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Faculty Personnel Committee 5/6/88

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Recommendation from Faculty Personnel Committee

May 6, 1988

(Received May 10)

We recommend to the Senate approval of the Promotion and Tenure criteria with the following amendments. (See attachments)

Amendment #1: The number of years in rank as associate professor being promoted to professor shall be changed from five to four years. (p. 5)

Amendment #2: The last sentence on page 2 should read: "All college policies and guidelines relating to the promotion process, including the determination of appropriateness of the degree to the teaching field, must meet or exceed the policies as specified in Chapter Three and shall be reviewed and approved for consistency with university and Board of Regents policies by the Faculty Personnel Committee and the Vice President for Academic Affairs or, where appropriate, by the Vice President for Health Sciences." Similar wording would be incorporated on page 5, B, item 1, and on page 9, B, item 1.

Amendment #3: On page 4, item 2, last sentence: To be consistent with the first sentence in this item, the following will be inserted between "assistant professor" and "as a full-time faculty member": "or other experience deemed as equivalent by the Dean of the College."

Amendment #4: On page 7, item 8, the deadline for the vice president will be changed to March 8. Other dates will remain the same, including the final date of March 15.

It was agreed that on page 7, items 7 and 8, and page 11, items 8 and 9, language relating to the role of the Vice President of the Medical School shall be clarified by the following: "...or, where appropriate, to the Vice President for Health Sciences..."

Faculty Senate President:

Approved: Ramsey Duke Date: 5/24/88

Disapproved: _____ Date: _____

University President:

Approved: Walter D. ... Date: 6/6/88

Disapproved: _____ Date: _____

PROMOTION AND TENURE

Section V. Academic Ranks and Criteria for Promotion

A. Faculty Ranks

Full-time faculty appointed to tenured or probationary positions shall hold one of the following ranks: instructor, assistant professor, associate professor or professor.

Temporary full-time faculty appointees shall hold similar ranks, but designated as visiting, research, clinical, extension, adjunct or school of medicine; as applicable to describe the connection or function. Other temporary ranks may also be used in accordance with Board of Regents Policy Bulletin 36. All faculty with tenured, probationary or temporary positions in the rank of instructor or above shall be subject to the policies as specified in Chapter III, Section V and VI.

B. Promotion in Rank

Promotion in rank is a reward for achievement. It is based on the professional qualifications of a faculty member, including performance specific to the candidate's contractual responsibilities and duties. Major faculty responsibilities and duties include teaching and advising, scholarly and creative activities, service to the university, and professional service to the community. Individual colleges are responsible for determining the relative importance of the various faculty functions for purposes of personnel decisions. Colleges should provide flexibility in the weighting of such functions in order to accommodate a range of departments, disciplinary specialties and individuals with varying assignments.

The specific areas in which faculty are evaluated for promotion include the following:

1. Teaching and advising: command of disciplinary knowledge and methodology; effectiveness of classroom performance; advising load and effectiveness of academic advising; effectiveness in assessing student learning; rapport with students; contributions to curricular development; instructional development of faculty colleagues, etc.

2. Scholarly and creative activities: number, quality and importance of publications and creative productions; memberships and contributions to professional societies; professional growth and development; scholarly presentations and creative performances; contributions to the professional development and achievement of colleagues, etc.
3. Service to the university: contributions within the department/division, within the college, or university-wide; contributions to official student organizations or other university-related organizations; other work in behalf of the student body, faculty, staff or administration of the university.
4. Service to the community: service on a compensated or pro bono basis to governments, to educational, business or civic organizations, or to the public. (Such service could include applied research, consultation, technical assistance, special forms of instruction, clinical work and performance). Involvement as an official representative of Marshall University, or units thereof, in activities of governments and of educational, business or civic organizations.

For purposes of promotion, as well as other personnel decisions, all relevant faculty activities should be subject to objective qualitative evaluations. Whenever possible, evaluations should be based on multiple sources of evidence. Teaching should be subject to evaluations by students and peers. The latter may visit a class or classes, or examine and evaluate course materials such as syllabi, textbooks and examinations. For a scholarly publication or presentation, critical appraisals from scholars in the same field might be solicited. For public service qualitative assessment should be solicited from those associated with the service activity or affected by the service outside the university. Colleges are encouraged to refine and clarify these guidelines and to develop specific performance standards for application to their faculty. All college policies and guidelines relating to the promotion process, including the determination of appropriateness of the degree to the teaching field, must meet or exceed the policies as specified in Chapter Three and shall be reviewed and approved for

consistency with university and Board of Regents policies by the Faculty Personnel Committee and the vice president for academic affairs or, where appropriate, by the vice president for health sciences.

C. Requirements for the Rank of Instructor

1. Except as noted below, the entry-level rank of instructor requires that a candidate shall have earned a master's degree at a regionally-accredited college or university, with a major appropriate to the teaching field.
2. In certain special areas in which professional achievement is of unusual importance, or in which personnel holding higher degrees are not available, the bachelor's degree or its equivalent may meet the minimum for the rank of instructor.
3. A candidate must show promise as an effective university teacher.

C. Requirements for the Rank of Assistant Professor

1. Except as noted below, the rank of assistant professor requires that a candidate shall have earned a master's degree at a regionally-accredited college or university, with a major appropriate to the teaching field, and at least fifteen semester credit hours in courses appropriate to the teaching field beyond the master's degree.
2. In certain special areas in which professional achievement is of unusual importance, or in which personnel holding higher degrees are not available, the master's degree or its academic equivalent may meet the minimum requirement for the rank of assistant professor.
3. A candidate must have had at least three years experience as a full-time faculty member at a regionally-accredited college or university, or other experience deemed as equivalent by the dean of the college, or an earned terminal degree from a regionally-accredited university with a major appropriate to the teaching field.

4. A candidate with teaching experience must have demonstrated his or her teaching effectiveness and must show promise as an effective faculty member in other major areas of responsibility. Candidates without prior teaching experience must show promise as an effective teacher and as an effective faculty member in other areas of responsibility.

E. Requirements for the Rank of Associate Professor

1. A candidate must have earned the master's degree at a regionally-accredited college or university, with a major appropriate to the teaching field, and at least thirty semester credit hours in courses appropriate to the teaching field beyond the master's degree.
2. A candidate without an appropriate terminal degree must have had at least seven years' experience as a full-time faculty member of which at least four years must be at the assistant professor rank at a regionally-accredited college or university, or other experience deemed as equivalent by the dean of the college. A candidate with an earned terminal degree with a major appropriate to the teaching field must have had at least four years of experience at the rank of assistant professor or other experience deemed as equivalent by the dean of the college as a full-time faculty member at a regionally-accredited college or university.
3. A candidate may not be promoted from the rank of assistant professor to the rank of associate professor unless he or she has been granted tenure by Marshall University. Promotion and tenure may be awarded concurrently. Temporary full-time faculty need not meet the tenure requirement for promotion.
4. A candidate must have demonstrated effective performance and achievement in all of his or her major areas of responsibility, and he or she must have demonstrated excellence in either teaching and advising or in scholarly and creative activities.

F. Requirements for the Rank of Professor:

1. A candidate must have earned the terminal degree in a major appropriate to the teaching field from a regionally-accredited university.
2. A candidate must have had at least four years of experience in the rank of associate professor at a regionally-accredited college or university.
3. A candidate in a tenure-track position may not be promoted from the rank of associate professor to the rank of professor unless he or she has been granted tenure by Marshall University. Temporary full-time faculty need not meet the tenure requirement for promotion.
4. A candidate must have demonstrated effective performance in all of his or her major areas of responsibility, and he or she must have demonstrated excellence in two or more such areas, including either teaching and advising or scholarly and creative activities.

Section VI. The Promotion Process

A. Annual Consideration for Promotion

All persons with the rank of instructor, assistant professor or associate professor who teach in one academic year at least one class in the university and who are employed full-time are entitled to annual consideration for promotion to a higher rank, provided that they have met the minimal levels of educational attainment and years of faculty experience specified in Section V above.

B. Promotion Process

1. Each college or equivalent unit will develop written procedures and performance criteria for implementing the promotion guidelines specified in Section V above and in Board of Regents Policy Bulletin 36. College promotion procedures must be approved by the dean in consultation with the faculty, approved by the Faculty Personnel Committee and approved by the vice president for academic affairs or, where appropriate, by the

vice president for health sciences.

2. Each faculty member is responsible for initiating his or her application for promotion. However, a chairperson/division head or an intradepartmental promotion committee may initiate a proposal for the promotion of any member of the department or division. Proposals for the promotion of a chairperson/division head may be initiated by himself or herself, by an intradepartmental committee or by the college dean.
3. A candidate for promotion will submit an application by the established departmental deadline to the chairperson/division head, who will forward it to an intradepartmental promotion committee. If the candidate holds graduate or associate graduate faculty status, the chairperson/division head will notify the graduate dean of the application, giving him or her an opportunity to provide to the departmental committee any information that he or she may have bearing upon the promotion. No items may be added or deleted from the application after this point. The committee will prepare a written recommendation with respect to the qualifications of the candidate for promotion and submit it with the candidate's application to the chairperson/division head.
4. Beginning with departmental committee level and continuing thereafter through each step of the decision-making process, the candidate shall be informed in writing of any recommendation to deny promotion.
5. The chairperson/division head will prepare a written recommendation with respect to the qualifications of the candidate for promotion and submit it along with all other materials received from the candidate and from the intradepartmental committee to the college dean by January 1.
6. The dean will submit all applications and recommendations to a college level promotion and tenure committee (or its equivalent). The committee will evaluate each candidate for promotion and submit a written recommendation for each candidate, along with all materials received, to the dean.

7. Upon receipt of recommendations by the college promotion and tenure committee, the dean will prepare a written recommendation for each candidate. The dean will submit his or her recommendations and those of the college committee, the chairpersons/division heads and intradepartmental committees along with all materials received to the vice president for academic affairs or, where appropriate, to the vice president for health sciences by February 15.
8. The vice president for academic affairs or, where appropriate, the vice president of health sciences will prepare a written recommendation for each candidate and submit it together with all of the recommendations and application materials received from the deans to the president by March 8.
9. Promotion will result from action by the president at the conclusion of the promotion process. The president will prepare a list of those promoted and send an informational copy to the chairperson of the Faculty Personnel Committee by March 15.
10. The president will inform by letter all candidates for promotion of his or her decision by March 15. An applicant denied promotion will be provided a statement of reasons for the action by this date. All application materials will be returned to each candidate at this time.
11. The entire promotion process must adhere to the university's time guidelines and conclude no later than March 15.
12. An applicant denied promotion by the president may file a grievance in accord with the grievance procedure in Policy Bulletin 36, Section 13, and Chapter III, Section IX, C, of the Greenbook. Alternatively, an applicant denied promotion may file a grievance under provisions of the West Virginia Code, Chapter 18, Article 29, Sections 1-9. Copies of the statutory grievance procedure and the rules and regulations of the Education Employees Grievance Board are available in the Personnel Office.
13. A faculty member may withdraw his or her application for

- promotion at any time during the promotion process.
14. None of the above procedures shall preclude the use of other appropriate forms for evaluation in the promotion process.
 15. All application materials and promotion decisions and deliberations shall be considered confidential except for circumstances in which a legal need-to-know basis has been established.
 16. No person, including the applicant, may present information in person to promotion committees.

Section VII. Tenure, Probation, and Tenure Requirements

A. Definition of Tenure and Probation

1. Tenure at Marshall University provides for a continuing series of appointments which may be terminated by the university only for cause or under extraordinary circumstances as specified in Chapter III, Section IX, below, or reduction or discontinuance of a program.
2. When a full-time faculty member is appointed on other than a temporary or tenured basis the appointment shall be probationary. The conditions which govern a probationary appointment are in accordance with Board of Regents Policy Bulletin 36, Section 8.

B. Tenure Requirements

1. Tenure shall not be granted automatically, or for years of service, but shall result from a process of peer review and culminate in action by the President. The grant of tenure shall be based on a two-fold determination:
 - a. That the candidate is professionally qualified;
 - b. That the university has a continuing need for a faculty member with the particular qualifications and competencies of the candidate. This determination shall be in accordance with the provisions of Policy Bulletin 36, Section 7, b.

2. The professional qualifications of a candidate for tenure will be evaluated on the basis of the guidelines which pertain to promotion in Section V, B, above.
3. The grant of tenure requires that a candidate must have demonstrated effective performance and achievement in all of his or her major areas of responsibility. Additionally, the candidate must have demonstrated excellence in either teaching and advising or in scholarly and creative activities.
4. Tenure may be granted only to faculty who hold the rank of assistant professor or above. Promotion and tenure may be granted concurrently.
5. The maximum period of probation shall not exceed seven years. Before completing the sixth year of a probationary appointment, a nontenured faculty member shall be given written notice of tenure, or shall be offered a one-year terminal contract of employment.
6. The above provisions for tenure do not apply to persons who have appointments as full-time administrators or staff members.

Section VIII. The Tenure Process

A. Notification of Probationary Faculty

At the time of initial appointment, the department chairperson will notify in writing each probationary faculty member of the requirements and guidelines for tenure, including any which apply specifically within the faculty member's department. The faculty member will acknowledge in writing receipt of this notification. Lack of acknowledgement is not grounds for dismissal, nor is it reason for appealing a denial of tenure.

B. The Tenure Process

1. Each college or equivalent unit will develop written procedures and performance criteria for implementing the tenure require-

- ments in Section VIII, B, above and in Board of Regents Policy Bulletin 36, Section 7. College tenure procedures and criteria must be approved by the dean in consultation with the faculty, approved by the Faculty Personnel Committee, and approved by the vice president for academic affairs, or, where appropriate, by the vice president for health sciences.
2. Each faculty member will have the primary responsibility for initiating his or her application for tenure. However, the department chairperson or an intradepartmental committee may initiate a recommendation for tenure.
 3. Unless demonstrated extraordinary circumstances prevent an application during the sixth year of a faculty appointment, the person who chooses not to apply will not be considered for tenure and will be offered a one-year terminal contract of appointment.
 4. A candidate for tenure will submit an application by the established departmental deadline to the chairperson/division head, who will forward it to an intradepartmental tenure committee. If the candidate holds graduate or associate graduate faculty status, the chairperson/division head will notify the graduate dean of the application, giving him or her an opportunity to provide to the departmental committee any information that he or she may have bearing upon tenure. No items may be added to or deleted from the application after this point. The committee will prepare a written recommendation with respect to the qualifications of the candidate for tenure and submit it with the candidate's application to the chairperson/division head.
 5. Beginning with the departmental committee level and continuing thereafter through each step of the decision-making process, the candidate shall be informed in writing of any recommendation to deny tenure.
 6. The chairperson/division head will prepare a written recommendation with respect to the qualifications of the

candidate for tenure and submit it along with all other materials received from the candidate and from the intra-departmental committee to the college dean by January 1.

7. The dean will submit all applications and recommendations to a college level promotion and tenure committee (or its equivalent). The committee will evaluate each candidate for tenure and submit a written recommendation for each for each candidate, along with all material received, to the dean.
8. Upon receipt of recommendations by the college promotion and tenure committee, the dean will prepare a written recommendation for each candidate. The dean will submit his or her recommendations and those of the college committee, the chairpersons/division heads and intradepartmental committees to the vice president for academic affairs or, where appropriate, by the vice president for health sciences by Feb. 15.
9. The vice president for academic affairs or, where appropriate, the vice president for health sciences will prepare a written recommendation for each candidate and submit it together with all the recommendations received from the deans to the president by March 1.
10. Tenure decisions will result from action by the president at the conclusion of the tenure process. The president will prepare a list of those granted tenure and send an informational copy to the chairperson of the Faculty Personnel Committee by March 15.
11. The president will inform by letter all candidates for tenure of his or her decision by March 15. An applicant denied tenure will be notified via certified mail. All application materials will be returned to each candidate at this time.
12. The entire tenure process must adhere to university time guidelines and conclude no later than March 15.
13. All application materials and tenure decisions shall be considered confidential except in circumstances in which a legal "need-to-know" basis has been established.

14. No person, including the applicant, may present information in person to tenure committees.
15. An applicant denied tenure may request a statement of reasons from the president according to the provisions of Board of Regents Policy Bulletin 36, Section 8, f.
16. An applicant denied tenure by the president may file a grievance in accord with the grievance procedure of Policy Bulletin 36, Section 13, and the Greenbook Chapter II, Section IX, C. Alternatively, an applicant denied tenure may file a grievance under provisions of West Virginia Code, Chapter 18, Article 19, Sections 1-9. Copies of this grievance procedure and the rules and regulations of the Education Employees Grievance Board are available in the Personnel Office.