Eastern Kentucky University’s Promotion and Tenure System: Recommended Changes

A Report

Submitted to

University Promotion and Tenure Committee

and

Eastern Kentucky University Faculty Senate

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by

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Recommended Changes for Promotion and Tenure

Eastern Kentucky University

Ad Hoc Committee on Promotion and Tenure

Summary of Main Recommendations

Following are the main recommendations offered by the Ad Hoc Committee on Promotion and Tenure concerning promotion and tenure at EKU. More detailed discussions may be found in the final report. The recommendations, not listed in order of importance, address specific issues raised by the University Promotion and Tenure Committee, as well as other matters relevant to EKU's promotion and tenure system. The committee presents these recommendations for review through the governance process and recommends that a transition period be established before approved recommendations go into effect. Departments will need time to establish their specific criteria for promotion and tenure, and faculty members will need time to prepare to meet new criteria.

Note: In this document, "administrators" refers to chairs, deans, and the Provost.

A. Promotion and Tenure Process (See Part IV.)

Recommendations

1. Faculty peers elected to serve on departmental committees shall have the primary responsibility for evaluating candidates in their department for promotion and tenure. Throughout the promotion and tenure process, faculty and administrators shall recognize the primacy of departmental recommendations.

2. The responsibilities of promotion and tenure committees at the college and university levels shall be to approve criteria for promotion and tenure proposed by departments; as needed, to consider appeals of negative recommendations for promotion; and to review applications for tenure that have received a negative recommendation. (See Part IV, Section D for a discussion of the make-up of these committees.)

3. Administrators shall not serve as voting members of promotion and tenure committees at any level; however, they may be asked to meet with committees, and they may request to meet with committees.

4. Committees and administrators at all levels shall continue to submit separate recommendations concerning promotion and tenure.

5. Review Process for Promotion and Tenure:

a. If a candidate receives a positive recommendation for promotion or tenure from the department committee and chair, the application shall not be forwarded to the College Promotion and Tenure Committee but shall be forwarded for consideration by the dean.
b. If a candidate is not recommended for tenure by committee or administrator at any level, the application shall be reviewed by the promotion and tenure committee at the next level. The chair, dean, or Provost shall initiate the review.

c. If a candidate is not recommended for promotion by committee or administrator at any level, the application shall not be considered further, unless the candidate appeals to the next level.

d. The Ad Hoc Committee recommends no change in the practice in which administrators at all levels review and make their own recommendations concerning all applications for tenure, applications for promotion that have received a positive recommendation, and applications for promotion that have received a negative recommendation, which the candidate has appealed.

6. The promotion and tenure process at EKU shall not require reviews by people outside the university; however, applicants may ask such people to provide letters to include in applications for promotion and tenure.

B. Criteria for Tenure (See Part V, Section B.)

Recommendations

1. The university shall identify university-wide criteria for tenure and shall inform faculty of these criteria. The Ad Hoc Committee, in Part V, Section B, provides its recommendations for university-wide criteria for tenure.

2. Individual departments throughout the university shall identify specific criteria for tenure within the areas of teaching, service, scholarly/creative activities, and working effectively with others inside and outside the university in professionally-related activities.

a. These departmental criteria shall be consistent with university-wide criteria and shall reflect good practice in the discipline, as well as practices at comparable regional comprehensive universities.

b. The criteria shall allow for diversity in faculty contributions and shall reflect EKU’s traditional emphasis on effective teaching.

c. The criteria shall be submitted for review and approval by the college and university promotion and tenure committees, as well as by appropriate administrators.

3. Departments shall propose requirements for tenure to be applied to faculty teaching exclusively at Model Lab, in the Interpreter Training Program, in associate degree programs, and in other such units of the university.
4. All criteria for tenure proposed by departments shall be reviewed for approval by the college and university promotion and tenure committees, as well as by appropriate administrative officers. Following the initial review of departmental criteria, a review and approval shall take place at least every five years.

5. Faculty and administrators evaluating applications for tenure shall continue to consider all areas of performance: teaching, service, scholarly/creative activities, and ability to work effectively with others inside and outside the university in professionally-related activities. The committee further recommends that evaluation of applications for tenure shall reflect EKU’s traditional emphasis on effective teaching.

6. A terminal degree relevant to the faculty member’s appointment shall be required for tenure. Exceptions may apply in unusual circumstances and shall be justified and approved in writing at the time of initial appointment in a tenure-track position.

7. The probationary period for tenure shall be six years, and, if awarded, tenure shall begin in the seventh year. Exceptions concerning the probationary period shall be specified in writing at the time of initial employment in a tenure-track position.

8. The university shall continue to permit faculty to apply for promotion in rank prior to being considered for tenure.

C. Promotion in Faculty Rank (See Part VI.)

Recommendations

1. The university shall revise its criteria for promotion in faculty rank and shall inform faculty of the criteria for each rank. The Ad Hoc Committee on Promotion and tenure provides its recommendations for university-wide criteria for promotion in rank. (See Part VI, Section B.)

2. Individual departments throughout the university shall identify specific criteria within the areas of teaching, service, scholarly/creative activities, and working effectively with others inside and outside the university in professionally-related activities to apply in evaluating faculty for promotion in rank.

a. These departmental criteria shall be consistent with university-wide criteria and shall reflect good practice in the discipline, as well as practices at comparable regional comprehensive universities.

b. The criteria shall be submitted for review and approval by the college and university promotion and tenure committees, as well as by appropriate administrators.

3. Departments with special units shall propose requirements for promotion in rank to be applied to faculty who serve in those units, for example, faculty teaching exclusively at Model Lab, in the Interpreter Training Program, in associate degree programs, and in other such units of the university.
4. All criteria for promotion in rank proposed by departments shall be reviewed and approved by the college and university promotion and tenure committees, as well as by appropriate administrative officers. Following the initial review of departmental criteria, a review and approval shall take place at least every five years.

5. As in considerations for tenure, faculty and administrators evaluating applications for promotion shall continue to consider all areas of performance: teaching, service, scholarly/creative activities, and working effectively with others inside and outside the university in professionally-related activities.

6. A terminal degree relevant to the faculty member’s appointment shall be required for promotion in rank beyond instructor. Exceptions may apply in unusual circumstances and shall be justified and approved in writing at the time of initial appointment in a tenure-track position.

7. The university shall continue its practice of designating minimum time in previous rank for eligibility to apply for promotion. Any exceptions to the specified minimum time in rank shall be documented by appropriate administrators at the time of initial appointment and held on record in appropriate administrative offices.

8. The university shall continue to permit faculty to apply for promotion in rank prior to being considered for tenure.

D. Membership on Committees Concerning Promotion and Tenure (See Part IV, Sections C, F, and H.)

Recommendations

1. Faculty and administrators shall not act on promotion and tenure applications at more than one level.

2. Chairs and deans may be asked to meet with departmental promotion and tenure committees and college and university promotion and tenure committees. They also may request to meet with these 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.

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.

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.

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.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.
7. 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.
Appendix A: Issues and Suggestions Regarding Policies, Procedures, and Criteria in the University Promotion and Tenure Process

The Ad Hoc Committee on Promotion and Tenure was asked to address issues identified in this document.

"This list was developed during the February 3 and 4, 2000, meetings of the University Promotion and Tenure Committee. These and additional items were discussed further during the February 18th Committee meeting, and possible actions were suggested. The Committee made one broad recommendation which relates to several items: have Dr. Marsden ask the Faculty Senate to appoint an ad hoc committee to review promotion and tenure (P&T) guidelines, procedures, and timetables. Several items on the list below then were referred to this ad hoc committee, based on an assumption that it would be appointed."

Some items on the list prepared by the University Promotion and Tenure Committee were not referred to the Ad Hoc Committee on Promotion and Tenure and, thus, are not included in the summary below. Further, since the committee was charged to review and make recommendations concerning the promotion and tenure process at large, the committee also addressed relevant matters not on the "Issues" list.

Following is a summary of the items on the list that were considered by the ad hoc committee:

- Should a faculty or administrator serve or participate in discussion of candidates at more than one level?
- Should scholarship requirements be different or the same for associate degree faculty who teach only in that level program?
- How can we ensure that teaching effectiveness is documented in the application?
- A number of items on the list concerned the criteria for promotion and tenure. These might be phrased in general as follows: How can we be more specific about criteria used in evaluating applications for promotion and tenure?
- Are external reviews of some applications needed?
- Should promotion be permitted before tenure?
- Should the probationary period for tenure be extended to seven years?
- Should more time pass before the first evaluation?
- Should a non-tenured rank be created?
- Other items on the list concerned the forms and timetables concerning promotion and tenure. The broad question might be phrased as follows: How can we make the promotion and tenure process more efficient?
Appendix B: Recommended University-Wide Criteria for Tenure

Comprehensive performance in the areas of teaching, research, and scholarly/creative activities shall include evidence of excellence, as defined by the candidate's department.

Teaching

4. A record of work effectively with students and colleagues in professionally-related activities.

3. A record of effectiveness in the areas of teaching, service, and scholarly/creative activities, including evidence of excellence, as defined by the candidate's department.

2. Terminal Degrees, as defined by the candidate's department.

1. Terminal Degrees

Scholarly/Creative Activities

- Performance in the areas of teaching, service, and scholarly/creative activities, including evidence of excellence, as defined by the candidate's department.

Service

- Evidence of excellence, as defined by the candidate's department.

A Continuing Record of Successful Teaching

Each year, through the decision-making process, faculty and administrators shall narrow the criteria for selection and identification of candidates for promotion to the rank of professor. The following criteria apply to recommendations and decisions concerning tenure:

- Evidence of excellence, as defined by the candidate's department.

Other criteria may apply to decisions concerning promotion.

The criteria listed above are broad criteria for use university-wide. Within these guidelines, departments shall determine specific criteria, which, as a whole, will be used in evaluation of candidates for tenure.
Appendix C: Recommended University-Wide Criteria for Promotion

Core Criteria:

- Colleagues in professional circles, including students and peers
- Evidence of scholarly activity
- Leadership in professional, scholastic, and scholarly activities
- Significant contributions to the profession
- Recognition by outside authorities in the field

Tenure Track Faculty

- Assistant Professor
  - Evidence of scholarly activity
  - Significant contributions to the discipline
  - Leadership in professional, scholarly, and scholarly activities

- Associate Professor
  - Evidence of sustained activity
  - Significant contributions to the discipline
  - Leadership in professional, scholarly, and scholarly activities

- Professor
  - Evidence of sustained activity
  - Significant contributions to the discipline

Term Faculty

- Evidence of continuous activity
  - Significant contributions to the discipline
  - Leadership in professional, scholarly, and scholarly activities

The criteria for promotion in the College of Education are consistent with the requirements of the University. The criteria apply to all faculty members, regardless of rank or position. The criteria are designed to recognize excellence in teaching, research, and service.
Positive Recommendations

If a candidate is recommended for tenure at the department level, the application shall be reviewed further only by the dean.

If a candidate is not recommended for tenure at any level, the application shall be reviewed by the committee at the next level.

Details of the tenure process are defined in Part I, Sections 5a. 6.5b.

The following diagrams illustrate the proposed process for tenure.

Appendix D: Proposed Tenure Process
If a candidate is recommended for promotion at the department level, the application shall be reviewed further. If a candidate appeals only by administrative as long as the recommendation by department appeals, the candidate shall initiate the appeal.

The candidate shall not be recommended at the next level, unless the application is not recommended at any level.

Negative Recommendation

Positive Recommendation

Details of the promotion process are defined in Part I, Sections 5a & 5c.

Appendix E: Proposed Promotion Process

The following diagrams illustrate the proposed process for promotion.