

**COLLEGE OF SCIENCE, TECHNOLOGY, ENGINEERING, AND  
MATHEMATICS  
EASTERN KENTUCKY UNIVERSITY  
GUIDELINES FOR PROMOTION AND TENURE**

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## A. STRUCTURE OF COLLEGE COMMITTEE

1. For the purposes of electing/selecting members to the College of Science Promotion and Tenure Committee, the departments within the college are as follows:  

Department of Agriculture, Department of Applied Engineering and Technology, Department of Biological Sciences, Department of Chemistry, Department of Computer Science and Information Technology, Department of Mathematics and Statistics, and Department of Physics, Geosciences, and Astronomy.
2. The College Promotion and Tenure Committee shall consist of seven faculty members, one from each of the constituent departments. The full-time, tenure-track (tenured and probationary), faculty of each department shall elect one representative. Only full-time, tenured faculty holding the rank of professor or associate professor are eligible for membership on the committee. Department Chairs are not eligible for membership on the committee.
3. Beginning with the academic year 2022-2023, in even academic years (such as 2022-2023) the Departments of Applied Engineering and Technology, Mathematics and Statistics, and Physics, Geosciences, and Astronomy will each elect one member and one alternate to this committee for a two-year term. For the academic year 2022-2023 only, the remaining 4 departments will elect a member for a one-year term. In odd academic years (such as 2023-2024), the Departments of Agriculture, Biological Sciences, Chemistry, and Computer Science and Information Technology will each elect one member and one alternate to this committee for a two-year term. The purpose of the alternates will be to replace the elected department representatives should the need arise.
4. The committee will elect a chair and a recorder from among its members at the first college committee meeting.
5. The committee members and alternates shall be elected no later than September 1 of the year in which the committee is to function. Normally, the elections will be held in the spring semester preceding the academic year the committee is to function.
6. If a faculty member or a member of their immediate family is being considered for promotion or tenure, the faculty member may not serve on the committee that year. If the faculty member is already a member of the committee, they shall be replaced by an alternate.
7. A faculty member shall not serve on more than one promotion and tenure committee (department, college, or the university Faculty Evaluation Appeals Committee) in the same year.
8. A working committee shall consist of at least two-thirds of the voting members.
9. An alternate may replace an excused member for voting purposes on tenure or promotion recommendations only if the alternate has been present for all discussions regarding tenure or promotion to that rank.

## B. RESPONSIBILITIES OF THE COLLEGE COMMITTEE

1. The college committee shall be responsible for examining promotion and tenure materials prepared by departmental committees and addenda provided by the Department Chair/and or the candidate, and for ensuring that the departments apply standards equitably, approved criteria and procedures have been followed, promotion and tenure recommendations are consistent with the goals and needs of the college, and unsubstantiated information or material that lacks documentation is not used as part of the decision process.
2. Members of the college committee shall have access to the individual application files upon their receipt by the Dean.
3. The college committee shall have an organizational meeting, convened by the Dean, no later than the first week of October. The committee will elect a chair and a recorder from among its members and establish a firm schedule of meetings for the rest of the year that complies with the current college and university deadlines.
4. The college committee shall begin its review of the application materials no later than the first week in December.
5. The college committee may ask for clarification of any materials it is reviewing from the departmental committee, Department Chair, or other qualified source.
6. The college committee will review first the recommendations for tenure and then the recommendations for promotion in ascending order of rank. All candidates for tenure or promotion to a given rank will be considered at single sessions. In addition, voting on each candidate shall be done immediately after discussing the candidate, but the votes shall not be counted until all tenure candidates, or all candidates for promotion to a given rank, have been considered.
7. Decisions shall be made by secret ballot and by majority vote. A tie vote will be considered a negative recommendation.
8. No proxy votes will be allowed. Substitute committee members will not be allowed to join the committee after deliberations have begun.
9. Members of the college committee shall complete the appropriate forms for recommendation for promotion and/or tenure, providing any necessary addenda. Members of the committee shall sign the form(s), indicating the accuracy of the report as it was approved by the majority of the committee and verifying the results of the vote.
10. If the committee does not concur with the recommendations of the department committee, the Department Chair, or both, the college committee shall state in writing the reasons for the differing recommendations.
11. The chair of the college committee shall submit the committee recommendations, with appropriate documentation and required forms, to the College Dean.

12. The committee chair shall also provide the Dean with a record of committee meetings including names of attending members and a record of the vote count.
13. The college committee shall complete its recommendations for promotion and tenure within two weeks of fall semester final grade submission, unless prevented from doing so by extenuating circumstances.

#### C. RESPONSIBILITIES OF THE COLLEGE DEAN

1. By April 15, the Dean shall send a list of faculty eligible for tenure in the next academic year to the Departmental Chair for transmittal to the candidate and the departmental promotion and tenure committee.
2. The Dean shall sit in during committee deliberations as an observer and as a resource to the committee on procedural and policy issues (university and college). The Dean shall not otherwise participate in the evaluation of candidates for promotion and/or tenure during these meetings.
3. The Dean shall make all application materials and recommendations on tenure and/or promotion from Department Chairs available to the college committee.
4. Upon receipt of the college committee's recommendation form and the individual application file, the Dean shall review all materials and make separate recommendations regarding the promotion and/or tenure of the candidates.
5. If the Dean does not concur with the recommendations of the department committee, the Department Chair, and/or the college committee, the Dean shall state in writing the reasons for the differing recommendations.
6. The Dean shall notify the candidate in writing, with a copy to the Department Chair, of the recommendations of the college committee and of the Dean, with justification for these decisions.
7. The Dean shall forward application materials, all recommendations on tenure and positive recommendations pertaining to promotion to the Provost and Vice President for Academic Affairs, in accordance with the dates published by the Provost's office.
8. Promotion applications receiving a negative recommendation by the Dean shall not be reviewed further unless the candidate submits a brief letter to the Dean, with a copy to the Department Chair, within five (5) calendar days of notification by the Dean, requesting that the review process continue. This is not an appeal.

#### D. RESPONSIBILITIES OF THE CANDIDATE

1. Candidates should be familiar with department, college, and university promotion and tenure policies and procedures.
2. No later than May 1, the Department Chair shall notify faculty eligible for tenure in the next academic year of their eligibility. If a faculty member has not been

notified by May 1 of tenure eligibility and believes this to be in error, the faculty member must submit a written request for review to the Department Chair, with a copy to the Dean no later than two weeks prior to September 1.. A candidate for promotion is responsible for initiating the process by presenting a letter requesting a departmental review to the Department Chair.

3. No later than September 1, eligible candidates for tenure and/or promotion shall notify the Department Chair in writing, with a copy to the Dean, of the intent to apply for tenure and/or promotion in the present academic year.
4. It is the responsibility of the candidate to submit an application for tenure and/or promotion by the deadline stipulated in the department promotion and tenure policy document. A candidate who is eligible for tenure but fails to submit an application shall be given a terminal appointment.
5. 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. 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. Except in cases of extenuating circumstances, tenure candidates who withdraw from the process will be issued a terminal appointment.
6. A candidate whose promotion application receives a negative recommendation by the Dean may choose to request that the review process continue as outlined in Section C-8.
7. A candidate whose tenure and/or promotion application receives a negative recommendation by the Provost may choose to appeal as outlined in Section E.

#### E. APPEALS PROCESS

1. The process allows for an appeal of a negative recommendation only after the Provost has made their recommendation. After reviewing the tenure and/or promotion applications and making recommendations, the Provost shall notify each candidate in writing of the recommendation, with justification for the recommendation.
2. Within ten (10) calendar days of notification of the Provost's negative recommendation, the candidate may appeal to the President, who shall convene the Faculty Evaluation Appeals Committee (FEAC). Candidates should review the university tenure and promotion policy (Policy 4.6.4) for acceptable grounds for requesting such an appeal and other policies and procedures pertaining to the appeal process.

#### F. SELECTION OF FACULTY REPRESENTATIVES TO THE UNIVERSITY FACULTY EVALUATION APPEALS COMMITTEE

1. The faculty representative and alternate to the University Faculty Evaluation Appeals Committee (FEAC) shall serve for a period of two years.
2. When necessary (e.g., when the term of serving members expires or there is a conflict of interest), the college representative and alternate for the University Faculty Evaluation Appeals Committee shall be elected no later than May 1 in the preceding academic year.
3. When the college representative is unable to serve in a given year, they shall be replaced by the alternate, but shall return in subsequent years to complete the balance of his/her term (excluding any years served by the alternate).
4. Each department may nominate one candidate. Eligible candidates include all full-time, tenured faculty of the college holding the rank of Professor. Members of FEAC or alternates cannot be members of department or college promotion and tenure committees.
5. Elections shall be conducted by the Office of the Dean. Eligible voters will include all full-time, tenure-track (tenured and probationary) faculty.
6. The leading candidate receiving at least 40% of the votes cast shall be the elected member of FEAC and the runner-up shall be the alternate.
7. If no one receives at least 40% of the votes cast, a run-off voting involving the top two candidates will decide by plurality the representative and the alternate.

#### G. CHANGES IN COLLEGE PROMOTION AND TENURE GUIDELINES

1. The college promotion and tenure committee can initiate changes to the guidelines with a majority vote.
2. Changes in the college promotion and tenure guidelines shall be made by a majority vote of the voting full-time, tenure-track (tenured and probationary) faculty of the college.
3. After initial adoption of these procedures, changes in the college procedures must be approved by May 1 prior to the academic year in which they are to take effect.

#### H. SUGGESTED GOOD PRACTICES FOR DEPARTMENTS

1. All Department Chairs, members of Departmental and College Promotion and Tenure Committees, and candidates for promotion and/or tenure are expected to be familiar with and to comply with the university, College of Science, Technology, Engineering, and Mathematics, and departmental promotion and tenure policies.
2. Throughout the promotion and tenure processes, principles of confidentiality shall be respected.
3. To ensure the procedural rights of the candidates for promotion and/or tenure, the Department Chair should provide copies of the college and departmental promotion and tenure guidelines to the candidate and to the appropriate departmental committees (or refer them to where electronic copies are posted) as soon as a

determination has been made that the faculty member is to be considered for promotion and/or tenure.

4. Department policies for promotion and tenure shall state specific criteria to be used in the evaluation and how they shall be applied.
5. Policies for promotion and tenure shall include a method for departments to periodically and regularly reassess their policies and procedures to ensure that they are continuing to support the stated purpose, mission, and goals of the university. The policies shall specify that the Department Chair is responsible for ensuring that the reassessment is conducted at least every five years.
6. A departmental promotion and tenure committee should be chaired by an experienced individual who has previously served on a promotion and tenure committee.
7. Credit toward tenure and/or promotion.

Some candidates for promotion and/or tenure may wish to apply prior service at another institution or place of employment toward the ECU probationary period. This must be agreed upon by the Department Chair and College Dean at the time of initial appointment and documented in the Terms of Initial Faculty Appointment form. Furthermore, for work at another institution to be considered for promotion and tenure purposes at ECU, complete documentation must be provided, including teaching evaluations, service record, and scholarly accomplishments.

While credit for service at another institution shortens the probationary period, or time in rank for promotion purposes, the candidate must demonstrate and document their continued and sustained growth while at ECU in fulfillment of the criteria for tenure and/or promotion.

8. Evaluation of teaching.
  - (a) In accordance with university policy, each department has the primary responsibility of administering a University-sanctioned *student opinion of instruction* evaluation instrument (currently Explorance Blue) and, if applicable, another evaluation questionnaire for student opinion of instruction chosen by the department. In presenting such data, the department must provide a thorough analysis including a summary clearly indicating how the candidate's performance compares relative to the rest of the faculty in the department. The candidate's performance should also be compared with those of faculty at the college, university, and national levels if the instrument used includes such data.
  - (b) In addition to student opinion of instruction (*Policy 4.1.7, Student Opinion of Instruction*), each department is also required by university policy (*Policy 4.6.4, Tenure and Promotion*) to use a second systematic method of assessing teaching performance. This method shall include a consideration of the perspectives of students, colleagues, and supervisors. For each candidate for tenure and/or

promotion, the department should also provide an evaluation of teaching performance as measured by this alternative method.

9. Standards and criteria for the assessment of scholarly/creative activities and service shall be developed by departments and approved at the department and college levels and filed in Dean's office.
10. Candidates should be aware that in reviewing their performance in the areas of teaching, scholarly/creative activities, and service, collegiality shall be considered. Collegiality is defined in EKU's tenure and promotion policy as "*The ability of an individual to interact with colleagues with civility and professional respect; to engage in shared academic and administrative tasks necessary to meet Department, College, and University goals; and to work productively with faculty, students, and staff. Collegiality should not be confused with sociability or likability but rather is the professional criterion relating to teaching, scholarly/creative activities, and service.*"
11. Whereas university guidelines permit individuals hired as assistant professors to apply for promotion to associate professor after three years of full-time service at EKU, candidates are strongly encouraged to take full advantage of their entire probationary period to build the strongest case possible for promotion.

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