

Harris-Stowe State University



Tenure and Promotion Policies
2018

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Tenure

Tenure is here defined as stability of faculty appointment for an indefinite period, ending only under any one of the following conditions:

1. The voluntary resignation of the faculty member;
2. The involuntary termination of the faculty member for just cause and after due process; or
3. The death of the faculty member.

Promotion

Promotion here is defined as movement from one rank to another.

17.3-Eligibility for Tenure and Promotion

- a. Whoever has achieved at least the rank of Assistant Professor, who is on tenure track and has a terminal degree, shall be eligible for tenure and promotion. Faculty at the Assistant Professor rank must make both tenure and promotion. Faculty members with the rank of Associate Professor shall be eligible for promotion.
 1. Academic appointments are divided into two main categories, tenure-track and non-tenure track.
 2. Appointments who hold a terminal degree from a recognized institution are eligible for tenure-track positions.
 - i. Terminal degree is defined as the highest earned degree in the discipline (for instance, PhD, EdD, DMA, DBA)
 3. Appointments without a terminal degree will be ranked at the instructor level.

b. General Criteria upon Which Tenure will be Considered

1. The chair for rank and tenure should receive a completed dossier by the faculty no later than November 15th of the 13th semester of teaching at the university (year seven), if no prior credits for university teaching have been issued to the faculty member. This will allow the committee to review the dossier by the faculty member under consideration for tenure.
2. Mid-tenure review - At the end of the third year, the faculty member will undergo a mid-tenure review with the committee that will evaluate the progress made towards tenure and ensure that all requirements are being met.

3. Process of stopping the tenure clock – In case of exigent circumstances, the President of the university upon the advice of the Provost and Dean will grant either a freeze on the tenure clock or an extension not to exceed one calendar year for faculty members who are on a tenure track appointment. The authority to grant this exception rests solely with the president.
4. Credit towards tenure – The University recognizes that faculty often bring prior university experience when they are hired at this institution. In cases where faculty have prior teaching experience as a full-time faculty on a tenure-track appointment at a previous institution, then upon the recommendation of the president, up to two years will be taken into consideration towards tenure at Harris-Stowe State University.
5. In rare circumstances when an appointment is made to a tenure-track position from a candidate who already possesses tenure from a previous institution, they may be eligible for immediate tenure upon commencement of employment at Harris-Stowe State University. Only the president upon recommendation can approve such an appointment.

The Provost shall notify the Committee on Rank and Tenure and instruct the chairperson of that Committee to inform the faculty member concerned of his/her eligibility for tenure consideration by September 30th of the academic year. No formal request on the part of the eligible faculty member shall be deemed necessary.

1. Assistant Professors

Upon completion of six years of continuous service, a faculty member at Harris-Stowe State University shall be eligible for tenure. The Provost shall notify the Committee on Rank and Tenure and instruct the chairperson of that Committee to inform the faculty member concerned of his/her eligibility for tenure consideration by September 30th. No formal request on the part of the eligible faculty member shall be deemed necessary. Faculty hired in Assistant Professor positions prior to the effective date of this contract shall be eligible for tenure.

2. Associate Professor

Upon completion of thirteen years of continuous service at the rank of Associate Professor, a faculty member at Harris-Stowe State University shall be eligible for promotion to full professor. The Provost shall notify the Committee on Rank and Tenure and instruct the chairperson of that Committee to inform the faculty member concerned of his/her eligibility for promotion consideration by September 30th of the academic year. No formal request on the part of the eligible faculty member shall be deemed necessary. Current faculty members with associate professor rank have the right to opt out of consideration for full professor status.

- c. Criteria for Tenure

Weighted criteria shall be used in judging the relative merit of candidates for tenure and promotion. They include:

1. Evidence of Effective University Teaching-30%
2. Faculty Evaluation-30%
3. Scholarly growth and development in discipline-25%
4. Evidence of Cooperation and Contributions to department or division activities-10%
5. Evidence of community service involvement-5%

Table 1

Criteria for Tenure	%	Points
1. Evidence of Effective University Teaching	30%	30
2. Faculty Evaluation	30%	30
3. Scholarship	25%	25
4. Departmental Contributions	10%	10
5. Community Engagement	5%	5
• Total Points	100%	100

A minimum total of 80 points would be needed to earn tenure at Harris-Stowe State University as specified in *Table 1* in the five categories. The committee will collectively aggregate points via each category to avoid variations that would disadvantage the candidate. The final results will be the total average of points earned in each category that will count towards the decision to award tenure at Harris-Stowe State University.

Explanation of Criteria

1. Evidence of Effective University Teaching – 30 Points or 30%
 - i. A review of course syllabi, instructional materials and student evaluations will assist the committee to understand the pedagogical strengths of the faculty under consideration – 10 Points
 - ii. An analysis of courses taught in the preceding semesters will assist in evaluating the instructional contributions that the faculty member has made in the department – 10 Points
 - iii. A review of classroom instruction will provide an assessment on the teaching methods utilized by the faculty member. The committee can determine on the choice of an internal or an external reviewer for this component – 10 Points
2. Faculty Evaluation-30 Points or 30%
 - iv. Annual evaluation by the chair that assesses the performance of the faculty member in their respective departments – 10 Points
 - v. Evaluation by peers in the specific discipline of the faculty member under review regarding their contributions to the major – 10 Points

- vi. Evaluation of the committee on rank and tenure of the faculty member based on their assessment of the evaluation reports submitted to the committee – 10 Points
- 3. Scholarly growth and development in discipline – 25 Points or 25%
 - vii. Research publications in any forum that contributes to the advancement of their area of inquiry and discipline.—6.25 Points
 - viii. Research presentations at scholarly and academic conferences that promote collaboration and exchange of ideas. .—6.25 Points
 - ix. Participation in scientific endeavors under the aegis of the university.—6.25 Points
 - x. Membership in professional organizations that enhance and contribute to the development of the discipline for the faculty and the university.—6.25 Points
- 4. Evidence of Cooperation and Contributions to department or division activities – 10 Points or 10%
 - xi. Service to the university and the department by participating in the various organizations and committees.—5 Points
 - xii. Service to the specific discipline by collaborating students and other members of the institution to advance and promote the academic mission of the university.—5 Points
- 5. Evidence of community service involvement – 5 Points
 - xiii. This can include but not be limited to public engagement of faculty members in the community. Harris-Stowe State University is an integral part of this community, and faculty are encouraged to participate and develop relationships with the wider community through forums, events and community related activities.

Committee on Rank and Tenure Composition

The Committee on Rank and Tenure is a standing committee appointed by the Provost. Its composition consists of one University administrator with regular faculty rank and tenure and one regular faculty member with tenure from each academic division. The Committee on Rank and Tenure is appointed by September 5th of each calendar year and elects its own chairperson. No person may serve more than two (2) consecutive terms on this Committee, and no person requesting evaluation of promotion shall be eligible to serve on this Committee.

Committee on Rank and Tenure Consideration Roles and Responsibilities

The Provost shall present to the Committee on Rank and Tenure the following items of information based on the eligible candidate's current personnel file.

Number of years of satisfactory service at the University including official evidence of

the exact number of years of official exemptions.

An official statement that the candidate's appointment is a tenure-track appointment, as evidenced by a copy of the faculty member's employment contract for faculty hired prior to July 1, 2014. For faculty hired after July 1, 2014, such statement shall be on the employee's notification of assignment.

An official statement based on performance evaluation documents in the candidate's personnel file, that the candidate's employment at the University has been satisfactory and that his/her conduct during this period of employment has not been such as to bring discredit to the University.

The Provost's memorandum to the Committee will ask the Committee to reach a general consensus regarding the following basic questions:

1. Does the Committee recommend that the candidate be granted tenure?
2. If not, what are the Committee's reasons for recommending a denial of tenure?

It is the responsibility of the Committee on Rank and Tenure to evaluate candidates who have made formal application for advancement in academic rank and/or tenure. The Committee shall observe the following:

Step 1: By September 15 of the year of consideration, the Rank and Tenure Committee will receive from the Provost a list of all faculty members who are eligible by reason of service for promotion or tenure.

Step 2: The Committee on Rank and Tenure will then send written notices on or before September 30th to all persons on the eligible list, inviting each to submit a formal request for evaluation and consideration for promotion.

Step 3: The concerned faculty member will complete the required formal request document and return it to the chairperson of the Committee on Rank and Tenure by November 15 for processing.

Step 4: The Rank and Tenure Committee will process each formal request in the following way:

Copies of appropriate sections of the credentials presented in the formal request document will be made and attached to each of two (2) kinds of evaluation.

The Administrator: Division Chairperson's evaluation form

The Faculty: Peer evaluation form

The confidentiality of personnel matters contained in or presented as supporting documents to the faculty request form will be carefully considered before copies are made and attached to the evaluation forms. These two (2) different types of faculty evaluation forms will be sent to the following persons:

1. The Chair or immediate supervisor
2. Two of the candidate's peers within the department:
 - A. One named by the candidate,
 - B. The other by the faculty of the candidate's discipline or division.

Each person receiving an evaluation form will be asked to review the accompanying "credentials" documents and on the basis of his or her knowledge of the candidate, complete the faculty evaluation form and return it to the chairperson of the University Committee on Rank and Tenure usually within two (2) weeks.

Upon the return of all evaluation forms and related credentials on a given candidate, the Committee on Rank and Tenure will review each evaluation using the prescribed criteria and assign candidacy.

The Provost will review the recommendations together with all related documents and forward the Rank and Tenure Committee's final recommendation for each candidate to the President who will forward the final recommendations by the Rank and Tenure Committee to the Board of Regents for a formal vote.

- c. Post-tenure review – It is expected that faculty continue to perform at the level of excellence that led to their positive steps towards full tenure. Department Chairs and Deans are assigned the responsibility to annually evaluate and when necessary to report to the Provost on the performance and progress of individual faculty members in their departments. The granting of tenure is a privilege and comes with added responsibility to maintain the highest academic standards and institutional integrity.
 1. It is recommended that a post-tenure review take place no later than three years from initial granting of tenure and that the evaluation comprise of all work executed following the granting of tenure.
- d. Denial of tenure – In circumstances when tenure is not conferred on a faculty member, the following steps must be taken to ensure the overall integrity and proper functioning of the department;
 - I. The faculty member denied tenure will be allowed one more year of employment with the university from the date of notification of denial of tenure to allow the university to open a search for a replacement appointment as well as provide opportunity for the faculty member to begin a search for a position elsewhere.
 - II. A faculty member denied tenure has a right to appeal the decision to the president of the university within 30 days of receiving denial. The president will have an opportunity to render a final judgement on the appeal made by the faculty member which will be binding.

Instructors

Instructors will advance automatically to the rank of Assistant Professor at the beginning of the semester following their receipt of a terminal degree from an accredited institution of higher education which is related directly to their primary fields of instruction.