

RANK & TENURE REVIEW PROCESS: Regular and Professional Faculty

Presentation at New Faculty Mentoring Workshop
January 30, 2020

The Faculty Handbook

<S:\Academic Affairs\Academic Affairs Policies - Procedures\Faculty Handbook 2018-19, 10-5-2018.pdf>

Name	Date modified	Type	Size
evaluation policy_procedure for an term ...			
Faculty Award for Leadership-Judith Ann...	4/17/2019 4:59 PM	Adobe Acrobat D...	188 KB
Faculty Awards for Teaching, Research &...	2/1/2018 1:36 PM	Adobe Acrobat D...	89 KB
Faculty Development -- college-specific ...	6/18/2009 10:29 AM	Microsoft Word 9...	39 KB
Faculty Development Comm 3-15-2012 ...	2/19/2013 11:22 AM	Microsoft Word D...	26 KB
Faculty Development Fund Request For...	3/16/2012 9:16 AM	Microsoft Word D...	151 KB
Faculty Development Guidelines on Facu...	3/17/2010 3:19 PM	Microsoft Word 9...	35 KB
Faculty Development Procedure.doc	3/11/2009 3:46 PM	Microsoft Word 9...	54 KB
Faculty Development Summer Research ...	3/11/2011 2:07 PM	Microsoft Word 9...	35 KB
Faculty Development Summer Research ...	2/24/2009 11:38 AM	Shortcut	2 KB
Faculty Handbook 2018-19, 10-3-2018.pdf	10/5/2018 11:07 AM	Adobe Acrobat D...	902 KB
Grants Approval Process 11-30-2005.doc	12/5/2005 9:00 AM	Microsoft Word 9...	26 KB
Grants in Academic Affairs - Policy on AL...	12/14/2007 11:11 ...	Microsoft Word 9...	28 KB
MATH Proficiency and Placement Test P...	10/6/2018 2:46 PM	Microsoft Word D...	29 KB
Moving Expenses Policy 9-24-07.doc	9/24/2007 3:27 PM	Microsoft Word 9...	24 KB
Petition for MATH 095.docx	10/6/2018 2:47 PM	Microsoft Word D...	24 KB
Policy for UG Traditional Students to Regi...	1/31/2017 11:13 AM	Adobe Acrobat D...	112 KB

Definitions

- ▶ **FH 2.1.1 Regular Faculty**
 - ▶ Tenured or tenure-track
 - ▶ Ranks:
 - ▶ Instructor
 - ▶ Assistant Professor
 - ▶ Associate Professor
 - ▶ Professor
- ▶ **FH 2.1.2 Professional Faculty**
 - ▶ Clinical or Administrative
 - ▶ Ranks:
 - ▶ Instructor, Professional Faculty
 - ▶ Assistant Professor, Professional Faculty
 - ▶ Associate Professor, Professional Faculty
 - ▶ Professor, Professional Faculty

Formal Reviews, Regular Faculty

- ▶ Third-Year Review- spring of 3rd year
 - ▶ [FH 2.6.1.2.1, 2.10]
- ▶ Promotion to Associate Professor and Awarding of Tenure- fall semester of 6th year
 - ▶ [FH 2.6.1.2.2, 2.11]
- ▶ Promotion to Professor- eligible beginning five years after promotion to associate professor
 - ▶ [FH 2.6.1.2.3]
- ▶ Advancement within Rank- eligible beginning five years after promotion to professor or last advancement within rank
 - ▶ [FH 2.13]

Formal Reviews, Professional Faculty

* Different from tenure track faculty review

5

- ▶ Third-Year Review
 - ▶ [FH 2.6.1.4, 2.10]
- ▶ Initial, five-year renewable appointment*
 - ▶ [FH 2.6.1.5]
- ▶ Five-year appointment renewal*
 - ▶ [FH 2.6.1.5]
- ▶ Promotion to Associate Professor, Professional Faculty
 - ▶ [FH 2.6.1.6]
- ▶ Promotion to Professor, Professional Faculty
 - ▶ [FH 2.6.1.6]
- ▶ Advancement within Rank [FH 2.13]

What is the Rank & Tenure Committee?

6

- ▶ Purpose, Duties, Members- FH 1.5.2.9
- ▶ University-wide, standing committee
- ▶ One tenured faculty member, and alternate, from each College elected from the tenured faculty and by the regular and professional faculty of that College
- ▶ One regular non-tenured faculty member, and alternate, elected from regular non-tenured faculty and by the regular and professional probationary faculty.

RANK AND TENURE COMMITTEE

2-year terms, Tenured except for the Non-tenured At-Large, Alternates in parenthesis

Member	Until	Constituency	Elected
O. LAMBERT (V. GADDIS)	'20	College of Liberal Arts	2018.09.25
A. WILSON ()	'20	College of Science	2018.09.25
J. LIBNER (A. DEVAL) (G. POLYAK)	'20	College of Educ & Hlth Serv	2018.09.25
I.LOBO (D. CERNAUSKAS)	'21	College of Business	2019.09.23
M. WEISNER (Z.LIU)	'21	Non-Tenured At-large	2019.11.01

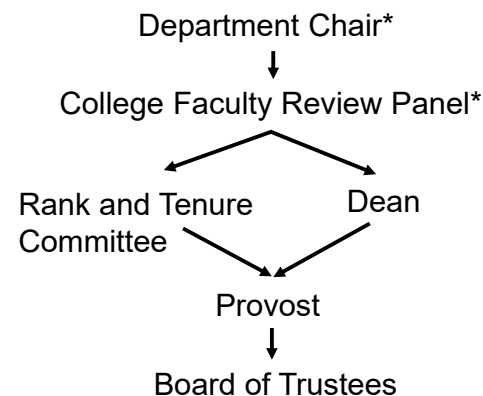
What does the Rank & Tenure Committee do?

7

- ▶ Formal reviews for both Regular and Professional Faculty
 - ▶ FH 2.6 and 2.13
- ▶ Review the criteria in the *Faculty Handbook* and apply the criteria to each case up for consideration
- ▶ Makes recommendations:
 - ▶ On promotion, tenure and advancement within rank
 - ▶ For third year reviews
 - ▶ For initial five-year renewable appointments (professional faculty)
 - ▶ For five-year appointment renewal (professional faculty)

Structure of Review Process

8



*Available to candidate for emendation

Review Schedules, see *FH Appendix 2.17*



- ▶ Review of Regular Faculty Applying for Tenure, Promotion, or Advancement within Rank
- ▶ Review of Third-year Probationary Regular/Professional Faculty
- ▶ Review of Probationary Professional Faculty

The Electronic Application Portfolio



- ▶ Application File- prepared by the faculty candidate
 - ▶ *FH 2.14.1.1*
- ▶ Committee File- prepared by Dean's office
 - ▶ *FH 2.14.1.2*

The Electronic Application Portfolio



- ▶ Application File- prepared by the faculty candidate
 - ▶ *FH 2.14.1.1*
 - CV [all]
 - Statement of teaching philosophy [all]
 - Research/scholarly development plan [regular faculty]
 - Evidence of:
 - Teaching effectiveness [all]
 - Scholarly and professional involvement and achievement [regular faculty]
 - University service [all]

The Electronic Application Portfolio



- ▶ *Regular Faculty should strive for a balance among these criteria*
- ▶ *Professional Faculty should concentrate on their duties as specified in their letter of appointment*
- ▶ *Make the best case possible!*

The Electronic Application Portfolio

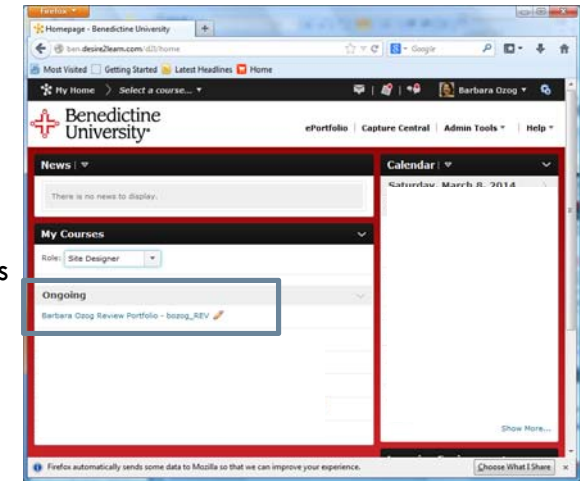
13

- ▶ Committee File- prepared by Dean's office
 - ▶ FH 2.14.1.2
- Current recommendations by:
 - Department Chair/Program Director
 - College Faculty Review Panel
 - Any formal response(s) by the faculty candidate
- Load forms
- IDEA data (not student comments)
- Previous recommendations by Department Chair/Program Director, Dean (e.g. annual reviews); Rank & Tenure Committee from most recent formal review

Electronic Portfolios using D2L

14

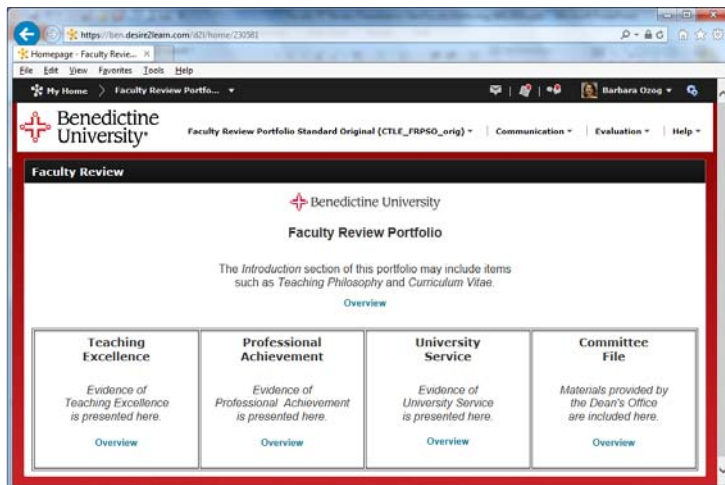
- ▶ Choices:
 - ▶ use D2L course or
 - ▶ your own website, linked via D2L
- ▶ Help—Mengyu Zhai, Learning Technologies Expert, mzhai@ben.edu



Electronic Portfolio—D2L Course

15

- ▶ Sample Template



Recommendations for All Candidate Portfolios

16

- ▶ Each candidate should...
 - ▶ Identify herself/himself, department/program, role
 - ▶ Write for a University-wide audience and do not assume that reviewers have familiarity with your discipline
 - ▶ Include narratives for each section and include supporting evidence via hyperlinks and/or in an appendix
 - ▶ Address all criteria under consideration for the specific type of review
 - ▶ *Make the best case possible*

Where to Find Criteria in the FH

17

- ▶ Teaching, Scholarly and Professional Involvement and Achievement, and Service
 - ▶ Third-Year Review, Associate Professor and Tenure, Professor
 - ▶ 2.6.1.1 Teaching Excellence [all]
 - ▶ 2.6.1.2 Scholarly and Professional Involvement and Achievement [regular faculty]
 - 2.6.1.2.1 Third-Year Review
 - 2.6.1.2.2 Tenure and Associate Professor
 - ▶ 2.6.1.3 University Service [all]

Evaluation Criteria, for All

18

- ▶ 2.6.1.1 Teaching Excellence [all]
- ▶ The paramount responsibility of each faculty member is teaching. Since many characteristics contribute to teaching excellence, documentation should demonstrate, but not necessarily be limited to, the following:
 - ▶ Instructional design skills
 - ▶ Instructional delivery skills
 - ▶ Content expertise
 - ▶ Course management skills
 - ▶ Departmental advising
 - ▶ Program development

Evaluation Criteria, for All

19

- ▶ 2.6.1.1 Teaching Excellence [all, continued]
 - ▶ Self-evaluation of teaching excellence
 - ▶ Evaluations by Department Chair/Program Director
 - ▶ Peer evaluation
 - ▶ Student evaluations
 - ▶ Review of course syllabi and materials by peers inside or outside the University
 - ▶ Observation of classroom teaching by Department Chair/Program Director and/or peers, as designated by the department chair/program director

Evaluation Criteria, for Regular Faculty

20

- ▶ 2.6.1.2 Scholarly and Professional Involvement and Achievement
 - ▶ 2.6.1.2.1 Third-Year Review
 - ▶ Include research agenda
 - ▶ Describe *progress towards* scholarly productivity
 - ▶ 2.6.1.2.2 Tenure and Associate Professor
 - ▶ Include research agenda
 - ▶ Describe scholarly productivity
 - ▶ Address any specific Program/Department and/or College requirements
 - ▶ FH Appendix 2.6.1.2
 - ▶ In cases where there is *insufficient* internal expertise, check 2.1.2.1.3, External Review of Scholarly/ Professional Development
 - ▶ This should be known at time of hire

Evaluation Criteria, for All

21

- ▶ 2.6.1.3 University Service [all]
- ▶ Participation in the activities of the university, the student body, and the wider community is a significant benefit to the university and has an impact on the quality of the university. *A faculty member is expected to contribute effective service at some level within the academic community commensurate with his/her academic stage at the university. As a faculty member advances through the ranks, the expectations of their commitment to service increases* and their protracted, extensive service should form the basis of reward when documented.

Recommendations for All Candidates

22

- ▶ Additional considerations...
 - ▶ If there is work being considered that comes from prior to joining the faculty at Benedictine University, teaching, for example
 - ▶ Be sure to clarify this in the self-assessment
 - ▶ Program Director/Department Chair and/or Dean should also address this
 - ▶ When going up for tenure/promotion, address any concerns from Department Chair/Program Director, Dean from the 3rd year review

Things to be thinking about now...

23

- Save artifacts where you can find them later
- Classroom observations- documentation
- Address IDEA scores/comments- how did you respond?
- Use the faculty goals statement to your advantage
- Develop and implement your research agenda (regular faculty)
- Address duties as specified in your letter of appointment (professional faculty)
- Start with departmental and college service- do not overload with service

Questions? Please ask...

24

- ▶ Mentor
- ▶ Colleagues
- ▶ Program Director/Department Chair
- ▶ College Dean
- ▶ Member of Rank & Tenure Committee