Teaching: There should be a consistent record of average or above average student ratings on the TEVAL for both undergraduate and graduate courses. Web course development/instruction should be viewed as a positive and innovative teaching strategy. Course syllabi should show evidence of challenge to students and good teaching strategies. Some individuals may serve as academic advisors - there may also be evidence indicating that this portion of their assignment is viewed positively from both a student perspective and from their department chair or administrator. Thesis supervision or committee membership should also be considered within the teaching area.

Scholarly Activity: There should be 5 to 7 “solid” externally reviewed scholarly activities during the time an individual is in the phase from the point of hiring to the promotion and tenure consideration or from the point of becoming an Associate Professor and being considered for Full Professor. Appropriate scholarly activities include the following: an ongoing record of state and national presentations each year should count as the equivalent of one refereed publication; books with multiple chapters by the faculty member may count as more than one scholarly activity; chapters, refereed state or national journal articles, and externally reviewed and funded grants (state, federal, private foundation) each count as one scholarly activity. Major responsibility for the preparation of self study/institutional reports for national accrediting bodies is an externally reviewed and accepted form of scholarly activity. Grants from the ESU Research and Creativity Fund or from the Dean’s Fund for Faculty Creativity do not merit consideration as part of the expected scholarly activities for a faculty member seeking promotion or tenure. Listings in ERIC also would not be considered as scholarly activities under promotion and tenure considerations. Other kinds of scholarly activity may appear in folios - the critical
guideline in considering them is that they must be externally reviewed, and they should be directly related to the individual’s professional role or discipline.

**Service**: There should be evidence of service within the university (committees within the department, college and university) and involvement/membership in one or more appropriate professional committees at the state and/or national level for those seeking promotion to Associate Professor and tenure. For those seeking promotion to Full Professor, there should be university committee involvement (department, college, and university) and leadership in appropriate professional organizations/committees at the state, regional, and/or national level.

**4H.024 Time Lines**

**Promotion and Tenure**

On or before:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 1</td>
<td>Department chair distributes &quot;Policies and Procedures for Promotion/Tenure,&quot; including Nomination Form I and application Form II, to all department faculty.</td>
</tr>
<tr>
<td>September 15</td>
<td>Faculty shall vote whether to provide peer review for promotion and tenure.</td>
</tr>
<tr>
<td>September 20</td>
<td>Department shall have elected the Faculty Recognition Committee (FRC).</td>
</tr>
<tr>
<td>October 15</td>
<td>Nominations for promotion/tenure are due to the department chair (Form I).</td>
</tr>
<tr>
<td>October 20</td>
<td>Department chair forwards Form I to Nominee(s) for response.</td>
</tr>
<tr>
<td>November 1</td>
<td>Nominee(s) shall have returned completed Form I to department chair.</td>
</tr>
<tr>
<td>November 15</td>
<td>Candidate(s) shall have submitted Application, Form II and accompanying documentation to FRC.</td>
</tr>
<tr>
<td>November 20</td>
<td>FRC conducts its first meeting prior to this date.</td>
</tr>
<tr>
<td>December 10</td>
<td>FRC shall have submitted its recommendation to department chair with a copy to candidate(s).</td>
</tr>
<tr>
<td>January 10</td>
<td>Department chair discusses decision with candidate.</td>
</tr>
<tr>
<td>January 15</td>
<td>Department chair shall have submitted his/her recommendation(s) to the dean with a copy of the candidate(s) and the FRC.</td>
</tr>
</tbody>
</table>
February 15
Dean submits recommendation to academic vice president and informs the candidate.

4H.025 General Policies
Promotion and Tenure

1. General Procedures

The faculty of each department at the start of each fall semester shall meet and vote on whether to provide peer review for any colleague who is being considered for promotion and/or tenure. The guidelines for faculty promotion and tenure shall be consistent throughout the university, and providing peer review is strongly recommended. In the event that a department does not decide to provide peer review, the chair shall follow the guidelines as outlined in the University Policy Manual.

2. Procedure for Establishing the FRC Committee

The faculty of each department determines that one committee of peers participate in the programs described in this document. This committee shall consist of three or more full-time department faculty members, elected by the faculty. Following the balloting, the chair will announce to the faculty the names of committee members. One alternate will serve on the committee whenever one of the regular member's situation is involved. The role of the FRC is to make advisory recommendations concerning promotion and tenure to the department chair.

3. FRC Procedure Guidelines

The FRC shall carry out its functions in keeping with the following guidelines:

a. The FRC shall invite the candidate to submit information that supports the application; use of the department's merit guidelines and forms is recommended.

b. The FRC shall invite the candidate to submit any additional documentary materials.
c. The FRC will include as a minimum the following steps in evaluating a candidate:

(1) The FRC shall determine the merits of the candidate's teaching by:
   (a) Reviewing student evaluations from at least one semester per year (tenured faculty)/all semesters (nontenured faculty) for the three years immediately prior to the year in which the request for promotion and/or tenure is made. It is understood that all courses are subject to evaluation when evaluations are administered.
   (b) Reviewing peer evaluations.
   (c) Reviewing material from each course taught such as syllabi, tests, etc., from at least two consecutive semesters.

(2) The FRC shall determine the merits of the candidate's scholarly and creative activities utilizing the criteria found in the merit guidelines established by the department adhering to policies for the College and the university. These activities reflect the objectives of the appropriate department and college and/or the mission of the university, by:
   (a) Reviewing all written material pertinent to this evaluation, including publications, manuscripts, reports and other papers.
   (b) Reviewing the listing of all formal presentations and/or other presentations such as panel participation.
   (c) Reviewing the listings of grant proposals and newsletter responsibilities.

(3) The FRC shall determine the merits of the candidate's service utilizing the criteria found in guidelines established by the department adhering to policies
of the College and the university. These activities reflect the goals of the department and college and/or the mission of the university, by:

(a) Reviewing the candidate's statement of his/her activities in the area of university and public service.

(b) Reviewing statements from such pertinent sources as co-workers, committee chairpersons, officers of student organizations, and members of student organizations, and members of audiences before whom the candidate has performed. (The candidate must be notified of the FRC's receiving any statements that he/she does not personally submit and must be permitted access to such statements).

(c) Reviewing a list of active membership of national, regional and state professional organizations.

(d) Reviewing official roles in professional organizations.

(e) Reviewing services to publishers.

4. Policies and Procedures for Making Faculty Promotion and Tenure Recommendations

Guidelines for forwarding faculty promotion and tenure recommendations.

a. The FRC shall review all candidates and submit its recommendations to the department chair. The department chair shall review all recommendations and shall notify the candidate of both FRC and chair recommendations. The candidate may, if dissatisfied, meet with the department chair. After reviewing the recommendations with the candidate, the chair shall forward both recommendations to the office of the Dean of the College unless the candidate requests termination of the candidacy.
b. The Dean of the Teachers College will convene the College Promotion and Tenure Review Committee. Committee membership will include one tenure track faculty member from each of the six departments within the College. This body will review the portfolio of teaching, scholarly activity, and service accomplishments for all faculty within the College who are pursuing tenure and/or promotion. University, college, and department policies will be reviewed by the committee to determine eligibility for recommendations related to tenure and/or promotion. This committee serves as an advisory committee to the dean.

c. The dean shall review the recommendations and, unless the candidate requests termination of the candidacy, forward them along with an official recommendation to the office of the vice president. In addition, the dean shall share the recommendation with the candidate.

d. The academic vice president shall review the College's recommendations and forward them along with personal recommendations to the office of the president. In addition, the candidate shall be informed as to the recommendation of the academic vice president.

e. The candidate shall have the right to be kept fully informed of all submissions and recommendations and to attach comments to any or all of them.

f. The president shall make the final recommendation concerning promotion.

g. Throughout the procedure, the right of due process is recognized for all candidates.

*Forms:* Teachers College Forms I and II on the following pages are to be used for promotion and tenure.
Form I, Nomination for Promotion and/or Tenure

The Teachers College

Nomination of Eligible Faculty for Promotion and/or Tenure

Department of: ________________________________

Date __________________________

I hereby wish to place the name of ________________________________ in nomination for tenure (check): _____ and/or promotion to the rank of _______________. I have verified that time in rank requirements have been met, and believe the candidate is worthy of consideration for promotion.

__________________________________
Signature of Person Making Nomination

TO: Faculty Member Nominated Above

Date __________________________

You have been nominated for promotion and/or tenure as indicated above. Please indicate on this form whether or not you wish to be considered for tenure and/or promotion.

Check one:

I wish to be considered as a candidate. _______

I do not wish to be considered as a candidate. _______

__________________________________
Signed

The nominator should return this form to the department chair by October 15. Candidates who wish to be considered for promotion and/or tenure should complete the bottom section and return to the department chair by November 1. If you have answered in the affirmative you should complete Form II and submit it along with documentation for the FRC by November 15.
Application for Promotion and/or Tenure

Department of: ______________________________

Date of Application: __________________________

Name __________________________ Degree: _________ Yrs. in Rank _______

Rank: ________________________________ Yrs. at ESU ____________________

Type of recognition sought (circle):

  Tenure    Asst. Prof.    Assoc. Prof.    Professor

The following "Responsibility of the Candidate" and "Criteria for Evaluation" are provided as guidelines to help the applicant in preparing supportive documentation. Each statement is related to specific criteria identified in the university policy FSB 82004. Information to support a request for promotion shall be limited to the period of time since your last promotion. Please be as accurate and as complete as possible. Supportive documents should be attached and properly referenced.

Responsibilities of the Candidates

A. The candidate shall present a formal letter describing the request to the chair of the Faculty Recognition Committee (FRC).

B. The candidate shall give written permission for the FRC to obtain from the department chair the student course evaluation information from at least the three previous years. The candidate may, at his or her discretion, release additional years evaluations.

C. The candidate is responsible for preparing the materials he/she deems appropriate to support the nomination. All documents must be presented to the chair of the FRC on or before November 15.