APPROVAL OF DEPARTMENT PROMOTION AND TENURE GUIDELINES
College of Arts & Sciences

Department: Biological Sciences

Date approved by Department: November 6, 2013

Date approved by Dean: 5/10/14

Document subject to another full faculty review by: Spring 2019

Dean’s Signature: [Signature]

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Department of Biological Sciences

Promotion and Tenure Procedures and Criteria

Approved by vote of the Faculty of the Department of Biological Sciences at a faculty meeting held on November 6, 2013.

Department Chair: Robert B. Frederick
November 6, 2013
Introduction

The purpose of this document is to help establish an environment of high standards and mentoring. The criteria set forth in this document should a guide for new faculty and a series of goals for current faculty on the promotion and tenure track. The minimum standard should be thought of as a starting point and not an ultimate goal. While one goal of any promotion and tenure document is to set obtainable standards, the ultimate goal is to help faculty develop and nurture their skills so that they may help support the best possible learning environment for Eastern Kentucky University students.

The faculty member who is applying for promotion and/or tenure must take responsibility for documenting activities in the three areas of evaluation: Teaching, Research/Scholarship, and Service. This documentation should help to clarify specifics of the department policy. Otherwise, the Department follows both the University and College policies, so candidates and Department evaluators should read and be familiar the policies of the Department, College, and University, including all appendices that are part of this document. If there are questions concerning the criteria listed in the departmental document, including all appendices, it is the faculty member’s responsibility to get clarification from the Department Chair. As part of the mentoring process, faculty members will be evaluated on a yearly basis, through annual reappointment reviews for non-tenured tenure-track faculty members, as specified by University Policy, which will give feedback and guidance for improvement. The departmental Annual Faculty Ranking System report (Appendix A), to be completed each year by all full-time faculty members in the department, will provide additional evidence of how the individual ranks among other faculty members in the department with respect to teaching, scholarship, and service.

The Department Promotion and Tenure committee will act as a mentoring tool for faculty members during the years leading up to promotion and tenure. This is a mechanism to help faculty members improve and learn from their annual reports. The departmental Promotion and Tenure Committee should make clear what is expected in terms of performance levels and how the faculty member’s performance compares to that expectation with respect to teaching, scholarship, and service. The annual reports should always include constructive recommendations for improvements. The Department of Biological Sciences policy with respect to faculty promotion and tenure will adhere to the current University Policy and College of Arts and Sciences Policy. The remainder of this document reflects specific details of the policy with respect to the Department of Biological Sciences.
The Departmental Promotion and Tenure Committee: Summary of Procedures

I. Committee Structure

The Promotion and Tenure Committee (P&T Committee) consists of five elected members who serve for a period of two years. Only tenured faculty members may serve on the P&T Committee. New members are elected to the committee at the conclusion of each academic year, alternating with the election of three persons one year and then two the next year. At any given time, total membership on the committee will consist of new persons and carry-over members from the previous academic year. After serving for a period of two years, a faculty member is not eligible for re-election to the committee for a period of one year. One Alternate will be elected each year for a 1-year term, to serve on the committee only if one of the regular members becomes ineligible to serve. The committee chair will be selected by the members of the P&T Committee following the committee election each year. If a faculty member or a member of his or her immediate family is being considered for promotion or tenure, that faculty member shall not serve on the committee that year.

II. Candidate Tenure and Promotion Duties

A. Responsibilities

Deadlines for submission of documents by the candidate to the department chair will be as specified by the University, College, and Department. The candidate for tenure and/or promotion will submit a letter of intent to apply to the Department Chair, and will provide a copy to the Dean of the College. The candidate will also provide the name of his/her presenter to the Dean of the College. Deadlines for the 2013/14 academic year are listed in Table 1. These dates remain in effect unless changed by the University, College, or Department by September 1 each year. It is the candidate’s responsibility to know and meet all deadlines.

III. Committee Tenure and Promotion Duties

The Department Committee will review the Candidate’s application and complete the committee evaluation form as specified by University policy.

A. Annual Faculty Ranking System

By using the Annual Faculty Ranking System adopted by the faculty (Appendix A), the P&T Committee will review all faculty members’ annual reports. Each member of the committee will evaluate all the annual reports. The P&T Committee will meet and discuss each annual report. Based on the committee’s final evaluations for each annual report, faculty members will be ranked from the highest to lowest, and this ranking will be supplied to the Department Chair. The Annual Faculty Ranking System will be a tool used by the P&T Committee to evaluate promotion and tenure applications.
B. Criteria for Tenure and Promotion

The faculty in the Department of Biological Sciences has agreed to the following criteria for awarding tenure, promotion to associate professor, and promotion to professor. The Department will use the “Annual Faculty Ranking System” (i.e., merit form), that is attached to this document in Appendix A, as a tool for collecting comprehensive information on each candidate. All members of the faculty submit the Annual Faculty Ranking System, and the maximum allocation of percentage effort for each area of the evaluation is: 50% teaching, 25% Research/Scholarship, 25% Service. Cases for faculty given credit for service prior to EKU at the time of hire will be treated individually.

Minimum Criteria for Promotion and Tenure in the Department of Biological Sciences

1. Awarding Tenure and Promotion to Associate Professor

   a. By using the scoring system outlined in the Annual Faculty Ranking System, the candidate for tenure and promotion to associate professor must, in three (3)\(^1\) out of their last four (4) years, achieve a minimum average scores of 35% in teaching, 15% in Research/Scholarship and 15% in Service, with an overall minimum average of 70%;

   and

   b. Publish, as Assistant Professor at EKU, at least one manuscript in a national or international peer-reviewed journal or at least two manuscripts in regional or state peer-reviewed publications.

2. Promotion to Professor

   a. By using the scoring system outlined in the Annual Faculty Ranking System, the candidate for promotion to professor must, in four (4) out of their last five (5) years, achieve a minimum average scores of 40% in teaching, 18% in research/Scholarship and 18% in Service, with an overall average of 85%;

   and

   b. Publish, since the time of last promotion, at least two manuscripts in a national or international peer-reviewed journal or at least four manuscripts in regional peer-reviewed publications.

The department committee will calculate the candidate’s scores, above, and report the results and explain the department minimum criteria as part of the committee’s written evaluation.

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\(^1\) In rare circumstances where a candidate has applied for promotion in year 3, and data for only 2 prior years are available, scores for each of the 2 prior years must meet the minimum values
Table 1. **DEADLINES FOR THE PROMOTION AND TENURE PROCESS**\(^a, b\)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean informs department chairs of candidates eligible to apply</td>
<td>April 15</td>
</tr>
<tr>
<td>in the next academic year for tenure</td>
<td></td>
</tr>
<tr>
<td>Department Chair informs candidates eligible to apply in the</td>
<td>May 1</td>
</tr>
<tr>
<td>next academic year for tenure</td>
<td></td>
</tr>
<tr>
<td><strong>Candidates notify chair and dean, in writing, of intent to apply</strong></td>
<td>September 1(^c)</td>
</tr>
<tr>
<td>for tenure and/or promotion</td>
<td></td>
</tr>
<tr>
<td><strong>Election of department promotion and tenure committee</strong></td>
<td>September 10(^c)</td>
</tr>
<tr>
<td>Department chair informs the promotion and tenure committee of</td>
<td>September 12</td>
</tr>
<tr>
<td>candidates for promotion and tenure</td>
<td></td>
</tr>
<tr>
<td><strong>Candidate provides the name of his/her presenter to the</strong></td>
<td>September 15(^c)</td>
</tr>
<tr>
<td><strong>Associate Dean for Administrative Affairs and Research</strong></td>
<td></td>
</tr>
<tr>
<td>Candidate submits application to department chair (<strong>hard copy and</strong></td>
<td>September 20</td>
</tr>
<tr>
<td><strong>identical electronic version; supporting material: hard copy only</strong>)</td>
<td></td>
</tr>
<tr>
<td>Committee provides department chair with its evaluation and</td>
<td>October 20</td>
</tr>
<tr>
<td>recommendation</td>
<td></td>
</tr>
<tr>
<td>Department chair and chair of department P&amp;T committee</td>
<td>November 9</td>
</tr>
<tr>
<td>reviews recommendations with candidate, provides candidate with</td>
<td></td>
</tr>
<tr>
<td>report(s) and secures candidate’s signed receipt</td>
<td></td>
</tr>
<tr>
<td>Department Chair notifies candidate of results of reconsideration</td>
<td>November 28</td>
</tr>
<tr>
<td>by department committee and/or department chair</td>
<td></td>
</tr>
<tr>
<td><strong>Department chair presents recommendations to the dean</strong></td>
<td>December 1(^c)</td>
</tr>
<tr>
<td>(<em>hard copies and electronic versions</em>)</td>
<td></td>
</tr>
</tbody>
</table>

\(^a\)The stated actions can be completed before the given deadlines.

\(^b\)If a given date occurs on a weekend or holiday, the deadline for the requested action shall be the first day on which the University administrative offices are open after the weekend or holiday.

\(^c\)This deadline is mandated by university or college policy.
Appendix A

Department of Biological Sciences Annual Faculty Ranking System
ANNUAL FACULTY RANKING SYSTEM
Academic Year ____

I. Teaching Effectiveness (Total Points = 50)
   \[(A+B+C)/40 \times 50 = \text{Total Teaching Effectiveness Points}\]

A. Student Evaluations (10 pts. max.)
   Please submit your IDEA student evaluations for this academic year. The "raw" score for the
criterion of "Overall Ratings - Excellent Teacher" will be used. Since the current maximum
score on the IDEA is "5.0", the value earned by the faculty member in each course evaluated
will be adjusted to a 10-point scale. The final score assigned will be the mean from all
courses evaluated.

B. Peer Evaluations (15 pts. max.)
   Please submit any documentation that might aid the advisory committee in its peer review of
your teaching. The members of the committee will evaluate the items submitted. Due to the
subjective nature of this evaluation, the final rankings will be the average or consensus of
members of the Department Promotion and Tenure Committee. You may include any or all
of the following documentation: Syllabi and copies of exams, statement on approaches to
teaching, the Course/Instructor Feedback Forms (Appendix B) from students' evaluations,
and individual comments in the following categories:

   1. Command of subject matter
   2. Accomplishment of course objectives
   3. Written opinions of alumni or faculty
   4. Attitude toward students

C. Professional Growth and Development in area of Teaching/Student Mentoring (15 pts.
max.)

   1. Curriculum Development (up to 10 pts each).
      a. Develop a new specialty area (Please list).
b. Preparation to teach a new course in your discipline (provide syllabus and evidence of preparation).

2. New techniques and materials (up to 5 pts. each)
   a. Organized or participated in instructional improvement seminars. (Please list and include pertinent documentation).
   b. Development and use of audiovisual aids for classroom or online learning (Please list and provide documentation).
   c. Experimented with new teaching technologies (provide examples).
   d. Varied teaching techniques such as discussion techniques rather than lecturing.

3. Evidence of a planned program of independent reading and study (explain; 2 pts. max.).

4. Faculty Development (provide documentation for each)
   a. Participation in conferences, workshops, etc., related to teaching assignments (2 pts. each)
   b. Courses taken to improve teaching area (2 pts. each)
   c. Miscellaneous faculty development (5 pts. max)

5. Supervisory/Guidance
   a. Graduate student supervision
      1. Director of completed M.S. thesis as submitted to the Graduate School. (List Names). (5 pts ea.)
      2. Director of completed MS non-thesis (3 pts. each)
         3. Director of M.S. students actively working towards completion of thesis degree. (List Names). (2 pts. ea.)
         4. Director of MS students actively working towards completion on non-thesis degreee. (2 pts. ea.)
5. Member of graduate committee while student is actively working towards completion of degree. (List Names). (1 pt. each)

b. Supervision of Special Problems (List students and provide copies of final student reports). (2 pt. each)
II. Research and/or Scholarly Achievement (Total Points = 25)
Maximum set at 45; \[ \frac{(A+B+C+D)}{45} \times 25 = \text{Total Research/Scholarly Points} \]

A. Publications (give titles, journals, publishers)

1. Articles published in refereed national journals (10 pts. ea).
2. Articles published in non-refereed national journals (6 pts. ea).
3. Articles in state refereed journals (8 pts. ea).
5. Revision of a book (7 pts. ea).
6. Section or chapter(s) of a published book (10 pts. ea).
7. Laboratory manual (5 pts. ea).
10. Articles published in popular press (science related) (Up to 6 pts.).

B. Editorial Activities (list books, journals, agencies and titles).

1. Editor of book (10 pts. ea).
2. Editor of national professional journal (15 pts. ea).
3. Editor of state professional journal (13 pts. ea).
4. Reviewer of journal articles (3 pts. ea).
5. Reviewed manuscripts for major publisher (2 pts. ea).
6. Reviewed grants for a federal or state agency (5 pts. ea).
7. Miscellaneous Editorial Activities
C. Research Proposals (list agency and proposal title)
   1. Funded proposals submitted to outside agency (15 pts. ea)

   2. Non-funded proposals submitted to outside agency (8 pts. ea).

   3. Funded EKU proposals (8 pts. ea).

   4. Administration of extramural grants (list title and dates). (5 pts.)

D. Papers and speeches presented (list titles and organizations)
   1. Presented at national or international meetings by invitation (provide documentation of invitation; 10 pts. ea).

   2. Presented at national or international meetings (7 pts. ea).

   3. Presented at regional or state meetings by Invitation (6 pts. ea).

   4. Presented at regional or state meetings (4 pts. ea).

   5. Presented at another institution (4 pts. ea).

   6. Presented at local meetings (e.g., seminars, talks at club meetings, etc.) (2 pts. ea).
III. Service (Total Percent = 25)
   Maximum points is set at 50; [(A+B+C+D+E)/50] x 25 = Total Service Points

A. Committee Activities - Committee assignments will be listed according to the calendar year. For each committee listed, please indicate the period of spring and/or fall terms, and how you contributed to the effectiveness of the committee. (Extra points for summer term committee meetings).

1. University related committee assignments
   a. Chair of University committee (up to 6 pts. ea.)
   b. Member of University committee (up to 2 pts. ea.)

2. College related committee assignments
   a. Chair of College committee (up to 6 pts. ea.)
   b. Member of College committee (up to 2 pts. ea.)

3. Departmental related committee assignments
   a. Chair of Departmental committee (up to 6 pts. ea.)
   b. Member of Departmental committee (up to 2 pts. ea.)

4. Other committee assignments (up to 2 pts. ea.)

5. Chair of departmental Promotion and Tenure Committee (up to 10 pts)

6. Member of departmental Promotion and Tenure Committee (up to 6 pts)

7. Member of Faculty Senate (4 pts.)

   Yes  No

8. Miscellaneous committee service

B. Outside Professional Service (list activities)

1. Chair of national, regional or state committee (5 pts. ea.)

2. Officer at regional or national level (up to 10 pts. ea)
3. Officer at the state level (up to 5 pts. ea.)

4. Chair or secretary of a scientific section (up to 3 pts. ea.).

5. Member of national committee (up to 3 pts. ea.).

6. Member of regional or state committee (up to 3 pts. ea.).

7. Attendance of professional meetings (up to 2 pts. ea.)

8. Miscellaneous Professional Service

C. Departmental Service (list activities)

1. Activities to promote recruitment of students (up to 10 pts)

2. Organization of and assisting with conferences, symposia, workshops, etc., within the department or university. (up to 10 pts)

3. Sponsorship of student organizations (list organizations). (up to 8 pts)

4. Set-up of displays, experiments, and other activities when high school students visit our campus Math-Science Day, SMAP, EKU Spotlight. (List Activities). (up to 5 pts)

5. Maintenance of scientific equipment (up to 5 pts)

D. Community Service

1. Extended Campus Teaching (List Course Title, Site and semester). (up to 5 pts)

2. On-Campus teaching overload (List course, title and semester). (up to 3 pts. ea)

3. Consulting (List organization/person, type, length of time, dates). (up to 10 pts)

4. Professionally related leadership role in appropriate community organization. (List organization, type of activity, dates). (up to 10 pts)

5. Development of significant relations with professional groups that relate to our department (gift solicitation, sponsorship, etc.; what, when and where and how much). (up to 5 pts)
6. Externally presented conferences, workshops, seminars (List title, organization, where and dates). (up to 5 pts)

E. Other Service Duties (Value up to 10 pts. for each item).

1. Coordinator of Department Graduate Program. (A summary of activities - may be listed on additional pages).

2. Departmental Academic Advisor (Submit a summary of accomplishments)

3. Coordination of Cooperative Education (Submit a summary of accomplishments)

4. Assisting in the Placement of Students (Submit a summary of accomplishments)

5. Curator of fauna or flora collection (Summarize Activities)

6. Supervision of Graduate Teaching and Service Assistants

7. Miscellaneous Departmental or University duties
Appendix B

Course/Instructor Feedback Form
COURSE/INSTRUCTOR FEEDBACK FORM

Course: ___________________________ Meeting Days/Hours: ________________________

Instructor: _________________________ Date: ________________________________

DIRECTIONS: Your answers are for the instructor’s use to improve the teaching of this course. Please answer as honestly and as accurately as possible. If you are concerned about your handwriting being recognized, print your answers.

1. Overall, how would you rate the value of this course?
   
   1  2  3  /  4  5  6  /  7  8  9
   
   Below Average  Average  Above Average

2. Overall, how would you rate the teaching effectiveness of this instructor:
   
   1  2  3  /  4  5  6  /  7  8  9
   
   Below Average  Average  Above Average

3. Describe one or more aspects of this course/instructor’s teaching which you found HELPFUL and which you would recommend be continued in future courses. Why?
4. Describe one or more ways this course/instructor’s teaching could be IMPROVED?

5. If there is something which the instructor has NOT done but which you personally would have found helpful, please describe it.
Appendix C.

University Policy 4.6.4, Effective August 15, 2013
Tenure and Promotion

Policy Statement

Eastern Kentucky University, as a matter of principle, complies with the American Association of University Professors and the Association of American Colleges and Universities “1940 Statement of Principles on Academic Freedom and Tenure.” The AAUP and AAC&U statement addresses policy and procedural expectations for a wide variety of institutions of higher education. With this statement in mind, EKU shall establish specific, objective criteria and processes by which tenure and promotion decisions will be made. EKU’s policy ensures that criteria and processes are clearly articulated and published and are available to all persons in the university community.

EKU’s policy for tenure and promotion respects the uniqueness of disciplines within the University and provides for appropriate professional flexibility at college and department levels.

Entities Affected by the Policy

- Faculty
- Departments
- Colleges
- University-level administrators

Policy Principles

1. Department committees, consisting of elected tenured faculty members, and the Department Chair shall have the primary responsibility for evaluating candidates in their Department for tenure and promotion. Throughout the tenure and promotion process, Department evaluations shall be given weight that reflects this primary responsibility.

2. Policies for tenure and promotion shall state the specific criteria for each of teaching, scholarly/creative activities, and service to be used in the evaluation and how they shall be applied. While teaching is the primary mission at EKU, scholarly/creative activities and service are both important and weighted according to Department guidelines. Those specific criteria shall be provided to faculty when they begin their tenure-track employment at EKU and those criteria shall be the basis for the tenure decision.

3. The recommendations in the decision-making process shall be based on documented and verifiable evidence and the review process shall be transparent. Evidence shall include documentation of the candidate’s performance and how that performance compares to the criteria for tenure and promotion.

4. Throughout the process, the principle of confidentiality shall be respected.

5. Review processes at each level shall include appropriate evaluations of performance in teaching, scholarly/creative activities, and service. These evaluations shall become part of the candidate’s dossier.
6. Review processes at each level shall be limited to professionally relevant considerations and shall include documented evidence of performance from the candidate, students, other faculty, and appropriate administrators. The documented evidence shall be part of the candidate’s dossier.

7. The justification for or against tenure and/or promotion shall be stipulated in writing and maintained in the candidate’s dossier at every step in the process.

8. The Department and College procedures not determined by this tenure and promotion policy (Policy 4.6.4) shall be developed and approved by tenure-track faculty (see definition, pg. 11) composing these units. Such procedures shall be made available to the faculty in these units.

9. An appeal process shall be included in the tenure and promotion policy (Policy 4.6.4).

10. At each level, the candidate shall be notified in writing of the results of the deliberations, including the reasons for the recommendations.

11. No individual participant in the process may vote at more than one level of the process.

Tenure Appointments

Eligibility
A tenure-track faculty member shall be eligible for tenure after completing a six-year probationary period of continuous full-time service at EKU and attaining the rank of Assistant Professor or above. Leaves of absence may not be counted toward the six years of full-time service, but they shall be considered as continuous service. For example, a faculty member may take a year’s leave of absence after five years, return, and after an additional year be eligible for tenure. Previous service in other institutions normally does not count toward tenure requirements unless agreed upon in writing at the time of hire. For faculty employed at mid-year, the probationary period does not begin until the beginning of the next academic year.

Adjustments to Probationary Period
A faculty member may request an adjustment to his/her probationary period. An adjustment to the probationary period does not change the normal criteria for a tenurable record, nor does it imply that the faculty member will be held to a higher standard than the one he/she would have had to meet at the originally scheduled date. An adjustment to the probationary period does not guarantee that the faculty member’s appointment will be extended through the year in which the tenure decision is due (i.e., a non-reappointment decision is still possible during the probationary period even if an adjustment to the probationary period is approved).

A faculty member may request an extension of the probationary period for qualifying exigencies as outlined in Policy 8.2.14, Family Medical Leave, even if the faculty member does not take leave, or for extenuating circumstances (e.g., a physical disaster affecting research materials). An extension may be granted for a maximum of one year and does not relieve the faculty member from fulfilling his/her regularly assigned duties.

Requests for an extension to the probationary period must be submitted in writing to the Chair of the Department within 90 days after the occurrence of qualifying exigency or extenuating circumstance, but not after May 15 for candidates eligible for tenure in the next academic year. Such requests shall provide a detailed description of the circumstances thought to warrant the extension and shall include supporting documentation. The request for an extension to the probationary period shall be forwarded via the Chair and the Dean, with the recommendations or comments to the contrary of each, to the Provost for review and approval. The Provost’s decision is final. The Provost shall notify the faculty member in writing, with a copy to the President, to the Dean of the College, and to the Chair of the Department.

Tenure Recommendations
Recommendations for tenure originate in the department in which tenure is granted. The President recommends approval of tenure to the Board of Regents, which has the authority to grant tenure.

Failure to Attain Tenure
If, by the end of the candidate’s probationary period, the candidate is not recommended for tenure, a one-year terminal appointment shall be tendered. The President shall formally notify the candidate that tenure will not be awarded at least twelve (12) months prior to the end of the terminal appointment.
Provisions of Tenure

Attainment of tenure status by a faculty member shall remain in effect unless just cause shall be shown for terminating employment. Tenure status shall remain in force during good behavior and efficient and competent service. A tenured faculty member shall not be terminated except for any of the following causes: incompetency; refusal to perform or neglect of assigned duties; or immoral conduct. In addition, bona fide financial exigencies may be cause for termination of employment.

Should the institution determine that a tenured faculty member is to be discharged, a written notice of the cause(s) for such action shall be given to the faculty member. Tenured faculty receiving such a notice have the right to be heard in person or by counsel before the Board of Regents. Within 15 days after receiving a notice of charges, the individual concerned shall send a written request for a hearing to the Secretary of the Board of Regents. The Board of Regents shall set the time of the hearing no sooner than 15 days nor later than 45 days after receiving the request.

Application for Tenure and Promotion

1. Since both rank and tenure are academic designations within the University, they shall be awarded only to personnel who meet the qualifications and criteria for rank or tenure in an existing Department or College; whose credentials are approved by the Department, College, and University; and who are qualified to perform at that rank in the academic Department.

2. A prospective faculty member of the University who is being considered for academic rank and/or tenure will be awarded the rank and/or tenure in an existing Department only with the prior concurrence of the new Department.

3. Currently employed faculty who hold academic rank and tenure in one Department but transfer to another Department shall retain their rank and tenure with the prior concurrence of the new Department.

4. Currently employed faculty who hold academic rank, but not in an existing Department, must seek tenure or promotion through the academic Department and College most closely related to their educational qualifications and/or professional responsibilities.

5. The Provost and the Dean shall ensure that agreed-upon exceptions to tenure and promotion policy are documented in writing at the time of a faculty member’s initial appointment in a full-time, tenurable position so that such exceptions are recognized and applied in the review of application for tenure, promotion, or both.

6. Other exceptions to tenure and promotion policy may only be made under extraordinary circumstances.

Criteria for Tenure and Promotion

Principles for Establishing Criteria for Promotion and Tenure

1. Criteria for tenure shall be distinct from criteria for promotion.
2. The University shall identify and publish University-wide criteria for tenure and promotion.
3. Consistent with the University criteria, each College shall identify College-wide criteria for tenure and promotion within the areas of teaching, scholarly/creative activity, and service.
4. Consistent with University and College criteria, each Department shall identify specific criteria for tenure and promotion within the areas of teaching, scholarly/creative activity, and service.
5. Criteria should also be articulated for the Libraries.
6. All criteria shall allow for diversity in faculty contributions and shall reflect EKU’s traditional emphasis upon effective teaching.

The criteria that follow are broad criteria for use University-wide.
CRITERIA FOR TENURE

Tenure shall be granted to faculty members whose professionalism and achievements in serving the University's mission demonstrate the potential for effective long-term performance, thus warranting the institution's reciprocal long-term commitment.

The following criteria apply to recommendations and decisions concerning tenure. Other criteria may apply to decisions concerning initial appointments and promotion.

1. Terminal graduate degree in an appropriate discipline and as approved in compliance with Policy 4.6.1, Determining Qualifications for Faculty Teaching Credit-Bearing Courses.
2. Rank of Assistant Professor or above
3. Probationary period of six years of continuous full-time service, unless otherwise specified in writing at the time of initial appointment to a tenure-track position
4. Performance in the areas of teaching, scholarly/creative activities, and service that meets established criteria. In reviewing all three areas, collegiality shall be considered. (See Definitions, P.11).

4.1. Teaching – a continuous record of successful teaching as determined by department criteria and which may include, for example, student opinion of instruction; peer observations/evaluations; organization of course materials; course development; honors or recognitions for teaching; or views of alumni.

4.2. Scholarly/Creative Activities – evidence of scholarly/creative activities relevant to the faculty member's appointment as determined by the department criteria and which may include, for example, an active program of research, participation in professional development to enhance scholarly/creative activities, creative products or performances, publications, presentations, exhibitions, grant proposals/awards, professionally-related innovations, and other forms of scholarship of discovery, integration, application, or teaching. (see Ernest Boyer's Scholarship Reconsidered)

4.3. Service – evidence of effective, professionally-related service as determined by the department criteria and which may include, for example, service in the department, college, or university; service in the profession; and, as appropriate, professionally-related service in the community.

CRITERIA FOR PROMOTION

The following criteria apply to recommendations and decisions concerning promotion. Other criteria may apply for decisions about initial appointments and tenure. From rank to rank, criteria reflect increasing expectations within the same areas of performance considered for promotion in rank.

For Promotion from Instructor to Assistant Professor

1.1 Educational qualifications: terminal graduate degree in appropriate discipline and as approved in compliance with Policy 4.6.1, Determining Qualifications for Faculty Teaching Credit-Bearing Courses.

1.2 Time in rank: minimum of one year of full-time service at EKU prior to applying for promotion or a term of full-time service agreed upon and documented at the time of initial appointment.

1.3 Experience: evidence of successful teaching and/or related work experience (demonstrated, for example, through student opinion of instruction, at least one other systematic form of evaluation, course outlines, assignments, students' work, views of alumni, or other evidence requested by the department).

1.4 Demonstrated engagement in scholarly/creative activities relevant to the faculty member's appointment. Examples of activities include an active program of research, participation in professional development, creative products or performances, publications, presentations, or other forms of scholarship of discovery, integration, application, or teaching. (see Boyer)

1.5 Satisfactory performance in professional-related service in the department, college, or university; in the profession; and, as appropriate, in the community.

For Promotion from Assistant Professor to Associate Professor

1.1 Educational qualifications: terminal graduate degree in appropriate discipline and as approved in compliance with Policy 4.6.1, Determining Qualifications for Faculty Teaching Credit Bearing Courses.
1.2 Time in previous rank: minimum of three years of full-time service at EKU or a term agreed upon and documented at the time of initial appointment; candidates may apply for promotion in the third year.

1.3 Experience: sustained record of successful teaching (demonstrated, for example, through student opinion of instruction, peer observations/evaluations, course outlines, assignments, students' work, views of alumni, and other evidence requested by the department).

1.4 Effective contribution to teaching at EKU; for example, revision of curriculum, innovations in teaching, involving students in teaching, teaching in alternative modes and settings, etc.

1.5 Record of successful peer-reviewed scholarly/creative activities accomplished at state, regional, national, or international level. Examples of activities include creative products or performances, professionally related innovations, grant proposals/awards, publications, presentations, exhibitions, or other forms of scholarship of discovery, integration, application, or teaching. (see Boyer)

1.6 Record of effective professionally-related service in the department and in the college or university; in the profession; and, as appropriate, in the community.

For Promotion from Associate Professor to Professor

1.1 Educational qualifications: terminal graduate degree in appropriate discipline and as approved in compliance with Policy 4.6.1, Determining Qualifications for Faculty Teaching Credit Bearing Courses.

1.2 Time in previous rank: minimum of five years of full-time service in rank at EKU or a term agreed upon and documented at the time of initial appointment; candidates may apply for promotion in the fifth year.

1.3 Experience: sustained record of superior teaching (demonstrated, for example, through student opinion of instruction, peer observations/evaluations, course outlines, assignments, students' work, views of alumni, and other evidence requested by the department).

1.4 Additional effective contributions to teaching; for example, innovations in teaching, revision of curriculum, team teaching, involving students in teaching, teaching in alternative modes or settings, etc. Demonstration of leadership in teaching.

1.5 Sustained record of successful peer-reviewed scholarly/creative activities accomplished at state, regional, national, or international level. Examples of activities include creative products or performances, professionally related innovations, grant proposals/awards, publications, presentations, exhibitions, or other forms of scholarship of discovery, integration, application, or teaching (see Boyer).

1.6 Sustained and broad record of effective professionally related service at multiple levels in the university and in the profession and, as appropriate, in the community. Demonstration of leadership in service.

Procedures

ESTABLISHING DEPARTMENT AND COLLEGE PROCEDURES

Department

1) Each Department shall establish procedures and methods for selecting the Department committee for promotion and tenure. Procedures for the selection of the Department committee and procedures for the consideration of the matters of tenure and promotion within the Department shall be approved by a majority of the full-time tenure-track members of the Department and reviewed by the Dean for compliance with this University document. Each Department shall establish clear definitions and delineations of the responsibilities of the committee and the Department Chair.

2) A statement of the procedures and of the responsibilities of the committee shall be filed in the offices of the Dean and of the Department Chair.

3) Changes in the Department procedures shall be made by a majority vote of the full-time tenure-track members of the Department and shall be reviewed by the Dean by May 1 prior to the academic year in which the changes are to take effect.

College

1) Each College, by majority vote of the full-time tenure-track faculty, shall develop written guidelines for tenure and promotion procedures to include at least the following:
a. Criteria unique to that College.
b. Procedures and methods of selecting the College committee to review candidates for
tenure and promotion and the selection of the chair of that committee.
c. Clear definitions and delineations of the responsibilities of the committee and the College
Dean.

2) A statement of the College guidelines for tenure and promotion shall be filed in the offices of
the Dean and of the Provost.

3) Changes in the College procedures shall be made by a majority vote of the full-time tenure-
track members of the College and shall be reviewed by the Provost by May 1 prior to the
academic year in which the changes are to take effect.

ESTABLISHING PROMOTION AND TENURE COMMITTEES

Departments
Department committees for tenure and promotion shall be composed as determined by the full-time
tenure-track faculty of the Department, within the following guidelines:

a) The committee shall consist of no fewer than three voting members, which shall be elected
from the full-time tenured faculty. If a Department is too small to provide such a committee,
the Department may select a full-time tenured faculty outside the Department with the
advice of the College Dean. In this case, the faculty member may not serve on the
promotion and tenure committee of more than one Department.
b) The maximum number of members shall be determined by the Department.
c) If a faculty member or a member of his or her family/household is being considered for
tenure or promotion, the faculty member may not serve on the committee that year. The
Department procedures shall provide for an alternate who shall serve throughout the year.
If the Department cannot comply with this provision because of the size of the Department
or other unique circumstance, the procedure in (a), above, shall be followed.
d) The committee shall be elected no later than September 10 of the year in which it is to
function.

Colleges
College committees for tenure and promotion shall be composed as determined by the full-time tenure-
track faculty of the College, within the following guidelines:

a) Membership on College promotion and tenure committees shall be limited to full-time
tenured faculty members with the rank of Associate Professor or Professor or equivalent
rank (e.g. Associate University Librarian).
b) The committee shall consist of no fewer than six voting members and at least one alternate
and shall be constituted so as to characterize the Departmental diversity within the College.
c) If a faculty member or a member of his or her family/household is being considered for
tenure or promotion, the faculty member may not serve on the committee that year. The
College procedures shall provide for an alternate who shall serve throughout the year.
d) Members of the College promotion and tenure committee cannot simultaneously serve on
the Department committee or the Faculty Evaluation Appeals Committee.
e) The committee shall be elected no later than September 10 of the year in which it is to
function.

Faculty Evaluation Appeals Committee (FEAC)
The Faculty Evaluation Appeals Committee shall consist of a faculty member from each College and
from the Libraries.

a) Each College shall elect a full-time tenured member holding the rank of Professor to serve
on FEAC.
b) The Libraries shall elect a full-time Library faculty member holding the highest rank
currently achieved by Library faculty.
c) One alternate shall be elected from each College and from the Libraries. Alternates must
meet the qualifications stated above.
d) No member of FEAC can be a voting member of any promotion and tenure committee.
e) A member of FEAC shall not participate in the review of a case where there is a conflict of
interest.
f) The members of FEAC serve staggered two-year terms.
g) The committee shall be elected no later than May 1 of the year prior to the year in which it is to function.

THE APPLICATION PROCESS

Eligibility

Tenure
1. No later than April 15, the Dean shall notify the Department Chair of faculty eligible for tenure in the next academic year.
2. No later than May 1, the Department Chair shall notify eligible candidates and provide them with guidelines and deadlines for application submission in the next academic year.
3. If a faculty member has not been notified by May 1 of tenure eligibility and believes this to be in error, the faculty member must submit a written request for review to the Department Chair, with a copy to the Dean.
4. No later than September 1, all eligible candidates for tenure shall notify the Department Chair in writing, with a copy to the Dean, of the intent to apply for tenure in the present academic year.
5. Failure to comply with these dates does not result in de facto tenure.

Promotion
1. No later than September 1, the candidate shall notify the Department Chair in writing, with a copy to the Dean, of the intent to apply for promotion in the present academic year.

Failure to Submit Tenure Application
It is the responsibility of the candidate to submit an application for tenure. Failure to do so will result in a terminal appointment.

Withdrawal of Promotion and/or Tenure Applications
1. Should an applicant for promotion choose to withdraw from candidacy, the applicant shall so inform the Department Chair, the Dean, and the Provost in writing.
2. Should an applicant for tenure choose to withdraw from candidacy, the applicant shall so inform the Department Chair, the Dean, and the Provost in writing, and shall submit a letter of withdrawal prior to March 20 in the academic year the candidate is seeking tenure. Tenure candidates who withdraw from the process will be issued a terminal appointment.

CONDUCTING EVALUATION REVIEWS FOR TENURE AND PROMOTION

General Guidelines for Reviews at All Levels
1. All reviews shall be conducted in an ethical manner, with recommendations and justifications based upon relevant, documented, and verifiable information.
2. A record of meetings of the committee shall be maintained in the appropriate administrator's office and will include names of attending members and a record of the vote count.
3. All committee recommendations shall be based on secret ballot and majority vote. A tie vote is considered a negative vote on the recommendation.
4. Administrative reviewers should ensure that promotion and tenure recommendations are consistent with the goals and needs of the areas within their scope of responsibility.
5. The Department Chair and the College Dean, in conjunction with the chairs of the respective promotion and tenure committees, shall ensure that the membership of promotion and tenure committees do not pose a conflict of interest in evaluating and voting upon applicants. If such a conflict exists, the administrator shall arrange for an elected alternate.
6. Administrators (e.g., Department Chairs, academic College Deans, Associate Deans, the Provost, etc.) shall NOT serve as members on promotion and tenure committees at any level or on the Faculty Evaluation Appeals Committee. Furthermore, these individuals shall not sit in during committee deliberations unless stipulated by Department or College policy.
7. Applications for tenure shall be reviewed prior to considering and voting on applications for promotion to Associate Professor or Professor. In reviewing applications for Assistant Professor and tenure, vote on promotion before voting on tenure.

Faculty in Shared Appointments
1. Each faculty member in a shared appointment, who is on a tenure-track appointment, shall be
considered for tenure and/or promotion independently of the other faculty member with whom they are sharing the position.

2. Each faculty member in a tenure-track shared position shall be eligible for tenure after completing the standard probationary period required by EKU plus an additional two (2) years. Exceptions to this may be negotiated and documented in writing at the time of appointment.

3. The years of service requirement for a faculty member in a shared appointment who is seeking promotion to any of the ranks shall be the same as for a faculty member whose appointment is not shared, plus an additional two (2) years. Exceptions to this may be negotiated and documented in writing at the time of appointment.

4. Evaluations of teaching, scholarship, and service shall be conducted on a basis consistent with the percentage of each faculty member's respective appointment, if part of a shared appointment.

Consideration of Library Faculty
1. The Library faculty shall comprise their own academic unit and shall follow the procedures outlined in this policy accordingly.

2. The Library faculty ranks of Instructor Librarian, Assistant University Librarian, Associate University Librarian, and University Librarian are analogous to those of Instructor, Assistant Professor, Associate Professor, and Professor, respectively.

3. For service on committees that require tenure, Library faculty shall only be required to meet the equivalent rank.

Consideration of Faculty Holding Administrative Positions
1. All the procedures outlined in this policy apply equally to administrators holding faculty rank insofar as their academic faculty position or rank is concerned.

2. Certain additional observations need to be made when procedures are applied to administrative faculty. These include the following:
   a. Administrators shall be judged by the same criteria as any other faculty. Teaching, scholarship, and service standards shall meet the approval of the various committees and administrators.
   b. The consideration for academic rank or tenure of a faculty member serving in an administrative post shall be made by the Department and the College in which the administrator holds academic rank. If the administrator is normally a part of the process (as a Department Chair or Dean would be) that administrator's recommendation is omitted and the committee's recommendation is forwarded to the next level.

Department Review

Candidate
1. The eligible candidate for tenure and/or promotion shall complete an application. The application shall include a narrative analysis by the candidate in support of the application for tenure and/or promotion. In all cases, the candidate should provide accurate and complete details of any potentially useful information. The candidate shall assemble the application as follows:
   a. A copy of the letter of intent to apply for tenure, promotion, or both
   b. A copy of initial terms of appointment and, if applicable, any written, previously agreed-upon exceptions to the promotion and tenure policy
   c. A copy of a current curriculum vita
   d. Copies of non-tenure annual evaluation reports by evaluators
   e. The self-evaluation on the appropriate University form
   f. Supporting documentation

2. Documentation in support of the application may include, but is not limited to, the following (refer to Department and College policies for specific requirements):
   o Teaching
     ▪ teaching philosophy
     ▪ course syllabi
     ▪ assignments
     ▪ descriptions of unique methods or experiments
     ▪ student evaluations
     ▪ peer observation/evaluation reports
     ▪ published textbooks
     ▪ new courses developed
teaching awards/recognition
alumni survey results
  o Scholarly/Creative Activity
    published works
    papers or other presentations (including evaluations)
    documentation of creative performances or exhibitions
    grants/contracts awarded
    awards/recognition
  o Service
    letters from committee chairs
    minutes of committee meetings
    evidence of service on an editorial board
    awards/recognition
    evidence of effective advising

3. The candidate shall submit an application and supporting materials for tenure and/or promotion to the Department Chair, who has the responsibility to get the application and all materials to the Department committee in accordance with Department deadlines. In the process of being reviewed for tenure and/or promotion, candidates must allow their professional materials to be open to their peers on the various promotion and tenure committees.

**Department Promotion and Tenure Committee**

1. The Department committee shall review eligible applications and all supporting materials as required by the Department. The Department committee may request additional materials to clarify submitted material as necessary. For promotion, the committee may concentrate on activities since the last promotion, but candidates may provide clearly dated prior activities to demonstrate a record of continued achievement.

2. The Department committee shall consider the candidate’s application and the following:
   a. formal student evaluations;
   b. the Department’s second systematic method of assessing teaching performance (This method shall include a consideration of the perspectives of students, colleagues, and supervisors and shall be clearly defined and communicated in Department policy);
   c. data provided by the Department Chair.

3. The Department may also consider as part of the application the following:
   a. mandated external review;
   b. peer opinions (not limited to committee members) but not anonymous opinions.

4. The Department committee shall make a written recommendation, stating reasons for or against tenure and/or promotion. The voting members of the committee shall complete the appropriate recommendation form(s) for tenure, promotion, or both. Members of the committee shall sign the form(s), indicating the report’s accuracy as it was approved by the majority of the committee. The application, the written recommendation, and the signed form(s) shall be submitted to the Department Chair.

**Department Chair**

1. The Department Chair shall review the application and Department committee recommendations. The Chair may consult with the Department committee and the candidate prior to making a recommendation. The Chair shall write a separate recommendation regarding tenure and/or promotion.

2. The candidate shall be notified in writing by the Department Chair of the recommendations of the Department committee and of the Department Chair, with justification for these decisions.

3. The Department Chair and the chair of the Department committee shall meet with the candidate and review the recommendation of the Department Chair and the recommendation of the Department committee, provide the candidate with a copy of the report (and all addenda), and secure the candidate’s signed receipt.

4. The candidate may request reconsideration of the Department committee’s recommendation, the Department Chair’s recommendation, or both within ten (10) calendar days* of notification* (*see definitions).

5. The Department committee, the Department Chair, or both shall reconsider the candidate’s application in light of the request for reconsideration. The request for reconsideration should
address concerns raised by the Department committee and/or the Department Chair and may include additional information in support of that clarification.

6. The candidate shall be notified in writing by the Department Chair of the results of reconsideration by the Department Chair, the Department committee, or both.

7. The recommendation and the application materials (per College policy) shall then be forwarded to the Dean of the College. The Dean shall make the recommendation and application materials available to the College promotion and tenure committee.

College Review

College Promotion and Tenure Committee

1. The College promotion and tenure committee shall review applications. The committee ensures that College-level criteria are met and that the appropriate review of the candidate’s qualifications has been made and the Department criteria have been fairly applied.

2. The College promotion and tenure committee may consult with the Department Chair, the chair and/or member(s) of the Department committee, and/or the candidate prior to making a recommendation.

3. The voting members of the committee shall complete the appropriate recommendation form(s) for tenure, promotion, or both. If the committee does not concur with the recommendations of the Department committee, the Department Chair, or both, the College committee shall state in writing the reasons for the differing recommendations. Members of the committee shall sign the form(s), indicating the report’s accuracy as it was approved by the majority of the committee. The application, the written recommendation, and the signed form(s) shall be submitted to the College Dean.

College Dean

1. The Dean shall review the application and recommendations. The Dean may consult with previous decision makers and/or the candidate prior to making a recommendation. The Dean shall provide a separate recommendation regarding tenure and/or promotion. If the Dean does not concur with the recommendations of the Department committee, the Department Chair, the College committee, or all three, the Dean shall state in writing the reasons for the differing recommendations.

2. The Dean shall notify the candidate in writing of the recommendations of the College committee and of the Dean, with justification for these decisions. Promotion applications receiving a negative recommendation by the Dean shall not be reviewed further unless the candidate submits a brief letter to the Dean, with a copy to the Department Chair, within 5 calendar days of notification by the Dean requesting that the review process continue. This is not an appeal.

3. The recommendation and the application materials (per University guidelines) shall then be forwarded to the Provost.

University Review

1. The Provost shall review applications. The Provost shall ensure that University-level criteria are met and shall determine that the appropriate procedures have been followed at all levels.

2. The Provost may consult with previous decision makers and/or the candidate prior to making a recommendation. The Provost shall provide a separate recommendation regarding tenure and/or promotion. If the Provost does not concur with the recommendations of the Department committee, the Department Chair, the College committee, the Dean, or all four, the Provost shall state in writing the reasons for the differing recommendations.

3. The Provost shall notify the candidate in writing of his/her recommendation, with justification for the recommendation.

4. No later than March 15, the Provost shall submit all recommendations to the President of the University.

Appeals Process

1. Following notification of the Provost’s negative recommendation, the candidate may appeal to the President, who shall convene the Faculty Evaluation Appeals Committee (FEAC). Acceptable grounds for requesting such an appeal are:
   a. decision is arbitrary, capricious, or not supported by factual data
   b. violation of procedural due process
   c. violation of academic freedom

2. The candidate will submit a written request for appeal to the President of the University within ten (10) calendar days of notification of the Provost's recommendation, with a copy to the Provost and to
the Dean of the College. The request shall state the grounds for an appeal and shall provide evidence in support of such grounds.

3. The President shall convene the FEAC to review the appeal.

4. The FEAC shall evaluate the body of evidence as it relates to the grounds for appeal. The FEAC may meet with decision makers, meet with the candidate, or consult with others as necessary in order to evaluate the grounds for appeal. The FEAC shall report its findings and recommendations to the President—with a copy to the candidate, the Department Chair, the Dean, and the Provost—within fourteen (14) calendar days of receipt of the case, except in extenuating circumstances.

5. The President shall make a decision on the appeal within fourteen (14) calendar days of receiving the findings of the FEAC, except in extenuating circumstances. Possible actions by the President could include, but are not limited to:
   a. Upholding the recommendation of the lower level(s)
   b. Reversing the recommendation of the lower level(s)
   c. Reconvening the FEAC to meet with appropriate decision makers and report additional findings. The FEAC should meet with the candidate prior to reporting additional findings to the President.

6. The President shall notify the candidate in writing of the appeal decision. All appeal decisions are final.

The President and the Board of Regents

1. The President shall evaluate recommendations, including those reviewed by the FEAC, on their merits and shall provide a final recommendation to the Board of Regents.

2. Official notification of a candidate that tenure will not be awarded shall be given at least one year prior to the candidate's termination of employment at the University.

3. The Board of Regents shall have final approval authority for tenure and promotion recommendations.

4. The President shall formally notify candidates in writing of the decision of the Board of Regents.

POLICY AND CRITERIA REVIEW

1. All tenure and promotion policies shall be reviewed at least every five years.

2. Department and College criteria shall be submitted for regular (five year) systematic review and approval. Department criteria shall be reviewed and approved by the Dean and submitted to the Provost for approval. College criteria shall be reviewed and approved by the Provost.

Definitions

Calendar Day
Throughout this document calendar day shall be interpreted to mean no later than the specified number of calendar days following the day of notification. If the final calendar day occurs on a weekend or holiday, the due date shall be on the first day on which University administrative offices are open. The time for response may be extended upon agreement by both parties.

Collegiality
The ability of an individual to interact with colleagues with civility and professional respect; to engage in shared academic and administrative tasks necessary to meet Department, College, and University goals; and to work productively with faculty, students, and staff. Collegiality should not be confused with sociability or likability but rather is the professional criterion relating to teaching, scholarly/creative activities, and service.

Confidentiality
The principle of limiting access to information or documents only to those persons authorized to have such access. Documents and communications in the tenure and promotion process shall be kept confidential to the extent permitted by law.

Full-time Tenure-Track Faculty
Faculty employed full-time who are tenured, eligible for tenure, or in a pre-tenure probationary period.

Terminal Appointment
Appointment of a faculty member to a limited term that will end in termination of employment.
Terminal Degree
The terminal degree is the highest academic degree awarded in a field. Generally, the terminal degree will be the doctorate; however, sometimes an advanced professional degree or a master's degree will be the terminal degree in a particular field (e.g. MFA in Creative Writing, MLS in Library Science, etc.).

University
Eastern Kentucky University

Responsibilities

Board of Regents
- The Board of Regents shall have the final approval authority for tenure and promotion.

Candidate for Tenure/Promotion
- The candidate for tenure/promotion is responsible for knowing and adhering to the principles and criteria set forth in this policy.
- The candidate is responsible for submitting an application for tenure by the established deadline of the final year of the probationary period. Failure to do so will result in a terminal appointment.

College Dean
At a minimum, the Dean is responsible for
- providing the College promotion and tenure committee with such documentation and data as policy and committee needs require.
- informing the Department Chairs of the need to review each person eligible for tenure.
- ensuring that each Department reviews and revises, as needed, Department-level criteria for tenure and promotion at least every five years.

College Promotion and Tenure Committee
- Each College promotion and tenure committee is responsible for ensuring that the appropriate professional interpretation for the discipline has been applied.

Department Chair
At a minimum, the Chair is responsible for
- verifying eligibility of candidates for tenure and/or promotion.
- providing the Department committee with such documentation and data as policy and committee needs require.
- informing the Department promotion and tenure committee of the need to review each person eligible for tenure.
- informing the faculty of policies, procedures, and criteria for tenure and promotion.

Department Promotion and Tenure Committee
- Each Department committee shall be responsible for providing the appropriate professional interpretations for the discipline.

Faculty Evaluation Appeals Committee
The Faculty Evaluation Appeals Committee is responsible for
- ensuring appeals are reviewed only on the grounds stated in this policy.
- reviewing the appeal and the evidence submitted by the candidate.
- submitting findings and recommendations to the President.

Provost and Vice President for Academic Affairs
At a minimum, the Provost is responsible for
- ultimately ensuring that criteria applied in the review of applications is consistent with the terms of agreement established in writing at the candidate’s initial appointment in a tenure-track position.
- ensuring that Deans and Chairs supervise the establishment of written criteria for tenure and promotion that these criteria are consistent with University policy.
- ensuring that the College-level criteria are reviewed at least every five years.

Limitations

The following are not included under Policy 4.6.4:
(1) Disputes which are being or have been processed in the courts.
(2) Disputes involving compliance with State or Federal statutes or regulations.
Terminal Degree
The terminal degree is the highest academic degree awarded in a field. Generally, the
terminal degree will be the doctorate; however, sometimes an advanced professional
degree or a master’s degree will be the terminal degree in a particular field (e.g. MFA in
Creative Writing, MLS in Library Science, etc.).

University
Eastern Kentucky University

Responsibilities

Board of Regents
- The Board of Regents shall have the final approval authority for tenure and promotion.

Candidate for Tenure/Promotion
- The candidate for tenure/promotion is responsible for knowing and adhering to the
  principles and criteria set forth in this policy.
- The candidate is responsible for submitting an application for tenure by the established
deadline of the final year of the probationary period. Failure to do so will result in a
terminable appointment.

College Dean
At a minimum, the Dean is responsible for
- providing the College promotion and tenure committee with such documentation and data
  as policy and committee needs require.
- informing the Department Chairs of the need to review each person eligible for tenure.
- ensuring that each Department reviews and revises, as needed, Department-level criteria
  for tenure and promotion at least every five years.

College Promotion and
Tenure Committee
- Each College promotion and tenure committee is responsible for ensuring that the
  appropriate professional interpretation for the discipline has been applied.

Department Chair
At a minimum, the Chair is responsible for
- verifying eligibility of candidates for tenure and/or promotion.
- providing the Department committee with such documentation and data as policy and
  committee needs require.
- informing the Department promotion and tenure committee of the need to review each
  person eligible for tenure.
- informing the faculty of policies, procedures, and criteria for tenure and promotion.

Department Promotion
and Tenure Committee
- Each Department committee shall be responsible for providing the appropriate
  professional interpretations for the discipline.

Faculty Evaluation
Appeals Committee
The Faculty Evaluation Appeals Committee is responsible for
- ensuring appeals are reviewed only on the grounds stated in this policy.
- reviewing the appeal and the evidence submitted by the candidate.
- submitting findings and recommendations to the President.

Provost and Vice
President for
Academic Affairs
At a minimum, the Provost is responsible for
- ultimately ensuring that criteria applied in the review of applications is consistent
  with the terms of agreement established in writing at the candidate’s initial
  appointment in a tenure-track position.
- ensuring that Deans and Chairs supervise the establishment of written criteria for
  tenure and promotion that these criteria are consistent with University policy.
- ensuring that the College-level criteria are reviewed at least every five years.

Limitations

The following are not included under Policy 4.6.4:
(1) Disputes which are being or have been processed in the courts.
(2) Disputes involving compliance with State or Federal statutes or regulations.
(3) Affirmative action and non-discrimination issues, which are delineated in other policies, should be referred to the Equal Opportunity Office.
(4) Disputes which involve appeal(s) included in the other policies (e.g., appeals about grievances, etc.).
(5) Disputes involving merit pay or salary increments.

Interpreting Authority

- Provost and Vice President for Academic Affairs

Statutory or Regulatory References

KRS 164.360
KRS 164.365

Relevant Links

www.forms.eku.edu (Promotion and Tenure Application)

Policy 4.6.1 Determining Qualifications for Faculty Teaching Credit-Bearing Courses

Policy Adoption Review and Approval

Tenure and Promotion

Revised Policy

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Editorial Revision: April 7, 2008

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<td>March 1, 1965</td>
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<td>Repealed Existing Policy</td>
</tr>
<tr>
<td>May 5, 1961</td>
<td>Board of Regents</td>
<td>Adopted New Policy</td>
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**Policy Issued**

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<tr>
<th>Date</th>
<th>Entity</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>January 15, 1949</td>
<td>Board of Regents</td>
<td>Adopted</td>
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Appendix D.

College of Arts and Sciences Guidelines for Promotion and Tenure Revised April 22, 2013
COLLEGE OF ARTS AND SCIENCES
EASTERN KENTUCKY UNIVERSITY
GUIDELINES FOR PROMOTION AND TENURE

Approved: April 20, 2005
Revised: April 22, 2013

Dr. John Wade, Dean

OUTLINE

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A. STRUCTURE OF COLLEGE COMMITTEE

1. For the purposes of electing/selecting members to the College of Arts & Sciences Promotion and Tenure Committee, the departments within the College are divided into the following areas:

   Area I: Department of Art & Design, Department of English & Theatre, Department of Foreign Languages & Humanities, Department of Music, and Department of Philosophy & Religion.

   Area II: Department of Biological Sciences, Department of Chemistry, Department of Computer Science, Department of Geography & Geology, Department of Mathematics & Statistics, and Department of Physics & Astronomy.

   Area III: Department of Anthropology, Sociology & Social Work, Department of Economics, Department of Government, Department of History, and Department of Psychology.

2. The College Promotion and Tenure Committee shall consist of nine members comprised of six elected members of the faculty, two from each Area (See A-1), and three members of the faculty appointed by the Dean, one from each Area.

3. The committee will elect a chair and a recorder from among its members at the first College committee meeting.

4. The Associate Dean for Administrative Affairs and Research shall sit in during committee deliberations as a resource to the committee on procedural and policy issues (university, college, and departments) and to facilitate the smooth flow of Presenters (see B-6). He/she shall not otherwise participate in the evaluation of candidates for promotion and/or tenure during these meetings.

5. The Dean shall conduct election of faculty members of the committee according to the schedule shown in Table 1. Each eligible department (see A-13) of the College shall nominate one individual for election to the committee. Only full-time, tenured faculty holding the rank of professor or associate professor are eligible for membership on the committee. Department chairs are not eligible for membership on the committee. All full-time, tenured and tenure-track faculty of the College are eligible to vote for candidates nominated for membership on the committee. After the vote, candidates shall be ranked according to the number of votes received.
Table 1. Representation schedule by Area beginning with the 2013/14 academic year

<table>
<thead>
<tr>
<th></th>
<th>YEAR 1</th>
<th>YEAR 2</th>
<th>YEAR 3</th>
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<tbody>
<tr>
<td>Area 1</td>
<td>R (1 year)</td>
<td>N (3 years)</td>
<td>R (2 years)</td>
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<td></td>
<td>N (3 years)</td>
<td>R (2 years)</td>
<td>R (1 year)</td>
</tr>
<tr>
<td>Area 2</td>
<td>N (3 years)</td>
<td>R (2 years)</td>
<td>R (1 year)</td>
</tr>
<tr>
<td></td>
<td>R (2 years)</td>
<td>R (1 year)</td>
<td>N (3 years)</td>
</tr>
<tr>
<td>Area 3</td>
<td>R (1 year)</td>
<td>N (3 years)</td>
<td>R (2 years)</td>
</tr>
<tr>
<td></td>
<td>R (2 years)</td>
<td>R (1 year)</td>
<td>N (3 years)</td>
</tr>
</tbody>
</table>

Key: R = Returning member, N = New member

6. Each year, two individuals will be elected for three-year terms as indicated in Table 1. For each Area, the individual receiving the most votes shall be the new elected representative, while the individual with the second most votes shall serve for one year as an alternate. For Areas where election of a committee member is not required in a given year, an alternate shall be elected from nominations by departments not already represented on the committee for the year. The individual with the most votes shall be the alternate. The purpose of the alternates is to replace an elected Area representative should the need arise.

7. If an alternate serves for only one year, his/her service shall not affect his/her eligibility or that of his/her department for representation on the committee according to the schedule in Table 1. If, on the other hand, an alternate serves for two or more consecutive years, he/she shall be deemed to have served as a regular committee member and his/her eligibility or that of his/her department for representation on the committee shall be governed by the schedule in Table 1.

8. When appointing the required additional committee members (see A-2), the Dean shall consider the diversity of the College in terms of factors such as, but not limited to, department, gender, race, rank, and age. The appointed faculty members shall serve for one-year terms. They may be reappointed for a maximum of three years so long as their reappointments meet other eligibility requirements in this document.

9. The committee members and alternates shall be elected no later than September 1 of the year in which the committee is to function. Appointment of committee members and alternates by the Dean shall be made as soon as possible after the elections, but no later than September 10. Normally, the elections will be held in the spring semester preceding the academic year the committee is to function.

10. If a faculty member or a member of his or her immediate family is being considered for promotion or tenure, the faculty member may not serve on the committee that year. If the faculty member is already a member of the committee, he/she shall be replaced by an alternate for that year, but shall return in subsequent years to complete the balance of his/her term (excluding any years served by an alternate).
11. A faculty member shall not serve on more than one promotion and tenure committee (department, college, or the university Faculty Evaluation Appeals Committee) in the same year.

12. A department shall not be represented on the committee by two members, elected or appointed, during the same academic year.

13. Once a department has been represented on the committee by election or appointment, faculty members from that department shall not be eligible for election or appointment until such a time when all departments from the same Area (see A-1) have been represented on the committee. An exception shall be made in the case in which the representative is an alternate who serves on the committee for no more than one year, or if there is no eligible faculty member available from a department that should have otherwise been represented.

14. A working committee shall consist of at least two-thirds of the voting members.

15. An alternate may replace an excused member for voting purposes on tenure or promotion recommendations only if the alternate has been present for all discussions regarding tenure or promotion to that rank.

B. RESPONSIBILITIES OF THE COLLEGE COMMITTEE

1. The College committee shall be responsible for examining promotion and tenure materials prepared by departmental committees and addenda provided by the Department Chair and/or the candidate, and for ensuring that, the departments apply standards equitably, approved criteria and procedures have been followed, promotion and tenure recommendations are consistent with the goals and needs of the College, and unsubstantiated information or material that lacks documentation is not used as part of the decision process.

2. Members of the College committee shall have access to the individual application files upon their receipt by the Dean.

3. The College committee shall have an organizational meeting, convened by the Associate Dean for Administrative Affairs and Research, no later than the first week of October. The committee will elect a chair and a recorder from among its members and establish a firm schedule of meetings for the rest of the year that complies with the current College and University deadlines.

4. The College committee shall begin its review of the recommendations no later than the first week in December.

5. The College committee may ask for clarification of any materials it is reviewing from the departmental committee, Department Chair, or other qualified source.

6. Each candidate for promotion and/or tenure shall select an individual to present his/her candidacy to the College committee as outlined in Section D-4. The Associate Dean for Administrative Affairs and Research shall verify that the Presenter meets the eligibility criteria stated in Section D-4.
7. Normally, the representative shall make a presentation of no more than five (5) minutes to be followed by a discussion of the candidate with the committee.

8. The College committee will review first the recommendations for tenure and then the recommendations for promotion in ascending order of rank. All candidates for tenure or promotion to a given rank will be considered at single sessions. In addition, voting on each candidate shall be done immediately after discussing the candidate, but the votes shall not be counted until all tenure candidates, or all candidates for promotion to a given rank, have been considered.

9. Decisions shall be made by secret ballot and by majority vote. A tie vote will be considered a negative recommendation.

10. No proxy votes will be allowed. Substitute committee members will not be allowed to join the committee after deliberations have begun.

11. Members of the College committee shall complete the appropriate forms for recommendation for promotion and/or tenure, providing any necessary addenda. Members of the committee shall sign the form(s), indicating the accuracy of the report as it was approved by the majority of the committee and verifying the results of the vote.

12. If the committee does not concur with the recommendations of the Department committee, the Department Chair, or both, the College committee shall state in writing the reasons for the differing recommendations.

13. The chair of the College committee shall submit the committee recommendations, with appropriate documentation and required forms, to the College Dean.

14. The committee chair shall also provide the Dean with a record of committee meetings including names of attending members and a record of the vote count.

15. The College committee shall complete its recommendations for promotion and tenure by the end of final-examinations week.

C. RESPONSIBILITIES OF THE COLLEGE DEAN

1. By April 15, the Dean shall send a list of faculty eligible for tenure in the next academic year to the Departmental Chair for transmittal to the candidate and the departmental promotion and tenure committee.

2. The Dean shall sit in during committee deliberations as an observer. He/she shall not otherwise participate in the evaluation of candidates for promotion and/or tenure during these meetings.

3. The Dean shall make all application materials and recommendations on tenure and/or promotion from departmental chairs available to the College committee.

4. Upon receipt of the College committee’s recommendation form and the individual application file, the Dean shall review all materials and make separate recommendations regarding the promotion and/or tenure of the candidates.

CAS P&T Guidelines, April 2013

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5. If the Dean does not concur with the recommendations of the Department committee, the Department Chair, and/or the College committee, the Dean shall state in writing the reasons for the differing recommendations.

6. The Dean shall notify the candidate in writing, with a copy to the Department Chair, of the recommendations of the College committee and of the Dean, with justification for these decisions.

7. The Dean shall forward application materials, all recommendations on tenure and positive recommendations pertaining to promotion to the Provost and Vice President for Academic Affairs, in accordance with the dates published by the Provost's office.

8. Promotion applications receiving a negative recommendation by the Dean shall not be reviewed further unless the candidate submits a brief letter to the Dean, with a copy to the Department Chair, within five (5) calendar days of notification by the Dean, requesting that the review process continue. This is not an appeal.

D. RESPONSIBILITIES OF THE CANDIDATE

1. Candidates should be familiar with department, college, and university promotion and tenure policies and procedures.

2. No later than May 1, the Department Chair shall notify faculty eligible for tenure in the next academic year of their eligibility. If a faculty member has not been notified by May 1 of tenure eligibility and believes this to be in error, the faculty member must submit a written request for review to the Department Chair, with a copy to the Dean. A candidate for promotion is responsible for initiating the process by presenting a letter requesting a departmental review to the Department Chair.

3. No later than September 1, eligible candidates for tenure and/or promotion shall notify the Department Chair in writing, with a copy to the Dean, of the intent to apply for tenure and/or promotion in the present academic year.

4. Each candidate for promotion and/or tenure shall select a member of his/her department promotion and tenure committee, or the Department Chair, to present his/her candidacy to the College committee. No later than September 15, the candidate shall provide the name of his/her Presenter to the Associate Dean for Administrative Affairs and Research.

5. It is the responsibility of the candidate to submit an application for tenure and/or promotion by the deadline stipulated in the department promotion and tenure policy document. A candidate who is eligible for tenure but fails to submit an application shall be given a terminal appointment.

6. Should an applicant for promotion choose to withdraw from candidacy, the applicant shall so inform the Department Chair, the Dean, and the Provost in writing. Should an applicant for tenure choose to withdraw from candidacy, the applicant shall so inform the Department Chair, the Dean, and the Provost in writing, and shall submit a letter of withdrawal prior to March 20 in the academic
year the candidate is seeking tenure. Tenure candidates who withdraw from the process will be issued a terminal appointment.

7. A candidate whose promotion application receives a negative recommendation by the Dean may choose to request that the review process continue as outlined in Section C-8.

8. A candidate whose tenure and/or promotion application receives a negative recommendation by the Provost may choose to appeal as outlined in Section E.

E. APPEALS PROCESS

1. The process allows for an appeal of a negative recommendation only after the Provost has made his/her recommendation. After reviewing the tenure and/or promotion applications and making recommendations, the Provost shall notify each candidate in writing of his/her recommendation, with justification for the recommendation.

2. Within ten (10) calendar days of notification of the Provost's negative recommendation, the candidate may appeal to the President, who shall convene the Faculty Evaluation Appeals Committee (FEAC). Candidates should review the university tenure and promotion policy (Policy 4.6.4) for acceptable grounds for requesting such an appeal and other policies and procedures pertaining to the appeal process.

F. SELECTION OF FACULTY REPRESENTATIVES TO THE UNIVERSITY FACULTY EVALUATION APPEALS COMMITTEE

1. The faculty representative and alternate to the University Faculty Evaluation Appeals Committee (FEAC) shall serve for a period of two years.

2. When necessary (e.g., when the term of serving members expires or there is a conflict of interest), the College representative and alternate for the University Faculty Evaluation Appeals Committee shall be elected no later than May 1 in the preceding academic year.

3. When the College representative is unable to serve in a given year, he or she shall be replaced by the alternate, but shall return in subsequent years to complete the balance of his/her term (excluding any years served by the alternate).

4. Each Department may nominate one candidate. Eligible candidates include all full-time, tenured faculty of the College holding the rank of Professor. Members of FEAC or alternates cannot be members of department or college promotion and tenure committees.

5. Elections shall be conducted by the Office of the Dean. Eligible voters will include all full-time tenured and tenure-track faculty.

6. The leading candidate receiving at least 40% of the votes cast shall be the elected member of FEAC and the runner-up shall be the alternate.
7. If no one receives at least 40% of the votes cast, a run-off voting involving the top two candidates will decide by plurality the representative and the alternate.

G. CHANGES IN COLLEGE PROCEDURES

1. Changes in the College procedures shall be made by a majority vote of the voting full-time, tenured and tenure-track faculty of the College.

2. Changes in the College procedures must be approved by May 1 prior to the academic year in which they are to take effect.

H. SUGGESTED GOOD PRACTICES FOR DEPARTMENTS

1. All Department Chairs, members of Departmental and College Promotion and Tenure Committees, and candidates for promotion and/or tenure are expected to be familiar with and to comply with the University, College of Arts & Sciences, and Departmental promotion and tenure policies.

2. Throughout the promotion and tenure processes, principles of confidentiality shall be respected.

3. To ensure the procedural rights of the candidates for promotion and/or tenure, the Department Chair should provide copies of the College and departmental promotion and tenure guidelines to the candidate and to the appropriate departmental committees as soon as a determination has been made that the faculty member is to be considered for promotion and/or tenure.

4. Policies for promotion and tenure shall state specific criteria to be used in the evaluation and how they shall be applied.

5. Policies for promotion and tenure shall include a method for departments to periodically and regularly reassess their policies and procedures to insure that they are continuing to support the stated purpose, mission, and goals of the University. The policies shall specify that the Department Chair is responsible for ensuring that the reassessment is conducted at least every five years.

6. A departmental promotion and tenure committee should be chaired by an experienced individual who has previously served on a promotion and tenure committee.

7. Credit toward tenure and/or promotion.

Some candidates for promotion and/or tenure may wish to apply prior service at another institution or place or employment toward the EKU probationary period. This must be agreed upon by the Department Chair and College Dean at the time of initial appointment and documented in the Personnel Action Form (PAF-1). Furthermore, for work at another institution to be considered for promotion and tenure purposes at EKU, complete documentation must be provided, including teaching evaluations, service record, and scholarly accomplishments.
If time at another institution has been applied towards the EKU probationary period for tenure, then professional accomplishments over the specific time period agreed upon will be considered as if having occurred during a normal six-year probationary period at EKU. Likewise, if time at another institution has been applied towards time in previous rank for promotion purposes, then professional accomplishments over the specific time period agreed upon will be considered as if having occurred during a normal time in previous rank requirement at EKU. However, it is essential that work performed before appointment at EKU represent part of a sustained professional program that has continued during the time at EKU. In particular, no amount of previous activity will compensate for a lack of professional accomplishments while at EKU.

8. Evaluation of teaching.

(a) In accordance with University policy, each Department has the primary responsibility of administering the IDEA Evaluation instrument and/or another evaluation questionnaire for student opinion of instruction chosen by the Department. In presenting such data, the Department must provide a thorough analysis including a summary clearly indicating how the candidate’s performance compares relative to the rest of the faculty in the Department. The candidate’s performance should also be compared with those of faculty at the College, University, and national levels if the IDEA instrument is used.

(b) In addition to student opinion of instruction, each Department is also required by University policy (Policy 4.1.7, Student Opinion of Instruction) to use another systematic method of assessing teaching performance. This method shall include a consideration of the perspectives of students, colleagues, and supervisors. For each candidate for tenure and/or promotion, the Department should also provide an evaluation of teaching performance as measured by this alternative method.

9. Standards and criteria for the assessment of scholarly/creative activities and service shall be developed by departments and approved at the Department and College levels and filed in Dean’s office.

10. Candidates should be aware that in reviewing their performance in the areas of teaching, scholarly/creative activities, and service, collegiality shall be considered. Collegiality is defined in EKU’s tenure and promotion policy as “The ability of an individual to interact with colleagues with civility and professional respect; to engage in shared academic and administrative tasks necessary to meet Department, College, and University goals; and to work productively with faculty, students, and staff. Collegiality should not be confused with sociability or likability but rather is the professional criterion relating to teaching, scholarly/creative activities, and service.”

11. University guidelines permit individuals hired as assistant professors to apply for promotion to associate professor after three years of full-time service, whereas the probationary period for tenure is six years. Candidates are strongly encouraged to take full advantage of their probationary period to build the strongest case possible for tenure and promotion.
Appendix E.

General Instructions for Tenure and Promotion Applications (Candidate should follow more-specific instructions available online through the College of Arts and Sciences web page).
General Instructions for Tenure and Promotion Applications

Policy 4.6.4

The self-evaluation will form the basis for the evaluation of professional performance of faculty seeking tenure and/or promotion.

For the Candidate:
1. All faculty members are responsible for clearly and concisely presenting appropriate information, explanation, assessment, and documentation concerning their teaching, scholarly/creative achievements, and service.
2. All applications should be self-contained and accurate.
3. Supporting documentation should be provided, and applicants should reference the documents in the application. Documents should be well organized to help committee members access them easily.
4. Avoid jargon and abbreviations but do provide background information or explanations when needed to help the reader understand information unique to a discipline or field or to the applicant's duties.
5. Narratives must analyze and explain rather than simply repeat listed information or summarize information already provided.
6. Cover page information should be complete. Additional rows may be added to tables, as needed, for degrees, job information, etc.
7. The application should be single spaced, should be printed on side with one inch margins in 10 point type (Arial or similar), and should include the appropriate headers and page numbers.
8. Applicants are strongly encouraged to stay within recommended maximum lengths for each section.
9. Applications should be printed on green paper.
10. Submission of applications shall include all materials required by Policy 4.6.4, page 8 (1a-1f). Application materials shall be assembled according to college guidelines.

For Committees and Administrators:
1. After reviewing the application and supporting materials, the department committee will prepare the Evaluation Report for Tenure and/or Promotion, which assesses the faculty member's performance in each of the three areas, based on Department, College, and University criteria.
2. The department committee's report should clearly and concisely assess performance, referencing relevant documentation and criteria, and should not merely repeat or summarize information already provided. The department committee should write with an awareness that other evaluators less familiar with the faculty member's work and his or her academic discipline will read the report. The report itself should be adequate to present the candidate to college and university levels; additional materials are made available to these committees but are not forwarded with the application. Avoid jargon and abbreviations but do provide background information or explanations when needed to help the reader understand information unique to a discipline or field or to the applicant's duties.
3. Narratives must analyze and explain rather than simply repeat listed information or summarize information already provided.
4. The report should be single spaced, should be printed on side with one inch margins in 10 point type (Arial or similar), and should include the appropriate headers and page numbers.
5. The Evaluation Report for Tenure and/or Promotion shall be on white paper and shall not be assembled within the applicant's self-evaluation.
6. A copy of the applicant's cover page shall become the cover page of the Evaluation Report for Tenure and/or Promotion.
7. Committees and administrators will provide a recommendation on tenure, promotion, or both on the appropriate signature pages of the Evaluation Report for Tenure and/or Promotion.
8. If a reconsideration has not been requested, the corresponding pages in the Evaluation Report for Tenure and/or Promotion shall be eliminated.
9. All materials required by Policy 4.6.4, page 8 (1a-1e), shall be forwarded to the Provost. Colleges may require additional materials in accordance with College policy.
Eastern Kentucky University

Application for Tenure and/or Promotion

COVER PAGE

Read General Instructions before completing application.

Application for: □ Tenure □ Promotion to
and/or □ Assistant Professor □ Associate Professor □ Professor
□ Assistant University Librarian □ Associate University Librarian
□ University Librarian □ NA

Name: __________________________ Date: __________________________
Department: __________________________ College: __________________________
Present Rank: __________________________ Years in Present Rank: __________________________
Date of Initial Appointment: __________________________ Total Years of Full-time Service at EKU (Do not include unpaid leaves. Include the current academic year.): __________________________

Do you have any agreed upon exceptions (e.g., credit for prior service, etc.)? Yes □ No □ (If yes, provide supporting documents.)

Completed Degrees. List highest degree first. List only completed degrees. Do not leave discipline/major blank.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Discipline/Major</th>
<th>Institution</th>
<th>Date Completed</th>
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*If terminal degree is in a related discipline or not a doctorate, attach a letter of justification for the terminal degree from the Department Chair.

Additional Graduate Education

Discipline | Institution | Dates | Credit Hours
-----------|-------------|-------|---------------|
-----------|-------------|-------|---------------|

Relevant Professional Training

Training | Organization | Dates
---------|--------------|-------|
---------|--------------|-------|

Additional Teaching/Administrative Service in Higher Education. Indicate whether full-time or part-time. Include teaching assistantships.

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<thead>
<tr>
<th>Rank/Position</th>
<th>Discipline</th>
<th>Institution</th>
<th>Dates</th>
<th>FT or PT?</th>
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Other Relevant Professional Experience

Position | Employer | Dates
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(Green Paper) Policy 4.6.4 Form Revised January 2013
Teaching

Provide information, explanation, and assessment of your teaching during the assessment period. Applications for tenure and promotion will use the longest assessment period. If credit for prior service applies to tenure or promotion, per written agreement at the time of hire, record information in the appropriate section below.

Part A: Information Concerning Teaching

Put NA if a section is not applicable.

1. What is your normal teaching load per semester?

2. List courses you have taught during the assessment period. Indicate any courses that were taught in the evening, on Saturday, at extended campuses, through distance learning, or as an overload.

3. List duties performed in lieu of teaching (e.g., administrative duties, reassignment for research, etc.).

4. List other duties relevant to teaching (e.g., laboratory supervision, supervision of student teaching, supervision of students in studios, etc.). Indicate which are performed for teaching credit.

5. List ways you have worked with colleagues in teaching (e.g., team teaching, class observations, course revisions, new course/program proposals, presentations, etc.).

6. List what you have done to promote professional growth in the area of your teaching assignment to improve command of the subject and to improve teaching practices (e.g., participation in courses, conferences, and workshops; reading; professional learning communities, etc.).

7. List recognitions, awards, commendations, etc., you have received for your teaching.

8. List other relevant information about your teaching.

9. List relevant information about your teaching for years in which credit for prior service has been given.

10. List documentation you have provided relevant to teaching in support of this application.

Part B: Teaching Narrative

Provide a narrative analysis to help evaluators understand what you have done to be effective in your teaching. Your narrative should address the criteria for teaching established by your department and college promotion and tenure policies as well as university policy 4.6.4, Tenure and Promotion. Focus on the following categories: course content, design, organization, and delivery methods; curriculum revision and development; command of subject matter; teaching practices, including methods of evaluating students' performance; professional relations with students and with peers in relation to teaching; other matters relevant to teaching.

Provide and analyze results of evaluation of your teaching, as required by university policy: (1) student opinion of instruction [Policy 4.1.7] and (2) systematic method of evaluating instruction other than student opinion (e.g., peer visits and consultations, peer-reviewed portfolios, etc.) [Policy 4.6.4]. Analyze strengths and weaknesses in your teaching, particularly those identified by peers and students. Explain what you have done to continue to improve as a teacher.

Reference relevant documentation within the narrative.

Recommended maximum length: 10 pages.
Scholarly/Creative Achievements

Provide information, explanation, and assessment of your scholarly/creative achievements during the assessment period. Applications for tenure and promotion will use the longest assessment period. If credit for prior service applies to tenure or promotion, per written agreement at the time of hire, clearly indicate places and dates for prior service in the appropriate place provided below.

Part A: Information Concerning Scholarly/Creative Achievements

List scholarly and/or creative achievements using an appropriate form of citation. Indicate if a publication or presentation was refereed, if a performance was by special invitation or a juried process in the discipline, if a technical innovation or product was selected for use by professionals, or if some other jurying process applies. Put NA if a section is not applicable.

1. List published books, articles, or other professionally-related written materials.
2. List professionally-related papers, speeches, presentations, exhibits, etc.
3. List creative achievements.
4. List technical innovations, products, designs, etc.
5. List proposals for grants to support scholarly/creative activity. Indicate any co-author, proposal title, funding source, amount requested, and whether or not the proposal was funded.
6. List relevant information about your scholarly/creative activities for years in which credit for prior service has been given.
7. List documentation you have provided relevant to scholarly/creative achievements in support of this application.

Part B: Scholarly/Creative Achievements Narrative

Provide a narrative assessment of your scholarly/creative achievements. Focus on the following categories: publications, public performances/exhibits, and technical innovations; on-going scholarly/creative achievements; your professional relationships with colleagues and students relevant to scholarly/creative achievements; other matters relevant to scholarly/creative performance.

Explain and assess the particularly significant aspects of your achievements. Do not merely repeat or summarize what is provided above. As needed, clarify achievements that may not be familiar to committee members, such as the type of journal (e.g., regional, national, international); the audience for performances, presentations, speeches; the importance of a performance, publication, technical innovation or product; the scope and complexity of the proposal; etc.

Reference relevant documentation within the narrative.

Recommended maximum length: 5 pages.
Service

Provide information, explanation, and assessment of your service during the assessment period. Applications for tenure and promotion will use the longest assessment period. If credit for prior service applies to tenure or promotion, per written agreement at the time of hire, clearly indicate places and dates for prior service in the appropriate place provided below.

Part A: Information Concerning Service

Put NA if a section is not applicable. Indicate your role (e.g., member, chair, secretary, etc.), the service, and the term of participation.

1. List department-level service (e.g., committees, special service projects, administrative duties, faculty workshops, etc.).

2. List college-level service (e.g., committees, special service projects, administrative duties, etc.).

3. List university-level service (e.g., committees, special service projects, administrative duties, recruitment, etc.).

4. List service to the profession (e.g., membership and leadership in professional organizations, participation on a task force, etc.).

5. List professionally-related community service (e.g., contributions to community groups, business, government, education; continuing education programs; special service projects; consulting, etc.).

6. List proposals you have developed to gain funds for use in service activities. Indicate proposal title, any co-authors, funding source, amount requested, and whether or not the proposal was funded.

7. List recognitions, awards, commendations, etc., you have received for your service.

8. List other relevant service (e.g., advising, other assistance to students).

9. List relevant information about your service for years in which credit for prior service has been given.

10. List documentation you have provided relevant to service in support of this application.

Part B: Service Narrative

Provide a narrative assessment of your service. Discuss your service to the university, service to the profession, service to the community; your professional relationships with colleagues and students in relation to service; and other matters relevant to your service. Focus on the particularly significant aspects of your service, and clarify the nature and extent of your contribution. Provide useful information and explanation, keeping in mind that readers may be unfamiliar with the activity, program, etc. Do not merely repeat or summarize what is provided above.

Reference relevant documentation within the narrative.

Recommended maximum length: 5 pages.