

RANK & TENURE REVIEW PROCESS: Regular and Professional Faculty

August 24, 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_procedures for all term...	7/10/2009 1:07 PM	Microsoft Word 9...	43 KB
Faculty Award for Leadership-Judith Ann...	4/17/2019 4:29 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 2-15-2012 ...	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...	25 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 2:48 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

- ▶ 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?

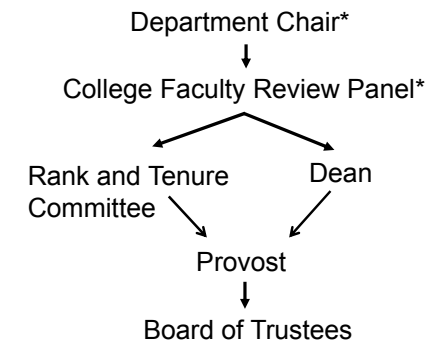
- ▶ Purpose, Duties, Members- FH 1.5.2.9
- ▶ University-wide, standing committee
- ▶ One tenured faculty member, and alternate, from each College elected from the tenured faculty and by the regular and professional faculty of that College
- ▶ One regular non-tenured faculty member, and alternate, elected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

- ▶ 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



*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: Procedures

- ▶ Committee File- prepared by Dean's office
 - ▶ *FH 2.14.1.2* or *FH 2.15.1.2*
- ▶ Application File- prepared by the faculty candidate
 - ▶ *FH 2.14.1.1* or *FH 2.15.1.1*
- ▶ External Review of Scholarly/Professional Development in cases where there is insufficient internal expertise for review
 - ▶ *FH 2.14.1.3*

The Electronic Application Portfolio: Committee File

- ▶ Committee File- prepared by Dean's office
 - 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

The Electronic Application Portfolio: Application File

- Current 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]
 - Fulfillment of duties as outlined in the letter of appointment [professional faculty]
 - University service [all]

The Application Portfolio:

continued...

- ▶ Narrative for each of the criteria (teaching excellence, scholarly development or fulfillment of duties, and University service) should *describe accomplishments citing the evidence* in the appendices
- ▶ Appendices: example artifacts of the evidence
- ▶ *Note:* no materials will be added to this file after submission, unless anticipated additions are documented in advance and approved by the Dean.

The Electronic Application Portfolio: Evaluative Criteria [FH 2.6.1]

- ▶ **Regular Faculty** should strive for a balance among the three criteria
- ▶ **Professional Faculty** should concentrate on their duties as specified in their letter of appointment
- ▶ **Criteria**
 - ▶ FH 2.6.1.1 Teaching Excellence
 - ▶ FH 2.6.1.2 Scholarly and Professional Involvement and Achievement
 - ▶ FH 2.6.1.3 University Service
- ▶ **Make the best case possible!**

Electronic Portfolios using D2L

- ▶ Choices:
 - ▶ use D2L course
 - or
 - ▶ your own website, linked via D2L

▶ Rico D'Amore, Director—
Academic Services Technology

rdamore@ben.edu
630/829-6498

▶ Mengyu Zhai—
Learning Technologies Expert

mzhai@ben.edu
630/829-6234

The screenshot shows a D2L interface with a search bar for 'barbara ozog review'. Below the search bar, there is a list of courses, including 'Barbara Ozog Review Portfolio' with a status of 'Ongoing'. A blue note box with white text says 'Note: ongoing course'.

Electronic Portfolio—D2L Course

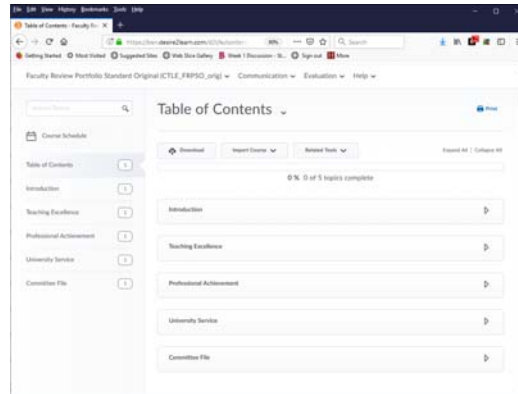
- ▶ Sample Template

- Be sure all links are active

The screenshot shows a 'Faculty Review Portfolio' template. It features a header for 'Benedictine University Faculty Review Portfolio'. Below the header, there is an introduction section and a grid of four main categories: 'Teaching Excellence', 'Professional Achievement', 'University Service', and 'Committee File'. Each category has an 'Overview' link. A note above the grid states: 'The introduction section of this portfolio may include items such as Teaching Philosophy and Curriculum Vitae.' A red box highlights the grid area, and blue arrows point from the text 'Be sure all links are active' to the 'Overview' links for each category.

Electronic Portfolio—D2L Course

- ▶ How to work with this course?
 - ▶ Just like any other D2L course
 - ▶ View and Manage content
 - ▶ Manage files
- ▶ Except for Committee File materials supplied by office of the Dean of the College



Recommendations for All Candidate Portfolios

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

Where to Find Criteria in the FH

- ▶ Teaching, Scholarly and Professional Involvement and Achievement, and Service
 - ▶ Third-Year Review, Associate Professor and Tenure, Professor, Advancement within Rank
 - ▶ 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]
 - ▶ 2.11 Advancement within Rank

Evaluation Criteria: Advancement within Rank

- ▶ 2.11 Advancement within Rank Policies
 - ▶ ...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.

Evaluation Criteria: for All Teaching Excellence

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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 Evidence

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- ▶ 2.6.1.1 Teaching Excellence
 - ▶ 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: Regular Faculty Scholarly Development

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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
 - ▶ 2.6.1.2.3 Professor
 - ▶ Clear evidence of consistent and appropriate scholarly and professional involvement and achievement
- ▶ 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

Evaluation Criteria: University Service, for All Candidates

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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.*

Evaluation Criteria: University Service, for All Candidates

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- ▶ 2.6.1.3 University Service [all, continued] [see details in FH]
 - ▶ Clear evidence of expected service...
 - ▶ Evidence of exemplary, consistent and sustained service...
 - ▶ University service may be assessed by evidence generated...

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 tenure/promotion, address any concerns from Department Chair/Program Director, Dean from the previous review

What to include in the Portfolio?

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Recommendations for All Candidate Portfolios

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- ▶ Each candidate should...
 - ▶ Identify herself/himself, department/program, role
 - ▶ Include the required current curriculum vitae or resume
 - ▶ Write for a University-wide audience; do not assume that reviewers have familiarity with your discipline
 - ▶ Address all criteria under consideration for the specific type of review
 - ▶ *Make the best case possible!*

Recommendations for All Candidates

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- ▶ For *Teaching Excellence*, all candidates should...
 - ▶ Include a statement of teaching philosophy
 - ▶ Include a narrative, which addresses...
 - ▶ Self-assessment of teaching excellence- reflective
 - ▶ Evaluation(s) from direct classroom observation(s) by colleagues
 - ▶ IDEA scores summarized in a table with reflection
 - ▶ Any other types of course evaluation comments
 - ▶ Mentoring of student research, if related to a course [regular faculty]
 - ▶ Be sure to address the characteristics listed in *FH* 2.6.1.1, Teaching Excellence

Recommendations for All Candidates

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- ▶ For *Teaching Excellence*, all candidates should...
 - ▶ In the narrative, include links to selected evidence and appropriate artifacts, for example...
 - ▶ Syllabi (selected)
 - ▶ Tests/quizzes
 - ▶ Assignments
 - ▶ Grading Rubrics
 - ▶ Evaluations
 - ▶ Direct observations by peers of classroom teaching
 - ▶ *No need to include IDEA reports as they are in the Committee File*

Recommendations for Regular Faculty Candidates Scholarly and Professional Involvement/Achievement

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- ▶ Regular faculty candidates should...
 - ▶ Address any specific Program/Department and/or College requirements for Scholarly and Professional Involvement and Achievement
 - ▶ *FH* Appendix 2.6.1.2

Recommendations for Regular Faculty Candidates Scholarly and Professional Involvement/Achievement

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- ▶ Regular faculty candidates should remember that forthcoming publications
 - ▶ Are considered for third-year reviews and promotion to associate professor and awarding of tenure reviews
 - ▶ Are not considered for promotion to professor or advancement within rank reviews

Recommendations for Regular Faculty Candidates Scholarly and Professional Involvement/Achievement

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- ▶ Regular faculty candidates should...
 - ▶ Place presentations, publications, exhibitions, performances, ... in context
 - ▶ Nature of the *professional organization* (local, regional, national, international)
 - ▶ Nature of the *publication* (journal, proceedings, encyclopedia, online,...) or *conference* (local, regional, national, international)
 - ▶ Intended *audience* for the publication or conference (practitioners, academics, researchers)

Recommendations for Regular Faculty Candidates Scholarly and Professional Involvement/Achievement

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- ▶ Regular faculty candidates should...
 - ▶ Discuss the *review process*
 - ▶ Juried, peer-reviewed, invited?
 - ▶ Double-blind, review by editor?
 - ▶ Provide acceptance rate, if known
 - ▶ Include information from the editor, call for papers, suggestions for authors, as appropriate [can be a link to web site]
 - ▶ Discuss the *importance of the work* in the discipline
 - ▶ Include a copy of the paper(s) and/or presentation(s) or link(s), if available online

Recommendations for Regular Faculty Candidates Scholarly and Professional Involvement/Achievement

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- ▶ Regular faculty candidates should...
 - ▶ Include work with students, research not related to a course
 - ▶ Research projects
 - ▶ Publications
 - ▶ Presentations

Recommendations for All Candidates University Service

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- ▶ For *University Service*, all candidates should include a narrative, which...
 - ▶ Summarizes accomplishment(s)
 - ▶ Describes service to the program/department, College, and/or University
 - ▶ Describes service in professional organizations
 - ▶ Nature of the service: Committee? Taskforce? Special role?
 - ▶ How selected: Elected? Appointed?
 - ▶ Time period(s) served
 - ▶ Your contribution

Recommendations for All Candidates

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- ▶ Artifacts to consider for inclusion...
 - ▶ External letters that address the importance of your contribution to a discipline, journal, conference, organization, etc.
 - ▶ Internal letters of support that address a specific and/or valuable contribution to the Program/Department, College, or University

Recommendations for All Candidates

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- ▶ Artifacts to consider for inclusion...
 - ▶ Correspondence from a student, if it addresses a specific interaction
 - ▶ If including student work, be sure that it contains no personally-identifiable information or includes a release form following FERPA rules

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
 - ▶ *Address any concerns from Department Chair/Program Director, Dean from prior reviews*

Reminders

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- ▶ Current CV [all]
- ▶ Statement of teaching philosophy [all]
- ▶ Progress towards or achievement in scholarship [*regular faculty*]
- ▶ Fulfillment of duties as outlined in the letter of appointment [*professional faculty*]
- ▶ Good organization; proofread your work
- ▶ Narrative/self-assessment which addresses all criteria under consideration for the review
- ▶ Summary, if your narrative/self-assessment is fairly long
- ▶ Specific evidence—authentic artifacts
- ▶ Appendices for selected syllabi, assignment samples, manuscript copies, other artifacts, ...

Reminders

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The Dean and the Rank & Tenure Committee recommendations will be based solely on evidence contained in the Application File and the Committee File [FH 2.15.1]

Therefore, make your best case!

Tip: Ask a colleague to review your application

Questions? Please ask...

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