

Agenda  
EPSY Department Meeting  
May 3, 2013  
9:30 to 11 a.m.  
Gentry 142

1. Review April Faculty Meeting Minutes (see attachment)
2. First Guest Speaker (Francine DeFranco—Library)
3. Announcements
  - a. Congratulations to Lisa Sanetti on promotion and tenure
  - b. New Faculty Hire: Jen Freeman—Special Education
  - c. Compliance Training Deadline May 15 (now only available in HuskyCT)
  - d. Travel Funds (This year due May 9—Next year available May 13)
  - e. HuskyDM (Due May 15)
  - f. Merit Requests (Due May 15)
  - g. SPAR for Summer Work / Consulting Restrictions (see handout)
  - h. No Direct Deposit Statements after June 14
  - i. Other
4. Committee Issues
  - a. MEA Search Update (Swami)
  - b. Graduate Faculty Council (Kehle)
  - c. Merit Committee (see attachment; Brown)
  - d. Committee Elections (see handout)
  - e. Other
5. Second Guest Speaker (Assistant Vice Provost for Enrichment Programs and Director, Honors Program Jennifer Lease-Butts (slides were attached last month))
6. Other
  - a. Selection of Program Coordinators
  - b. Department Head Evaluation
  - c. EPSY Celebration at Del and Betsy's on May 10
  - d. Other

**EDUCATIONAL PSYCHOLOGY DEPARTMENT  
FACULTY MEETING MINUTES  
April 5, 2013**

**Attendees: R. Colbert, S. Everett, J. Goldstein, J. Gubbins, J. Joo, O. Karan, T. Kehle, C. Little, B. McCoach, S. Patwa, C. Rhoads, J. Rogers, L. Sanetti, D. Siegle, B. Simonsen, H. Swaminathan, J. Van Heest, M. Welsh, M. Yakimowski, and M. Young**

**1. Welcome**

**The meeting commenced at 9:35 am.**

**There were no changes to the March meeting minutes.**

**2. Announcements**

**a. There is a new hire for school psychology – Tamika LaSalle. She is presently a doctoral student completing her dissertation.**

**b. The required Compliance Training should be done by May 15, 2013. The Dean's office will receive a notice of everyone who has not done the training. The training can be completed online or faculty can attend a training.**

**c. For this spring, student evaluations will be done electronically. If faculty prefer a paper version, please let Siegle know your decision. When students are encouraged to do the evaluation in class, it appears that there are better results.**

**d. Husky DM is due on May 15, 2013. Instructions to help automate entry of publications was attached to this month's agenda.**

**e. The university has just proposed an "Inappropriate Romantic Relationship Policy." The document has been attached to the agenda for review.**

**f. If faculty are planning on taking a sabbatical for Spring 2014, they should submit paperwork by June 1, 2013. Presently, Brandi Simonsen-Gaines is the only person requesting a sabbatical at that time.**

**g. In reference to the PREPaRE Training, registration is going well. Students are encouraged to attend. The Dean's office will be paying for their registration. However, students are expected to pay for their materials.**

**h. Cheryl Lowe is requesting a list of all the students graduating in May. These**

students will be sent an “exit survey.”

i. The department head clarified with the faculty the summer consulting policy, which the University has in place. Faculty are not allowed to consult during the summer if they are fully funded from grant monies.

j. There were no other announcements.

#### **5. Committee Issues**

a. There was a very lengthy discussion about the Annual Report and the Merit Procedures. Several small edits to the Merit document were suggested. These will be given to S. Brown, chair of the committee.

It was moved that the merit guidelines be tabled by M. Young and seconded by M. Yakimowski. The motion passed unanimously.

b. An MEA candidate is working on the final details of her hire with Dean Defranco. She is being considered for the MEA area of concentration. This is for a position that is not part of the cluster hires.

c. The cluster searches have two positions filled and there is an offer for the third position. Tamika LaSalle is for the school psychology area. Jen Freeman will be coming to work with the special education area. An MEA cluster person is being offered a position.

We have been informed that Ron Beghetto will be coming to work with Jonathan Plucker. He will be assigned to the CILT area of concentration.

For Fall 2013, we anticipate a total of six (6) new EPSY faculty.

M. Yakimowski reminded the faculty that there would be two (2) teacher education individuals coming to interview this coming week.

d. T. Kehle shared the details of the meeting with the Graduate Faculty Council.

e. D. Siegle will head the NSoE Academic Planning Committee

f. J. Van Heest informed the faculty that the C&C Committee will be having one more meeting before the end of the academic year.

4. The guest speaker did not arrive at the departmental meeting.

## **5. Other Issues**

- a. The NSoE PTR document was voted on and it was unanimously accepted.**
- b. The University is now interested in doing an exit survey. M. Yakimowski will be meeting with university personnel to discuss our survey.**
- c. At the next meeting (May), faculty will be voting by private ballot on new committee members. The Department Head has noted those individuals who have terms which will be expiring. Faculty interested in serving on committees should contact the Department Head.**

**The Department Head proposed that the program coordinator's position be rotated between associate and full professors. The position should be decided by private ballot. The term was discussed by the faculty members. It was decided that the individuals would serve a three year term; however, he/she could serve an additional three year term consecutively if there were agreement in the program. Faculty seemed to welcome the idea. In the past, release from teaching a class was implemented when someone was the program coordinator. It has since been taken away and the faculty felt that it should be reinstated. Siegle said he would try to honor the past tradition if the programs were fully staffed. The motion to elect coordinators every three years was brought forth by T. Kehle and was seconded by J. Gubbins. The motion passed unanimously. The department head will be counting the ballots. This new procedure will begin this coming academic year.**

**D. Siegle also shared with the faculty the difference between a joint appointment and a courtesy appointment. The union is creating language to clarify these appointments. With a joint appointment, both departments pay the person's salary. It is not the case for a courtesy appointment. The individual receives his salary from only one department.**

## **6. Adjourn**

**A motion to adjourn was made by R. Colbert. It was seconded by C. Little. Meeting adjourned at 11:15 am.**

# SUMMER SALARY REQUEST

*Please provide the following information so that you can be processed properly and efficiently.*

Name

Home Address:

Home Phone:

Cell Phone:

Social Security Number:

What FRS account?

Dates you want to be paid

Dollar amount

Summary of duties

## Educational Psychology Department

### University of Connecticut

## Annual Report and Merit Procedures

### Annual Report: The Provost's Annual Report Forms

Each faculty member is responsible for filing the Provost's Annual Activity Report. The form for filing the Annual Report can be found at <http://huskydm.uconn.edu>. The deadline for completing and submitting this form is **sent annually by the Provost's office to generally coincide with mid-May**. This form is submitted electronically.

### Application for Merit: Process and Deadlines

As defined by the AAUP contract, "Merit is for the recognition of noteworthy contributions to one's department, school, campus or college, the University and/or professional discipline through the traditional avenues of teaching, research and service. ... It is recognized that conditions vary within and among departments in terms of individual expectations, and it is agreed that awards at the various levels are designed to recognize individual achievement" (AAUP contract, Article 25).

Within the EPSY Department, the goal of the merit system is to reward faculty members for accomplishments and achievements that significantly strengthen the stature and the reputation of the department within the university as well as at state, national, and international levels. Thus, designations regarding merit awards will be based on the extent to which the faculty member's activities meet and/or exceed this purpose. Since substantial numbers of faculty members have unique sets of negotiated job responsibilities and formal agreements, it is acknowledged that the departmental merit procedures must be sufficiently flexible to make it possible to reward the meritorious activities and accomplishments of each faculty member. Therefore, the merit system allows for evaluation of each faculty member on a case-by-case basis to assess his/her activities and accomplishments that are considered to be above and beyond required expectations (e.g., teaching classes, serving on departmental committees) associated with his/her role.

In order to be eligible for merit, each faculty member must submit the EPSY Merit Request Form; the Educational Psychology Department Criteria for Meritorious Performance will be used to evaluate each faculty member's performance<sup>1</sup>. Expectations, both *required* and *additional*, are outlined in the Neag School of Education Guidelines for PTR and Merit. The EPSY Merit Request Form allows for evaluation of performance using the following categories: 0 = no

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<sup>1</sup> All related documents are appended to this document.

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merit, 1 = low merit, 2 = mid-level merit, 3 = high merit<sup>2</sup>. Definitions of each category are as follows:

- **0 = No merit.** Did not meet departmental *requirements* for merit.
  - **1 = Low Merit.** Met *requirements* for EPSY departmental merit.
  - **2 = Mid-Level Merit.** Met *requirements* for departmental merit and also scored above departmental average, based on prior year summary data.
  - **3 = High Merit.** Met *requirements* for EPSY departmental and *additional* merit, scoring above the departmental average based on prior year summary.
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- In order to be considered for merit, each faculty member must submit the EPSY Merit Request Form **simultaneously** with the Annual Report, no later than the deadline<sup>3</sup>. If desired, supporting materials (e.g., a report form from HuskyDM) may also be submitted.
  
  - When completing the EPSY Merit Request Form, faculty should consult the departmental summary provided by the department chair from the prior year along with the guidelines for the merit rating categories. Ratings should be accompanied with a clear narrative that justifies rating in each category (500 word limit per narrative section). Within the narrative, faculty are encouraged to address focus on diversity, as emphasized within the University's Academic Plan (2009-2014; <http://www.academicplan.uconn.edu>) and action plan developed by the Neag Dean's Council on Diversity. Note that information included on the EPSY Merit Request Form must be consistent with data reported on the Annual Report. For example, articles in press cannot be included.
  
  - The Department Head will use all submitted materials for each faculty member (Annual Report or HuskyDM data, and EPSY Merit Request Form) to evaluate the record of activities and accomplishments. For each section, the Department Head will indicate his or her rating of each applicant using the same categories: 0 = no merit, 1 = low merit, 2 = mid-level merit, 3 = high merit. All of this information will be integrated to form an overall merit rating for each applicant<sup>4</sup>. To establish monetary value associated with each rating level, the Department Merit pool will be divided into two merit pools: a merit pool for tenure-track faculty and a merit pool for non-tenure track faculty based on their prorated contributions to the EPSY department merit pool. Merit will be allocated from these two pools according to established criteria.

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<sup>2</sup> If a category does not apply to the applicant's job position, a rating of not applicable (N/A) should be indicated along with brief explanation.

<sup>3</sup> This form contains sections consistent with the merit criteria as outlined in the Neag School of Education Guidelines for PTR and Merit.

<sup>4</sup> Regardless of your rating on the merit form, to be recommended for Dean/Chancellor's merit, you must be (a) one of the top 10-20% of the faculty in the Neag School and (b) have exemplary performance in at least two areas, one of which is scholarship. Note that these criteria do not discriminate by rank.

- The Department Head will notify each applicant of his/her merit recommendation by **June 30<sup>th</sup>** by returning a copy of the completed EPSY Merit Request Form, which will include the overall rating by the Department Head and indication as to whether Dean/Provost's Merit is recommended. The form of notification will be via email. If the faculty member has concerns over the rating he/she received, within 14 calendar days, the faculty member may request a meeting with the Department Head for further discussion regarding the recommendation.
  
- Final decisions regarding faculty merit recommendations will be forwarded to the Dean by **July 15<sup>th</sup>**. Those applicants receiving a designation of High Merit will be recommended to the Dean/Provost for consideration for "special merit", assuming all other conditions have been met (e.g. you must be one of the top 10-20% of the EPSY faculty and have exemplary performance in scholarship and one additional area). Applicants have 14 calendar days from the time of the Department Head's submission to the Dean to discuss the recommendation with the Dean.
  
- The Dean shall review recommendations and then forward his or her own recommendations to the Provost within required timelines. Within 2 weeks of making those recommendations, the Office of the Dean shall compile and make available to the departments an abstract of merit awards.
  
- At the first faculty meeting in the new academic year, the Department Head will share the Dean's abstract of awards in addition to a summary specific to the EPSY department. The EPSY summary shall minimally include the distribution of faculty members who fell into each of the four merit categories, as well as the range of monetary awards at each merit level. In addition, the Department Head will provide descriptive summary data regarding the accomplishments of overall faculty from the prior year. This information will be disaggregated by rank and tenure status unless results would allow for personal identification. Minimally, this descriptive summary data will include:
  - (a) number of courses taught,
  - (b) overall course rating,
  - (c) number of total publications,
  - (d) number of peer-reviewed publications,
  - (e) advisees graduated by degree,
  - (f) number of major advisees and associate advisees by degree,
  - (g) number of major advisees who are minority by degree,
  - (h) total grant dollars, and
  - (i) committee membership at school, university, and national levels.



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## EPSY MERIT REQUEST FORM

Note that this form must be completed for consideration of merit, and must be submitted simultaneously with required Annual Report materials. Prior to completing the form, applicants are strongly encouraged to read the accompanying Annual Report and Merit Procedures.

**Name:**

**Job Title:**

**Date:**

**Job Description:**

Insert a brief narrative of job description or duties, including clarification as to how all categories of evaluation may or may not apply.

Job Description:

Directions: Using the Educational Psychology Department Guidelines for Merit, consider your accomplishments. For each section, please provide a brief narrative documenting these accomplishments in relation to the criteria. Within the narrative, faculty are encouraged to address focus on diversity, as emphasized within the University's Academic Plan (2009-2014) and action plan developed by the Neag Dean's Council on Diversity. Note that for each section, the **maximum limit is 500 words**. In addition, provide an overall rating of each section using the following guidelines:

**N/A** = not applicable. Provide a brief rationale.

**0 = No merit** - Did not meet departmental *requirements* for merit.

**1 = Low Merit** - Met *requirements* for EPSY departmental merit.

**2 = Mid-Level Merit** - Met *requirements* for departmental merit and also scored above departmental average, based on prior year summary data.

**3 = High Merit** - Met *requirements* for EPSY departmental and *additional* merit, scoring above the departmental average based on prior year summary.

### Scholarship

Your Rating:	
Description of Accomplishments:	

Department Head Rating:	
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### Teaching

Your Rating:	
Description of Accomplishments:	

Department Head Rating:	
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### Service

Your Rating:	
Description of Accomplishments:	

Department Head Rating:	
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### OVERALL MERIT RATING

To be completed by Department Head ONLY. Comments should be included to clarify any discrepancies from self-ratings.

Department Head Rating:	
Recommended for Dean/Provost's Merit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Rating:	

## Appendix

### Educational Psychology Department Criteria for Meritorious Performance

Categories*	<b>Required Standards for Departmental Merit</b> Productivity or contributions <i>required</i> to be eligible for Educational Psychology departmental merit	<b>Additional Criteria for High Merit</b> Substantial productivity or contributions beyond that <i>required</i> for Educational Psychology department merit
<b>Scholarship</b>	<ul style="list-style-type: none"> <li>• <b>Publications meeting or in excess of <i>required</i> scholarship.</b></li> </ul> <p>Specifically (2 or more scholarly publications [i.e., book, book chapter, journal article] <u>at least one of which is a peer-reviewed journal article</u>)</p>	<p><b>At least ONE of the following:</b></p> <ul style="list-style-type: none"> <li>• <b>Exemplary number of and/or valued scholarly publications</b></li> <li>• <b>Grant/contract productivity as measured by external grants or contracts submitted and/or awarded</b></li> </ul>
<b>Teaching</b>	<p><b>At least ONE of the following:</b></p> <ul style="list-style-type: none"> <li>• <b>Outstanding teaching evaluations across the average of graduate courses taught since the last merit report.</b></li> <li>• <b>Outstanding teaching evaluations across the average of undergraduate courses taught since the last merit report.</b></li> </ul>	<p><b>At least ONE of the following:</b></p> <ul style="list-style-type: none"> <li>• <b>Superior teaching evaluations, as evidenced using multiple methods of teaching evaluations</b> (sustained effort to improve teaching and use of exemplary methods of teaching that fit the type of class being taught).</li> <li>• <b>Heavy teaching load</b> (More than a 2-2 load, with, for example, large student enrollment and high quality teaching).</li> <li>• <b>Heavy advisement load</b> (undergraduate or graduate).</li> <li>• <b>Publishing with a student.</b></li> <li>• <b>Teaching innovations</b> (e.g., teaching a new course, developing a teaching innovation).</li> </ul>

Categories*	<b>Required Standards for Departmental Merit</b> Productivity or contributions <i>required</i> to be eligible for Educational Psychology departmental merit	<b>Additional Criteria for High Merit</b> Substantial productivity or contributions beyond that <i>required</i> for Educational Psychology department merit
<b>Service</b>	<p><b>At least ONE of the following:</b></p> <ul style="list-style-type: none"> <li>• <b>Extensive service at the Department, School, or University level</b> (Demonstrated participation, not just a member of a committee, or extensive committee involvement)</li> <li>• <b>Exemplary service to your academic field.</b></li> </ul>	<p><b>At least ONE of the following:</b></p> <ul style="list-style-type: none"> <li>• <b>Exemplary service to the university.</b></li> <li>• <b>Exemplary service to your academic field on a national or international level.</b></li> <li>• <b>High-level leadership</b> (e.g., editor, or co-editor of a journal, president of a scholarly association, national panels, grant reviewers).</li> <li>• <b>Exemplary administrative performance</b> (in a role making significant improvements).</li> <li>• <b>High level leadership</b> (e.g., program coordinator, chair of committee).</li> <li>• <b>Pro bono professionally related community service.</b></li> </ul>

\*To qualify for merit, an individual must be exemplary in TWO or more areas. However, one of the two areas must be **Scholarship**. EPSY Merit Awards will be based on work in the area of Scholarship plus either Teaching or Service.

# 2012-2013 EPSY Committees

COMMITTEE	MEMBERS	TERM EXPIRES
C & C	Natalie Olinghouse	Spring 2014
	<b>Robert Colbert - Chair</b>	Spring 2013
Scholarship	<b>Michael Faggella-Luby - Chair</b>	Spring 2013
	Lisa Sanetti	Spring 2014
	Megan Welsh	Spring 2014
Honors	Natalie Olinghouse	Spring 2013
	Joe Madaus	Spring 2014
	E. Jean Gubbins	Spring 2014
	<b>Catherine Little - Chair</b>	Spring 2014
PTR	Scott Brown	Spring 2014
	<b>Melissa Bray - Chair</b>	Spring 2013
	Tom Kehle	Spring 2014
	Catherine Little (Jane Rogers - substitutes in 2012)	Spring 2014
Sunshine	<b>Rachelle Perusse - Chair</b>	Spring 2013
	Melissa Bray	Spring 2014
	Tutita Casa	Spring 2014
PTR Dean's	Jim O'Neil	Spring 2014
Graduate Faculty Council (Elected for Ed. Psy.)	Scott Brown	Spring 2014
Alternate (Elected for Special Education)	Tom Kehle	Spring 2014
Alternate	Orv Karan	Spring 2012?
Alternate	Brandi Simonsen	Spring 2012?

**Proposed EPSY Committee Ballot**  
May 2013

**Curriculum and Courses:**

- Michael Coyne
- Chris Rhoads
- \_\_\_\_\_

**Scholarship**

**Select a Chair** (vote for one):

- Jean Gubbins
- Allison Lombardi
- Brandi Simonsen
- \_\_\_\_\_

**Honors** (vote for one):

- Jaci Van Heest
- Mary Yakimowski
- \_\_\_\_\_

**PTR** (vote for one):

- Robert Colbert
- Rachelle Perusse
- Jane Rogers
- \_\_\_\_\_

**Sunshine** (vote for one):

- Shamim Patwa
- \_\_\_\_\_

**Merit (nontenure track)** (vote for one):

- Susannah Everett
- Jessica Goldstein
- Mary Yakimowski
- \_\_\_\_\_

**Merit (tenure track)** (vote for three):

- Scott Brown
- Catherine Little
- Betsy McCoach
- James O'Neil
- Lisa Sanetti
- Brandi Simonsen
- Mike Young
- \_\_\_\_\_