

## **Recommending Faculty for Renewal of Contract, Promotion and Tenure (Procedures for Tenure and Advancement in Rank)**

### **Consideration for Recommendations**

The Faculty of Park University is composed of members of the academy who play a major role in recommending individual faculty members for renewal of contract, tenure, and/or promotion. This statement will serve as a general guideline. Individual departments may also establish discipline specific standards, especially in the area of scholarship (approved by the Provost). In such cases, criteria outlined in the Annual (Periodic) Performance Review policy document should be taken into account. To understand its implication the following explanations will be kept in mind.

### **I. GENERAL DEFINITIONS**

#### **A. Teaching**

1. Teaching is understood as the process of effectively communicating the essentials of a body of knowledge, content, and methods in a manner that stimulates the learner to think. It is made up primarily of activities under four general categories:
  - a. Academic program planning and development
  - b. Instruction
  - c. Evaluation
  - d. Academic Advising
2. Criteria of teaching effectiveness used in the department include:
  - a. Student opinions, alumni testimonials, and student performance
  - b. Teaching observations by supervisor and/or colleagues
  - c. Innovative teaching techniques and solutions
  - d. Exceptionally large advising load and proven effectiveness of advising
  - e. Active participation in teaching seminars/workshops resulting in new course material or new courses
  - f. Use of feedback, provided by colleagues and students, for further development
  - g. Activities to increase expertise in areas relevant to teaching assignment

#### **B. Scholarly Activity**

1. Scholarship is defined as those activities that systematically advance Teaching, Research, and Practice through rigorous inquiry; the creation of new knowledge; and dissemination of that knowledge in peer-reviewed forums that:
  - a. Is significant to the profession of the (faculty) Member
  - b. Is creative
  - c. Can be documented
  - d. Can be replicated, extended, or elaborated; and
  - e. Can be peer-reviewed through various methods

2. Scholarly Activity incorporates the following types:
  - a. Scholarship of Teaching
  - b. Scholarship of Discovery
  - c. Scholarship of Engagement
  - d. Scholarship of Integration
  - e. Scholarship of Community
  
3. Criteria of effectiveness in scholarly activity include:
  - a. Scholarly publications (books, articles, reviews)
  - b. Paper presentations or panel discussions
  - c. Editorial guidance for publications
  - d. Direction of student work of scholarly or creative nature (i.e. results in an external presentation, publication, performance or exhibit).
  - e. Fellowships and awards
  - f. Paid periodic consulting or paid free-lance work relevant to the department's mission
  - g. Achievement in creative work such as audio, video, or print, 3-D, which has gone through an evaluation process (jury, peer-review, editorial decision process, etc.)
  - h. Successful grant applications

### **C. Service & Collegiality**

1. As indicated in the Park University Faculty Collective Bargaining Agreement, service is considered the service rendered by the faculty member to the community, to the University, and to his or her profession.
  
2. As indicated in the Park University Faculty Collective Bargaining Agreement, collegiality is considered the ability of a Member to work cooperatively and professionally with others at the University; the willingness to advance the University and make it a better institution; the mutually respectful sharing of intellectual authority and professional responsibility for the quality of the University curriculum, instruction and its assessment, scholarly/creative works, and the University culture of learning; the discharge of professional responsibilities in a reliable, conscientious, energetic, civil and effective manner that includes mutual respect, freedom of speech, open-minded consideration of ideas, and the principles of good citizenship for the common good of the University and its student learners.
  
3. Criteria of effectiveness in service include:
  - a. Meaningful participation in departmental activities
  - b. Active participation in university committees
  - c. Sponsorship of student organizations
  - d. Serving as department or university representative

- e. Serving in a leadership role in professional associations
- f. Providing advice and expertise to community activities
- g. Willingness to serve the department in times of need

Service should be related to a faculty member's teaching assignments, scholarly activity and/or the University's mission.

#### **D. Terminal Degree**

With the exception of those areas listed below, the terminal degree for all disciplines is the doctorate in that specific discipline. The terminal degree required for tenure and/or promotion considerations is a Master of Library Science for the Professional Librarians, a Master of Fine Arts for the Arts Faculty, a Master of Architecture for Interior Design faculty, and Juris Doctor or Ph.D. for Criminal Justice Faculty.

## **II. CRITERIA FOR PROMOTION**

The criteria outlined below are the minimum criteria used in making recommendations for promotion. This document is not intended to indicate that meeting these criteria guarantees promotion in rank.

#### **A. General**

1. Merit and not time in rank should be the principal basis for promotion.
2. Tenure and promotion are considered independently.
3. Members will become eligible for promotion according to the schedule contained in the collective bargaining agreement.

#### **B. Instructor**

1. Holds a master's degree in an appropriate discipline.
2. Shows evidence of potential for effective teaching.
3. Has limited teaching experience at the University level.
4. Has limited practical experience in the field.

#### **C. Assistant Professor**

1. Holds a terminal degree (or is ABD) in the discipline.
2. Demonstrates effective teaching.
3. Is active professionally.
4. Provides significant University and community service.
5. Demonstrates evidence of scholarly activity appropriate to the rank.

6. Has received at least a “Meets Expectations” rating in the areas of teaching, scholarship, and service/collegiality in his or her periodic reviews over the past two years.

#### **D. Associate Professor**

1. Holds a terminal degree in the discipline.
2. Shows evidence of effective teaching.
3. Is active professionally.
4. Provides significant University and community service, and service to the discipline.
5. Demonstrates evidence of scholarly activity appropriate to the rank.
6. Has received at least a “Meets Expectations” rating in the areas of teaching, scholarship, and service/collegiality over the past two years in his or her periodic reviews, and has received a rating of “Exceeds Expectations” in Teaching in his or her periodic reviews at least once during the past four years.

#### **E. Professor**

1. Holds terminal degree in the discipline.
2. Shows evidence of distinguished teaching.
3. Is active professionally.
4. Provides service in the form of leadership in university and community affairs or in the discipline at a national level
5. Demonstrates evidence of scholarly activity appropriate to the rank.
6. Has received a minimum rating of “Meets Expectations” in the areas of teaching, scholarship, and service/collegiality over the past two years in all his or her periodic reviews, and has received a rating of “Exceeds Expectations” in Teaching and Scholarship or Service/Collegiality in his or her periodic reviews at least once during the last four years.

### **III. PROCEDURES FOR PROMOTION RECOMMENDATIONS**

- A. By December 1<sup>st</sup> of each year the Provost and Senior Vice President for Academic Affairs will remind the faculty of the January 5th deadline for submission of applications for promotion to their Chair or Dean/Associate Dean.
- B. By January 15 the Chair or Dean/Associate Dean forwards the promotion application/dossier along with his/her recommendation to a School Tenure and Promotion Committee.
- C. A School Tenure and Promotion Committee is made up of three members of that

school who hold tenure. If this school has more than three such members, then an election is held among eligible members of that unit to determine the Tenure and Promotion Committee members. All members of that unit can vote. If that particular unit has fewer than three tenured members, then the dean submits the School's request to the Provost, who appoints as many eligible members from other schools as necessary to create a committee of three. Members of each School Tenure and Promotion Committee are elected each year to serve an one-year term.

- D. The School Tenure and Promotion Committee forwards the Promotion Application to the Dean, along with its recommendation and the recommendation of the Chair or Associate Dean by January 30. The Dean in turn forwards the promotion application, all other recommendations and his/her recommendation to the University Personnel Panel by February 15.
- E. The Faculty Personnel Panel is composed seven full-time faculty members, each elected by the following bodies: One representative from each of the five primarily undergraduate academic schools, one representative from the College for Distance Learning, and one representing the Graduate Council. Members must hold a tenure-track position and hold at least the rank of associate professor. If any of the above units do not have anyone who meets the above qualifications, then the faculty in that unit elects a representative who is at least on tenure-track.
- F. Between February 15th and March 10th the University Personnel Panel will validate evidence and deliberate on the nominations. Interviews may be held as part of the information gathering process. The Committee will feel free to gather information from any appropriate source. The Personnel Panel will evaluate all pertinent material and vote whether or not to recommend promotion. The vote of the Personnel Panel will be by secret ballot. Deliberations at all review levels shall remain confidential.
- G. The Personnel Panel's written report, which includes the vote(s) and a rationale for each recommendation, along with all promotion material will be forwarded to the Provost and Senior Vice President for Academic Affairs by March 15<sup>th</sup>.
- H. The Provost and Senior Vice President for Academic Affairs will forward his/her recommendation, along with the recommendations of all the other bodies involved to the University President by April 1<sup>st</sup>. If the Provost and Senior Vice President for Academic Affairs disagrees with the recommendation of the Personnel Panel, he/she will provide the reasons for such disagreement in writing to the candidate and to the Chair of the Personnel Panel.

## IV. CRITERIA FOR TENURE

### A. Faculty members applying for tenure must:

1. Hold the terminal degree in the appropriate discipline.
2. Show documented scholarship in the appropriate discipline, i.e., demonstrated a commitment to scholarship work and activities.
3. Have recognized and clearly demonstrated teaching capabilities.

### B. Exceptions to IV.A.1 above may occur

1. Where an individual's background and qualifications so warrant, the Tenure Committee may recommend to the Provost or the Provost may recommend to waive terminal degree requirements, or
2. If replacement faculty with terminal degrees are not generally available in that discipline.

### C. Procedure for Tenure Recommendations.

1. Eligible faculty members (see Faculty Collective Bargaining Agreement, Article 11) prepare a tenure application and submit it to their department Chair or Associate Dean/Dean by October 1. The Chair or Associate Dean forwards the application along with his or her recommendation to the School Tenure and Promotion Committee by October 10.
2. The School Tenure and Promotion Committee forwards the Tenure Application to the Dean, along with its recommendation and the recommendation by the Chair or Associate Dean by November 1.
3. The Dean forwards the application material along with his/her recommendation to the Provost by November 15. The Provost forwards all relevant material to the University Tenure Committee by November 20.
4. The University Tenure Committee is composed of five tenured faculty members, with at least one committee member from each School, elected by the faculty of each school. The Tenure Committee functions separately from the Personnel Panel. Each member of the University Tenure Committee is elected to an one-year term and can serve up to two consecutive terms.

5. The University Tenure Committee will examine all relevant materials and forward its recommendation with rationale to the Provost by December 5. The Committee's recommendations are advisory in nature. The Provost will then make a recommendation to the President regarding each tenure case.
6. The Board of Trustees receives the President's recommendations for tenure and all other recommendations generated as part of the tenure application process. Once the Board makes a decision on Tenure, the applicant is notified that tenure will be granted as of the end of the current academic year, or an unsuccessful applicant is given a terminal year contract for the following year, by March 15. However, the University in its sole discretion, after consultation with the Personnel Panel and Tenure Committee, may offer employment on an Academic Year to Academic Year basis to faculty who are denied tenure.

## **V. Procedure for Contract Renewal**

A faculty member who is in the last year of his or her multi-year contract must request contract renewal in writing to the appropriate academic dean. This request must be accompanied with documentation or a brief academic portfolio that provides a justification for the request. The deadline for the request of contract renewal is January 3. The dean then requests a recommendation from the applicant's department Chair or program Chair. This recommendation must contain not only the Chair's personal recommendation, but must also reflect the opinion of the majority of the full-time faculty members in that department or program.

The Dean must submit the Chair's recommendation along with his/her own to the Provost by February 1.

The Provost forwards all related documents to the Personnel Panel for input.

The Personnel Panel will submit any recommendations to the Provost as early as possible, and in no event later than March 1, to ensure that each reappointment letter is issued on or before March 15.

## **VI. Procedures for Changes in Tenure-Track Status** (from non-tenure track to tenure track).

Eligible faculty members prepare and submit a brief professional portfolio and request a change in status to their department or Program Chair by November 15. The Chair forwards the request along with his or her recommendation to the Dean by December 1.

The Dean forwards the application material along with his/her recommendation to the Provost by December 15. The Provost forwards all relevant material to the University Tenure Committee by January 10.

The University Tenure Committee will examine all relevant materials and forward its

recommendation with a rationale to the Provost by February 15. The Committee's recommendations are advisory in nature. The Provost will then make a recommendation to the President regarding each case.

## **VII. Concerns for Standards and Professionalism**

The Faculty Personnel Panel in addition to being involved in the recommendation process will attempt to instill among the University faculty a concern for standards and professionalism in the line with the considerations outlined in this document.

In order to accomplish this objective the Panel may initiate, undertake or sponsor the following activities:

- information sessions and workshops for new faculty members;
- sessions for the entire faculty on improvement of instruction;
- meetings on the meaning of professionalism and academic standards; and
- counseling with individual faculty members whenever this seems appropriate; Panel members involved in such counseling may exclude themselves from serving on any Review Committee dealing with the affected faculty member.

The activities suggested above are not designed to replace legitimate concerns of the University administration, but rather grow out of the understanding of the nature of an academic community as a mutual concern of all involved.

## **VIII. Special Considerations for Committee Composition**

- Any member of a committee whose relationship with a faculty member under review or with another committee member is perceived as a conflict of interest by the Provost and/or a majority of committee members will be excused from the committee.
- Candidates for promotion, tenure, and/or sabbatical leave may not serve on any committee dealing with their cases. -
- Faculty Development Endowed Fund Committee - Any member whose award is being considered will be replaced by someone appointed by the Faculty Senate President.