

# Education Department Promotion and Tenure Guidelines

## EXPECTATIONS

*(adopted by the Education Department in April 2007)*

### Teaching

Faculty members in the Education Department demonstrate their commitment to successful teaching. It is the role of the faculty member seeking promotion and/or tenure to provide evidence that his or her teaching:

- Demonstrates planning, preparation and organization.
- Uses a variety of methods that focus on and accommodate to student learning thereby helping students acquire and apply desired knowledge, skills and dispositions.
- Reveals a faculty member's dedication to staying current in content knowledge related to the courses he or she teaches.
- Helps students apply research and theory to contemporary educational settings.
- Is complemented by sound assessment processes that take into account the varied ways that students learn.
- Assists students through advice and guidance as they seek to achieve academic and professional goals.
- Illustrates that the instructor understands his/her role in contributing to the effectiveness of the overall program of study for which he/she and colleagues are responsible.
- Promotes a climate of respect among students.
- Relies and builds upon personal reflection and the constructive feedback of others.

### Scholarship

Faculty members in the Education Department demonstrate productive scholarship. It is the role of the faculty member seeking promotion and/or tenure to provide evidence that his or her scholarship:

- While taking a singular or varied approach, maintains a recognizable thread that

exhibits connectedness of purpose relevant to the faculty member's established or emerging role in the department and university.

- Is characterized by creativity (the freedom to present information in a variety of ways) and openness to new information.
- Chooses depth over breadth and quality over quantity in research and study.
- Demonstrates consistent and sustained growth and development around a body of scholarly work.
- Informs teaching.
- Is disseminated in multiple and various ways.

### **Service**

Faculty members in the Education Department demonstrate their commitment to service. It is the role of the faculty member seeking promotion and/or tenure to provide evidence that he or she:

- Actively engages in activities associated with the evolution and governance of the department and the university.
- Supports and contributes to the efforts of individual students and student groups.
- Contributes to peer growth and development in collegial and collaborative ways both at the department and university levels.
- Enhances the well being of communities internal and external to the university through the sharing of one's time, professional expertise and leadership abilities.

## **GUIDELINES FOR CANDIDATES**

### **Application Format and Guidelines**

*(adopted by the Education Department in September 2002; revised September 2011)*

In addition to application procedure that is described in the Faculty Handbook, the Education Department has set guidelines for the format of the application.

- The candidate should submit to the Chair of the P&T Committee by October 15<sup>th</sup> the following materials:
  - One (1) complete, original copy of the Personnel Action Folder
  - Five (5) copies of the Personnel Action Folder
  - One (1) set of supporting documentation
- The Personnel Action Folder and its copies should be in 3-ring binders and should include the following:
  - Initial Request
  - Candidate's Employment and Education Summary
  - Statement on Teaching
  - Statement on Scholarly/Professional Activity
  - Statement on Service
  - Copies of letters of support (indexed):
    - Addressed to the chair of the P&T Committee,
    - From individuals qualified to speak to promotion and tenure,
    - Typically not from subordinates or current students
  - Copies of evaluation and reappointment letters from the Department Chair and Vice President
  - Curriculum Vitae in approved PSU format
- Supporting Documentation is presented preferably in boxed, hanging folders, and not in binders or plastic envelopes. It should be organized by teaching, scholarship, and service. Materials typically include:
  - Student course evaluations
  - Illustrative course syllabi, assignments, etc.
  - Documentation of scholarly presentations/publications
  - Documentation of service activities
  - Letters written about the candidate's contributions, thank you letters, etc.
- Because the Personnel Action Folder is reviewed not only by the P&T Committee, but also by individuals who may not be personally familiar with the candidate's background and qualifications, the Committee recommends the following:

- It is the responsibility of the candidate to clearly indicate how he/she has met the guidelines for promotion or tenure as stated in the Faculty Handbook. To that end, the candidate must indicate how each piece of evidence relates to specific promotion and tenure guidelines.
  - The candidate must understand that no documentation presented to the committee is considered “self evident.” The degree and nature of involvement in any activity presented must be clearly expressed.
- In response to the charge that each department make clear what it regards as objective outside evaluation of scholarly/professional activity, the Committee states:
    - Objective outside evaluation is defined as evaluation from individuals external to Plymouth State University who have been direct observers or consumers of scholarly/professional activities conducted by the candidate.
    - Value shall be given to outside evaluators without regard to geographic perspective (local, state, regional, national, etc.).
    - What shall be considered in determining the value of outside evaluation are the following:
      - The individual’s opportunity to observe or consume the scholarly/professional activity in a direct, personal, and in depth fashion. The evaluation must be one which specifically addresses the work of the individual faculty member and is not merely “standardized” feedback given to members of a given group (for example, a letter sent by the President of an Association to all individuals who presented papers at a conference.)
      - The individual’s qualifications to evaluate scholarly/professional activities. Qualifications are not limited to academic degrees. However, it is the responsibility of the candidate to establish the qualifications of an individual who is not certified or otherwise academically qualified in the area of expertise.
- In response to the charge that each department develop examples of acceptable activities and criteria which may be used in the evaluation of scholarly/professional activity, the Committee states:
    - Examples of acceptable activities and criteria are listed in the Faculty Handbook. This list is adequate. Although members of the Education Department more commonly perform some of these activities (e.g., classroom research, scholarly activity with local visibility, professional consultations, publications) than others, all activities listed are viewed as equally valuable and thus given equal consideration.
    - Within a given category of activity, it is the mutual responsibility of the Committee and the candidate to differentiate among activities and to assign relative value accordingly. (For example, within the category of publication,

requested material funded by the publisher, would be valued higher than self-promoted material funded by the candidate.)

## **Promotion and Tenure Committee Practices and Policies**

*(approved by the Education Department in October 2010; revised September 2011)*

### ***For candidates applying for promotion and tenure or promotion:***

#### **One year before applying**

Committee meets with candidate one year prior to applying (in the fall). This meeting is also attended by the department chair. Prior to the meeting, candidate submits current CV in approved format to the committee.

- Committee reviews the application process with the candidate.
- Candidate asked to describe the evidence s/he is using to support the application.
- Committee may offer guidance/suggestions as to what kinds of evidence would be appropriate for the application.
- Committee provides candidate with written copy of meeting notes.

#### **Year of application**

Candidate's materials due to committee by October 15.

- Committee reviews materials individually and discusses as a group.
- Candidate may be asked by the Committee Chair to provide clarification in writing or additional documentation.
- Committee evaluates and votes on application and prepares recommendation.
- Committee's recommendation submitted in writing to the candidate one week before it is due to the Department Chair.
- Committee's recommendation submitted in writing to the Department Chair on November 15.

### ***For tenure track candidates:***

In the fall, Committee Chair meets with new faculty members to discuss promotion and tenure guidelines and expectations. Committee Chair gives the new faculty copies of department promotion and tenure guidelines.

Committee meets with candidates each year in the spring. This meeting is also attended by the department chair. Prior to the meeting, candidate submits current CV in approved format to the committee.

- Committee reviews promotion and tenure expectations and guidelines with the candidate. (New faculty are expected to bring the materials given to her/him by committee chair in the fall.)
- Candidate discusses evidence s/he is using or plans to use to show s/he is meeting expectations.

- Committee may offer guidance in the form of questions/suggestions as to what kinds of evidence would be appropriate for the application.
- Committee provides candidate with written copy of meeting notes.

The goal is that this meeting will be held before candidates meet with the Department Chair to discuss the work plan for the following year. The candidate and the Department Chair can then take the committee's suggestions into account in negotiating the work plan.

Note that meetings with candidates are not evaluative, until the candidate has submitted the promotion and tenure application. The candidate will receive a written copy of the notes from each meeting. These notes are intended as a record and reminder of what was discussed and not as a progress report or evaluation.

Sample of message sent to untenured faculty prior to spring meetings:

*Dear Colleague,*

*We are looking forward to your meeting with the P&T Committee on \_\_\_\_\_. The role of the P&T Committee with regard to untenured faculty is to support candidates during their pre-tenure years at PSU and provide feedback on the evidence that they are gathering to support their promotion and tenure application. Promotion and tenure is a process that occurs over several years and involves the accumulation of evidence over time. We recognize that meetings at any time along the way provide a snapshot of what candidates are doing. This meeting is not for evaluative purposes; evaluative decisions about promotion and tenure are not made until a candidate submits a formal application for promotion and tenure.*

*At our meeting, the P&T Committee will:*

- *Review the process, procedures, and expectations for promotion and tenure;*
- *Address any questions you have about the above*
- *Review your role within your program and the department*
- *Talk about the kinds of evidence you are/will be gathering to support your application in each of the three areas of the department P&T guidelines (teaching, service, and scholarship).*

*To prepare for the meeting, we strongly encourage you to review all of the materials you have been given about the University and department promotion and tenure policies. Please focus especially on the department promotion and tenure expectations. We also suggest that you review your workplans and teaching evaluations and think about how you would describe your role within your program and the department.*

*Prior to the meeting, please send us an electronic copy of your most recent CV in the approved PSU format (available at <http://www.plymouth.edu/vpaa/faculty/index.html>). This will orient us to your work and will help ensure that you have prepared your CV in the appropriate format.*