



**Policies and Procedures for
Faculty Appointment,
Reappointment,
Promotion, and Tenure**

TABLE OF CONTENTS

I. INTRODUCTION	1
II. DEFINITIONS	1
III. GENERAL INFORMATION ON RANK AND CRITERIA	1
A. Appointment, Reappointment, Promotion, and Tenure	1
1. Instructor	
2. Assistant Professor	
3. Associate Professor	
4. Professor	
B. Pitt-Bradford Categories for Evaluation.	3
1. Teaching	
2. Professional Development	
3. Service	
IV. TERMS OF APPOINTMENT, REAPPOINTMENT, PROMOTION AND TENURE	5
A. Full-Time, Tenure-Stream Faculty	5
1. Terms of Appointment and Non-Reappointment	
2. Accelerated Appointment	
3. Tenure Clock	
4. Tenure	
5. Promotion without Tenure	
6. Transfer from Tenure Stream to Non-Tenure Stream	
7. Leaves of Absence	
B. Part-Time, Tenure-Stream Faculty	6
C. Full-Time, Non-Tenure-Stream Faculty	7
1. Appointment, Reappointment, and Promotion	
2. Terms of Appointment	
3. Non-Reappointment	
V. EVALUATION PROCESS AND PROCEDURES	8
A. General Procedures	8
1. Confidentiality	
2. Candidate's File	
3. Timetable	
4. Reviews	
B. Levels of Review and Committee Structure	9
1. External Evaluators	
2. Peer Review Committee	
3. Evaluations by Colleagues	
4. Chair's Recommendation	

5. College-Wide Committees on Reappointment, Promotion and Tenure	
a. Promotion and Renewal Committee	
b. Tenure and Promotion Committee	
c. Committee of Full Professors	
C. Reappointment	13
D. Promotion	13
1. Assistant Professor	
2. Associate Professor and Award of Tenure	
3. Professor	
VI. TERMINATION OF APPOINTMENT FOR CAUSE, FINANCIAL	15
EXIGENCY, OR REORGANIZATION	
GUIDE TO APPENDICES AND OTHER REFERENCES	16

APPENDICES

- Appendix 1: Required and Recommended Supporting Documentation for Reappointment, Promotion, and Tenure and Definitions of Performance Levels for Faculty Evaluations
- Appendix 2: Master Evaluation Form for Reappointment, Promotion and Tenure Considerations
- Appendix 3: The Annual Performance Review and Goal Setting
- Appendix 4: Schedule for Reappointment, Promotion and Tenure Considerations
- Appendix 5: File Summary for Reappointment, Promotion and Tenure
- Appendix 6: *Constitution and By-Laws of the University of Pittsburgh at Bradford Faculty Senate*

I. INTRODUCTION

This document sets forth the criteria and procedures used in the evaluation of faculty at the University of Pittsburgh at Bradford (Pitt-Bradford) for appointment, reappointment, promotion, and tenure. These criteria and procedures are formulated to meet the needs of Pitt-Bradford and to support its mission; they are also in accord with general policies established by the University of Pittsburgh system.

The contents of this document are not intended to be a complete statement of all University faculty and academic policies. The policies and practices described are subject to change by the University. They are not to be considered or otherwise relied upon as terms and conditions of employment and the language used in this document is not intended to create a contract between the University of Pittsburgh and its employees. To the extent any policy contained in this document is inconsistent with law, such policy is superseded by law.

II. DEFINITIONS

“*Pitt-Bradford*” and “Bradford Campus” refer to the University of Pittsburgh at Bradford.

“*Pitt*” and “*University*” refer to the University of Pittsburgh System.

“*Dean*” refers to the Vice President and Dean of Academic Affairs at the University of Pittsburgh at Bradford.

“*President*” refers to the President of the University of Pittsburgh at Bradford.

“*Division chair*” and “*chair*” refer to the administrative head of the academic unit to which the faculty member is assigned.

“*Senate Constitution*” refers to the *Constitution and By-Laws of the University of Pittsburgh at Bradford Faculty Senate* (Appendix 6).

“*Review Period*” will normally refer to the period of employment from the date of the previous review through the date on which the file being reviewed was due to be submitted. In the case of tenure reviews, the “*review period*” will normally consist of the full five-year probationary period. Some portion of the review period for the purposes of tenure may include time spent in a prior position, subject to the conditions and procedures described below (see Tenure Clock).

III. GENERAL INFORMATION ON RANK AND CRITERIA

A. Appointment, Reappointment, Promotion, and Tenure

The University has established general criteria for each of its faculty ranks. The same level of overall quality will be expected for the University of Pittsburgh at

Bradford faculty as for all faculty in the University of Pittsburgh System. However, while appropriate research, scholarly and creative activity as well as University service are encouraged and expected, the relative emphasis on teaching at the Bradford campus ordinarily will be greater.

While the suitability of a candidate for tenure is a decision which is reached formally only after a number of years of service, to be appointed or promoted to assistant professor in the tenure stream a person should have the potential to earn promotion to associate professor and tenure.

Individuals outside the tenure stream may be considered for appointment or promotion to assistant professor without the expectation for promotion to higher ranks.

1. Instructor

For appointment as instructor, the expected qualification is a master's degree in an appropriate field. In some fields, professional experience may bear considerable weight; in other areas, teaching experience is essential.

2. Assistant Professor

An assistant professor should exhibit potential for very good teaching in the near term; substantial experience in advanced study and research, or professional experience of a kind that would enable him or her to make a comparable academic contribution; and a commitment to service. An assistant professor should possess an appropriate, earned doctorate or professional degree or relevant professional experience. He or she should exhibit promise of very good teaching effectiveness and of originality and productivity in research or the creative arts, and should have ability in guiding and counseling students for longer-term success.

3. Associate Professor

An associate professor should possess an appropriate earned doctorate or professional degree, and have substantial experience in teaching and research or applicable professional experience. The person should demonstrate a very good teaching performance with anticipation of it rising to the level of excellence. Similarly, a ranking of very good or higher in professional development should be evident in research, scholarly writing, or the creative arts. Service must be satisfactory or higher.

An associate professor must display consistently mature performance in course and curriculum planning, in guiding and counseling students and junior faculty members, and in participating in Pitt-Bradford activities.

4. Professor

The rank of professor recognizes the attainment of very good or excellent teaching effectiveness and professional development in his or her field, and service must be satisfactory or higher. (See Appendix 1, page 6, for specific performance requirements.) Professional development should be demonstrated

through research, scholarly writing, creative arts, professional practice, or leadership in professional and learned organizations, as well as having exceeded the standards described for the rank of associate professor.

B. Pitt-Bradford Categories for Evaluation

The following guidelines for faculty appointment, reappointment, promotion, and tenure have been adopted at the University of Pittsburgh at Bradford. They reflect the fact that the primary goal at Pitt-Bradford is excellence in teaching. Thus, while it is expected that faculty will meet general University criteria in the areas of teaching, professional development, and service (as defined below), it is also expected that the application of these criteria will reflect the relatively greater importance of excellent teaching at Pitt-Bradford.

The guidelines and recommendations provided in Appendix 1 of this document are designed to provide the framework for evaluation and for reappointment and promotion decisions on the Bradford campus. While the framework emphasizes teaching, it also is designed to confirm the expectation that candidates for tenure and promotion to the ranks of associate professor and professor should demonstrate the ability to sustain a strong program of scholarly activity or, for those in the creative arts, a record of creative accomplishment in the professional world. It also offers explicit criteria for recognizing performance and accomplishments in the overall area of service.

Guidelines in this document apply to all faculty for purposes of awarding merit compensation and are considered in determining the length of contract renewal.

1. Teaching

Since Pitt-Bradford faculty members devote a considerable amount of their time to teaching, the documentation and evaluation of teaching should be extensive. Faculty members are expected to be effective teachers in a number of ways, including but not limited to classroom instruction, course organization, and curriculum design. A faculty member is expected to maintain the intellectual vitality that comes from contact with and immersion in the evolving subject matter of his or her discipline.

Effective teaching begins with a sound foundation of knowledge and mastery of the discipline. It requires constant review and study of important new developments. It requires careful preparation and periodic updating of course content and materials, and a clear and effective presentation of the material. Course and curriculum development and revision are faculty responsibilities.

Effective teaching should stimulate students to acquire knowledge and to utilize their knowledge to think critically, cogently and creatively. It should awaken students to new concepts and introduce them to various perspectives in human thought. (See Appendix 1 for recommended and required supporting documentation.)

Important teacher-student interaction occurs during the advising process. Academic advising is an important faculty responsibility at Pitt-Bradford that shall demonstrate a sensitivity to students' academic and career goals. It consists of one or more of the following: academic counseling, course registration, career counseling, referral to University services, and other student-related activities. Effective advising builds on a thorough knowledge of the General Education curriculum, the requirements of one's own discipline, and

familiarity with those of other major programs. (Recommendations for documenting advising and other teaching-related activities are in Appendix 1.)

2. Professional Development

Professional development includes research; publications and creative activity; active participation in professional meetings; membership in appropriate professional organizations; and service to the profession. The goal of excellent teaching effectiveness cannot be reached unless faculty members maintain an active interest in their disciplines and continue to expand and refine their knowledge and understanding of their fields. In recognition of this, Pitt-Bradford encourages faculty to pursue the highest possible levels of scholarly achievement, research, and creative endeavors.

Individual contributions to professional development, as defined above, are expected. The quality of scholarly work of the faculty member may be judged on the basis of professional activities, scholarship and creative activities, publications, and professional recognition (See Appendix 1). Peer-reviewed publications or juried creative productivity are expected, and required for tenure.

3. Service

Service to Pitt-Bradford and the University may include, but is not limited to, active service on Pitt-Bradford and University committees; recruitment and retention activities; program development and administration; and acting as a University representative at public functions (see Appendix 1).

Pitt-Bradford is committed to serving the needs of the community, the region, and the Commonwealth of Pennsylvania. Pitt-Bradford encourages its faculty, within the limits of available time and resources, to offer its expertise to better the quality of life in the community. Public service includes professional activities assisting governmental units, not-for-profit agencies, businesses, and civic, religious, or other organizations. It is understood that some areas of academic expertise lend themselves to this type of service more than others, and that not all faculty can be expected to engage in this type of service.

In circumstances where individual faculty do render service to the community, within the realm of their academic expertise, the campus should recognize and support such activities. Individual faculty should be encouraged to present materials pertaining to community and public service when being reviewed for reappointment, promotion and tenure.

The relative emphasis placed upon each of these criteria will vary among divisions, disciplines, and individual faculty members. This variance is necessary and desirable because of the nature and roles of different disciplines.

IV. TERMS OF APPOINTMENT, REAPPOINTMENT, PROMOTION, AND TENURE

A. Full-Time, Tenure-Stream Faculty

1. Terms of Appointment and Non-reappointment

The terms of appointment of faculty members in the tenure stream below the rank of associate professor may be for one, two or three years. When a decision is made not to renew an appointment, faculty shall be notified according to the schedule illustrated in Appendix 4.

2. Accelerated Appointments

Initial tenure-stream appointments at the rank of associate professor or professor shall be for a probationary period of three or four years. Following the required tenure review process, the award of tenure may take place at any time during the probationary period. If tenure is not awarded, the probationary appointee at the associate or professor level must be given at least twelve months' notice prior to termination of the contract. Under exceptional circumstances, the initial appointment of an associate professor or professor may be made with tenure. In such cases, the Tenure and Promotion Committee must be consulted regarding the initial appointment with tenure.

3. Tenure Clock

The total number of years which a full-time, tenure-stream faculty member may serve without tenure in the tenure stream shall not exceed seven. If a person has served seven years in the tenure stream, he or she must either be promoted to associate professor with tenure, or his or her service in the tenure stream must be terminated. Notification of termination or promotion must be made prior to the end of the sixth year in the tenure stream. The maximum allowable duration of service in the tenure stream without tenure shall be independent of previous service at another college or university.

At the time of appointment to a tenure-stream position or by the final day of the first semester of that appointment (as defined by the academic calendar), a faculty member who has taught in a full-time position either at Pitt-Bradford or at another institution may request that work from one to five years of work completed as part of that position be accepted toward the requirements for tenure. That work would include all three areas of evaluation: teaching, professional development, and service. The faculty member should make the request in writing to the Vice President and Dean of Academic Affairs after consulting with their chair on the advisability of this decision. The probationary period in the Pitt-Bradford tenure-stream position will be reduced by a number of years equal to the number of years included from the previous position. No more than three years of accomplishments may be included from prior positions outside of the Pitt system.

A year of appointment in the tenure stream is recognized if the appointment becomes effective on or before December 31. In cases where the appointment

becomes effective January 1 or later, the remainder of the academic year is disregarded for this purpose, and the next year is counted as the first year of appointment in the tenure stream.

4. Tenure

Tenure may be held only by professors and associate professors at Pitt-Bradford. Once it has been awarded, tenure is obligatory for the University, optional with the faculty member.

5. Promotion without Tenure

Promotion to the rank of associate professor may be made without the award of tenure. Usually the individual will have completed at least three years in the tenure stream. An appointment as an associate professor, without tenure, shall be for a minimum of two years and not longer than four years. If there is no intention of awarding tenure, the individual must be given at least twelve months' notice of termination prior to the end of the appointment.

6. Transfer from Tenure Stream to Non-Tenure Stream

For the policy on transfer of faculty from tenure-stream appointments to appointments outside the tenure stream, reference may be made to the *Faculty Handbook* (Section II, Faculty Policies) at <http://www.bc.pitt.edu/policies>.

7. Leaves of Absence

Leaves of absence do not interrupt tenure-stream status but may prolong the maximum allowable period in the tenure stream. When a tenure-stream faculty member is granted a leave of absence, the official letter of notification from the provost may state that the period of probationary appointment has been extended, and that the time of leave will not be counted as a part of the term of probationary period of service. The minimum extension and period of non-counted service will be one academic term or semester, even if the leave was for a shorter period. An extension may be granted, but the total length of the leave of absence shall normally be limited to two academic years.

An extension under this policy shall be made solely for the purpose of enabling the individual concerned to have an opportunity for evaluation substantially equivalent to that of persons not taking leave. (See *Faculty Handbook* (Section II, Faculty Policies) at <http://www.bc.pitt.edu/policies>.)

B. Part-Time, Tenure-Stream Faculty

Only in exceptional circumstances will part-time faculty be considered for tenure or promotion. In these cases, the criteria in this document will be used.

Part-time tenure-stream faculty who serve at least on a half-time basis are eligible for tenured or tenure-stream appointments at the same ranks and under the same criteria, and by following the same procedures required for full-time faculty, with the following exceptions:

- The total number of years part-time faculty may serve in the tenure stream without tenure is thirteen years.
- The division chair shall inform the part-time faculty member no later than April 1 prior to the twelfth year that the tenure decision is to be made.
- A part-time faculty member may be promoted to the rank of associate professor without receiving tenure. Usually the individual will have completed at least six years in the tenure stream. The appointment shall be for a minimum of four years and not longer than six years.

C. Full-Time, Non-Tenure-Stream Faculty

1. Appointment, Reappointment and Promotion

Among the various faculties, there are persons who possess special skills contributing substantially to the mission of the University who are not hired to devote full-time effort to the University, or whose positions are funded for a finite period, or whose professional and academic preparations are not complete, or who are not expected to perform the same range of duties expected of a tenure-stream member of the faculty or to make the same contributions to the University community, and who are agreeable to a non-tenure-stream appointment without implication of tenure. These individuals will be evaluated for appointment, reappointment and promotion on the basis of performance dimensions as set forth in such documents as initial letters of appointment, letters of reappointment and annual performance reviews.

Appointments outside the tenure stream and without tenure may be made at the ranks of instructor, assistant professor, associate professor and professor. Appointments or promotion to the rank of associate professor or professor are subject to review by the Tenure and Promotion Committee and the Committee of Full Professors, respectively. For promotions to these ranks outside the tenure stream, the criteria and procedures described in Sections III and V will be followed. Reappointments at the rank of instructor and assistant professor, as well as for promotions from instructor to assistant professor, are subject to review by the Promotion and Renewal Committee. The criteria and relevant portions of the procedures described in Sections III and V will be followed. For reappointment of non-tenure-stream faculty, the degrees of attainment within the categories of teaching effectiveness, professional development, and service may be different than for tenure-stream faculty.

Non-tenure stream faculty seeking promotion will be evaluated on the basis of the same set of categories as set forth for tenure-stream faculty: Teaching Effectiveness, Professional Development, and Service. Degrees of attainment within these categories, along with the agreed-upon performance dimensions, are set forth in section III.A and Appendix 1, section III.B and will be similar to the expectation for tenure-stream faculty.

2. Terms of Appointment

The terms of appointment of full-time faculty members outside the tenure stream may be for one to five years. Appointment contracts are renewable.

3. Non-Reappointment

When a decision is made not to reappoint a faculty member who has completed less than five full years of continuous service, the faculty member shall be notified in writing no later than three and a half months prior to the end of the appointment.

When a decision is made not to reappoint a faculty member who has completed at least five full years of continuous service, the faculty member shall be notified in writing no later than five and a half months prior to the end of the

appointment. Faculty members outside the tenure stream who are supported in whole or in part by grants must be notified by the appropriate time before the termination of the grant as to whether or not they will be reappointed, should a supporting renewal or replacement grant be obtained.

Full-time, non-tenure-stream faculty members who are terminated prior to the expiration of appointment may avail themselves of the appeals process outlined in University Policy and Procedure document 02-02-10 (available via the Internet at <http://www.bc.pitt.edu/policies>).

V. EVALUATION PROCESS AND PROCEDURES

During the first term of employment, and at regular intervals thereafter, each faculty member is encouraged to meet with his or her division chair to discuss the substantive standards employed in decisions affecting reappointment, promotion and tenure; the procedures used in the review of performance; and the scheduling of the various events associated with reappointment and promotion. It is the responsibility of the chair to ensure that faculty are effectively mentored in their preparation for promotion and tenure. Each faculty member should use the opportunity of the Annual Performance Review and Goal Setting to discuss these matters with his or her chair. Faculty members have the right to respond in writing to annual letters of evaluation by division chairs. (See Appendix 3 for additional information on the Annual Performance Review and Goal Setting.)

A. General Procedures

Unless otherwise noted, the following guidelines are applicable in all reappointment, promotion and tenure procedures.

1. Confidentiality

Evaluations at every level of review are strictly confidential. Discussion of the candidate outside of the review process is not permitted.

Upon notification of contract renewal, promotion or tenure decisions, candidates may request access to all Pitt-Bradford reports and recommendations forwarded during the review process. Such requests should be forwarded to the Office of Academic Affairs (see University Policy #07-06-05). University policy prohibits candidate access to external evaluator recommendations (University Policy #07-06-05).

2. The Candidate's File

As an aid in the review process, a **digital** file shall be submitted by each tenure-stream and non-tenure-stream faculty member. In addition to a current *curriculum vitae*, the file will contain materials which bear on the individual's performance in teaching, professional development, and service. The candidate should consider preparing a brief career synopsis which summarizes distinctive features of teaching, major research thrusts, and service contributions. (See Appendix 1 for a list of required and recommended materials and activities.) The chair shall inform every faculty member of his or her obligations in regard

to keeping the file current and complete. The candidate may solicit additional information for the file as he/she deems appropriate.

At the beginning of any reappointment, promotion or tenure process, the candidate's file shall be forwarded to the dean, where it shall reside until the process is completed, and the candidate has received final notification of the outcome. Once the review process has started, the candidate may not alter the contents of his or her file, except by special permission from the dean.

3. Timetable

All parties involved in the review and recommendation process shall be governed by the deadlines that have been set forth in Appendix 4.

Requests for promotion may be generated by the division chair or by the candidate; written notification of intent to seek promotion should be sent to the dean by April 15 of the academic year prior to the year of review.

4. Reviews

All untenured and tenured full-time faculty, part-time faculty (teaching six or more credits during the regular year) with a contract of one year or longer, and administrators with faculty status regardless of rank shall be reviewed by the appropriate committee when contracts indicate such review, or when the faculty member seeks promotion.

Each level of review shall consider as evidence the candidate's file, plus the reports and recommendations of all prior levels of review, including the reviews of previous Tenure and Promotion Committees. Reports and recommendations from each level of review shall be forwarded, by the appropriate deadlines, to the dean for inclusion in the candidate's file.

The committee shall inform the candidate when considering his or her case. Candidates have the right to appear in person to present their case; however, this is not required.

At any stage in the review process, committee chairs or administrators involved in the process may solicit additional information to aid in the completion of their report or recommendation.

5. Voting

Before voting on a candidate's promotion or renewal, all members of the Tenure and Promotion Committee and the Promotion and Renewal Committee are expected to attend all of the meetings in which a candidate's file is discussed, including any meeting in which the candidate speaks to the committee.

B. Levels of Review and Committee Structure

1. External Evaluators

In cases involving tenure or promotion to associate professor or professor, the division chair will select nine or ten external evaluators (to ensure timely submissions by a minimum of six external evaluators), all of whom must be

tenured and have academic rank equal to or higher than that to which the candidate aspires. The candidate will prepare a list of no fewer than six names of potential external evaluators. In no case should the candidate be allowed to directly solicit a letter from an external evaluator. In consultation with the dean, the chair may select no more than three evaluators from the candidate's list, and then identify additional evaluators in the appropriate discipline from among individuals who do not personally know the candidate. No more than two faculty members from other University of Pittsburgh campuses may serve as external evaluators. All external evaluations (and a minimum of six) will be included in the candidate's file. At no time shall the names or evaluations of the referees, considered or selected, be disclosed to the candidate.

The division chair will solicit external evaluators, confirming with each that both their names and their evaluations will be kept in strict confidence from the candidate (University Policy #07-06-05). Upon confirmation that they will serve, the chair will submit to the dean for inclusion in the candidate's file the list of external evaluators with a brief description of each evaluator's academic background, a notation as to who proposed each evaluator, and an indication of present or past connections between the evaluator and the candidate.

The candidate will compile a copy of the following materials for each external evaluator (this abbreviated file will be referred to as the external file) and a copy shall be filed in the candidate's division office.

- Current *curriculum vitae* (see Appendix 1, Section I.E)
- Student evaluations of teaching (all for past five years)
- Grade distribution reports (all for past five years)
- Selection of classroom materials (handouts, exams, reading lists, syllabi, assignments, etc.)
- Selection of scholarly or creative material

These materials should be selected carefully to fairly represent the faculty member's performance. To respect the external evaluator's time, whenever possible the external file should not exceed 100 pages.

The division chair will send to each external evaluator a copy of the external file, Pitt-Bradford's *Policies and Procedures for Faculty Appointment, Reappointment, Promotion, and Tenure*, and an appropriate cover letter asking that the external evaluations be returned to the division chair. The chair will submit the external evaluations to the Dean's Office for inclusion in the candidate's file. The external evaluators will be asked to consider the candidate's achievements in teaching and scholarly activity. After reviewing the *Policies and Procedures for Faculty Appointment, Reappointment, Promotion, and Tenure* document, they will review the candidate's external file according to the criteria defined in this document, and evaluate the candidate's work using the performance ratings and expectations outlined in Appendix 1.

In the event the candidate is a division chair, the dean will assume the responsibilities of the chair with respect to the review process.

2. Peer Review Committee

The Peer Review Committee serves as the first internal level of review in all cases of reappointment, promotion and tenure. In consultation with the dean, the division chair will choose a minimum of three faculty members to serve as the Peer Review Committee. The chair of the Peer Review Committee will be appointed by the division chair. All committee members must be in the candidate's discipline, or in a related discipline. Appointments to the Peer Review Committee will preferably come from the candidate's division; when appropriate, they may come from outside the division, or from another Pitt campus.

Prior to discussion of the case, each committee member will review the candidate's file, including available letters of external evaluators, and observe at least one of the candidate's classes. The committee will produce a letter containing a narrative and assessment of the classroom observation and a review of the file that should not be simply a summary of its contents, but a rigorous evaluation that highlights strengths and weaknesses of the candidate's performance within the context of the faculty member's discipline, to the extent possible, in the areas of teaching, scholarship, and service.

3. Evaluations by Colleagues

The division chair will invite and encourage all division colleagues to write letters of evaluation for inclusion in the candidate's file. These letters will be sent to the division chair, and then forwarded to the dean along with the chair's letter for inclusion in the candidate's file.

4. Chair's Recommendation

The division chair will review the candidate's file, as well as the evidence from previous levels of review, and submit a letter reflecting his or her own review, analysis and recommendation to the dean.

In the event the candidate is a division chair, the dean will assume the chair's responsibilities with respect to the review process.

5. College-Wide Committees on Reappointment, Promotion, and Tenure

a. Promotion and Renewal Committee

The Promotion and Renewal Committee reviews and makes recommendations on all candidates outside the tenure stream for reappointment and for promotion from instructor to assistant professor.

The membership of the Promotion and Renewal Committee is defined in the Senate Constitution (Appendix 6), which further specifies that the chair of the committee is to be elected immediately following Senate elections, and that the name of the committee chair must be submitted to the dean before April 30. The dean will then forward the names of the candidates to be considered for promotion and reappointment to the committee chair.

Prior to discussion of a candidate's case, each committee member will review the candidate's file. The criteria for their evaluation and definitions of performance levels are defined in Appendix 1. The form designed to assist committee members in recording their evaluations and ratings is provided in Appendix 2. Each committee member's evaluation and rating form of a candidate should be given to the committee chair prior to the meeting during which the candidate will be considered.

Following the committee's discussion, votes shall be cast. The committee chair will forward to the dean the recommendation of the committee, including the vote, and a written summary of the consideration of the candidate in each of the activity areas. Reasons for abstentions should be explained. If there is a minority opinion, the committee's letter should address the reasons for the dissent, or the dissenting member(s) may write a minority opinion report. The committee report should include appropriate references to all materials used in the evaluation and should be extensive, detailed, and thorough. Care must be taken not to associate individual committee members with specific comments. The chair will also forward to the dean the evaluation and rating forms completed by the committee members.

b. Tenure and Promotion Committee

The Tenure and Promotion Committee reviews and makes recommendations on all candidates in the tenure stream seeking contract renewal, tenure, and promotion to associate professor, and in the non-tenure-stream seeking promotion to associate professor.

The membership of the Tenure and Promotion Committee is defined in the Senate Constitution (Appendix 6), which further specifies that the chair of the committee is to be elected immediately following Senate elections, and that the name of the chair must be submitted to the dean before April 30. The dean will then forward the names of the candidates to be considered for contract renewal, tenure and promotion to the committee chair.

Prior to discussion of a candidate's case, each committee member will review the candidate's file, along with any previous Tenure and Promotion Committee or Promotion and Renewal Committee reports on the candidate. The criteria for evaluation and definitions of performance levels are defined in Appendix 1. The form designed to assist committee members in recording their evaluations and ratings is provided in Appendix 2. Each committee member's evaluation and rating form of a candidate should be given to the committee chair prior to the meeting during which the candidate will be considered.

Following the committee's discussion, votes shall be cast. The committee chair will then forward to the dean the recommendation of the committee, including the vote and a written summary of the consideration of the candidate in each of the activity areas. Reasons for abstentions should be explained. If there is a minority opinion, the committee's letter should address the reasons for the dissent, or the dissenting member(s) may write a

minority opinion report. The committee report should include appropriate references to all materials used in the evaluation and should be extensive, detailed, and thorough. Care must be taken not to associate individual committee members with specific comments. The chair will also forward to the dean the evaluation and rating forms completed by the committee members.

c. Committee of Full Professors

The Committee of Full Professors shall be a standing committee of Faculty Senate that reviews and makes recommendations on all candidates seeking promotion to full professor.

The membership of the committee, as defined in the Senate Constitution (Appendix 6), is comprised of full professors. The members shall serve immediately following Senate elections, and the name of the committee chair must be submitted to the dean before April 30.

C. Reappointment

The work of the University of Pittsburgh at Bradford requires a wide variety of talents, balanced among specialized fields. Because these needs change over time, the campus must be capable of responding to these changes. Therefore, all recommendations for reappointment and promotion not only must be evaluated in terms of the individual merits of the candidate, but also with respect to the current standards of the relevant discipline or profession at large and the requirements of the candidate's division, and Pitt-Bradford, at the time of the recommendation and for the then foreseeable future.

Decisions should not be based purely on quantitative considerations such as the number of committee assignments, publications, or memberships in professional organizations. Qualitative assessments of a candidate's overall performance, although difficult and sensitive, are a fundamental part of the review process. Evaluation of teaching is an important part of an individual's file. (See section III.B.1).

The progression of review for reappointment shall be as follows: Peer Review, division chair's recommendation, Promotion and Renewal Committee's recommendation or the recommendation of the Tenure and Promotion Committee in cases involving the reappointment of tenure-stream faculty; dean's recommendation; president's recommendation. If the recommendation of the president is positive, the file is forwarded to the provost for final consideration and reappointment. If the decision is to deny reappointment, the faculty member has the right to have the decision reconsidered by the president. In case of a denial upon reconsideration, the candidate may utilize the appeals process outlined in University Policy and Procedure document 02-02-10 (available at <http://www.bc.pitt.edu/policies>).

D. Promotion

1. Assistant Professor

When either the division chair or the faculty member holding the rank of instructor feels that the latter has fulfilled the criteria for the rank of assistant professor, the faculty member shall prepare a statement requesting promotion to assistant professor, along with appropriate supporting materials, and forward it to the division chair. Written notification of intent to seek promotion should be sent to the dean, by the division chair or the faculty member, by April 15 of the academic year prior to the year of review.

The progression of review for promotion to assistant professor shall be as follows: Peer Review; division chair's recommendation; Promotion and Renewal Committee's recommendation; dean's recommendation; president's recommendation. If the recommendation of the president is positive, the file is forwarded to the provost for final consideration and promotion. If the decision is to deny promotion, the faculty member has the right to have the decision reconsidered by the president. In case of a denial upon reconsideration, the candidate may utilize the appeals process outlined in University Policy and Procedure document 02-02-10 (available at <http://www.bc.pitt.edu/policies>).

2. Associate Professor and Award of Tenure

Normally, promotion to the rank of associate professor will carry with it the award of tenure for those in the tenure stream, and for this reason the procedures for conferring tenure will be covered under this heading. Academic tenure is a status accorded to members of the University faculty who have demonstrated high ability and achievement in their dedication to the growth of human knowledge. Tenure is intended to assure the University that there will be continuity in its experienced faculty and in the functions for which they are responsible. In awarding tenure, the University also pays homage to the priceless worth of independence of the mind and the freedom to inquire.

The division chair shall inform each faculty member no later than April 1 in his or her fifth year in the tenure stream that the tenure decision is to be made; he or she shall further inform the candidate of all necessary procedures to be followed by the candidate in preparation for the tenure decision.

In addition to the required external evaluators, additional recommendations from distinguished professionals or creative artists who do not hold appropriate academic rank and/or tenure may be solicited by the division chair, in consultation with the candidate.

The progression of review for tenure and promotion to associate professor shall be as follows: external evaluations; Peer Review; division chair's recommendation; Tenure and Promotion Committee's recommendation; dean's recommendation; president's recommendation. If the recommendation of the president is positive, the file is forwarded to the provost. If the recommendation of the provost is positive, the file is forwarded to the chancellor for final consideration and appointment.

If the decision is to deny tenure and promotion, the faculty member has the right to have the decision reconsidered by the president. In case of a denial on reconsideration, the candidate may utilize the appeals process outlined in

University Policy and Procedure document 02-02-10 (available at <http://www.bc.pitt.edu/policies>).

3. Professor

To initiate the review process for promotion to professor, an associate professor shall notify his or her division chair and the dean, and assemble appropriate materials to support the promotion. These materials should provide evidence of significant achievement in teaching, professional development, and service. Written notification of intent to seek promotion should be sent to the dean, by the division chair or the faculty member, by April 15 of the academic year prior to the year of review.

In addition to the required external evaluators, additional recommendations from distinguished professionals or creative artists who do not hold appropriate academic rank and/or tenure may also be solicited by the division chair, in consultation with the candidate.

The progression of review for promotion to professor shall be as follows: external evaluations; Peer Review; division chair's recommendation; recommendation of the Committee of Full Professors; dean's recommendation; president's recommendation. If the recommendation of the president is positive, the file is forwarded to the provost. If the recommendation of the provost is positive, the file is forwarded to the chancellor for final consideration and appointment.

The decision shall be conveyed to the candidate within one year of the application deadline. In the case of denial of promotion, the candidate may reapply for promotion at any time, or utilize the appeals process outlined in University Policy and Procedure document 02-02-10 (available at <http://www.bc.pitt.edu/policies>).

VI. TERMINATION OF APPOINTMENT FOR CAUSE, FINANCIAL EXIGENCY, OR REORGANIZATION

Procedures for such actions are outlined in the University of Pittsburgh *Faculty Handbook* and detailed in the University of Pittsburgh policy documents numbered 02-02-07, 02-02-08, and 02-02-09 (all available at <http://www.bc.pitt.edu/policies>).

GUIDE TO APPENDICES

- APPENDIX 1:** Required and Recommended Supporting Documentation for Reappointment, Promotion, and Tenure and Definitions of Performance Levels for Faculty Evaluation
- APPENDIX 2:** Master Evaluation Form for Reappointment, Promotion and Tenure
- APPENDIX 3:** The Annual Performance Review and Goal Setting
- APPENDIX 4:** Schedule for Reappointment, Promotion, and Tenure Considerations
- APPENDIX 5:** File Summary for Reappointment, Promotion and Tenure
- APPENDIX 6:** *Constitution and By-Laws of the University of Pittsburgh at Bradford Faculty Senate.*

OTHER REFERENCES

Copies of each of the following references are available via the Internet at <http://www.bc.pitt.edu/policies>.

1. *Faculty Handbook* (2002; Updated June 2006), University of Pittsburgh.
In particular:
 - a. II. Faculty Policies/Appointment and Tenure: The University of Pittsburgh Bylaws, Chapter II: "Faculty Reviews and Appeals Principles and Procedures" (amended November 27, 2000).
2. "Faculty Appointment and Tenure," University of Pittsburgh Policy Manual, Documents 02-02-01 through 02-02-14. In particular:
 - a. "Termination of Appointment for Cause," Document 02-02-07.
 - b. "Termination of Tenure Due to Financial Exigency," Document 02-02-08.
 - c. "Termination Due to Reorganization or Termination of Academic Programs," Document 02-02-09.
3. "Access to Employee Personnel Files," University of Pittsburgh Policy Manual, Document 07-06-05.

APPENDICES

APPENDIX 1

Required and Recommended Supporting Documentation for Reappointment, Promotion, and Tenure and Performance Levels for Faculty Evaluations

I. General Guidelines

To aid the candidate in preparing his or her file, and to facilitate the work of the committees and administrators who will review the candidate's file, the following general guidelines are suggested.

A. Digital File

Box will serve as the designated depository of documents for faculty evaluation, with the understanding that dedicated software may be utilized in the future in place of Box. The office of the Academic Dean will determine and manage necessary organizational processes, such as file naming, file organization, and protocols for submitting files.

B. Time Period of Materials

Candidates being considered for tenure and/or promotion should include materials that represent their professional career. Candidates being considered for reappointment need only supply materials that are new since their last reappointment review, unless otherwise stated; for example, a list of courses taught over the previous five years is required.

C. Amount of Material

The amount of supporting documentation to be included in the file is at the candidate's discretion. However, it is suggested that carefully selected, representative materials in each category are usually sufficient to convey the achievements of the candidate.

D. Organization

The suggested order for the contents of the file is:

- Table of Contents
- Current *curriculum vitae*
- File Summary for Reappointment, Promotion and Tenure (Appendix 5)
- Teaching Effectiveness (see criteria below)
- Professional Development (see criteria below)
- Service (see criteria below)

A career synopsis and self-evaluation are particularly helpful to reviewers and are suggested as components of the file.

APPENDIX 1

E. Curriculum Vitae

Faculty members will provide a digital copy of their CV to the Tenure Committee through a designated site named by the Chair.

The *curriculum vitae* should provide the essential professional history of the candidate, listing all elements of formal post-secondary education and all professional positions held. Publications should be categorized into separate groupings, such as books, abstracts, monographs, journal articles, chapters in edited volumes, and textbooks. Names of co-authors should always be included in the order in which they appear on the publication. It is important to list the page numbers for each published item or, in the case of a book, the total number of pages. There should be an indication as to which journal articles are refereed. Conference presentations, if reported, should be listed in a separate category. Through the faculty mentoring processes of each unit, faculty members should be made aware of the appropriate *curriculum vitae* content for the purposes of your unit and the Provost's Office.

Research grants should be listed, for at least the last five years. For each grant or contract, the granting agency, the title of the award, the period, and the amount designated as total or as direct cost of the award should be unambiguously indicated, as well as the project title of the candidate, e.g., principal investigator, co-principal investigator or other specific title.

Invited lectures, special honors, or seminar presentations at other institutions should be listed for the previous five years. Service to the division, campus, University, or external institutions that are professionally relevant should be cited in the *curriculum vitae*.

F. File Summary for Reappointment, Promotion and Tenure (Appendix 5)

G. Criteria to Be Addressed

Reports and evaluations at all levels (file prepared by candidate, external evaluators, Peer Review, division chair, Promotion and Renewal Committee, Tenure Committee, etc.) should address teaching effectiveness, professional development, and service.

II. Elements and Criteria for Reappointment, Promotion, and Tenure

Required elements for inclusion in a candidate's file are marked with an asterisk (). The items listed in the following sections (II.A., B., and C.) are examples only. They are not to be construed as a rank order of the items.*

A. Teaching Effectiveness

1. Classroom Performance

- The Annual Performance Review and Goal Setting documents (includes annual self-evaluations and chair's reviews)*
- Syllabi, including course outlines, reading lists, and texts used*

APPENDIX 1

- Grade Distribution Reports*
- Student Evaluations in accordance with University policy (qualitative results at the discretion of the faculty member)*
- Teaching Effectiveness data table, including data from the period under review.
- Classes taught in last 5 years, with enrollments*

2. Teaching-Related Activities

- Academic advising
- Supervising undergraduate research (number and titles of projects, nature of research, project report outcomes)
- Supervising internships (final reports of internships, proposals, site supervisor's letter of evaluation)
- Directing other out-of-class student scholarly and/or creative activities
- Assisting students in graduate study/career placement activities (record of placement, reference letters)
- Sponsoring student clubs/organizations/publications

3. Course and Curriculum Development and Revision

B. Professional Development

These activities enhance a recognized scholarly discipline and help promote a vitality in teaching. They may be either in the discipline itself or in its pedagogy.

1. Professional Activities

- Editing a professional journal
- Holding office or a committee position in a professional group
- Chairing sessions at conferences
- Attending professional meetings
- Serving on state boards
- Obtaining licensure
- Attending short courses sponsored by professional organization
- Developing programs
- Organizing conferences

2. Scholarship and Creative Activities

- Obtaining research grants
- Reviewing papers for refereed journals
- Adjudicating scholarly and creative activities
- Presenting papers at conferences
- Manuscripts or research in progress
- Chairing, organizing, and reviewing papers at conferences

APPENDIX 1

- Other scholarly and creative activities such as professional videos, recordings, paintings, performances, and compositions

3. Publication

- Publishing in refereed journals
- Publishing scholarly or creative books
- Publishing in proceedings of conferences
- Publishing in other professional publications
- Publishing reviews of books

4. Professional Recognition

- Awards for published papers and books
- Awards for professional achievement
- Citations in professional journals

C. Service

These are examples of the activities that maintain or improve academic programs, Pitt-Bradford, the University, or the community. It is appropriate to include letters that describe the candidate's service in detail, including the nature and quality of the service, and the importance of the service to the discipline, home academic unit, and University.

1. College and University Service

- Serving on University committees/councils
- Teaching overloads to meet program requirements
- Participating in division or campus programs
- Serving as campus representative at University meetings
- Obtaining institutional grants
- Evaluating student scholarship and placement exams
- Developing and promoting co-curricular activities (student recruitment, public shows, productions, or presentations)

2. Program Development/Administration

- Developing new programs or workshops
- Directing a program
- Performing divisional administrative duties
- Securing equipment/collections from outside sources
- Obtaining programmatic grants

3. Community Service Based on Professional Expertise or Standing

- Lectures, performances, etc., for community groups
- Serving in community organizations
- Campus lectures open to the community

APPENDIX 1

Areas in sections A, B, and C in which a candidate claims special achievements or accomplishments should be substantiated by appropriate supporting materials entered into the file.

III. Performance Levels for Faculty Evaluations

A. Definitions

After considering all available information, external and internal evaluators responsible for annual and periodic reviews of the candidates will assess and judge their performance in each of the three performance categories (Teaching Effectiveness, Professional Development, Service) using the following performance levels.

Excellent: The evidence supports the judgment that exceptional contributions have been made in fulfilling responsibilities.

Very Good: The evidence supports the judgment that significant contributions have been made in fulfilling responsibilities.

Satisfactory: The evidence supports the judgment that professional responsibilities have been fulfilled adequately.

Marginal: The evidence does not conclusively support the judgment that professional responsibilities have been met adequately.

Unsatisfactory: The evidence supports the judgment that professional responsibilities have not been met.

B. Performance Ratings for Promotion

Promotion through the ranks from instructor to professor will reflect levels of achievement appropriate to that rank. More specifically, the minimal performance ratings for promotion at each rank are as follows:

Instructor to Assistant Professor

- *Satisfactory* or higher in Teaching Effectiveness
- *Satisfactory* or higher in either Service or Professional Development and the expectation of activity in the remaining category to improve to a satisfactory level

Assistant Professor to Associate Professor

Promotion to associate professor requires a minimum ranking of satisfactory in service, and very good in teaching effectiveness and professional

APPENDIX 1

development, as well as showing promise of excellence in teaching or professional development.

- *Very Good* or higher in Teaching Effectiveness
- *Very Good* or higher in Professional Development
- *Satisfactory* or higher in Service

Associate Professor to Professor

Promotion to professor requires a minimum ranking of excellent or very good in teaching and professional development, and service must rank very good or satisfactory, all in accord with the performance patterns listed below.

- *Excellent* in Teaching Effectiveness
- *Very Good* in Professional Development
- *Satisfactory* or higher in Service

or

- *Very Good* in Teaching Effectiveness
- *Excellent* in Professional Development
- *Satisfactory* or higher in Service

or

- *Very Good* in Teaching Effectiveness
- *Very Good* in Professional Development
- *Very Good* in Service

APPENDIX 2

Master Evaluation Form for Reappointment, Promotion and Tenure

CANDIDATE: _____

Division: _____

Committee Meeting Date: _____

Reviewer: _____

Evaluations

E = Excellent
VG = Very Good
S = Satisfactory
M = Marginal
U = Unsatisfactory

CRITERIA

A. TEACHING EFFECTIVENESS	E	VG	S	M	U
----------------------------------	----------	-----------	----------	----------	----------

1. Classroom Performance	E	VG	S	M	U
--------------------------	---	----	---	---	---

2. Teaching-Related	E	VG	S	M	U
---------------------	---	----	---	---	---

3. Course and Curriculum Development and Revision	E	VG	S	M	U
--	---	----	---	---	---

APPENDIX 2

B. PROFESSIONAL DEVELOPMENT	E	VG	S	M	U
------------------------------------	----------	-----------	----------	----------	----------

1. Professional Activities	E	VG	S	M	U
----------------------------	---	----	---	---	---

2. Scholarship and Creative Activities	E	VG	S	M	U
--	---	----	---	---	---

3. Publication	E	VG	S	M	U
----------------	---	----	---	---	---

4. Professional Recognition	E	VG	S	M	U
-----------------------------	---	----	---	---	---

APPENDIX 2

C. SERVICE	E	VG	S	M	U
-------------------	----------	-----------	----------	----------	----------

1. College and University Service	E	VG	S	M	U
-----------------------------------	---	----	---	---	---

2. Program Development/Administration	E	VG	S	M	U
---------------------------------------	---	----	---	---	---

3. Community Service	E	VG	S	M	U
----------------------	---	----	---	---	---

DISCUSSION COMMENTS:

APPENDIX 3

ANNUAL SELF EVALUATION

Faculty Member:

Division:

Date:

In this self-evaluation please reflect upon progress and accomplishments of the past year.

Teaching Effectiveness

Please use the following table to provide information for courses taught:

#	Term (F/S)	Course #	Credit Hours	Course Title	Average GPA	Course Enrollment	Class Mean
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

***Class Mean** (Overall Teaching Effectiveness score) is from Student Opinion of Teaching survey results.

1. Classroom Performance

Please describe how you feel your courses were received last year. Note your reaction to student evaluation of your courses, and indicate any changes you have made or plan to make in your courses. This is particularly important for classes with evaluations below the school average.

2. Teaching-Related Activities

Indicate the number of Advisees and discuss advising activities:

Please discuss any of the following activities: supervising undergraduate research, supervising internships, directing other out-of-class student scholarly and/or creative activities, assisting students in graduate study/career placement activities (record of placement, reference letters), sponsoring student clubs/organizations/publications, course and curriculum development and revision, other.

APPENDIX 3

Professional Development

These activities enhance a recognized scholarly discipline and help promote vitality in teaching. They may be either in the discipline itself or in its pedagogy. Note the academic and scholarly activities which were part of your professional growth in the last year. Indicate the significance of each. If you received a Pitt-Bradford Faculty Grant for external professional development funding, please indicate the activity that was funded and note how it might be incorporated into your teaching and/or professional activity on campus. List any other professional or scholarly work. Examples of professional development for consideration:

1. Professional Activities

- Editing a professional journal
- Holding office or a committee position in a professional group
- Chairing sessions at conferences
- Attending professional meetings
- Serving on state boards
- Obtaining licensure
- Attending short courses sponsored by professional organization
- Developing programs
- Organizing conferences

2. Scholarship and Creative Activities

- Obtaining research grants
- Reviewing papers for refereed journals
- Adjudicating scholarly and creative activities
- Presenting papers at conferences
- Manuscripts or research in progress
- Chairing, organizing, and reviewing papers at conferences
- Other scholarly and creative activities such as professional videos, recordings, paintings, performances, and compositions

3. Publication

- Publishing in refereed journals
- Publishing scholarly or creative books
- Publishing in proceedings of conferences
- Publishing in other professional publications
- Publishing reviews of books

APPENDIX 3

Please use the following table to provide information regarding publications.
Add or delete rows as needed.

Type of Publication (national, international, online, book, book chapter review, etc.)	Title of Work	Title of Periodical (year, volume, page, publisher)	Author/s	Refereed Journal (Yes, No)

4. Professional Recognition

- Awards for published papers and books
- Awards for professional achievement
- Citations in professional journals

Service

These are examples of the activities that maintain or improve academic programs, the college, the university, or the community.

1. Campus and University Service

Summarize your contributions in the areas of campus and university service, course and curriculum development, and program development, in the past year. Include your service on Faculty Senate, Senate committees and ad hoc activities on campus. Indicate the nature and quality of the service, and the importance of the service to the discipline, home academic unit, and University.

- Serving on university committees/councils
- Teaching overloads to meet program requirements
- Participating in divisional or campus programs
- Serving as campus representative at University meetings
- Obtaining institutional grants
- Evaluating student scholarship and placement exams
- Developing and promoting co-curricular activities (student recruitment, public shows, productions, or presentations)

APPENDIX 3

2. Program Development/Administration

- Developing new programs or workshops
- Directing a program
- Performing divisional administrative duties
- Securing equipment/collections from outside sources
- Obtaining programmatic grants

3. Community Service Based on Professional Expertise or Standing

- Lectures, performances, etc., for community groups
- Serving in community organizations
- Campus lectures open to the community

Goals

State the goals and objectives you set last year, for this academic year.

#	Goals and Objectives
1	
2	
3	

To what degree have you accomplished them? Was it necessary to change any of them?

#	Discussion of the Progress
1	
2	
3	

List your goals and objectives for the next academic year. Be as specific as possible.

#	Goals and Objectives
1	
2	
3	

Evaluation deadlines are set by the Academic Dean, but generally follow this schedule:

By May 10 Faculty member submits self-evaluation to Division Chair and requests review meeting with Chair.

Division chair submits his/her self-evaluation to Academic Dean.

By June 5 Division Chairs submit annual evaluations (including any faculty responses) to Academic Dean.

APPENDIX 4

SCHEDULE FOR REAPPOINTMENT, PROMOTION, AND TENURE CONSIDERATIONS*

(Dates which fall on a weekend are generally advanced to the following business day.)

Candidate's File Submitted To Dean	External Evaluators' Letters Due	Peer Review Committee's Report Due	Division Chair's Recomm. Due	Review Committee's Recomm. Due	Academic Dean's Recomm. Sent to President	President's Recomm. Sent to Provost	Notification to Candidate**
--	--	--	------------------------------------	--------------------------------------	---	---	--------------------------------

TENURE STREAM

REAPPOINTMENT								
1 st one-year appt.	Dec 10	NA	Dec 20	Jan 5	Jan 30	Feb 15	Mar 1	Mar 15
2 nd or subsequent one-year appt.	Aug 15	NA	Sep 10	Sep 20	Oct 30	Nov 15	Dec 1	Dec 15
Two-year appt.	Aug 15	NA	Sep 10	Sep 20	Oct 30	Nov 15	Dec 1	Dec 15
Three-year appt.	Oct 1 (of year 2)	NA	Oct 15	Nov 1	Jan 10	Mar 1	Apr 1 (13 mos. prior to end of contract)	Apr 30 (12 mos. prior to end of contract)
PROMOTION								
Instructor to Assistant Professor	June 1	July 30	Sep 10	Sep 20	Oct 30	Nov 30	Jan 5	-----
Assistant Prof. to Associate Prof.	June 1	July 30	Sep 20	Sep 30	Nov 30	Dec 30	Feb 1	Apr 30
Associate Prof. to Professor	June 1	July 30	Sep 20	Sep 30	Nov 30	Dec 30	Mar 15	-----
TENURE	June 1	July 30	Sep 20	Sep 30	Nov 30	Dec 30	Feb 1	Apr 30

NON-TENURE STREAM

Less than 5 full years of continuous service	Sep 1	NA	Sep 15	Oct 1	Nov 15	Dec 1	Jan 1 (4 mos. prior to end of contract)	Jan 15 (3 ½ mos. prior to end of contract)
Five or more continuous years of service	Aug 15	NA	Aug 30	Sep 5	Sep 15	Oct 15	Nov 1 (6 mos. prior to end of contract)	Nov 15 (5 ½ mos. prior to end of contract)

* *If contract dates do not coincide with the September-April academic year, consult the Dean of Academic Affairs for applicable deadlines.*

** *Notification refers to the date by which the University must notify the candidate in the case of non-renewal.*

APPENDIX 5

File Summary for Reappointment, Promotion and Tenure

Please **SUMMARIZE/LIST** the data requested in the form below. Only include items completed during the review period. If the current review is your tenure review, include all works occurring during the entire tenure review period.

Candidate's Name: _____
Review Period: _____

Program & Division: _____

TEACHING EFFECTIVENESS

1. Classroom Performance data

Additional Candidate Comments or Explanations on the information listed above:

#	Term (F/S)	Course #	Credit Hours	Course Title	Average GPA	Course Enrollment	Class Mean
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

2. Teaching Related Activities:

Average # of Advisees	Number of Internships	Number of graduate school placements & job placements	Number of student research projects

If you have been an advisor to any student organizations, please list them below:

Other teaching-related activities and/or comments:

3. Course and Curriculum Development/Revision

Course Developed	Further description of work:

Revised Course	Describe the nature of the revision:

List and briefly describe any other programs you developed or revised:

--

PROFESSIONAL DEVELOPMENT

1. Professional Activities

List your professional activities below. Examples of what should be listed here include: editing professional journals, attending professional meetings or conferences, holding office in an organization, chairing conference sessions, serving on state boards, obtaining licensure, attending short courses sponsored by professional organizations, developing programs, organizing conferences.

--

2. Scholarship and Creative Activiti

List your scholarship and creative activities below. Examples that should be included are: obtaining research grants, refereeing journals, presenting at conferences and professional meetings, manuscripts/research in progress, reviewing papers at conferences, other creative activity such as videos, performances, compositions, paintings and recordings.

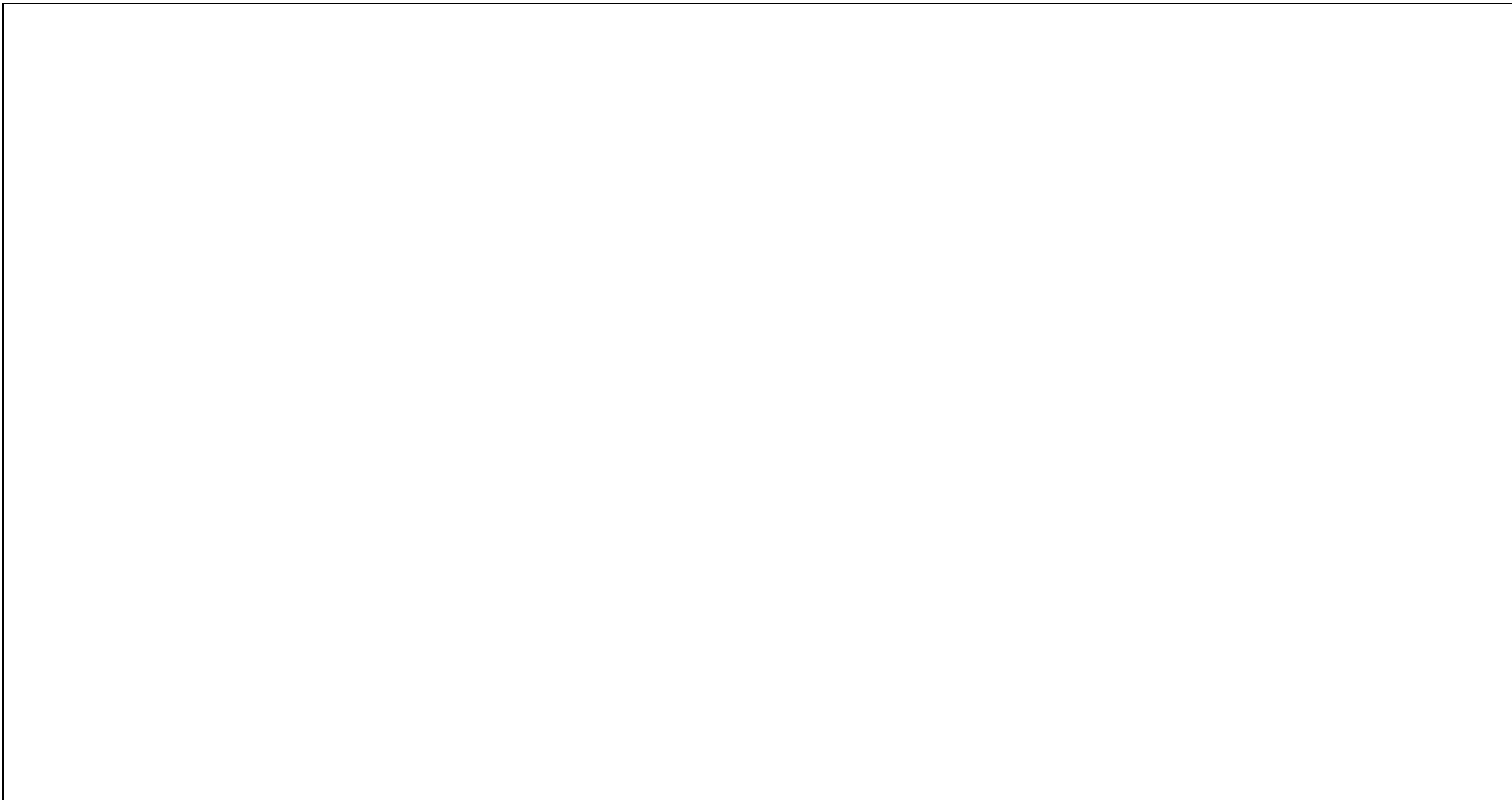
3. Publications

Examples include: Publishing in refereed journals, publishing scholarly or creative works, publishing in conference proceedings, book review publications, and other professional publications. WORKS IN PROGRESS SHOULD BE PLACED IN SECTION 2 ABOVE.

Title	Abstract or Description	Peer Reviewed? (Y, N)

4. Professional Recognition

List awards for published papers/books, professional achievement or citations in professional journals:

A large, empty rectangular box with a thin black border, intended for the user to list awards, professional achievements, or citations in professional journals.

SERVICE**1. Campus and University Service**

List items such as committee work, teaching overloads, participation in any division/campus programs, campus representative at University meetings, institutional grants, evaluation of student scholarship and placement exams, development and promotion of student recruitment, public productions or presentations

Committee	Role	Dates of Service
Other University Service Activities:		

2. Program Development/Administration

Development of new programs/workshops, directing a program, divisional/administrative duties, securing equipment/collections from external sources and securing program grants should be listed here:



3. Community Service (Based on Professional Expertise or Standing)

List lectures given to the general community, performances, etc. for community groups, serving in community organizations:

A large, empty rectangular box with a thin black border, intended for the user to list community service activities such as lectures, performances, or other community group services.

Document History

Faculty Senate Minutes Reference	Section(s) Revised	Date Document Revised	Date Sent to Academic Affairs (with initials)
MM/DD/YYYY		MM/DD/YYYY	MM/DD/YYYY - abc
11/10/2009			
01/29/2013		06/10/2014	06/10/2014 - kmb
04/08/2014		06/10/2014	06/10/2014 - kmb
01/29/2015		02/06/2015	02/06/2015 - kmb
10/31/2017	V. Evaluation Process and Procedures: B. Levels of Review and Committee Structure: 2. Peer Review Committee, paragraph 2	02/14/2018	02/14/2018-cab
2-26-2019	Appendix 1. II. Elements and Criteria for Reappointment, Promotion, and Tenure A. Teaching Effectiveness 1. Classroom Performance, Item number four	03-03-2019 9-16-2019	03-03-2019-cab
2-26-2019	Appendix 1. General Guidelines: A. Digital File: "Box will serve as the designated depository of documents for faculty evaluation, with the understanding that dedicated software may be utilized in the future in place of Box."	03-03-2019	03-03-2019-cab
2-12-2019	Appendix 3: Annual Self Evaluation: Teaching Effectiveness & Appendix 5: File Summary for Reappointment, Promotion and Tenure: Teaching Effectiveness were merged into one document.	3-13-2019-cab 9-16-2019	
1-10-2020	-V.A.2. "digital file" added -Appendix 1: Added language on file management and organization by AA Office	1-10-2020 cab	

PLEASE NOTE: Not part of Tenure Document for reference purposes only

	-Appendix 1: II A. 1: "the period under review" replaced 'past five years' -Appendix 5 replaced with 3	1-12-2020 cab	
3-29-2022	Replaced addition "pertaining to Absentee voting" with language approved at FS mtg: "Before voting on a candidate's promotion or renewal,..."	4-24-2022 DIU	
3-29-2022	Removed references to "full professors" in the description of the Tenure and Promotion Committee"	4-24-2022 DIU	
3-29-2022	Added details regarding the option to include material from an appointment prior to the start of a tenure-stream, appointment.	4-24-2022 DIU	
3-29-2022	Added definition of "Review Period"	4-24-2022 DIU	