

COLLEGE OF ARTS AND SCIENCES GUIDELINES FOR PROMOTION, TENURE, AND REAPPOINTMENT

The College of Arts and Sciences historically has recognized a range of achievements suitable for evaluation of faculty being considered for reappointment, promotion, and tenure. Candidates are asked to address their accomplishments in the areas of teaching, scholarship, and service when seeking tenure and promotion. All faculty are expected, by the nature of their contractual agreement with Roosevelt University, to meet the minimum criteria in the college for good teaching, scholarly progress, and service to the university. Reappointment, promotion, and tenure come to those faculty who exceed minimum expectations.

With the fall semester of 1997, the college began a new system of mentoring and evaluating junior faculty. This system is designed to help junior faculty meet the criteria for reappointment, tenure, and promotion and to improve the quality of instruction and scholarship in the college. The process begins when junior faculty meet with their department chair and dean early during the first year to devise a plan and timetable for scholarship, teaching, and service appropriate for reappointment, tenure and promotion. Then, in the spring of each year until the tenure year, junior faculty measure their progress in a meeting with their department chair. Written reports of these meetings will be added to the faculty member's official personnel file in the dean's office.

A. Terminal Degree

The college recognizes the Ph.D. as the appropriate terminal degree in Arts and Sciences disciplines. In unusual cases, however, academic program needs may require the skills of an individual trained under a model that recognizes a different degree and extensive professional experience as appropriate. In such cases, the dean of the college will state explicitly in the individual's letter of appointment at the time of hiring that another degree is sufficient for reappointment and tenure.

B. Teaching

Excellent teaching is the most important criterion evaluated within the college. Currently, most disciplines rely almost exclusively on the university-administered student evaluation form. This is a flawed instrument, particularly when used without reference to other measures. The early date of faculty reappointment also means that only two semesters of student evaluations are on file before decisions need to be made about the faculty member's future. While the college plans to continue using the current student evaluation form, we will supplement that instrument with more complete measures of effective instruction for probationary faculty.

Considered as part of teaching will be the following activities: classroom instruction; supervision of graduate student projects, theses, and dissertations; student advising; supervision of student research and creative projects; recruitment and interviewing of prospective students; activity in curriculum development and pedagogical reform within a discipline or among disciplines.

The following additional measures are included:

Faculty will submit teaching portfolios when they are being considered for reappointment, promotion, and tenure. This portfolio will include a comprehensive statement of teaching philosophy, course syllabi, bibliographies, university-wide and academic unit student evaluations, evidence of contribution to pedagogy, evidence of alumni satisfaction, and other evidence of instructional effectiveness. Peer-reviewed pedagogy can be considered under both the teaching and scholarship criteria. In addition, probationary faculty will be observed in the classroom by peers at least twice each year. The faculty member and the department chair will agree upon one faculty member from the discipline and another from the school who will attend classes as an observer at a time to be chosen by the probationary faculty member. The purpose of such visits is to allow accomplished, experienced teachers to help junior faculty improve as teachers. Short written reports of the observations shall be produced by the observers for the faculty member and the official file, as will reports of any subsequent action. These reports shall be among the principal foci of the spring meeting between the department chair and the faculty member.

C. Scholarship

The College faculty believes that scholarship, which we define as a tangible contribution to the literature or content of a discipline, is essential for good teaching. Although we recognize a broad definition of scholarship, we also require that all scholarship, whether traditionally academic or applied in nature, be acknowledged as valuable by other scholars in the field. In traditional academic disciplines, activities such as publication of articles in peer-reviewed journals and publication of books by scholarly presses may constitute such evaluation. In applied disciplines, other evidence, such as the judgment of respected professionals in the applied discipline, may be used to establish the value of the activity presented as scholarly contribution.

Scholarly achievement will be evaluated for the purpose of tenure and promotion by the tenured members of the candidate's discipline (and when appropriate other tenured members of the department) and at least two external scholars in the candidate's field. Evaluations of scholarship shall be submitted with the peer committee recommendation to the department chair and become part of the candidate's official file.

The following list illustrates the expectations of the College for a faculty member being considered for tenure and promotion. Each item on the list requires peer review or peer-based judgment of the value of the work submitted:

1. several articles in established scholarly journals, or at least one substantial monograph;
2. or, in applied disciplines, professional work including articles and portfolios that make a substantive contribution to the scholarly or professional field;
3. or scholarly work in the pedagogy of one's discipline, or pedagogy confronting the intersection of disciplines;
4. or several refereed creative works or exhibits;
5. or co-authored articles resulting from student research.

Publications should be in print at the time the file is considered by the peer committee. The dean of the College may determine that letters of acceptance including signed copyright releases or page proofs may be acceptable in unusual cases. Work published before employment at Roosevelt University will be accepted in the candidate's file, although continued scholarly production is essential.

Considered in a supplementary way will be the submission of grant applications, published book reviews, electronic publication, encyclopedia entries, applied professional work such as workshop presentations, such applied scholarship as commissioned reports or research, published instructional materials, newspaper articles and editorial comments, papers read at scholarly conferences, work published in conference proceedings that are not peer reviewed, and significant contribution to student research. These enhance but do not substitute for refereed publications or creative works as evidence of scholarly contribution to an academic discipline.

For reappointment, candidates are expected to demonstrate evidence of progress in scholarly activity which may include the preparation, submission, and revision of manuscripts for publication or creative works. Evidence could also include activity in the academic discipline such as presentation of scholarly work or applied scholarship at regional and national meetings.

D. Service

Service means citizenship to the University, the community, and the faculty member's academic discipline. Our expectation is that all Roosevelt faculty will contribute to department, college, or University service in some way as a general condition of employment. Extraordinary University service will be noted, as will the lack of service activity. Participation in service outside the university, such as holding office in a regional or national scholarly organization, will enhance a candidate's file, as will involvement in professional or community activities. Professional consulting, bringing to bear the faculty member's talents on private or public issues for remuneration or *pro bono*, can be an important service activity. In some disciplines faculty are also expected to seek certification or licensing in their profession, which we consider an important service accomplishment.