Language and Culture Studies
Date of Last Evaluation:  N/A                    University: Westfield State University
Date of This Evaluation: December 10, 2018
Personnel Action Being Considered:  Promotion to Associate Professor

RECOMMENDATION: Dr. Hugo Viera was initially employed as Assistant Professor in the Department of Language and Culture Studies in September of 2012. He has been reappointed in subsequent years, and was granted tenure in AY17-18. He is now a candidate for promotion to Associate Professor. In connection with that candidacy, he has been evaluated by his Peer Evaluation Committee. That evaluation and review has resulted in a positive recommendation for promotion. Dr. Viera has demonstrated meritorious performance as demonstrated by evaluations conducted and materials submitted. As a result, I concur with the PEC’s recommendations for the following reasons:

Teaching Effectiveness
Dr. Viera is cognizant of the needs of students as they work toward the development of Spanish proficiency. He actively assesses his own teaching in order to address and meet the needs and interests of students, while at the same time ensuring students receive the skills necessary to become proficient Spanish speakers, thinkers and writers. He has high expectations of students, but makes sure he is available to help them meet goals. One PEC reviewer noted that Dr. Viera holds students accountable for their work, but does it in a way that helps them see he is always there to assist them.

Dr. Viera also ensures that students understand they have a stake in their learning process, which is a technique he utilizes so they may become active participants in the further development of their language skills. A PEC reviewer stated that Dr. Viera has the ability to create a classroom environment that is conducive to learning, where students can be challenged and not become resistant to expectations. That environment encourages students to pursue their intellectual curiosity as well as having a continued interested in learning Spanish.

Dr. Viera’s success in the classroom stems from always considering the student as a whole, and meeting students where they are. This does not mean he makes the content of the course less challenging, but instead works with each individual student to make sure they access the information, can process it, and demonstrate they have learned it. His student evaluations reflect their recognition of how hard he works to make sure they are engaged in their learning process, that he cares about their success, and that he is always present to support them.

Dr. Viera provides students with new and innovative teaching techniques. This allows him to keep current in changing trends in language education. Many of the techniques and approaches he incorporates stem from his active participation in professional development opportunities on
campus, the most recent being his implementation of changes to the LSPA 101-104 curriculum, which focuses on enhancing written and oral communication across all levels.

Based on the materials submitted for this review period, Dr. Viera demonstrates teaching effectiveness.

Continuing Scholarship

Participation in or contribution to professional organizations and societies
Dr. Viera presented at the MaFLA conference in October 2015 and 2017, demonstrating an interest in working with colleagues across the state, and thinking ahead about how to provide area language teachers with professional development opportunities. He has presented at other conferences, including the Northeast Modern Language Association, and the Latin American Studies Association.

Research as demonstrated by published or unpublished work
Dr. Viera has maintained a scholarly agenda throughout this review period. He has published a couple of articles, one in *Panoramas* and the other in *Studies in Latin American Popular Culture*. He is currently working on an article titled "Performing Forensics: The Archival Mode and Feminicides in Mexico". He presented a paper based on this work in progress in March 2017, and plans to complete the article and submit it for publication during his sabbatical.

Advising
Dr. Viera has been an effective advisor since he began at Westfield State University in 2012. He currently advises 30 Spanish majors, supporting them in pursuing internship and study abroad opportunities. He also created a promotional text in order to help students understand the importance of studying, and majoring, in Spanish.

Professional Activities

Contributions to the professional growth and development of the university community
Dr. Viera has been extremely engaged in his professional development at Westfield State. As listed in his Curriculum Vitae, he has participated in a number of workshops ranging from Critical Thinking to Linguistic Prejudices. What Dr. Viera does with the information he learns is bring it to his department, share it with his colleagues, and implement it in the classroom. This is evident in the report he wrote as the WOC Facilitator for the Department of Language & Culture Studies.

Dr. Viera has been an active member of the campus community, having served on a number of committees. He is a current member of the Strategic Planning Committee, and has previously served as co-secretary of the All-University Committee, and a member of both the Curriculum Committee and the Grants Advisory Committee. He has been active at the departmental level where he served on the departmental curriculum committee, as a member of a search committee, and most recently as chair of the last search committee which produced the department’s most recent hire, Dr. Adel Fauzетодинова.

Dr. Viera is a dedicated and contributing member of the campus community as demonstrated by his participation in various university committees, and his participation in professional development opportunities.
Alternative Responsibilities

Department Chair
Dr. Viera served as Program Area Chair of the Liberal Studies Program from 2015-2018. During that time, he met with students and helped them explore the reasons for choosing that major and area of concentration. This approach was meant to help students understand why they were pursuing a less traditional major, while at the same time when they engaged in a job search, able to explain what the major entailed and the skills they acquired. In his role as Program Area Chair, he submitted curricular changes meant to help students finish their degree.
Dear Dr. Viera,

The Promotions Committee has reviewed your portfolio and is pleased to recommend your promotion to the rank of Associate Professor. Your promotion materials amply demonstrate solid and excellent performance in all categories for evaluation as evidenced by outstanding letters of support and appreciation from your Personal Evaluation Committee, the Committee Chair, and the Dean of Faculty.

We noted a few highlights from many contained in your portfolio. The most important part of our mission is teaching. We recognize you as a creative, culturally sensitive and versatile educator who is committed to challenging yourself pedagogically and continuously growing. Your teaching mindfully and actively reflects the needs of employers who value written and oral communication skills as well as critical thinking skills. Your pedagogical philosophy and methods to “slow down” in all your classes and “to engage different types of learners and to practice different linguistic skills,” rather than drilling students on “an ‘ideal’ image of linguistic precision” indicate one of the highest levels of sophistication and mastery of teaching effectiveness. As you point out, you encourage students to “become invested in their own progress and not be mere recipient of a grade provided.” As PEC members observed, “every single one actively participated in the class” and “students were super supportive of one another.” Your teaching effectiveness is exemplary and outstanding, as also evidenced by the student evaluations.

We noted your amazing attention and care for students for their fulfillment and success. The amount of care, time, and energy you have dedicated to the students are extraordinary. You advise 30 Spanish majors in courses of study as well as approximately 60 Liberal Studies majors each semester during academic registration periods. You have presented at six conferences, published four articles, and have been working on a manuscript for publication. All these demonstrate your commitment, sophistication, and capability for executing your pedagogy.

Your contributions to the growth and development of WSU are superb. You have participated in many workshops for further professional development. You have served the department in multiple capacities: as a member and then as the Chair for the Search Committee; as a facilitator of the Written & Oral communication Plan; and currently as the Department Chair since 2018. At the university level, you served the Writing Liaison Committee, Curriculum Committee, All-University Committee as Co-recorder, and Grants Advisory Committee. As an alternative responsibility, you have served the Liberal Studies Program as Chair from 2015 to 2018. Your superb engagement, dedication, and passion in all these areas are evident as well. You are an invaluable treasure to the WSU campus community, students, and academic discipline.

Corinne Ebbs, Chair. Committee on Promotions

Westfield State University

January 18, 2019
This positive recommendation will be forwarded to the Vice President of Academic Affairs and Provost, Diane Prusank. According to the M-1 calendar, you have seven (7) days to respond to this evaluation. Your response, should you have one, should be directed to the Chair of the Committee on Promotions and will become an official part of your personnel file.

Congratulations on your accomplishments. We look forward to your continued contributions to our university community.

Sincerely,

Corinne Ebbs, M.Ed., M.L.S.
Chair, Committee on Promotions