

Amendments approved to the Promotion and Tenure Report
10-03-05 Faculty Senate Meeting
(Original Report Created by the University Ad Hoc Committee, Spring 2003)

Motion 1:

Senator McKenney moved, seconded by Senator Reed, to strike number three from Appendix "B". With a vote of 32 to 20, the motion carried.

Motion 2:

Senator Schlomann moved, seconded by Senator Milde, to make the entire document consistent with the previously approved motion (to delete item three on Appendix "B"). The majority of the Senate was in agreement and the motion carried.

Motion 3:

Senator Dieckmann moved, seconded by Senator Hubbard, to strike E.1. on page 12. The majority of the Senate was in agreement and the motion carried.

Motion 4:

Senator Chapman moved, seconded by Senator Hyndman, that the following statement be included in the Promotion and Tenure policy:

The case for or against Promotion and Tenure will be stipulated in writing and found in the candidate's dossier at every step in the process.

The majority of the Senate was in agreement and the motion carried.

Appendix B: Recommended University-wide Criteria for Tenure

Faculty peers at the department, college, and university levels have the main responsibility for recommendations concerning tenure. Chairs, deans and the Provost are responsible for reviewing all applications for tenure and making separate recommendations. The President shall present recommendations to the ECU Board of Regents, which has the authority for final decisions concerning tenure. Recommendations and decisions shall be based on the evaluation of candidates' performance in the areas of teaching, service, scholarly/creative activities, and ability to work effectively with others inside and outside the university in professionally-related activities, with a recognition that at ECU effective teaching is emphasized.

Departments shall be required to identify and defend criteria for tenure. These criteria shall reflect the broad criteria established for the university and shall reflect good practice in the discipline, as well as practices at comparable regional comprehensive universities. The departmental criteria shall be reviewed for approval by the college dean and by college and university promotion and tenure committees, and recommendations shall be presented to the Provost and President for approval. A systematic review and approval of departmental criteria shall be conducted a minimum of every five years. Throughout the decision making process, faculty and administrators shall recognize the primacy of departmental recommendations.

The criteria that follow are broad criteria for use university-wide. Within these guidelines, departments shall determine specific criteria, which as approved, shall be used in evaluation of candidates for tenure. The following criteria apply to recommendations and decisions concerning tenure. Other criteria may apply to decisions concerning promotion.

1. Terminal Degree, as defined by the candidate's department
2. Probationary Period of 6 Years, unless otherwise specified in writing at the time of initial appointment to a tenure-track position
- ~~3. A Record of Working Effectively with Students and Colleagues in Professionally-related Activities~~
3. Performance in the Areas of Teaching, Service, and Scholarly/Creative Activities that Meets Established Departmental Criteria

Teaching	Service	Scholarly/Creative Activities
<p>A Continuing Record of Successful Teaching</p> <p>(demonstrated, for example, through student opinion of instruction, peer observations/evaluations, course outlines, assignments, students' work, views of alumni, and other evidence required by the department)</p>	<p>Evidence of Effective, Professionally-related Service</p> <p>(demonstrated, for example, by service in the department, college, or university; service in the profession; and, as appropriate, professionally-related service in the community)</p>	<p>Evidence of Scholarly/Creative Activities Relevant to the Faculty Member's Appointment</p> <p>(demonstrated, for example, through an active program of research, participation in professional development to enhance scholarly/creative activities, creative products or performance, publications, presentations, exhibitions, grant proposals/awards, professionally-related innovations, and other forms of scholarship of discovery, interpretation, application, or pedagogy)</p>

Motion 3: Approved at 10-03-05 Faculty Senate meeting

applications for promotion and tenure, administrators may have information concerning an application that is not evident or available to committee members. The system should provide opportunity for administrators to offer relevant information, while preserving the autonomy of committees.

3. **Faculty members serving on committees concerning promotion and tenure at any level shall be tenured and currently full-time employed at EKU. Committee members shall be elected by their peers.**

This recommendation is consistent with current practice at the university, and the committee sees no reason to recommend a change.

4. **Faculty rank shall be a consideration for service on promotion and tenure committees.**

- a. **The rank of Associate Professor or Professor shall be required to serve on the College Promotion and Tenure Committee.**
- b. **The rank of Professor shall be required for a faculty member to serve on the University Promotion and Tenure Committee.**
- c. **When this provision cannot be met, chairs and deans shall arrange for appropriate representation, subject to approval by the promotion and tenure committees at the college and university levels.**

Those faculty making recommendations concerning promotion and tenure should have appropriate professional experience and rank to review applications.

5. **Those departments with special units, such as Model Lab, the Interpreter Training Program, associate degree programs, and other such units, shall propose the qualifications for faculty in those units to serve on departmental committees concerning promotion and tenure. The qualifications shall be reviewed for approval by deans, the Provost, and the promotion and tenure committees at the college and university levels.**

Faculty in a variety of units and programs, not all of them traditional university departments, serve the university's mission and are eligible for promotion and tenure. Faculty, including those serving in such programs, should determine qualifications to apply to membership on departmental promotion and tenure committees. These qualifications should be consistent with university-wide criteria and relevant to the faculty member's appointment. This provision is needed to promote fairness and consistency in the promotion and tenure process.

E. Additional Recommendations

- ~~1. The committee recommends that to meet special needs the university may appoint faculty to a full-time, annually renewable, but non-tenure track position of Teaching Associate. Teaching Associates shall not be eligible for tenure but may apply for a tenure track position if one becomes available and, if appointed, may shift to a tenure track position. Appointments for Teaching Associates shall be on an annual basis but shall not necessarily be limited to a fixed number of years. Teaching~~

~~Associates shall be evaluated annually by the department chair and departmental committee.~~

~~The university sometimes has needs that require people with professional skills and experience not currently available in tenure-track appointments. Until these needs can be met through tenure-track appointments, Teaching Associate positions may be necessary. Note: Teaching Associate positions are justified to meet special needs in the university; however, the Ad Hoc Committee emphasizes that EKU's administration should not rely on such positions when needs clearly justify establishing a tenure-track appointment and when people qualified to fill such an appointment are available.~~

- 1. The Provost shall arrange for informational sessions to be available for faculty, especially new faculty, in which procedures and criteria for promotion and tenure are explained by senior faculty and appropriate administrators.**

This provision is needed to inform faculty throughout the university of the promotion and tenure process.

- 2. The Provost shall arrange for forms for the promotion and tenure process to be revised and for schedules to be reconsidered and revised as needed.**

If the Ad Hoc Committee's recommendations are approved, the Provost shall arrange for forms to be reviewed and revised as needed.

- 3. The university shall continue to follow AAUP deadlines concerning notification of non-renewal for non-tenured faculty: March 15 for first-year faculty, December 15 for second-year faculty, and 12-month notice for third year and beyond faculty.**

- 4. The procedure for evaluation of first-year faculty shall be changed.**

- a. Evaluations of first-year tenure-track faculty, to be completed by March 15 of the first full-year of a faculty member's employment, shall be done only by administrators, following criteria established by the department.**
- b. Positive recommendations for reappointment shall be initiated by the department chair and forwarded through administrative channels.**
- c. In the event the chair wishes to recommend non-reappointment of first-year faculty, the chair shall consult the department annual evaluation committee.**

It is difficult for faculty committees to evaluate adequately a first-year faculty member based on the work done during only a single semester (or less). An evaluation by the department chair should be adequate in cases of recommendation for reappointment. In cases where the department chair recommends non-reappointment of a first-year faculty member, the chair should consult with the department annual evaluation committee in order to promote fairness in the evaluation.

- 5. Beginning with the second year, evaluations for non-tenured faculty shall involve recommendations from both the department chair and the departmental annual evaluation committee. The evaluation report and recommendations shall be**

forwarded through administrative channels.

This is current practice, and the committee recommends no change in the evaluation of second-year, tenure-track faculty.

- 6. The Provost and deans shall ensure that exceptions agreed upon and documented at the time of a faculty member's initial appointment in a full-time, tenure track position are recognized and applied in the review of applications for promotion or tenure.**

This provision is needed to ensure fairness and to provide participants in the promotion and tenure process relevant information.