

# Rank & Tenure Review Process:

Tenure Review  
Promotion Review  
5<sup>th</sup> year review for 5 year contract  
(Professional faculty)  
Advancement within Rank

**October 13th, 2022**

# The Faculty Handbook - 9/17/22

S:\Academic Affairs\Academic Affairs Policies - Procedures\Faculty Handbook



The screenshot shows a Windows File Explorer window with the address bar set to `cifs://benufs/share%24/Academic%20Affairs/Academic%20Affairs%20Policies%`. The left sidebar shows "Home", "Web Applications", and "Browse Networks". The main pane displays a list of files with columns for Name, Size, Type, and Date Modified. A black arrow points to the file "Faculty Handbook 2020 2021, 10-".

Name	Size	Type	Date Modified
<input type="checkbox"/> Faculty Development -- college-sp	39424	File	6/18/2009 10:29 AM
<input type="checkbox"/> Faculty Development Comm 3-15	26615	File	2/19/2013 11:22 AM
<input type="checkbox"/> Faculty Development Fund Reque	158753	File	10/22/2020 01:02 AM
<input type="checkbox"/> Faculty Development Guidelines c	35328	File	3/17/2010 03:19 PM
<input type="checkbox"/> Faculty Development Procedure.d	54784	File	3/11/2009 03:46 PM
<input type="checkbox"/> Faculty Development Summer Re	35840	File	3/11/2011 02:07 PM
<input type="checkbox"/> Faculty Development Summer Re	1062	File	2/24/2009 11:38 AM
<input type="checkbox"/> Faculty Handbook 2020 2021, 10-	1629347	File	10/27/2020 07:08 PM
<input type="checkbox"/> Grants Office Policy & Procedures	55369	File	2/24/2020 10:15 AM
<input type="checkbox"/> MATH Proficiency and Placement	28988	File	10/6/2018 02:46 PM
<input type="checkbox"/> Moving Expenses Policy 9-24-07.c	24064	File	9/24/2007 03:27 PM
<input type="checkbox"/> Petition for MATH 095.docx	24131	File	10/6/2018 02:47 PM
<input type="checkbox"/> Policy for UG Traditional Students	114173	File	1/31/2017 11:13 AM

# 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, Administrative or Teaching
  - ▶ Ranks:
    - ▶ Instructor, Professional Faculty
    - ▶ Assistant Professor, Professional Faculty
    - ▶ Associate Professor, Professional Faculty
    - ▶ Professor, Professional Faculty

# Formal Reviews, Regular Faculty

- ▶ **Third-Year Review-** spring of 3<sup>rd</sup> year
  - ▶ [FH 2.6.1.2.1, 2.10]
- ▶ **Promotion to Associate Professor and awarding of tenure-** fall semester of 6<sup>th</sup> 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

- ▶ 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]

\* Professional track faculty only

# WHAT IS THE RANK AND 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.

## MEMBERSHIP ¶ AS OF 10/11/2021 ¶



### RANK AND TENURE COMMITTEE ✕

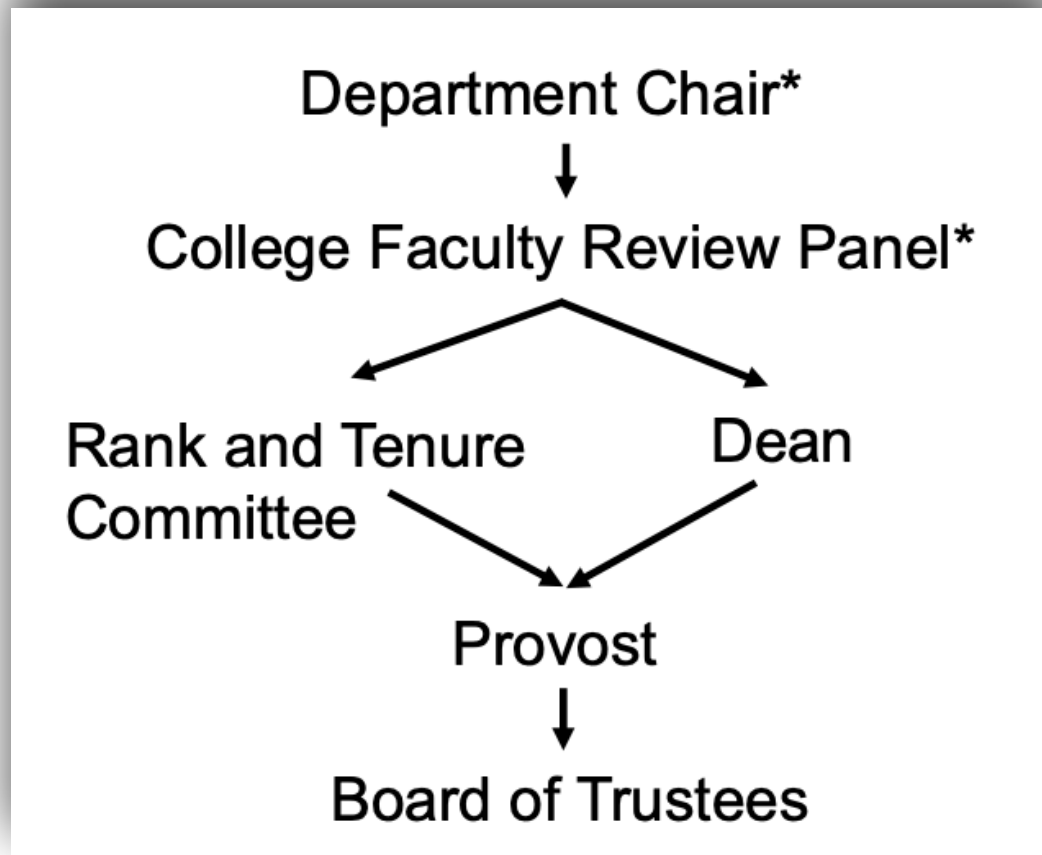
2-year terms, Tenured except for the Non-tenured At-Large, Alternates in parenthesis ✕

Member ✕	Until ✕	Constituency ✕	Elected ✕
L. LOUBRIEL (R. GEORGE-TVRKOVIC) →	'22 ✕	College of Liberal Arts-LA ✕	2020.09.16 ✕
P. POLASEK (.) ✕	'23 ✕	College of Liberal Arts-SS ✕	2021.09.28 ✕
A. WILSON (J. NADOLSKI) ✕	'22 ✕	College of Science/Health-Nat. Sci ✕	2020.09.16 ✕
B. BEEZHOLD (G. POLYAK) ✕	'22 ✕	College of Science/Health-Prof. Prgms →	2020.10.07 ✕
R. BAIMAN (.) ✕	'23 ✕	College of Business ✕	2021.09.28 ✕
A. LIN (K. BHAGAT) ✕	'23 ✕	Non-Tenured At-large ✕	2021.10.05 ✕

# 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:
  - ▶ For third year reviews
  - ▶ On promotion, tenure and advancement within rank
  - ▶ For initial five-year renewable appointments (professional faculty)

# Structure of Review Process:



\*Available to candidate for emendation



# Review Schedules, see *FH* Appendix 2.18

- ▶ Review of Regular Faculty applying for Tenure, Promotion, or Advancement within Rank
- ▶ Review of Professional Faculty Applying for Renewable Appointment  
*... due September 15*

*By March 1:* Academic Affairs Committee of the Board of Trustees votes on recommendations

*By March 15:* written notice from Provost to the faculty member of the decision on promotion and/or tenure or 5-yr renewable appointment

*By March 25:* the Dean will have met with faculty member and shared the recommendations from the Dean and the R&T Committee

*By May 14:* written notice from Provost to the faculty member of the decision of the Board of Trustees.

# The Electronic Application Portfolio: *Procedures*

The screenshot displays a web browser window with the URL <https://ben.desire2learn.com/d2l/home/230581>. The page header includes the Benedictine University logo and navigation links: Faculty Review Portfolio Standard Original (CTLE\_FRPSO\_orig), Communication, Evaluation, and Help. The user is identified as Barbara Ozog.

The main content area is titled "Faculty Review" and features the Benedictine University logo and the heading "Faculty Review Portfolio". Below this, a paragraph states: "The *Introduction* section of this portfolio may include items such as *Teaching Philosophy* and *Curriculum Vitae*." A blue link labeled "Overview" is positioned below the text.

The page contains four distinct sections, each with a title, a descriptive sentence, and an "Overview" link:

<b>Teaching Excellence</b> <i>Evidence of Teaching Excellence is presented here.</i> <a href="#">Overview</a>	<b>Professional Achievement</b> <i>Evidence of Professional Achievement is presented here.</i> <a href="#">Overview</a>	<b>University Service</b> <i>Evidence of University Service is presented here.</i> <a href="#">Overview</a>	<b>Committee File</b> <i>Materials provided by the Dean's Office are included here.</i> <a href="#">Overview</a>
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# 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 (created by Dean's office)

- ▶ 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 (created by applicant)

- 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 Electronic Application Portfolio: Application File *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!***

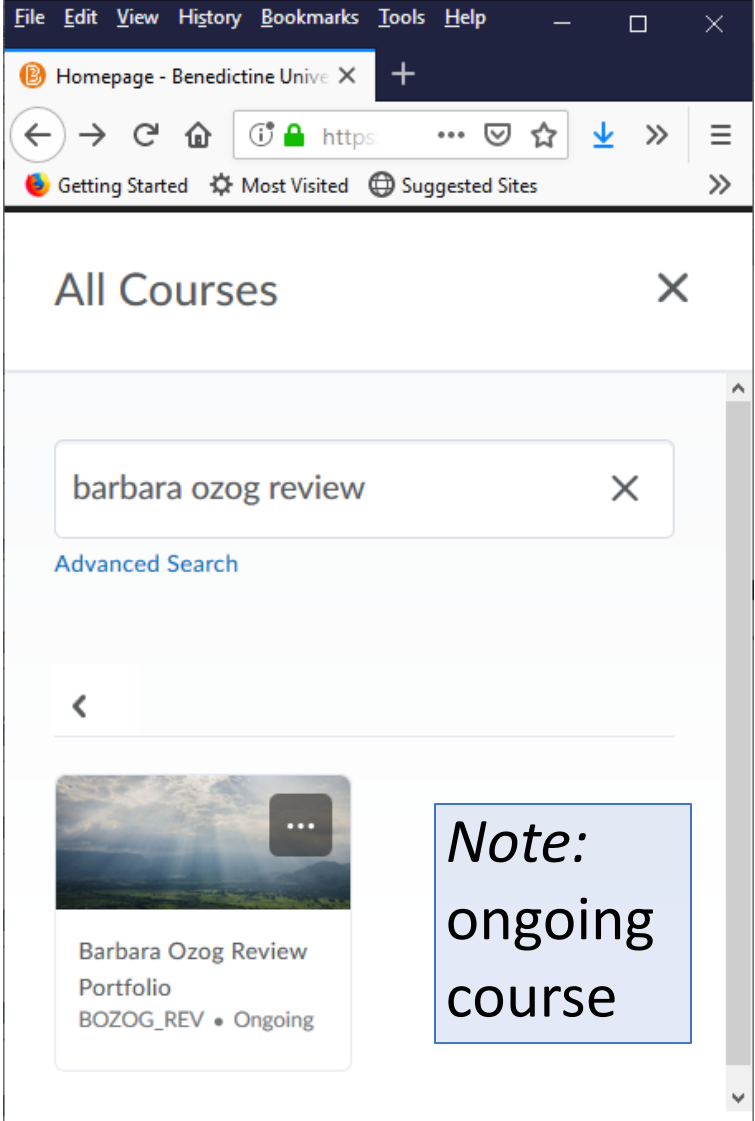
D2L



# 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](mailto:rdamore@ben.edu)  
630/829-6498



The screenshot shows a web browser window with the address bar displaying 'Homepage - Benedictine Unive'. The page content includes a search bar with the text 'barbara ozog review' and a search button. Below the search bar, there is a link for 'Advanced Search'. A search result is displayed, featuring a landscape image and the text 'Barbara Ozog Review Portfolio' and 'BOZOG\_REV • Ongoing'. A blue box with white text is overlaid on the right side of the screenshot, containing the text 'Note: ongoing course'.

# Electronic Portfolio—D2L Course

## ► Sample Template

- Be sure all links are active

https://ben.desire2learn.com/d2l/home/230581

Homepage - Faculty Review...

File Edit View Favorites Tools Help

My Home > Faculty Review Portfo...

Barbara Ozog

**Benedictine University**

Faculty Review Portfolio Standard Original (CTLE\_FRPSO\_orig) | Communication | Evaluation | Help

### Faculty Review

**Benedictine University**

## Faculty Review Portfolio

The *Introduction* section of this portfolio may include items such as *Teaching Philosophy* and *Curriculum Vitae*.

[Overview](#)

<b>Teaching Excellence</b> <i>Evidence of Teaching Excellence is presented here.</i> <a href="#">Overview</a>	<b>Professional Achievement</b> <i>Evidence of Professional Achievement is presented here.</i> <a href="#">Overview</a>	<b>University Service</b> <i>Evidence of University Service is presented here.</i> <a href="#">Overview</a>	<b>Committee File</b> <i>Materials provided by the Dean's Office are included here.</i> <a href="#">Overview</a>
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# Electronic Portfolio—D2L Course

- ▶ How to create the Dossier?
  - ▶ 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

The screenshot displays a web browser window with the URL <https://ben.desire2learn.com/d2l/e/content>. The page title is 'Table of Contents - Faculty Rev...'. The main content area is titled 'Table of Contents' and shows a progress indicator '0 % 0 of 5 topics complete'. The sidebar on the left contains a search bar and a table of contents with the following items:

Item	Count
Table of Contents	5
Introduction	1
Teaching Excellence	1
Professional Achievement	1
University Service	1
Committee File	1

The main content area shows the following expandable items:

- Introduction
- Teaching Excellence
- Professional Achievement
- University Service
- Committee File

# RECOMMENDATIONS TO ALL CANDIDATES

- ▶ 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*

# CRITERIA FOR EVALUATION

# Where to Find Criteria in the *FH*?

- ▶ Teaching, Scholarly and Professional Involvement and Achievement, and Service
  - ▶ 2.6.1.1 Teaching Excellence [all]
  - ▶ 2.6.1.2 Scholarly and Professional Involvement and Achievement [regular faculty]
  - ▶ 2.6.1.3 University Service [all]

# Evaluation Criteria: for All

## Teaching Excellence

- ▶ 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

- ▶ 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



## Scholarly Development

- ▶ 2.6.1.2 Scholarly and Professional Involvement and Achievement
  - ▶ 2.6.1.2.2 Tenure & Associate Professor
    - ▶ One juried/peer-reviewed/plenary scholarly work
    - ▶ And other activities...
  - ▶ 2.6.1.2.3 Professor
    - ▶ Two additional scholarly works, one of which must be a juried/peer-reviewed/plenary scholarly work
    - ▶ And other activities...
- ▶ 2.13 Advancement Within Rank
  - ▶ Extraordinary work must be thoroughly documented in at least one of the three areas normally evaluated for promotion...it is expected that this is matched with documented consistent and appropriate performance in the other two areas.

# Evaluation Criteria: *Regular Faculty only*

## Scholarly Development

- ▶ Address any specific Program/Department and/or College requirements
  - ▶ *FH* Appendix 2.6.1.2
- ▶ In cases where there is *insufficient* internal expertise, external review may be warranted- 2.12.1 -This should be known at time of hire

- ▶ 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.

- ▶ 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...

# What to include in the Portfolio?



# Recommendations for All Candidate Portfolios

- ▶ Each candidate should...
  - ▶ Be clear as to the time period under review
    - ▶ For tenure, include all info since hired
    - ▶ For promotion, only include info since the last successful promotion
  - ▶ 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*

# TEACHING EXCELLENCE

# TEACHING EXCELLENCE

- ▶ For *Teaching Excellence*, all candidates should...
  - ▶ Include a statement of teaching philosophy (stand-alone)
  - ▶ Include a narrative, which addresses...
    - ▶ Reflective self-assessment of teaching excellence
    - ▶ 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*



# TEACHING EXCELLENCE

- ▶ 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*
- ▶ *If including written IDEA comments- include them all*

# SCHOLARLY AND PROFESSIONAL INVOLVEMENT/ACHIEVEMENT

## Recommendations for Regular Faculty Candidates

- ▶ 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)

# Scholarly and Professional Involvement/Achievement

- ▶ 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

# Scholarly and Professional Involvement/Achievement

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

## Scholarly and Professional Involvement/Achievement

- ▶ 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

- ▶ 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

# The Elephant in the Room...

## □ 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 3<sup>rd</sup> 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.



# Recommendations for All Candidates

- ▶ 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*

Since **Professional Faculty** are not expected to perform research, what do they do if they have scholarly/professional achievement to report?

- Tie it to their teaching excellence or to their contractual duties
- Professional faculty do not otherwise get formal credit for these activities

# UNIVERSITY SERVICE

- ▶ For *University Service*, all candidates should include a narrative, which...
  - ▶ Summarizes accomplishments
  - ▶ 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

### Additional Thoughts

- ▶ 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

### Additional Thoughts

- ▶ 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

# FINAL REMINDERS

# Reminders:

## Did you include:

- ▶ Current CV [all]
- ▶ Separate 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]
- ▶ Narrative/self-assessment which addresses all criteria under consideration for the review
- ▶ Summary, if your narrative/self-assessment is fairly long
- ▶ How you addressed any concerns from prior reviews (Department Chair/Program Director, Dean, R&T)
- ▶ Specific evidence—authentic artifacts
- ▶ Appendices for selected syllabi, assignment samples, manuscript copies, other artifacts... (with links where appropriate)



# Reminders:

## **Did you:**

- ▶ organize well?
- ▶ address the artifacts in your narrative?
- ▶ proofread your work?
- ▶ make sure links work?
- ▶ ask a colleague to read it over to catch things you may have missed or need to emphasize better?

# Reminders:

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]

*Make your best case!*

# Questions?

Please ask...

- ▶ Mentor
- ▶ Colleagues- who have successfully been promoted 😊
- ▶ Program Director/Department Chair
- ▶ College Dean
- ▶ Member of Rank & Tenure Committee