**Guidelines for Promotion & Tenure Committee**

**APPLIED HUMAN SCIENCES DEPARTMENT**

**College of Education & Applied Human Sciences**

**Eastern Kentucky University**

**University Policy 4.6.4**

**Criteria**

The candidate for promotion and/or tenure shall be aware of the distinct criteria for both promotion and/or tenure stipulated in University Policy 4.6.4. As stated in said policy, each Department shall identify specific criteria for tenure and promotion within the areas of teaching, scholarly/creative activity, and service. See attached criteria for the Department of Family and Consumer Sciences.

**Procedures**

***Establishing the Promotion and Tenure Committee***

The Department Promotion and Tenure Committee shall be composed as determined by the full-time tenure-track faculty of the Department, within the following guidelines:

1. It shall consist of no fewer than three voting members, which shall be elected from the full-time tenured faculty.
2. The committee members elect a chair of the promotion and tenure committee to preside over the meetings and keep minutes.
3. The Chair of the Department may attend committee meetings at the request of the promotion and tenure committee. The Chair of the Department is not a member of the promotion and tenure committee and does not have voting rights.
4. The Committee shall be elected no later than September 10 of the year in which it is to function.

***The Application Process***

Tenure

1. No later than September 1, all eligible candidates for tenure shall notify the Department Chair in writing, with a copy to the Dean, of the intent to apply for promotion in the present academic year.
2. Failure to comply with this date and those stipulated in 4.6.4 does not result in de facto tenure.

Promotion

1. No later than September 1, the candidate shall notify the Department Chair in writing, with a copy to the Dean, of the intent to apply for the promotion in the present academic year.

Failure to Submit Tenure Application

It is the responsibility of the candidate to submit an application for tenure. Failure to do so will result in a terminal appointment.

Withdrawal of Promotion and/or Tenure Applications

1. Should an applicant for promotion choose to withdraw from candidacy, the applicant shall so inform the Department Chair, the Dean, and the Provost in writing.
2. Should an applicant for tenure choose to withdraw from candidacy, the applicant shall so inform the Department Chair, the Dean, and the Provost in writing, and shall submit a letter of withdrawal prior to March 20 in the academic year the candidate is seeking tenure. Tenure candidates who withdraw from the process will be issued a terminal appointment.

***Conducting Evaluation Reviews for Tenure and Promotion***

**General Guidelines for Evaluations**

1. All evaluations shall be conducted in an ethical manner, with recommendations and justifications based upon relevant, documented, and verifiable information.
2. A record of meetings of the committee shall be maintained in the Department Chair’s office and will include names of attending members and a record of the vote count.
3. All committee recommendations shall be based on secret ballot and majority vote. A tie vote is considered a negative vote on the recommendation.
4. The Department Chair and the College Dean, in conjunction with the chairs of the respective promotion and tenure committees, shall ensure that annual evaluation recommendations are consistent with the goals and needs of the areas within their scope of responsibility.
5. Applications for tenure shall be reviewed prior to considering and voting on applications for promotion to Associate Professor or Professor. In reviewing applications for Assistant Professor and tenure, vote on promotion before voting on tenure.

**Department Review**

*Candidate*

1. The eligible candidate for tenure and/or promotion shall complete an application. The application shall include a narrative analysis by the candidate in support of the application for tenure and/or promotion. In all cases, the candidate should provide accurate and complete details of any potentially useful information. The candidate shall assemble the application as follows:
	1. A copy of the letter of intent to apply for tenure, promotion, or both
	2. A copy of initial terms of appointment and, if applicable, any written, previously agreed-upon exceptions to the promotion and tenure policy
	3. A copy of a current curriculum vita
	4. Copies of non-tenure annual evaluation reports by evaluators
	5. The self-evaluation on the appropriate University forms
	6. Supporting documentation
2. The candidate shall submit an application and supporting materials for tenure and/or promotion to the Department Chair, who has the responsibility to get the application and all materials to the Department Committee in accordance with Department deadlines. In the process of being reviewed for tenure and/or promotion, candidates must allow their professional materials to be open to their peers on the various promotion and tenure committees.
3. It is the responsibility of the candidate to know and submit all documentation on or before published deadlines
4. It is the responsibility of the candidate to be informed of all College and University evaluation policies.
5. The candidate may request reconsideration within ten calendar days of notification.

*Department Promotion and Tenure Committee*

1. The Department committee shall review the evaluation file and all supporting materials required by the Department. The department committee may request additional materials to clarify submitted material as necessary. For promotion, the committee may concentrate on activities since the last promotion, but candidates may provided clearly dated prior activities to demonstrate a record of continued achievement.
2. The Department committee shall consider the candidates evaluation file and the following:
	1. Performance in the areas of teaching, scholarly/creative activities, and service. In reviewing all three areas, collegiality shall be considered
		1. Supporting documentation (published papers, written papers presented at conferences, service etc.)
	2. Formal student evaluations (Advising appraisals, Explorance Blue & student written comments)
	3. Systematic observation and anecdotal recordings by committee members of the candidates teaching which will be the Departments secondary method of teaching performance evaluation required by the University. The committee can request observations from other Applied Human Sciences Department tenured faculty.
	4. Data provided by the Department Chair including but not limited to classroom teaching observations.

*Department Chair*

1. The Department Chair shall observe the candidate in a classroom setting, attend invited committee meetings, and provide documentation for the evaluation committee.
2. The Chair shall review the evaluation file and the Department committee’s recommendations and consult with the committee and/or the faculty member prior to making a recommendation.
3. The Department Chair shall write a separate recommendation regarding promotion and/or tenure.
4. The Department chair will notify the faculty member in writing of the Department Committee and the Department Chair’s decision, with justification for these decisions.
5. The Department Chair and chair of the Department Committee Chair will meet with the candidate and review the recommendations, provide a copy of the report, and secure the signed acknowledgment of the receipt of the report.
6. The Department Chair will forward the recommendation and the evaluation to the Dean of the College.

**Reconsideration**

Candidates for promotion and/or tenure, the Promotion and Tenure Committee, and the Department Chair shall follow the reconsideration procedures as specified in the University Policy 4.6.4.