1.5.2.9 Rank and Tenure Committee

1.5.2.9.1 Purpose
It shall make recommendations on promotion, tenure, and advancement within rank in regard to those faculty members who are eligible and make application. It shall make recommendations for those faculty members eligible for third-year review.

1.5.2.9.2 Duties
a. In regard to promotion, it shall review the criteria as set down for each rank in Part 2, Faculty Handbook, and apply the appropriate criteria to each case up for consideration.
b. In regard to tenure, it shall review the criteria for tenure as set down in Part 2, Faculty Handbook, and apply the criteria with concern for the long-term benefit of the University.
c. In regard to advancement within rank, it shall review the criteria as set down in Part 2, Faculty Handbook, and apply the criteria to each case up for consideration.
d. It shall study the application of each applicant.
e. It shall meet at the call of the Chairperson.
f. It shall conduct all its deliberations in the context of meetings called by the chairperson.
g. It shall report and make recommendations to the Provost and Vice President for Academic Affairs.

1.5.2.9.3 Members
One tenured faculty member, and alternate, from each College elected from and by the regular faculty of that College; and one non-tenured faculty member, and alternate, elected from and by the regular non-tenured faculty. All elected members will serve staggered two-year terms. If there are fewer than three tenured faculty in a College, that College’s representative may be non-tenured.

If an elected representative applies for tenure, promotion or advancement within rank, the representative’s alternate will serve that year. If the elected representative is a department chairperson the year a member of that department applies for tenure, promotion or advancement, the department chair’s alternate will serve that year. The committee chairperson shall be elected from and by the members of the committee and serves a one-year term.

Benedictine Monks who have achieved the rank of Associate Professor and who have at least seven years of college teaching experience with a minimum of four years at the University will be included in the tenured ranks for the purposes of representation, voting, and election to this committee.

1.5.2.10 College Faculty Review Panels

1.5.2.10.1 Purpose
These panels shall make recommendations on promotion, tenure, and advancement within rank in regard to those faculty members who are eligible and make application within their College. They shall make recommendations for those faculty members eligible for third-year review within their College.

1.5.2.10.2 Duties
a. In regard to promotion, it shall review the criteria as set down for each rank in Part 2, Faculty Handbook, and apply the appropriate criteria to each case up for consideration.
b. In regard to tenure, it shall review the criteria for tenure as set down in Part 2, Faculty Handbook, and apply the criteria with concern for the long-term benefit of the College.
c. In regard to advancement within rank, it shall review the criteria as set down in Part 2, Faculty Handbook, and apply the criteria to each case up for consideration.
d. It shall study the application of each applicant.
e. In regard to third-year review of probationary faculty, it shall review the criteria as set down in Part 2, Faculty Handbook, and apply the criteria to each case up for consideration.
f. It shall meet at the call of the Chairperson.
g. It shall conduct all its deliberations in the context of meetings called by the chairperson.
h. It shall report to the Dean and make recommendations to the Rank and Tenure Committee and the Dean.

1.5.2.10.3 Members
All tenured faculty [other than the department chair] in the program to which a faculty member under review is appointed will serve on the College Faculty Review Panel for that faculty member. Refer to Appendix 1.5.2.10 for the additional members of each College Faculty Review Panel.

2.1.3 CRITERIA FOR RANK CLASSIFICATION OF REGULAR AND TERM FACULTY, FOR AWARDING TENURE, AND FOR ADVANCEMENT WITHIN RANK
Final determination of the rank received on first appointment to the regular or term faculty will be made by the Provost and Vice President for Academic Affairs. Thereafter, rank changes are subject to the policies and procedures outlined in Section 2.10.

Throughout these sections on specific ranks, a college/university of "recognized standing" shall mean a college/university accredited by one of the six regional accrediting associations, e.g., The Higher Learning Commission - A Commission of the North Central Association of Colleges and Schools, or one that is a college/university of international standing.

The criteria for the four ranks, tenure, and advancement within rank at Benedictine University are described below.

2.1.3.1 Instructor
Appointment to the rank of Instructor ordinarily requires the following qualifications:
  a. possession of adequate training and preparation as evidenced by a relevant earned masters degree and by educational and/or professional experience;
  b. presumed teaching ability;
  c. possession of qualities of character and personality expected in a teacher and mentor of students

2.1.3.2 Assistant Professor
Appointment to the rank of Assistant Professor ordinarily requires the following qualifications:
  a. possession of adequate training and preparation as evidenced by a relevant earned terminal degree and by educational and/or professional experience;
  b. presumed teaching ability;
  c. possession of qualities of character and personality expected in a teacher and mentor of students; and
  d. potential of progress toward Associate Professorship according to the qualifications as outlined in Section 2.1.3.3

The first appointment is for one year. Contingent upon a favorable evaluation by the department chair and the Dean, the appointment may be renewed two more times. Contingent upon a favorable third-year review, three additional one-year contracts may be offered. An Assistant Professor is eligible to apply for tenure and promotion to the rank of Associate Professor in the sixth year. Failure to be tenured in the sixth year of service as an Assistant Professor constitutes notice of non-reappointment following the seventh year of service.

2.1.3.3 Associate Professor
Appointment to the rank of Associate Professor ordinarily requires the following qualifications:
  a. possession of adequate training and preparation as evidenced by a relevant earned terminal degree and by educational and/or professional experience;
  b. clear evidence of teaching excellence; (Section 2.6.1.1)
c. clear evidence of appropriate scholarly and professional involvement and achievement; (Section 2.6.1.2)
d. clear evidence of appropriate service to the university, student body, and wider community; (Section 2.6.1.3)
e. those qualities of character and personality expected in a teacher and mentor of students.

There may be circumstances that allow for this rank to be awarded upon appointment for exceptional scholarly or professional achievements, even in the absence of a terminal degree. After five years of full-time teaching as Associate Professor, at Benedictine University or other colleges/universities of recognized standing, an Associate Professor is eligible to apply for promotion to the rank of Professor. The faculty member may remain at the Associate Professor rank indefinitely provided that tenure has been granted (see Section 2.9).

2.1.3.4 Professor
Appointment to the rank of Professor ordinarily requires the following qualifications:
a. possession of adequate training and preparation as evidenced by a relevant earned terminal degree and by educational and/or professional experience;
b. clear evidence of continuing excellence in teaching; (Section 2.6.1.1)
c. clear evidence of consistent and appropriate scholarly and professional involvement and achievement; (Section 2.6.1.2)
d. clear evidence of consistent and appropriate service to university, the student body, and the wider community; (Section 2.6.1.3)
e. those qualities of character, and personality expected in a teacher and mentor of students.

Promotion to this rank is not based on seniority, but rather on distinctive and outstanding teaching, scholarship and professional involvement and achievement and university service in his or her academic area and to the university.

2.1.3.5 Tenure
Policies and procedures regarding tenure may be found in Section 2.9. Only regular faculty members are eligible for tenure.

Awarding of tenure ordinarily requires the following qualifications:
a. appointment to the rank of associate professor or professor (Typically, promotion to the rank of associate professor is awarded at the same time as tenure).
b. possession of adequate training and preparation as evidenced by a relevant earned terminal degree and by educational and/or professional experience;
c. clear evidence of excellence in teaching; (Section 2.6.1.1)
d. clear evidence of appropriate scholarly and professional involvement and achievement; (Section 2.6.1.2)
e. clear evidence of appropriate service to university, student body, and wider community; (Section 2.6.1.3)
f. those qualities of character, and personality expected in a teacher and mentor of students.

There may be circumstances that allow for tenure to be awarded for exceptional scholarly or professional achievements, even in the absence of a terminal degree. Such arrangements must be detailed in the initial letter of appointment as a regular faculty member at the University. The final authority for the awarding of tenure rests with the Board of Trustees.

2.1.3.6 Advancement Within Rank
In order to encourage and recognize extraordinary work by tenured faculty after reaching the rank of Professor, faculty may apply for advancement within rank. A faculty member may receive advancement within rank any time after the latter of five years since: a. promotion; or b. advancement within rank.
2.4.3 APPOINTMENT

2.4.3.1 Regular and Term Faculty
All appointments of regular and term faculty are made by the Provost and Vice President for Academic Affairs upon the recommendation of the Dean. The rank offered new faculty members must be in accord with the requirements of that rank (see Section 2.1.3). For regular faculty, initial appointments are probationary (see Section 2.3.2) and are for one year unless explicitly stated to the contrary in the letter of appointment. The Dean will offer an appointment to the candidate that will include the terms and conditions of appointment, including credit for academic service at other institutions. Partial-year appointments do not count toward promotion or tenure unless explicitly stated in the letter of appointment.

2.5 FACULTY CREDENTIAL FILE
It is essential that there be adequate and detailed documentation to support every action involving an individual faculty member. Basic documents retained in the official Faculty Credential Files by the Dean include:

a. letters of application;
b. appointment letters, acceptance letters, and appointment addenda;
c. current official transcripts;
d. updated resume (every five years);
e. all faculty review recommendations and evaluations
f. course evaluation reports

g. information the faculty member wishes to place in this file on professional background or accomplishments.

Access to the Faculty Credential Files is restricted to the individual faculty member and University officials, as designated by the President and the Provost and Vice President for Academic Affairs, except as follows:

a. the records are within the scope of a lawful subpoena, warrant, or court order or are required by law to be produced for some other reason;
b. disclosure of information is necessary to protect the health, safety, or property of any person;
c. disclosure of information is necessary to protect the University's legal interests when it believes the actions of an employee violate the conditions of employment or threaten injury to the interests of the University;
d. disclosure of information is required for purposes of institutional or program accreditation reviews.

Records made available under any of these exceptions should not be disclosed to other parties.

2.6 EVALUATION
The evaluation process at Benedictine University is a means by which members of the regular and term faculty can obtain constructive and balanced information that will enable them to better fulfill their academic responsibilities. All evaluation processes use the evaluative criteria delineated in Section 2.6.1.

An annual evaluation of each regular faculty member on probationary contract and each term faculty member is done by the Department Chair [or Program Director] and the Dean. Results of this evaluation are shared with the faculty member in an annual interview and are used in updating the Academic Career Prospectus. Section 2.6.2 provides details regarding this Prospectus. Section 2.7 describes the annual review process.

Formal evaluation by the Rank and Tenure Committee is carried out for a third-year review (or full-time equivalent), tenure review, promotion and advancement within rank. Sections 2.8, 2.9, 2.10, and 2.11 describe these formal evaluations. The qualifications for faculty rank and tenure are outlined in section 2.1.3. Tenured faculty members are evaluated by their Department Chair [or Program Director] and Dean once every five years. Section 2.13 describes the process for this evaluation.

2.6.1 EVALUATIVE CRITERIA
The following criteria are used to evaluate the performance of regular and term faculty members for annual and formal evaluations. A regular faculty member should strive for a balance among these criteria, whereas a term faculty member should concentrate on teaching excellence.
2.6.1.1 Teaching Excellence

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:

a. Instructional Design Skills:
   - ability to plan a substantive, well-organized course;
   - choice of effective teaching methods and strategies, incorporating technology when appropriate;
   - implementation of a newly acquired teaching methodology;
   - contribution to curriculum design;
   - use of appropriate methods to evaluate students.

b. Instructional Delivery Skills:
   - ability to stimulate and broaden student interest in the subject matter;
   - capacity to challenge students -- for example, to motivate independent work;
   - effective communication with students;
   - possession of the attributes of integrity, open-mindedness, and objectivity in teaching;
   - fair evaluation of student performance.

c. Content Expertise:
   - mastery of one's subject;
   - knowledge of current developments in one's field;
   - knowledge of the relationship of one's field to the overall academic program;
   - ability to relate one's subject to other areas of knowledge.

d. Course Management Skills:
   - reasonable availability to students;
   - fulfillment of administrative duties associated with instruction (grade books, book orders, class attendance, etc.).

e. Departmental Advising:
   - effective communication with students;
   - ability to help students select a course of study appropriate to their interests, abilities and career goals;
   - ability to assist students in developing a balanced academic plan;
   - reasonable availability to students.

f. Program Development
   - participate in development, evaluation, revision of courses and programs;
   - participate in assessment of student outcomes.

Teaching excellence is based on multiple sources of evidence generated by the following procedures or activities:

- self-evaluation;
- evaluations by Department Chair [or Program Director];
- peer evaluations;
- student evaluations;
- review of course syllabi and materials by peers inside or outside the University; and
- observation of classroom teaching by Department Chair [or Program Director] and/or peers, as designated by the department chair [or program director].

2.6.1.2 Scholarly and Professional Involvement and Achievement

Active involvement in intellectual, scholarly, and professional advancement in a field enhance effective teaching and the academic image of the university. Scholarly and professional activities, which may be disciplinary, cross-disciplinary or pedagogical, should be judged for their relevance to the mission of the University, their application to the classroom, and their quality and significance.

The activities for evidencing scholarly and professional involvement and achievement should be interpreted as minimal standards. Individual colleges/departments/programs may opt for additional requirements for promotion, tenure, advancement within rank, and/or successful third-year review based on current practices within their field and can be found in Appendix 2.6.1.2.
Excellence in scholarly and professional involvement and achievement may be assessed by evidence generated by, but not necessarily limited to the following:

a. self-report of activities with particular attention to relevance of activities to the faculty member's role in the University;
b. evaluation by Department Chair [or Program Director];
c. evaluation or statements of professional peers, inside or outside Benedictine University;
d. citations of research in other works.

2.6.1.2.1. Third-Year Review
Clear evidence of appropriate scholarly and professional involvement and achievement for a successful Third-year review includes:

a. progress towards scholarly productivity demonstrated by presentations, research program development, grant applications, etc. resulting from the faculty member’s creative endeavors,
and other activities that may include, but are not necessarily limited to the following:
b. participation in and/or leadership of professional organizations;
c. sharing of expertise with the University community;
d. relevant consulting work in one’s professional area;
e. mentoring of student extracurricular work (research, presentations, exhibitions, performances).

2.6.1.2.2 Tenure and Associate Professor
Evidence used in the application for the awarding of tenure and/or promotion to Associate Professor should be generated from activities performed during the time on a probationary appointment at Benedictine University. Clear evidence of appropriate scholarly and professional involvement and achievement for the awarding of tenure and/or for promotion to Associate Professor includes:

a. scholarly productivity demonstrated by at least one juried/peer-reviewed/plenary scholarly work (publications, presentations, exhibitions, performances), recognized in relevant fields; particular attention will be given to work that enhances teaching;
and other activities, which may include, but are not necessarily limited to the following:
b. presentations at professional meetings;
c. participation in and/or leadership of professional organizations;
d. appointment or election to a state or national post related to one’s field;
e. sharing of expertise with the University community;
f. relevant consulting work in one’s professional area;
g. development and implementation of innovative technology for pedagogical use;
h. involvement in grants or other special projects;
i. receipt of grants, prizes, or commendations;
j. mentoring of student extracurricular work (research, presentations, exhibitions, performances).

2.6.1.2.3 Professor
Evidence used in the application for promotion to Professor should be generated from activities performed during the time since the appointment to Associate Professor at Benedictine University. Clear evidence of consistent and appropriate scholarly and professional involvement and achievement for promotion to Professor includes:

a. scholarly productivity demonstrated by at least two additional scholarly works (publication, presentation, exhibition, performance), one of which must be a juried/peer-reviewed (or a plenary in the case of a presentation), which are recognized in relevant fields; particular attention will be given to work that enhances teaching;
and other activities may include, but are not necessarily limited to the following:
b. presentations at professional meetings;
c. participation in and/or leadership of professional organizations;
d. appointment or election to a state or national post related to one’s field;
e. sharing of expertise with the University community;
f. relevant consulting work in one’s professional area;
g. development and implementation of innovative technology for pedagogical use;
h. involvement in grants or other special projects;
i. receipt of grants, prizes, or commendations;  
j. reviewing or judging of materials to be published, displayed, or performed;  
k. mentoring of student extracurricular work (research, presentations, exhibitions, performances).

2.6.1.3 University Service
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.

Clear evidence of expected service includes:

a. service within the department, attendance at department meetings, participation in decision-making, and participation in curriculum development;  
b. effective participation on University committees as listed in Sections 1.5 and 1.6  
c. assistance with university-sponsored student recruitment activities;  
Evidence of other appropriate service may include, but are not necessarily limited to the following:  
d. participation on ad hoc committees;  
e. planning and/or participation in extra-curricular university activities;  
f. planning and/or participation in curriculum-related enrichment activities outside normal course offerings;  
g. acting as representative of the University to the local, regional, national, or international community;  
h. service in the community;  
i. service as advisor to a student organization;  
j. development and maintenance of cooperative relationships with corporations and agencies important to the University, department or program;  
Evidence of exemplary, consistent and sustained service includes:  
k. effective leadership as department chairperson;  
l. effective leadership within a committee structure (committee, council, taskforce, etc.)  
m. effective leadership in some area of University life such as core curriculum, scholars, advising, etc.

University service may be assessed by evidence generated by the following procedures or activities:

a. self-evaluation with particular attention to relevance to the faculty member’s role in the University;  
b. evaluations by Department Chair [or Program Director];  
c. evaluation by committee chair or appropriate activity director;  
d. peer evaluations; and  
e. student evaluations.

2.8 THIRD-YEAR REVIEW OF PROBATIONARY FACULTY
The third-year review of regular faculty members on probationary appointments provides information regarding faculty members' potential for achieving tenure and progress toward promotion.

2.8.1 REQUIREMENT FOR THIRD-YEAR REVIEW
Faculty members with probationary appointments are reviewed by the Rank and Tenure Committee in their third-year [or full-time equivalent in the case of pro-rata faculty] unless they have been previously reviewed by the Rank and Tenure Committee. The faculty member will submit their application file to their Department Chair by February 1.

2.8.2 RECOMMENDATIONS FOLLOWING THIRD-YEAR REVIEW
Rank and Tenure Committee recommendations following third-year review, as well as those of the Dean, will be submitted to the Provost and Vice President for Academic Affairs. These recommendations will include what action should be taken regarding appointment renewal, conditions for continuation of probationary appointment, and areas that require improvement before subsequent reviews. The Provost and Vice President for Academic Affairs notifies the faculty member, in writing, on the status of appointment renewal. The Dean provides the faculty member with the details contained in the Rank and Tenure Committee and Dean recommendations. In
cases of reappointment, any conditions and/or areas that require improvement should be addressed in subsequent annual reviews.

2.9 TENURE POLICIES
Institutions of higher education are conducted for the common good, which depends upon the free search for truth and its free exposition by teachers and scholars. The University recognizes the value of tenure in promoting not only academic freedom but also the stability of a community of teachers and scholars dedicated to these ideals. Tenure may be granted, with the approval of the Board of Trustees, on appointment to a faculty member who has been tenured or has held equivalent faculty status elsewhere. Ordinarily, however, tenure is granted after a probationary period of teaching at Benedictine University.

Tenure is granted by the Board of Trustees on the recommendation of the President and the Provost and Vice President for Academic Affairs, who are guided by the judgment of the Rank and Tenure Committee and the Dean. In addition to the qualifications of the candidate, other considerations that enter into an individual decision include particular needs within a department or program and the financial resources of the University. Conferral of tenure entitles a faculty member to a continuous appointment with subsequent annual letters of appointment until retirement or resignation, unless there is proof of adequate cause (see Section 2.15.2.1), changes in the educational program (see Section 2.15.2.2), enrollment emergency (see Section 2.15.2.3), or financial exigency (see Section 2.15.2.4).

A faculty member may request, with no penalty, an extension so that the evaluation for tenure occurs one year later than scheduled under the initial letter of appointment. The request will be in writing to the Provost and Vice-President of Academic Affairs with supporting documentation from the faculty member’s dean and department chair. The request for an extension must be completed before the date that the faculty member’s tenure application is due. If the request for an extension occurs before the faculty member’s third-year review, the third-year review will occur in year four. An approval to stop the tenure clock and the approval of a leave of absence [Section 2.17] are not synonymous nor are they decisions directly related to one another.

The locus of each faculty member's tenure is the department[s] or program[s] that is[are] stated in the letter of appointment.

2.9.1 ELIGIBILITY FOR TENURE
Faculty members having a probationary appointment are eligible for tenure provided they have completed six years of college teaching and ordinarily have compiled at least three years of service as a regular faculty member at Benedictine University (for pro-rata faculty, see Section 2.1.1.2). The precise terms of any credit given for previous teaching experience will be stated in writing at the time of the initial appointment and will be incorporated into the initial letter of appointment (see Section 2.4.3.1).

The tenure review will occur during the year prior to tenure eligibility. The Provost and Vice President for Academic Affairs will notify each faculty member of their eligibility at the appropriate time (See Section 2.9.2). In order to be considered for tenure status, the individual must formally request tenure review at the time of notification by the Provost and Vice President for Academic Affairs of eligibility.

The University criteria for tenure are described in Section 2.1.2 and Section 2.6.

A regular faculty member who is a monk of St. Procopius Abbey is subject to reassignment to duties outside the University by the Abbot. These faculty members are not eligible for tenure.

2.9.2 ACTION ON TENURE
Recommendations with regard to tenure are made by the Rank and Tenure Committee and the Dean to the Provost and Vice President for Academic Affairs. The Committee recommendation includes the vote of the Committee and a summary of the reasons for its recommendation. The Provost and Vice President for Academic
Affairs makes a recommendation to the President. The President makes a final recommendation to the Board of Trustees, who grant tenure.

The Provost and Vice President for Academic Affairs notifies the faculty member, in writing, of the final decision. The summary of reasons for the Committee recommendation will be sent to the faculty member in writing by the Dean within ten (10) business days of the communication from the Provost and Vice President for Academic Affairs. A faculty member who has been denied tenure may request a conference with the Provost and Vice President for Academic Affairs to be advised of reasons that have contributed to an adverse decision. A faculty member may also request a written statement of these reasons. He or she will be advised by the Provost and Vice President for Academic Affairs if there might be possible unfavorable consequences of such a written statement.

When tenure is granted to a faculty member, a continuous letter of appointment will be issued for the academic year following the tenure review. When tenure is denied to a faculty member, a terminal letter of appointment will be issued for the academic year following the tenure review, accompanied by a notice of non-renewal.

2.10 PROMOTION POLICIES
Promotion in academic rank is a means by which the University encourages, recognizes, and rewards regular faculty members for excellence in the performance of their duties.

2.10.1 ELIGIBILITY FOR PROMOTION REVIEW
Faculty members are promoted on the basis of their fulfillment of the qualifications discussed in Section 2.1.3 and in Section 2.6. The precise terms of any credit given for previous teaching experience will be stated in writing at the time of the initial appointment and will be incorporated into the letter of appointment. See Section 2.4.3.1.

2.10.2 ACTION ON PROMOTION
Recommendations with regard to promotion are made by the Rank and Tenure Committee and the Dean to the Provost and Vice President for Academic Affairs. The Committee recommendation includes the vote of the Committee and a summary of the reasons for its recommendation. The Provost and Vice President for Academic Affairs makes the final decision and reports this decision to the President and the faculty member, in writing. The summary of reasons for the Committee recommendation will be sent to the faculty member in writing by the Dean within ten (10) business days of the communication from the Provost and Vice President for Academic Affairs.

2.11 ADVANCEMENT WITHIN RANK POLICIES
In order to encourage and recognize extraordinary work by tenured faculty after reaching the rank of Professor, faculty may apply for advancement within rank. Recognition of advancement within rank would be made in application as in the case of promotion and tenure. Advancement should represent a culmination of extraordinary efforts or projects that have not been previously acknowledged by promotion or a prior Advancement Within Rank award. Extraordinary work must be thoroughly documented and in at least one of the three areas normally evaluated for promotion: teaching excellence, scholarly and professional involvement and achievement, and university service. It is expected that extraordinary work in any single area is matched with documented consistent and appropriate performance in the other two areas. Section 2.6 of the Faculty Handbook states guidelines for evaluation.

2.11.1 Eligibility for Advancement Within Rank
A faculty member may apply for advancement within rank during or after the 4th year since his or her last promotion or advancement within rank.

2.11.2 Action on Advancement Within Rank
Recommendations with regard to advancement are made by the Rank and Tenure Committee and the Dean to the Provost and Vice President for Academic Affairs. The Committee recommendation includes the vote of the
Committee and a summary of the reasons for its recommendation. The Provost and Vice President for Academic Affairs makes a recommendation to the President. The President recommends action to the Board of Trustees who make the final decision. The Provost and Vice President for Academic Affairs reports this decision to the faculty member, in writing. The summary of reasons for the Committee recommendation and the Dean’s recommendation will be sent to the faculty member in writing by the Dean within ten (10) business days of the communication from the Provost and Vice President for Academic Affairs.

When an application for advancement is approved, the increase in the faculty member’s base salary will take effect with the beginning of the next regular appointment.

2.12 PROCEDURES FOR THIRD-YEAR, TENURE, PROMOTION, AND ADVANCEMENT WITHIN RANK REVIEW

The Provost and Vice President for Academic Affairs will prepare by April 30 each year a list of all faculty members who will be reviewed [third-year, tenure] or eligible for promotion during the next academic year. This list will be sent to all current faculty. Any faculty member who believes that he or she has been improperly omitted from or included in the list of faculty scheduled for third-year review should make this known to the Provost and Vice President for Academic Affairs. In the event that the Provost and Vice President for Academic Affairs and the faculty member cannot reach a mutually satisfactory agreement, the Provost and Vice President for Academic Affairs in consultation with the Faculty Appeals Committee will decide whether or not the faculty member in question is scheduled for review.

No later than May 31 of the year previous to review, the Dean will notify all faculty members who are scheduled for third-year and tenure review of their responsibility for compiling an application file which must be submitted to the Dean no later than September 15 for tenure review and no later than February 1 for third year review. Faculty members applying for promotion or advancement within rank must submit the application file to the Dean no later than September 15th.

Faculty members must inform the Provost and Vice President for Academic Affairs in writing of their intention to apply for promotion or advancement within rank by August 15th of the year of the review. The Rank and Tenure Committee and the Dean will conduct the Reviews.

2.12.1 Review Files

The Dean and the Rank and Tenure Committee recommendations will be based solely on evidence contained in the Application File and the Committee File. The faculty member prepares the Application File and the Dean compiles the Committee File.

2.12.1.1 The Application File

The Application File should contain a current curriculum vita, a current statement of teaching philosophy, evidence of teaching effectiveness, evidence of scholarly and professional involvement and achievement, and evidence of University service. In the case of third-year review, a current research/scholarly development plan is also required. The main body of the Application File should cite the evidence and appendices should contain example artifacts of the evidence (e.g. syllabi, sample course artifacts, selected student open-ended evaluations, abstracts of papers, additional internal or external recommendations, etc.). After the Application File has been submitted, no other materials will be accepted for this file, unless anticipated additions are documented in advance and approved by the Dean.

2.12.1.2 The Committee File

In addition to the Application File, the Committee File will consist of the Department Chair’s [or Program Director’s] evaluation, the recommendation from the College Faculty Review Panel, previous recommendations and letters by Deans, Department Chair [or Program Director] and the Rank and Tenure Committee, current student evaluation data, current load forms, and any formal response by the faculty member under evaluation. The Dean will solicit the Department Chair’s [or Program Director’s] evaluation, supply student evaluation data, and initiate the College Faculty Review Panel review. To prepare the evaluation, the faculty member’s application file
and previous recommendations and letters by Deans, Department Chair [or Program Director] and Rank and Tenure Committee, current student evaluation data, current load forms, and any emendations by the faculty member under evaluation will be made available to the Department Chair [or Program Director]. Similarly, to prepare their recommendation, the faculty member’s application file, previous recommendations and letters by Deans, Department Chair [or Program Director] and Rank and Tenure Committee, current student evaluation data, current load forms, and any emendations by the faculty member under evaluation and the Department Chair’s [or Program Director’s] evaluation will be made available to the College Faculty Review Panel. The faculty member has the right to read both the Department Chair’s [or Program Director’s] evaluation and the College Faculty Review Panel recommendation and, furthermore, the faculty member has the right to write a formal response to any evaluation and for inclusion in this file. No unsolicited material will be accepted for this file.

2.12.1.3 External Review of Scholarly/Professional Development
In cases where the Dean and Department Chair [or Program Director], in consultation with the faculty member, determine that there is insufficient internal expertise to review the scholarly/professional development of the faculty member, an external review of the faculty member’s scholarly/professional development will be conducted. The determination for an external review should be made by September 1st. In such instances, the faculty member and Department Chair will provide the Dean with a list of four potential external reviewers with expertise in the faculty member’s area of scholarly/professional development from comparable institutions. The Dean will select two individuals from this list and coordinate the external review. The Dean will place a document in the Committee File indicating that an external review has been established along with the names of the external reviewers. The review will be conducted in the context of the University, College, Department, and/or Program criteria for Scholarly/Professional Development [section 2.6.1.2 and appendix 2.6.1.2]. The external review should be completed by October 7th. After eliminating all information that could be used to identify the reviewer, the external reviews will be placed into the Committee File. The faculty member will have the right to submit a formal response to the external reviews within seven calendar days of receipt of the external review for inclusion in this file.

2.12.2 COLLEGE FACULTY REVIEW PANEL EVALUATION
For each faculty member under review, the appropriate Dean will initiate the evaluation by the College Faculty Review Panel. All tenured faculty members of the program will serve on the College Faculty Review Panel for that faculty member. The composition of the College Faculty Review Panel is specified by the faculty and Dean of each College [refer to Appendix 1.5.2.11].

The College Faculty Review Panel will make a recommendation, including a vote, in writing and that recommendation will be forwarded to the Dean for inclusion in the Committee File.

2.12.3 CONFIDENTIALITY OF THE REVIEW
At no time will the Review Files be available to anyone other than the faculty member, the members of the Committee, the appropriate Dean, the appropriate Department Chair [or Program Director], the Provost and Vice President for Academic Affairs, the President, the College Faculty Review Panel during the review period and the Faculty Appeals Committee in the case of an appeal. Upon completion of the review process, the Application File will be returned to the faculty member and the Committee Files will be retained in the office of the Dean. The deliberations of the College Faculty Review Panel, the Rank and Tenure Committee, and the Dean are held in the utmost confidentiality. At no time during the deliberations should materials not presented in the faculty member’s Review Files be discussed or considered. However, the Panel/Committee/Dean may interview the faculty member and/or the Department Chair [or Program Director] to clarify any concerns.
1.5.2.10 College Faculty Review Panels

College of Business
Membership will be all tenured faculty members (other than the chair) of the department of the faculty member under review. If desired by the faculty member under review, additional tenured Benedictine University faculty members may be added to the faculty review panel, in consultation with the department chair. Each faculty review panel must have a minimum of four members; additional members will be added to the panel if necessary to meet this requirement, using the process defined in the previous sentence. The Dean will notify the faculty member under review of the members of the Faculty Review Panel when the panel is constituted.

College of Education and Health Services Faculty Review Panel
Membership: All tenured faculty (other than the department chair) in the program to which a faculty member under review is appointed will serve on the COEHS Faculty Review Panel for that faculty member. In cases where the program has fewer than four tenured faculty, the additional faculty members are identified in consultation with the department chair/program director and Dean. Tenure-track and/or outside consultants are eligible to serve in consultation with the department chair/program director and Dean. Benedictine Monks who have achieved the rank of Associate Professor and who have at least seven years of college teaching experience with a minimum of four years at the University will be included in the tenured ranks for the purposes of representation and voting on this committee.

College of Liberal Arts Faculty Review Panel
Purpose: To provide peer evaluation of College of Liberal Arts faculty applying for promotion and/or tenure
Membership: Five tenured faculty members selected by the candidate, in consultation with the department chair and the dean, to include all tenured faculty in the applicant’s program, excluding the department chair. If there are fewer than five such faculty, additional members will be selected from outside the department. Members of the committee need not come from the College of Liberal Arts. The Review Group’s members will select a chair at their first meeting. Membership ends with submission of the Group’s report
Reports to: Dean

College of Science Faculty Review Panel
Membership: all tenured faculty from the program; a faculty member from outside the program, identified by the faculty member in consultation with the department chair. Each faculty review panel must have a minimum of four members. In cases where the program has fewer than three tenured faculty, the additional faculty members are identified by the department chair in consultation with the faculty member.

2.6.1.2 College Specific Requirements for Evaluation of Scholarly/Professional Development

College of Liberal Arts
Each department in the College of Liberal Arts will develop, approve and publish a body of specific guidelines for the rank and tenure evaluation criteria.

The department faculty must address the minimum criteria for advancement and identify what kind of work is to be ranked as meeting expectations and exceeding expectations. The department may not lower the university’s minimum criteria.

Should the department change its specific guidelines, the candidate may choose between the new and the old criteria for his/her next review but for the next review, the new criteria will become effective.
College of Science

• Third-year Review. In addition to the standards outlined in Section 2.6.1.2.1 of the Faculty Handbook, faculty in the College of Science are expected to meet the following requirements (while at Benedictine University) for a successful Third-year review:

1. Have a well developed research plan that includes student participation (this can also include doing something that is related to class; e.g. developing a lab, fleshing out a project).
2. Have evidence of student participation in a research project(s) (e.g. abstracts from poster or oral presentations at local/national meetings; formal write-ups submitted for publication or presentation).
3. Significant and demonstrable progress toward one peer-reviewed publication.
4. Progress towards scholarly productivity as demonstrated by at least one of the following:
   • One grant proposal (no requirement of receiving funds; no minimum monetary value required).
   • One presentation (not necessarily peer-reviewed) at professional meetings.

• Tenure/Associate Professor. In addition to the standards outlined in Section 2.6.1.2.2 of the Faculty Handbook, faculty in the College of Science are expected to meet the following requirements (while at Benedictine University) for granting of tenure and promotion to Associate Professor:

1. Evidence of consistent progress on research plan including mentoring of students in research.
2. Submission of at least one grant proposal, preferably as PI (no requirement of receiving funds; no minimum monetary value required).
3. One professional publication (not necessarily peer reviewed; could be a paper, book, proceedings, CD, web article, etc.; successful funding of a grant proposal may count as this publication)

• Professor. No additional requirements
• Advancement Within Rank. No additional requirements

2.14 Timelines for Faculty Review

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<tr>
<th>Review of Third-year Probationary Faculty</th>
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<tr>
<td><strong>ELIGIBILITY</strong></td>
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<tr>
<td>April 30</td>
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<tr>
<td><strong>PROCEDURES</strong></td>
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<td>May 31</td>
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<td>February 1</td>
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<td>February 8</td>
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<td>February 22</td>
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<td><strong>REVIEW</strong></td>
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<td>March 1</td>
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Excerpts from Fall 2012 Faculty Handbook and Appendix, 10/23/2012
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<tr>
<th>Date</th>
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<tr>
<td>March 2</td>
<td>The Committee File on probationary faculty undergoing third-year review is available for the College Faculty Review Panel in the Dean’s office.</td>
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<tr>
<td>March 23</td>
<td>The College Faculty Review Panel completes its recommendation on probationary faculty undergoing third-year review and forwards it to the Dean. The Dean provides the faculty member with a copy of the recommendation. The Dean adds this recommendation to the Committee File.</td>
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<tr>
<td>March 30</td>
<td>The probationary faculty undergoing third-year review forward any formal response to the College Faculty Review Panel’s recommendation to the Dean for inclusion in the Committee File.</td>
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<tr>
<td>March 31</td>
<td>The Dean and Rank and Tenure Committee begin their review of probationary faculty undergoing third-year review.</td>
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<tr>
<td>May 5</td>
<td>The Dean and the Rank and Tenure Committee make their recommendations on probationary faculty undergoing third-year review to the Provost and Vice President for Academic Affairs.</td>
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<tr>
<td>May 7</td>
<td>The Provost and Vice President for Academic Affairs shares the Rank and Tenure Committee’s recommendations on probationary faculty undergoing third-year review with the Dean and the Dean’s recommendations on probationary faculty undergoing third-year review with the Rank and Tenure Committee.</td>
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<tr>
<td>May 14</td>
<td>The Deans and the Rank and Tenure Committee forward any formal response regarding the recommendation of the Rank and Tenure Committee and the Dean, respectively, on probationary faculty undergoing third-year review to the Provost and Vice President for Academic Affairs.</td>
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<tr>
<td>ACTION</td>
<td>May 21 The Provost and Vice President for Academic Affairs provides notice in writing of the final decision to probationary faculty members who have undergone third-year review.</td>
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<tr>
<td>ACTION</td>
<td>May 31 By this date, the Dean will have met with the faculty who have undergone third-year review and shared the recommendation of the Dean and the Rank and Tenure Committee with the faculty member.</td>
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**Review of Faculty Applying for Tenure, Promotion, or Advancement Within Rank**

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<tr>
<td>April 30 The Provost and Vice President for Academic Affairs issues a list of the faculty who will undergo tenure review and those eligible for promotion in the upcoming academic year</td>
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<tr>
<td>May 31 The Dean notifies all faculty scheduled for tenure review or eligible for promotion in the upcoming academic year of the deadlines for submission of the application file to Dean.</td>
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<td>September 15 The faculty undergoing tenure review or who have applied for promotion or advancement within rank submit Application File to the Dean.</td>
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<td>The Dean starts developing the Committee File. In addition to the Application File, the Committee File contains the self-evaluation of performance for the faculty and the previous recommendations and letters by Deans, Department Chairs [Program Directors] and Rank and Tenure Committee, current student evaluation data, current load forms, and any previous formal responses by the faculty member under evaluation for the time period under review.</td>
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<tr>
<td>September 22 The Committee File for the faculty undergoing tenure review or who have applied for promotion or advancement within rank is available for the Department Chair [or Program Director].</td>
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<tr>
<td>The Deans notify the Chair of the Rank and Tenure Committee of the number of probationary faculty from their College who are undergoing tenure review or who have applied for promotion or advancement within rank.</td>
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<td>The College Faculty Review Panel who will review the faculty undergoing tenure review or who have applied for promotion or advancement within rank will be constituted.</td>
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