

[from PSU Faculty Handbook]

2.8 Procedures for Promotion and Tenure

[Note: Sections C. and G. were revised by vote of the faculty on 2-1-06. Both old and new versions are shown below. The new wording will apply to any tenure-track faculty hired after February, 2006. For faculty hired prior to February, 2006, the new wording goes into effect in February, 2009 (applicable to applications for promotion and/or tenure in Fall, 2009), in accord with the policy set forth in Sec. 2.7 C.]

A. Permission

Faculty members who are to be evaluated for promotion and/or tenure must give written permission by October 15 for their official files in the Human Resources office to be consulted by the evaluation levels listed below.

B. Levels

Each faculty member who is to be evaluated for promotion and/or tenure is to be evaluated at four levels at PSU. These are:

1. Department Promotion and Tenure Committee
2. Department Chair
3. Vice President for Academic Affairs
4. President

The candidate will be evaluated by each of these levels, in order. Each evaluation level is to review the candidate's file and the recommendation(s) given to it, add any pertinent data not previously considered, and make a recommendation based on the whole. Reasons for the recommendation must be included. The written result of each level's evaluation will be given to the succeeding levels and to the candidate. The timetable for each level to complete its review is as follows:

October 15, Candidate submits file to Department P&T Committee
November 15, Department P&T Committee recommendation due
December 15, Department Chair's recommendation due
January 15, Vice President's recommendation due
January 30, President's recommendation due

Each level will, on or before the above dates, communicate its recommendation in writing to the candidate and all previous levels, and deliver the file with its recommendation to the next level.

If a Department Chair is being considered for promotion and/or tenure, the Department Chair's recommendation is omitted.

At any time prior to the President's final recommendation to the Board of Trustees, the candidate may withdraw from further consideration. This withdrawal shall be in writing and shall be available to all previous levels.

C. [wording prior to February, 2006] The Department Promotion and Tenure Committee

The Department Promotion and Tenure Committee will consist of at least three and no more than five tenured members. It is the responsibility of each department to decide by vote the committee's number and membership. (Non-tenured faculty members may participate in the committee sessions if a department so decides, but they shall be without vote.) In the case where a department does not possess at least three tenured members, a sufficient number of tenured faculty members from related departments shall be invited by the Department Chair to serve. The Department P&T Committee may solicit information from departmental and other appropriate colleagues about the candidate's performance in teaching, professional activities and services.

C. [revised wording, passed by faculty February, 2006] Responsibilities of the Department

1. Each department shall have the following:
 - a. A documented procedure for selecting a Department Promotion and Tenure Committee consisting of five tenured faculty from the department. (See also item 5 below.)
 - b. Guidelines about expectations for teaching, scholarship, and service.
 - c. Guidelines as to what evidence is possible for each area of teaching, scholarship, and service.
 - d. Specific information as to what materials or documentation shall be included in the Promotion and Tenure folder, beyond the application itself.
2. Each department shall review its Promotion and Tenure guidelines at least every five years and make revisions as necessary.
3. Each Promotion and Tenure candidate shall receive a copy of the recommendations of the Department Promotion and Tenure Committee and the Department Chair at least one week before the recommendations are sent to the Provost with the candidate's application.
4. The Department Chair's end-of-year evaluation letter for each faculty member shall review the faculty member's performance in the three areas of teaching, scholarship, and service and identify strengths as well as areas and strategies for improvement.
5. If a department does not have five tenured faculty available to serve on a Department Promotion and Tenure Committee, the Department Chair will consult with the Provost to draw up a list of possible committee members from other departments. From that list the department faculty will vote for the remaining committee members.
6. The Department Promotion and Tenure Committee may solicit information from departmental and other appropriate colleagues about the candidate's performance in teaching, professional activities and services.

[section C revised by Faculty 2-1-06]

D. Examination of Candidate's Personnel File

At the beginning of the evaluation process, the Department P&T Committee will (with the release provided by the candidate) examine the relevant material in the Evaluation Section of the candidate's official personnel folder maintained in the Human Resources office.

[revised by Faculty 3-2-94; further revised 4-18-05]

E. Vice President for Academic Affairs/President Class Visits

The Vice President for Academic Affairs and the President may make classroom visits for the purpose of evaluating faculty for promotion and/or tenure. Such visits shall be arranged in advance. The Vice President for Academic Affairs shall visit Department Chairs who are candidates for promotion or tenure. Results of such evaluations are to be used only at their respective levels. They shall not be made available to prior levels.

F. Recommendations

Based upon the reports of all previous evaluation levels and an independent evaluation, the President of the University shall make a final recommendation to the Board of Trustees. At this time, the President will also report to each evaluation level and to the candidate the final recommendation. The result of the evaluation at each level may take three forms:

1. Recommendation of promotion and/or tenure.
2. Recommendation (in the case of non-tenured faculty) of a terminal appointment.
3. Recommendation of no change in status.

G. Disposition of Evaluation Materials

The President's final recommendation to the Board of Trustees and all data upon which it is based becomes part of the candidate's personnel file. **Copies of all recommendations from each level of the Promotion and Tenure process shall be filed in the Evaluation Section of the faculty member's Personnel File in the Human Resources Office, unless a candidate withdraws from consideration.** At any time prior to the President's final recommendation to the Board of Trustees, the candidate may withdraw from further consideration. In this case, the promotion/tenure recommendation folder and all materials generated by it shall be returned to the candidate or to the level originating the materials.

[bold text added by vote of Faculty 2-1-06; see note at beginning of Sec. 2.8]

H. Contents of Folders for Promotion and/or Tenure

Folders of candidates for promotion and/or tenure are reviewed and evaluated by several levels at PSU and by officials of USNH and the Board of Trustees. As evaluators become more removed from the candidate's professional field of specialization, they need more complete, varied and detailed information in order to be able to form a sound judgment. The documentation listed below is needed to help faculty members present a full case to reviewers at all levels, so that candidates may receive every consideration in the promotion and/or tenure process.

1. Complete Curriculum Vitae in approved format (available on VPAA's Web site)
2. Candidate's summary statement of activities in teaching (including advising if assigned), scholarly/professional activity and service since appointment (for tenure) or since last promotion (for promotion)
3. All annual reports since appointment (for tenure) or since last promotion (for promotion)
4. All annual evaluation letters from Department Chair and Vice President for Academic Affairs since appointment (for tenure) or since last promotion (for promotion)
5. All reports of class visits by Department Chair since appointment (for tenure) or since last promotion (for promotion)
6. Sample syllabi, course planning materials, and/or other course materials as appropriate

7. Reports (interpretations and summaries should be attached to raw data) of all student evaluations since appointment (for tenure) or since last promotion (for promotion)
8. Documentation of scholarly/professional activity and service
9. Letters from external reviewers of scholarly/professional accomplishments (especially for promotion to Professor)
10. Other material added at the discretion of the candidate

I. Appeal Procedures

If the candidate believes that these policies and procedures for promotion and/or tenure were applied inequitably to his or her case, the grievance procedures in this Handbook (see Section 2.18 Grievance) should be used.

J. Review of the Promotion/Tenure Procedures

Annually the Vice President for Academic Affairs will select representatives from departments where promotion and tenure cases have just been processed to review these Promotion/Tenure procedures and make any needed suggestions for revision to the Handbook Committee.