

**Regional Campuses and Continuing Education  
Tenure and Promotion Criteria  
2007**

**CRITERIA FOR TENURE AND PROMOTION**

Relative to the central mission of the Regional Campuses, effectiveness as a teacher and/or librarian is of primary consideration for tenure and promotion decisions. Scholarship and Service are important as individual categories and increase in importance as they are considered together, especially elements of categories used to document scholarship as defined and described in Appendix VI.

1. Effectiveness as a Teacher and/or Librarian
2. Scholarship
3. Service

Each of the three categories listed above must be documented using the definition and parameters listed below and in Appendix VI. The descriptors effective and highly effective, as used in the statements of qualifications for the ranks of Professor and Associated Professor, are explained below.

**Effective Teaching**

Effective teaching is justified using the criteria outlined in Appendix VI. The faculty member seeking to establish a record of effective teaching should provide a narrative description outlining his or her case. The faculty member's tenure and promotion file must contain documentation sufficient to convince local and regional campuses tenure and promotion committees that the criteria for effective teaching have been satisfied.

**Highly Effective Teaching**

A record of highly effective teaching shall be established by a clear and consistent record of effective teaching. The faculty member seeking to establish a record of highly effective teaching is expected to provide evidence sufficient to convince local and regional campuses tenure and promotion committees that he or she has a consistent record (at least spanning the interval since the last promotion) of effective teaching that is clearly recognized by peers and students alike.

**Scholarship**

Scholarship should be documented by activities clearly identified as scholarly relative to the definition, description and checklist located in Appendix VI. Activities submitted to fulfill this category of the qualifications for tenure and promotion should be appropriate to the individual and of demonstrable value to the local community, campus, or general educational community. Each activity should be judged meritorious in proportion to the degree it matches the categories of scholarship and is consistent with the checklist provided in Appendix VI.

Since pertinence of scholarship activities is influenced by the expertise and interests of the candidate, mission and needs of the local campus, and availability of support (all of which change over time), the candidate is obligated to justify the nature, extent and value of his or her scholarship. This justification should be in the form of a listing and narrative description of activities. The description should explain scholarly aspects and present a case for the importance of each activity. The candidate's tenure and promotion file must contain documentation supporting both the fact and value of activities referenced in the narrative.

### **Effective Scholarship**

To meet the qualification of effective, a faculty member must demonstrate an ongoing interest and effort to continue learning on a formal and/or non-formal basis. The faculty member must present evidence of the outcomes of her or his scholarship, if not publication of research or creative/artistic work, then evidence of activities other than classroom teaching, associated with the development, dissemination or application of knowledge. These activities should exhibit high concordance with the mission of the local campus and with the aspects of scholarship established by the checklist for determining scholarship (Appendix VI). In total effect the faculty member should be viewed by peers on the local and regional campuses tenure and promotion committees as an individual actively and continuously engaged in the pursuit, application, and dissemination of knowledge.

### **Highly Effective Scholarship**

To meet the qualification of highly effective, a faculty member should establish that her or his scholarly efforts are widely recognized as valuable to the campus, community, or general educational community. In effect the faculty should be easily and widely recognized as an individual who is active and has been continuously engaged in the pursuit, application, and dissemination of knowledge. This recognition may be due to a long and consistent record of effective scholarship, but can more easily be established through the relative merit and scholarly nature of activities. Documentation must be provided in the tenure and promotion file that testifies to the quality and recognition of scholarship.

### **Service**

In its mission statement, the University recognizes service as an important function of a university professor. This is particularly true on the Regional Campuses. Service is outreach that faculty members provide to the campus, University, or the greater community. Service may include, but is not necessarily limited to, activities in four categories: service to the community, service to the local campus, service to the regional campuses/greater University, and service to the profession.

In the four categories of service identified above, activities may or may not be predicated on education and professional experience. It is the responsibility of the individual to

demonstrate how the activity listed enhances the relationship between the University and the community. A guide for listing the activities for each of these categories can be found in Appendix VI.

### **Additional Considerations**

To implement the application of the criteria for tenure and promotion, it is the intent of the University to follow these regulations:

1. New members of the faculty shall be informed of the tenure regulations applicable on the effective date of appointment. Changes in tenure regulations shall not be applied retroactively if detrimental to the faculty member. A faculty member who is not recommended for tenure to the Board of Trustees shall be notified in writing by the University administration. Tenure applies only on the campus on which it is earned.
2. Since consistency of performance over a period of time is a relevant factor in evaluating faculty for tenure, Assistant Professors normally will not be recommended for tenure until they have completed at least four years of full-time service on a Regional Campus; Associate Professors and Professors normally will not be recommended for tenure until they have completed three years of full-time service on a Regional Campus.
3. The maximum probationary period for tenure for all full-time faculty members appointed at the rank of Professor or Associate Professor shall be satisfactory service in that rank for six years on a Regional Campus; for all full-time faculty members appointed at or promoted to the rank of Assistant Professor, satisfactory service in that rank for seven years. The maximum probationary period at any combination of tenure-track ranks is seven years. Time during which the faculty member is on leave, either with or without pay, will not be counted as part of the probationary period. For documented reasons of a serious health condition (of a faculty member and/or the faculty member's spouse, child, or parent), and for requirements of childbirth, adoption or placement of a foster child, faculty members holding a probationary term of appointment may request in writing from the Provost via the Vice Provost for Regional Campuses and Continuing Education that the maximum probationary period be extended, with no resulting change in employment obligations, in order to provide them additional time to demonstrate fully their professional qualifications for reappointment or tenure. (See ACAF 1.31)
4. Instructors are not eligible for tenure, but the provisions of Item 6 (below) concerning notice of termination shall be applicable to full-time appointments at that rank, except in the case of an appointment made for a specific period of time.

5. Lecturers, armed forces personnel performing teaching assignments, and other part-time faculty members are not eligible for tenure. Service under visiting or adjunct appointments is not applicable to the acquisition of tenure.
6. a. If during the first year of an appointment not expressly temporary in nature, it is deemed in the best interest of the University to terminate the appointment at the end of the first year, notice of such termination will be given in writing by March 1 for first-semester appointments and July 1 for second-semester appointments.

If during the second year of such an appointment, it is deemed in the best interest of the University to terminate the appointment at the end of the second year, notice of such termination will be given in writing by December 15 (April 15 for a second-semester appointment).

Thereafter, notice in writing of the termination of any appointment to which the provisions of this section apply will be given at least twelve months prior to the date of termination.

b. If notice is not given in writing by the beginning of the sixth year of the maximum probationary period in the case of Associate Professors and Professors, the appointment of the faculty member shall automatically be a continuous (or tenured) appointment.

At the unit level, all non-tenured faculty are considered for tenure, and all faculty members below the rank of professor are considered for promotion each year. Consideration at the until level is automatic unless the faculty member requests in writing that consideration be deferred until the following year (provided that non-tenured faculty cannot defer tenure consideration beyond the penultimate year of their maximum probationary period).

Each year of a first-semester appointment shall start with the beginning of the scheduled fall term, and each year of a second-semester appointment shall begin with the beginning of the scheduled spring term.

7. An individual appointed to an administrative position may also be awarded the rank of Assistant, Associate, or full Professor. The individual must participate sufficiently in the affairs of the academic unit to meet stated criteria for tenure and promotion. This should be so stated in writing at the time of the appointment.

Such awards of rank must be reviewed in advance by the campus Tenure and Promotion Committee and by the Dean of the University.

The inclusion of an academic title in an appointment places the individual in the campus's tenure track with the same rules and procedures for tenure and promotion and the same probationary periods as the faculty holding academic ranks. (ACAF 1.12)