

STATEMENT ON CRITERIA FOR PROMOTION AND TENURE
(Adopted, February 12, 1993)

“Faculty shall be evaluated in the categories of teaching, scholarships or creative achievement, and service. Although some quantitative measures of evaluation may be employed, excellence in performance is of primary importance; that is, the quality, significance, and impact of accomplishments are of greater importance than their number. In addition to meritorious accomplishments, a high potential for continued excellence is required for promotion and tenure.” (III.A. 1991 *University Statement on Academic Freedom, Responsibility, and Tenure*)

PREAMBLE

The Faculty of the Henry Kendall College affirms that the professional life of the College as an intellectual entity and the mission of the College to educate its students are founded on a dynamic relationship between teaching and scholarly or creative achievement. Recognizing the diversities of disciplines comprising the College, the Faculty charges each academic unit to define for its members the expectations for teaching and for scholarly or creative activities that most contribute to that relationship at each academic rank. The Faculty likewise affirms that service to the institution, the profession, and the community is a significant dimension of the professional life of faculty members and further charges each academic unit to set forth for its members the expectations for such service.

The statement that follows adapts the 1991 *University Statement on Academic Freedom, Responsibility, and Tenure* for use by the College in guiding its tenure and promotions process. Within the frameworks established by the University and the College Statements, the academic units have the following responsibilities:

- * to draft criteria statements specifying the standards and practices in their respective academic disciplines to serve as guidelines and measures when reviewing candidates and when recommending them to the College for promotion and tenure;
- * to be advisers and mentors to their faculty in specifying the standards and practices expected of them in order to be recommended for advancement, promotion, and tenure; and,
- * to serve as advocates capable of justifying and documenting their recommendations regarding advancement, promotion, and tenure to the College and University, based on their own criteria statements and the standards established by the College and University.

Part I. Statement

The College Faculty subscribes to the definitions of academic rank set forth in section I.B. of the *1991 Statement on Academic Freedom, Responsibility, and Tenure*. The College Statement elaborates on standards for measuring professional accomplishment and the potential for professional development at each rank in accordance with those definitions. In the College, advancement in rank is understood to be based on clear evidence of the fulfillment of these standards and of the promise of further professional development.

Instructors on tenure-track contracts are appointed for terms of two academic years. The minimum requirements for appointment to instructor are (a) possession of appropriate training for courses assigned as indicated by a non-terminal master's degree from an accredited college or university, or equivalent credentials and evidence of progress toward a terminal degree; (b) evidence of promise as a teacher as indicated by successful previous experience or by recommendations from those in a position to assess such potential; and, (c) evidence of promise as a scholar as indicated by previous research, writings, publications or performances, as well as the recommendations of those in a position to assess such potential. The College further expects promise of participation in the activities and life of the College.

Assistant Professors are appointed for terms of three academic years. The minimum requirements for appointment to assistant professor are (a) an appropriate terminal degree or its equivalent from an accredited college or university or other appropriate credentials as evidenced by specialized study, certification, or experience; (b) evidence of teaching effectiveness as indicated by successful previous experience or by recommendations of those in a position to assess such potential; (c) a demonstrated ability to do scholarly or creative work as indicated by the dissertation or creative project for the terminal degree or, on the basis of previous publications or performances, as well as on the basis of recommendations of those in a position to assess such potential; and, (d) promise of institutional, professional, and community service beyond teaching and research. The College recognizes that opportunities for contributions to the curriculum, institutional and educational goals, or intellectual life of the College as a whole are typically limited at this academic rank. Nevertheless, the College expects readiness to participate in one or more of the programs or activities that contribute to these ends.

Associate Professors are appointed either for terms of three academic years or with tenure. The minimum requirements for appointment to associate professor are (a) an appropriate terminal degree or its equivalent from an accredited college or university or distinguished credentials as evidenced by specialized study, certification, or experience; (b) an established reputation as an effective teacher as assessed through student evaluation and faculty review; (c) a growing reputation for significant scholarly or creative achievement and the promise of continuing to extend that reputation in ways specified and defined by the academic unit in its criteria statement; and, (d) a record of institutional, professional, and community service beyond teaching

and research, including evidence of significant contribution to the curriculum, institutional and educational goals, or intellectual life of the College as a whole, especially as these activities demonstrate professional leadership.

Professors are appointed either for terms of three academic years or with tenure. The minimum requirements for appointment to professor are (a) an appropriate terminal degree or its equivalent from an accredited college or university or distinguished credentials as evidenced by specialized study, certification, or experience; (b) an established reputation as an effective teacher as demonstrated by a distinguished teaching performance assessed by student evaluation and faculty review; (c) a distinguished reputation for scholarship or creative achievement and the clear promise of continuing to extend that reputation in ways specified and defined by the academic unit in its criteria statement; and, (d) a record of institutional, professional, and community service beyond teaching and research, including evidence of significant contribution to the curriculum, institutional and educational goals, or intellectual life of the College as a whole, especially as these activities demonstrate professional leadership.

Part II. Criteria for Promotion, Tenure, and Reviews for Tenure-Track Faculty.

Faculty shall be evaluated in the categories of teaching, scholarship or creative achievement, and service. Although some quantitative measures of evaluation may be employed, excellence in performance is of primary importance; that is, the quality, significance, and impact of accomplishments are of greater importance than their number. In addition to meritorious accomplishments, a high potential for continued excellence is required for promotion and tenure. The College expects candidates recommended by the academic units for promotion and tenure to have met the stipulated College and University standards and to evidence potential of meeting the standards stipulated by the next higher academic rank. The strongest evidence of this potential is founded on the assumption of a dynamic of effective teaching and the capacity for scholarly or creative endeavors and is additionally supported by the service to the institution, the profession, and the public.

Promotion and Tenure: The College requires that those reviewed as Assistant Professors and those promoted from Assistant Professor to Associate Professor, with or without tenure, provide evidence of teaching effectiveness through student evaluations and faculty review. Teaching includes, among other things, classroom, laboratory, studio, and clinical instruction; development of new courses and teaching methods; publication of instructional materials; academic advising; and, where relevant, supervision and direction of graduate and undergraduate student projects, exhibits, and performances.

The College also requires evidence demonstrating the ability to do scholarly or creative work. Achievement in scholarship or creative endeavors includes all

non-instructional activity that furthers the knowledge and development of the academic field. Scholarly publication, research grants, compositions, and exhibitions, as well as consultancies, editorships, and other exercises of critical judgments in the academic disciplines are some of the primary components of this category. Those reviewed at this rank for advancement must show evidence of scholarly or creative achievement and the potential of making a significant contribution to knowledge in or advancement of their field as specified and defined by the academic unit.

The College also requires for advancement evidence of professional service. Professional service includes administrative, advisory, and other services to the College and University, governmental and community bodies, and academic-professional organizations. Because expectations and opportunities for service in professional bodies differ, each academic unit must specify and define appropriate activities at this rank. The College recognizes also that the demands of teaching and scholarship/creative achievement and the lack of service opportunities afforded suggest modest expectations for institutional service beyond the academic unit at these ranks. Nevertheless, the College requires evidence of participation in the programs and activities that contribute to the curriculum, institutional and educational goals, or intellectual life of the College or University.

Promotion with Tenure: The College requires that those promoted from Associate Professor to Professor provide evidence of a significant contribution to the instructional goals of the College and promise of future significant contribution. Measure of this criterion includes effective classroom, laboratory, studio, or clinical instruction as indicated by student evaluations and faculty reviews. Other measures are activities related to curriculum development and instructional methods, accomplishments of students, and the direction of student theses or supervision of independent research, performance, or exhibition projects.

The College also requires that those promoted at this level show evidence of significant contribution in scholarly or creative endeavors and the promise of future contributions of similarly high quality. While each academic unit must define and specify the measures of significant contributions as recognized by their discipline, the College expects that the qualitative component of these measures be of first consideration. Therefore, achievements marked by rigorous peer review or competition, those, which receive wide recognition, and those that require the highest levels of professional expertise and judgment will constitute the strongest evidence.

Service to the public, the profession, and the institution is required by the College for promotion at this level. Public service is typically evidenced by the use of one's professional skills and expertise in the service of governmental, community, or other public bodies. Expectations and opportunities for professional service differ widely and must be defined and specified by each

academic unit. The College nevertheless required evidence of significant contributions and the promise of future contributions to professional organizations and activities. The College also requires evidence of significant contribution and the promise of future contribution to the curriculum, institutional and educational goals, or intellectual life of the College or University.

Reviews of Tenured Faculty: College criteria for professional review of tenured faculty members will be according to rank as specified in this document.

Part III. Criteria for Review and Promotion of Resident Contract Faculty (Adopted January 15, 1998 and amended January 23, 2004)

The Henry Kendall College of Arts and Sciences acknowledges its responsibility to develop stable relationships with its resident contract faculty, typically titled "*clinical*" or "*applied*," whose appointments are made for terms of three years or less.

In order for resident contract faculty to be recognized for their years of service and accomplishments, the College of Arts and Sciences adopts the following criteria and procedures for their review and promotion.

Review Schedule: See Section XI.E of *Statement on Academic Freedom, Responsibility, and Tenure*.

Review Procedures: Resident contract faculty on one-year contracts will present the Chair of their department with materials deemed appropriate by the Chair, who will write a review, discuss the review with the faculty member, and then send the review to the Dean. Before April 1 the Dean will notify the faculty member in writing if the contract is being renewed.

Reviews of resident contract faculty on or recommended for two or three-year contracts are conducted in the fall semester of the second year and follow the procedures outlined in Section IV.C.1.2.3. of the *Statement*.

Promotion Procedures: Promotion is only available to resident contract faculty on three year contracts. The procedures for review and promotion follow those of Sections IV.C.1.2.3.4. in the *Statement* with the following change: When a resident contract faculty member is recommended for promotion by his/her academic unit, the College Committee on Tenure and Promotion shall have added to it elected by the College faculty at its annual spring elections one additional voting member who holds a three-year resident faculty contract. A positive recommendation for promotion will require three yes votes when the committee has six members and four yes votes when it has seven members (see Section IV.C.4.a para 2).

Criteria: In most cases, the primary responsibilities of contract faculty involve the teaching or supervision of students, often in applied settings. Excellence in

the performance of these duties, measured by quantitative and qualitative measures, is the overriding criteria to be used in the evaluation or review of resident contract faculty. Because the specific content of these duties will vary, the College Committee on Tenure and Promotion will consider the responsibilities of each position and especially the standards contained in the criteria statement of the academic unit. Service to the Department, College, University, and community may be considered where appropriate. Professional and artistic achievement may be an important criterion in some positions.

Promotion to Applied or Clinical Assistant or Associate Professor may be recommended when the Committee finds a continued high level of achievement appropriate to the position. Finishing a degree and the addition of new responsibilities are examples of other accomplishments that might justify promotion. Promotion to Applied or Clinical Professor should only occur when the Committee deems the candidate to have compiled a longstanding record of accomplishment that is truly distinguished.