

Promotion & Tenure Guidelines – For Use with MU-BOG AA-26X, AA-28X (March 2006)
College of Science, Marshall University
31 August 2016

Introduction

The *Greenbook* defines the procedures and minimum performance criteria for promotion and tenure at Marshall University but encourages each college to refine and clarify its guidelines and to develop specific performance standards for application to its faculty.

Promotion in rank and tenure are each a reward for real achievement, and the College of Science requires that applications for promotion and/or tenure include a factual, documented record from multiple sources of evidence, of sustained achievement in each of three areas of faculty responsibility since first appointment or last promotion in rank, whichever is more recent. These areas are: 1) teaching and advising, 2) scholarly and creative activities, and 3) service to the university and external community.

Teaching and Advising. Quality instruction is critical to the mission of the Marshall University College of Science. Sustained achievement in teaching, advising and related activities is required for both tenure and promotion, and candidates are encouraged to strive for excellence in this area. In some cases, an offer of appointment will indicate that teaching duties are of particular importance to the department, and must be designated as an area of excellence in applications for promotion and or tenure. In such circumstances, applicants are encouraged to consult with their chairs to identify departmental norms and standards for teaching excellence. Faculty members should also participate in programs offered by the Marshall University Center for Teaching and Learning (CTL), and are encouraged to participate in off-campus meetings, workshops and other professional development activities that focus on teaching and learning.

Scholarly and Creative Activities. All faculty members are expected to remain current in their specific disciplines, and the primary mechanism for maintaining expertise is through the establishment and maintenance of an active research program. The extent to which a faculty member participates in research is dependent, in part, on the priorities of her or his department, the availability of reassigned time to devote to extensive research projects, and the availability of funding – both internal and external – to support research. In some cases, an offer of appointment will indicate that research is of particular importance to the department. In these situations, the department, college and university commit time and financial resources to support the establishment of a successful research program. When such resources are provided to a faculty member, research must be designated as an area of excellence in applications for promotion and or tenure. Faculty members should regularly consult with their chairs as well as senior faculty colleagues to identify funding opportunities and appropriate levels of productivity in their discipline.

Service to the University and External Community. Exemplary achievement in service requires that the faculty member perform functions that have real impact within or outside the university. University service includes service within the department/division, college or university, with student or other university-recognized organizations or on behalf of students, faculty, staff and

administration. Community service includes, work, compensated or not, with professional, governmental, educational, business, civic, religious, fraternal or similar organizations or with the general public and may include but is not limited to applied research, consultation, technical assistance, clinical activities or performance. Reportable service activities must be aligned with the mission and goals of the department, college, and university, and must be documented and capable of being evaluated. Real achievement in service is creative, diverse, and sustained. Examples include activities that address important local and regional needs, make use of the faculty member's special expertise and knowledge and where the faculty member's participation was pivotal to the success of the activity, organization, etc.

An applicant will be evaluated on whether he/she has attained the levels of exemplary or professional performance, the former being the higher level of achievement, in all areas of faculty responsibility. The departmentally designated committee shall check the accuracy of information included in the promotion and/or tenure packet. Promotion to Associate Professor or the granting of tenure requires a record of professional recognition that transcends local organizations and activities, as well as evidence of increasing scholarly productivity and reputation. In addition, promotion to Associate Professor or award of tenure requires demonstrated exemplary achievement in either teaching and advising or scholarly and creative activities. Promotion to full Professor requires evidence of substantial professional participation in regional, national, and/or international organizations and a significantly higher level of sustained scholarly productivity than is required for promotion to lower rank. In addition, promotion to full Professor requires demonstrated and sustained exemplary achievement in two of the three areas of faculty responsibility. If the applicant's contract includes an addendum specifying the area of exemplary performance, this area will be used in evaluating the promotion and tenure application.

Accommodating academic disciplinary differences

The personnel policies and procedures of the College of Science allow flexibility in weighing areas of faculty performance in order to accommodate a range of disciplinary specialties. However, in all disciplines the quality and impact of the faculty member's efforts will be assessed primarily through evaluated measures. It is the responsibility of each of the various departments to use credible and objective means to distinguish *exemplary* performance for purposes of promotion and tenure recommendations from professional performance.

Written external evaluations

- The candidate may submit a list of recommended external evaluators to the department chair or the chair's designee. The candidate will identify those people on the list with whom he/she has or has had a personal, professional or financial relationship, and the nature of the relationship. The chair of the departmental committee shall add names of evaluators, including individuals from peer institutions, to this list, and send it to the department chair. The committee chair shall consult with the department chair to identify the individuals to be asked to perform the evaluation of the candidate. The committee chair and department chair should seek to

obtain letters both from people who know the candidate and those who do not, and additionally those that the candidate recommended and those selected independently. The external evaluators selected should include senior members of the profession and individuals of demonstrable prominence in their field. The applicant's department shall determine the number of external evaluators required.

- When the list of proposed reviewers is completed, it will be sent to the candidate. The candidate will make comments on the evaluators that were selected. In his/her comments the candidate will note any personal, professional or financial relationships with the added evaluators. Based on mutual agreement, the committee and department chairs may modify the list based on the candidate's comments. If this list of evaluators includes people that the candidate finds undesirable, the candidate has the option of writing a summary, not to exceed one page per evaluator, of the reasons why the candidate finds the evaluator(s) unacceptable. The list of disputed reviewers must be submitted to the Dean of the College of Science for a final determination.
- To facilitate the external evaluations, the candidate will supply to the committee chair current and accurate materials including a curriculum vitae and a summary of no more than three pages each in the three areas of evaluation (*note* - candidates should refer to the timeline found at the end of this document). The department chair will provide a letter describing the nature of the candidate's position, including the amount of reassigned time, start-up funds, and other support as applicable that was provided to the candidate. The letter will also indicate the area(s) to be evaluated for exemplary performance. Letters to evaluators at comparable academic institutions should request a statement as to whether the candidate's application would be likely to be successful at their institution.
- Candidate information will be supplied to the evaluators in an electronic file format. Evaluators will be requested to confine their comments to aspects of the candidate's performance about which they have some insight and to comment on their personal knowledge of or relationship to the candidate.
- The letters provided by the evaluators will not be made available to the candidate unless directed by university legal counsel.
- If an applicant is denied promotion and reapplies at a later date, evaluation letters may only be re-used in the academic year immediately following the initial application.

Written internal evaluations

The responsible departmental committee may solicit written, signed and dated comments from students, staff, and colleagues to be submitted directly to the committee. Under no circumstance are faculty candidates for promotion and tenure to solicit comments from students or former students.

Elements and Organization of a Promotion and/or Tenure Application

An application for promotion and/or tenure should be organized in such a way that all required information and supporting materials are provided in a standard format so that they are easily found, read and evaluated.

All materials submitted by the applicant should be provided on standard white paper (e.g. copy paper of 20 pound weight and 92 brightness or higher) with one-inch margins all around and 10 point or larger Arial or 11 point or larger Times New Roman type.

All required and supporting information must be placed in a standard three-ring binder, and each section (described in detail below) must be separated by a clearly labeled tab divider. Transparent and colorless sheet protectors with three-hole adapters may be used but are not required. If sheet protectors are used, each one must contain no more than two pages, placed back to back so that all pages can be read without being removed from the protector. Staples should be removed from any multi-page documents before they are added to the application package.

A 1.5-inch binder is normally sufficient to include all required and supplemental materials, and binders are limited to a maximum of 2.0 inches. The inclusion of materials in addition to those described here is not helpful to the review process, and is discouraged. Chairs may ask applicants to remove extraneous materials to conform to the 2.0 inch maximum.

- I. Cover page.** The cover page should indicate the intent of the application (i.e. promotion and/or tenure). If the applicant is seeking promotion, the cover page should indicate the rank sought and the department (e.g. “Application for Promotion to Associate Professor of Biological Sciences with Tenure”). The cover page should also indicate the name and rank of the applicant, and the date of the application.
- II. Application for Promotion and/or Tenure.** This is a standard form (attached). Note that the applicant should only complete the top four lines of the form prior to submission of the application to the department chair. The following three signature lines are completed only upon transmission of the application to the dean’s office. Also, please note that the applicant should be notified within two business days of a negative recommendation at any level up to and including the dean of the college.
- III. Promotion & Tenure Summary.** This is a standard form (attached). The applicant must provide the information requested, sign, and date the form. The form provides a small area for a summary of the applicant’s activities in his or her area(s) of excellence. If more room is needed, this summary can be provided on a separate page. The summary should not exceed one page and should be placed in the application binder immediately following the Promotion & Tenure Summary Form.
- IV. Biographical Information.** The applicant must provide:
 - a.** a brief summary of his or her educational and employment history, not to exceed one page,

- b. an up-to-date curriculum vita focusing on the period since first appointment or last promotion in rank, whichever is most recent,
- c. a copy of his or her addendum to contract, if one was provided at the time of employment.

V. Teaching and Advising. In *no more than three pages* with one inch margins all around and 10 point or larger Arial or 11 point or larger Times New Roman type, the applicant must summarize his or her teaching, advising and related activities in each of the following categories during the period since first appointment or last promotion in rank, whichever is most recent. Photocopies of official documents (i.e. those not generated by the applicant but which supplement the three-page summary) will not count against the page limit but must be relevant to the specific items identified below and must not be excessive in length.

- a. A list of recalculated class evaluation scores by semester. Supplemental materials must include a complete set of summary sheets for classroom evaluations in all classes taught, and a complete and verbatim compilation of all written student comments from course evaluation forms. (Note - departmental chairs are to maintain department averages for student evaluation of classroom instruction, grade distributions, drop rates, uniform exam scores, and prerequisite follow-up forms in order to determine standards for the discipline. Average section grades significantly outside course norms must be explained. It is helpful to break down such standards into categories such as undergraduate/graduate, lower division/upper division, service/major, intro/advanced as appropriate for the discipline)
- b. New courses or programs developed or implemented including Integrated Science (ISC) Courses (provide titles, dates taught, and average enrollment).
- c. Development of E-courses (provide titles, dates taught, and average enrollment).
- d. Student advising activities.
- e. Direction of (or service on) thesis, dissertation and comprehensive exam committees. Indicate whether served as chair or a member.
- f. Development and/or incorporation into new or existing courses and programs of: innovative and creative teaching and advising strategies, instructional technology, or library instruction; miscellaneous curricular development activities including web pages, lab experiments, manuals, handouts, etc (provide course titles, dates taught, and average enrollment).
- g. Development and teaching of: Multicultural, International, Writing Intensive, Honors or other university directed special content courses; Capstone or student research projects (for courses provide titles, dates taught and average enrollment; for student supervision include student's name and date of graduation/expected graduation, the semester in which work was performed, and a brief title).
- h. Attendance at meetings of academic/professional societies related to teaching, learning or advising – list name, venue, date.
- i. Participation in faculty development programs or workshops devoted to teaching, learning or advising – list name, venue, and date.
- j. Awards, honors and other recognition of instructional or advising performance (e.g. service as editor or on the editorial board of prominent pedagogical publications, service on grant review panels, invitations for sabbatical leave/visiting professorship

- at prestigious institutions, etc.). Indicate sponsoring organization, title and purpose of award or honor and date it was made.
- k.** Teacher preparation courses, workshops taught, or other presentations – list course, date taught and enrollment.
- l.** Other (e.g. annual grade distribution, drop rates listed by course number, class averages on uniform final exams, results of Prerequisite Follow-Up Questionnaires, videotaped class sessions).
- m.** Candidates may also include an additional one-page written evaluation of instructional performance by the applicant's faculty mentor or department chair.

- VI. Scholarly and Creative Activities.** In *no more than three pages* with one inch margins all around and 10 point or larger Arial or 11 point or larger Times New Roman type, the applicant must summarize his or her scholarly, creative and related professional activities in each of the following categories during the period since first appointment or last promotion in rank, whichever is most recent. Photocopies of official documents (i.e. those not generated by the applicant) will not count against the three page limit but must be relevant to the specific items identified below and must not be excessive in length.
- a.** Published work of significance. Indicate whether any publications were solicited or invited reviews of the field.
 - 1.** Peer-reviewed articles published. Submit only the first page of each article which should show the name of the publication/journal, author(s), title, date of publication and abstract. The departmental chair, departmental committee or college Personnel Committee reserves the right to request a full article.
 - 2.** Work accepted for publication. Indicate the name and sponsoring organization of the publication, the full bibliographic reference for the article with all co-author names, if any, as they will appear in the published work and a copy of the acceptance letter.
 - b.** Other published work (e.g. books, book chapters, patent applications, etc.). Include full bibliographic reference with all co-authors' names if any, as they appear in the published work. Indicate whether work was solicited or invited review of the field.
 - c.** Work submitted for publication. Indicate the name and sponsoring organization of the publication, the full bibliographic reference for the article with all co-authors' name, if any, as they will appear in the published work. Submit first page of preprints.
 - d.** Work in preparation – list title, co-authors' names, if any, and plans for publication.
 - e.** Proposals, Grants & Contracts. Separately list applications submitted indicating awards received, pending proposals and applications in preparation. For each entry list agency, funding program, project title, name of PI, duration, amount awarded, whether it was a national, regional or local competition.
 - f.** Other creative works or performances with brief description, venue and date as appropriate.
 - g.** Academic/professional consultation – list subject, clients, dates.
 - h.** Academically/professionally-related talks – list subject, venue, date and whether participation was by invitation.

- i. Participation in institutes, workshops and seminars – list subject, venue, sponsoring organization and date. Briefly describe the nature of the participation and whether participation was by invitation.
- j. Membership in academic/professional societies – list in order: local, regional, national, international.
- k. Contributions to academic/professional meetings. Describe participation (e.g. chairing sessions, presenting papers, service on panels, etc.) indicating whether meetings were national, regional, state or local and whether it was by invitation.
- l. Meetings of academic/professional societies attended – list name, venue, and dates.
- m. Activities related to gaining/retaining professional licensure/certification.
- n. Scholarly and creative activity in progress. Do not duplicate entries in the fourth category in this section.
- o. Awards, honors and other recognition of scholarly and creative activities. Indicate, sponsoring organization, title and purpose of award or honor and date it was made.
- p. Other (describe).

VII. Service to the University and External Community. In *no more than three pages* with one inch margins all around and 10 point or larger Arial or 11 point or larger Times New Roman type, a tenure or promotion portfolio must summarize the candidate's service activities in each of the following categories during the period since first appointment or last promotion in rank, whichever is most recent. Photocopies of official documents (i.e. those not generated by the applicant) will not count against the three page limit but must be relevant to the specific items identified below and must not be excessive in length.

- a. Service on university committees, task forces, etc. Indicate whether elected or appointed, by whom, dates of service and whether an officer of the group.
- b. Participation in other activities on behalf of the university.
- c. Service on college committees, task forces, etc. Indicate whether elected or appointed, by whom, dates of service and whether an officer of the group.
- d. Participation in other activities on behalf of the college.
- e. Service on department committees, task forces, etc. Indicate whether elected or appointed, by whom, dates of service and whether an officer of the group.
- f. Participation in other activities on behalf of the department.
- g. Service with student organizations. List organization name, nature of service (e.g. faculty adviser) and dates of service.
- h. Service to the community that involved faculty member's professional skills. List organization name, nature of service, dates of service and whether voluntary or appointed.
- i. Participation in other activities on behalf of the community. List organization name, nature of service, dates of service and whether voluntary or appointed.
- j. Offices or committee assignments in academic/professional societies. May be combined with preceding list. Indicate whether elected or appointed, by whom and term of office.
- k. Reviewing manuscripts and proposals.

College of Science Promotion & Tenure Timeline for the 2017-2018 Academic Year

For Tenure and/or Promotion Applications:

1. Deadline for candidate to submit letter of intent to apply for promotion or tenure – 9/29/17
2. Deadline for candidate to submit list of potential external reviewers – 9/29/17
3. Deadline for department chair to give candidate full list of potential external reviewers – 10/13/17
4. Deadline for candidate to return full list of external reviewers with comments, *and* to provide chair with current CV and three, 3-page summaries – 10/20/17
5. Last date to send requests to external evaluators – 10/25/17
6. Deadline for external review letters to be returned – 1/8/18
7. Deadline for candidate submission of P/T package to departmental chair – 1/8/18
8. Chair will check P/T documents for completeness and adherence to guidelines – 1/8 to 1/12/18
9. Department chair delivers P/T documents to departmental committee and charges the committee with the task of verifying the accuracy of the documentation submitted – 1/12/18
10. Departmental committee returns P/T documents with recommendation(s) to chair – 2/2/18
11. Departmental chair delivers P/T documents with recommendation(s) to dean – 2/16/18
12. Dean makes P/T documents available to the CoS P/T committee – 2/16/18
13. CoS P/T committee returns P/T documents with recommendation(s) to dean – 3/9/18
14. Deadline for dean to submit P/T documents with recommendation(s) to provost – 3/27/18

For Mid-Tenure Review Portfolios:

1. Deadline for candidate submission of portfolio to departmental chair – 1/8/18
 2. Chair will check portfolio(s) for completeness and adherence to guidelines – 1/8 to 1/12/18
 3. Department chair delivers portfolio(s) to departmental committee and charges the committee with the task of verifying the accuracy of the documentation submitted – 1/12/18
 4. Departmental committee returns portfolio(s) with recommendation(s) to chair – 2/2/18
 5. Departmental chair delivers portfolio(s) with recommendation(s) to dean – 2/16/18
- Deadline for dean to return portfolio(s) with recommendation(s) to candidate – 5/4/18

APPLICATION FOR PROMOTION AND/OR TENURE

NAME _____ REQUESTED RANK (and/or TENURE) _____

DEPT. _____ DATE OF LAST PROMOTION _____

UNIVERSITY ADDRESS _____

PRESENT RANK _____ DATE OF EMPLOYMENT AT MARSHALL _____

ACKNOWLEDGMENT OF COMPLETED FILE, INCLUDING LETTERS OF RECOMMENDATION OR NON-RECOMMENDATION FROM DEPARTMENT CHAIRPERSON AND COMMITTEE; NO MATERIAL MAY BE ADDED OR DELETED HEREAFTER:

CHAIRPERSON OF DEPARTMENT _____ (SIGNATURE) _____ (DATE)

CHAIRPERSON OF DEPT. COMMITTEE _____ (SIGNATURE) _____ (DATE)

APPLICANT _____ (SIGNATURE) _____ (DATE)

(Applicant to sign last)

DATE OF DELIVERY TO DEAN'S OFFICE AND INITIALS OF PERSON RESPONSIBLE FOR DELIVERY: _____

DEPARTMENT COMMITTEE:

Recommends _____ Priority within rank _____ Does not recommend _____

CHAIRPERSON:

Recommends _____ Priority within rank _____ Does not recommend _____

COLLEGE COMMITTEE:

Recommends _____ Priority within rank _____ Does not recommend _____

DEAN:

Recommends _____ Priority within rank _____ Does not recommend _____

PROVOST & SENIOR VICE PRESIDENT FOR ACADEMIC AFFAIRS:

Recommends _____ Priority within rank _____ Does not recommend _____

THE PRESIDENT OF MARSHALL UNIVERSITY, AS CHIEF ADMINISTRATOR AND EXECUTIVE OFFICER, HAVING CONSULTED WITH THE APPROPRIATE ACADEMIC UNITS:

GRANTS PROMOTION _____ GRANTS TENURE _____

DOES NOT GRANT PROMOTION _____ DOES NOT GRANT TENURE _____

NOTE: AT ALL LEVELS, EVERY APPLICANT RECOMMENDED FOR PROMOTION WILL BE GIVEN A PRIORITY NUMBER AMONG ALL OTHER APPLICANTS RECOMMENDED FOR THE SAME RANK. THE COMPLETE APPLICATION, ACCOMPANIED BY SUPPORTING DATA, WILL BE FORWARDED THROUGH EACH LEVEL UNTIL IT REACHES THE PRESIDENT. IT IS THE RESPONSIBILITY OF THE PRESIDENT TO NOTIFY THE APPLICANT FOR PROMOTION AND/OR TENURE OF THE FINAL DECISION. AT THE END OF THE PROCESS, ALL ACCOMPANYING SUPPORTING DATA WILL BE RETURNED TO THE APPLICANT. GRIEVANCE PROCEDURE WILL FOLLOW GUIDELINES IN THE GREENBOOK AND POLICY BULLETIN 36; NO GRIEVANCE MAY BE FILED PRIOR TO THE PRESIDENT'S DECISION.

PROMOTION & TENURE SUMMARY

NAME _____ DEPARTMENT _____

Action Requested:

Tenure

Promotion

Assistant Professor

Associate Professor

Full Professor

Terminal Degree Achieved: _____

Granting Institution and Year: _____

Years in Current Rank at Marshall: _____

Years at Current Rank at Other Regionally Accredited Institutions: _____

Total Years of Service at Marshall: _____

Area(s) of Exemplary Performance:

✓ one for Tenure/Promotion to Associate Professor

✓ two for Promotion to Full Professor

Teaching/Advising

Research/Scholarly Activity

Teaching/Advising

Research/Scholarly Activity

Service to University/Community

Brief Summary Highlighting Area(s) of Exemplary Performance:

Signature: _____

Date: _____