

RANK & TENURE REVIEW PROCESS: Regular and Professional Faculty

Presentation at New Faculty Mentoring Workshop
February 2, 2021

The Faculty Handbook

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<S:\Academic Affairs\Academic Affairs Policies - Procedures\Faculty Handbook 2020 2021, 10-27-2020.pdf>

Name	Date modified	Type	Size
Endowment Application 2004-05 rev.doc	1/19/2005 3:59 PM	Microsoft Word 97 - ...	48 KB
Evaluation Policy_Procedure for all Term Fac...	7/6/2006 11:47 AM	Microsoft Word 97 - ...	23 KB
Faculty Award for Leadership (Judith Ann W...	1/28/2021 10:40 PM	Adobe Acrobat Docu...	63 KB
Faculty Awards for Teaching Research and S...	1/20/2021 2:12 PM	Adobe Acrobat Docu...	30 KB
Faculty Development -- college-specific pro...	6/18/2009 10:29 AM	Microsoft Word 97 - ...	39 KB
Faculty Development Comm 3-15-2012 ME...	2/19/2013 11:22 AM	Microsoft Word Doc...	26 KB
Faculty Development Fund Request Form 12...	10/22/2020 1:02 AM	Microsoft Word Doc...	156 KB
Faculty Development Guidelines on Faculty ...	3/17/2010 3:19 PM	Microsoft Word 97 - ...	35 KB
Faculty Development Procedure.doc	3/11/2009 3:46 PM	Microsoft Word 97 - ...	54 KB
Faculty Development Summer Research Gra...	3/11/2009 2:07 PM	Microsoft Word 97 - ...	35 KB
Faculty Development Summer Research Gra...	2/24/2009 11:38 AM	Shortcut	2 KB
Faculty Handbook 2020 2021, 10-27-2020.pdf	10/27/2020 7:08 PM	Adobe Acrobat Docu...	1,592 KB
Grants Office Policy & Procedures 6-1-2018...	2/24/2020 10:15 AM	Adobe Acrobat Docu...	55 KB
MATH Proficiency and Placement Test Polic...	10/6/2018 2:46 PM	Microsoft Word Doc...	29 KB
Moving Expenses Policy 9-24-07.doc	9/24/2007 3:27 PM	Microsoft Word 97 - ...	24 KB
Petition for MATH 095.docx	10/6/2018 2:47 PM	Microsoft Word Doc...	24 KB
Policy for UG Traditional Students to Registe...	1/31/2017 11:13 AM	Adobe Acrobat Docu...	112 KB
Program Review Template for 2020-21, 10-9...	10/27/2020 11:50 PM	Microsoft Word Doc...	88 KB
Qualified Faculty Policy (FINAL SIGNED VERS...	3/2/2017 5:17 PM	Adobe Acrobat Docu...	3,821 KB
Rank and Tenure Amendments to Policies 1...	1/19/2005 4:04 PM	Microsoft Word 97 - ...	25 KB
Sabbatical Leave Application Guidelines 2-9...	10/10/2012 1:41 PM	Microsoft Word 97 - ...	279 KB

Definitions

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- ▶ **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

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- ▶ 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

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- ▶ Third-Year Review
 - ▶ [FH 2.6.1.4, 2.10]
- ▶ Initial, five-year renewable appointment*
 - ▶ [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?

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- ▶ 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
V. GADDIS (L.LOUBRIEL)	'22	College of Liberal Arts	2020.09.16
A. WILSON (J.NADOLSKI)	'22	College of Science	2020.09.16
B.BEEZHOLD (G. POLYAK)	'22	College of Educ & Hlth Serv	2020.10.07
I.LOBO (D. CERNAUSKAS)	'21	College of Business	2019.09.23
M. WEISNER (Z.LIU)	'21	Non-Tenured At-Large	2019.11.01

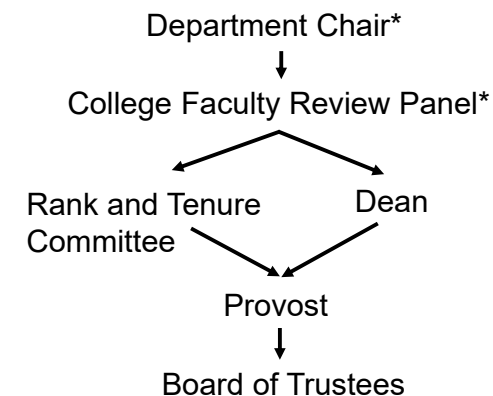
What does the Rank & Tenure Committee do?

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- ▶ 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)

Structure of Review Process

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*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

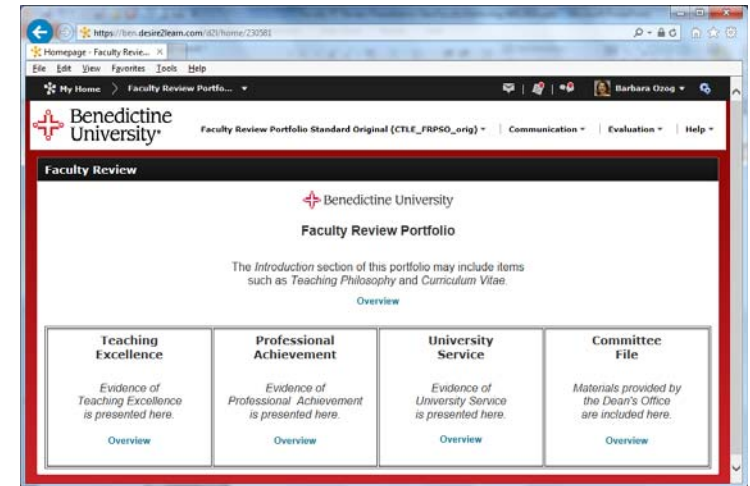
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- ▶ Committee File- prepared by Dean's office
 - ▶ FH 2.14.1.2
 - Current recommendations by:
 - Department Chair/Program Director
 - College Faculty Review Panel
 - Any formal response(s) by the faculty candidate
 - Load forms
 - IDEA data (not student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

Electronic Portfolio—D2L Course

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- ▶ Sample Template... or link to your own website via D2L



Recommendations for All Candidate Portfolios

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- ▶ 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

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- ▶ 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

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- ▶ 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

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- ▶ 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

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- ▶ 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 2.12.1.3, External Review of Scholarly/ Professional Development
 - ▶ This should be known at time of hire

The elephant in the room...

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□ Predatory journals

As we move into the future, we ask that faculty educate themselves about characteristics of predatory journals. The library has information available in their library guides

<http://researchguides.ben.edu/c.php?g=996476&p=7234503>

and the librarians are willing to help investigate the validity of journals in which you may want to publish. *It is the applicant's responsibility to justify the status of a peer-reviewed journal in their portfolio with the inclusion of information about the journal as well as evidence of peer review.*

However, we also ask Department Chairs and Deans to examine the publications of those coming up for review, particularly 3rd year review, and to make clear, evidence-based arguments about the quality of the journals their faculty members seek to publish in. In addition, a clear, faculty-wide policy must be created so that the handbook is clear in detailing what constitutes a predatory journal.

Evaluation Criteria, for All

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- ▶ 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

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- ▶ 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 formal review, address any concerns from Department Chair/Program Director, Dean, R&T from the previous review

Things to be thinking about now...

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- 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...

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