

Memorandum

To: Dean, College of Arts and Sciences
From: Linda A. Koch, Dept. of Art History and Humanities
Re: Departmental Criteria for Tenure
Date: April 26, 2001

The department's criteria for tenure conform in general to the requirements outlined in the Faculty Handbook. More specifically, the departmental recommendations for tenure are based upon the quality of the individual faculty member's accomplishments in the following areas: 1) Teaching, 2) Publication, 3) University Service.

Teaching - Effective teaching and objective fairness towards all students is mandatory. Effective teaching is evaluated by class visitations by members of the tenure committee and perhaps other faculty peers, and by evidence that the faculty member conducts on-going self-evaluation and research for the purpose of teaching improvement.

Publication - The faculty member is expected to be engaged in research and publication, and should have established a record of scholarship produced during the probationary period at John Carroll University. Book reviews, reviews of exhibitions, articles in refereed journals, and scholarly books are considered appropriate evidence of professional competence in this area. Normally, it is expected that at least one peer-reviewed journal article be in print at the time of application for tenure. It is also expected that there be evidence of other scholarship submitted or near completion. Scholarly papers delivered at professional meetings are also considered important but are not a substitute for written publication.

University Service - The faculty member is expected to serve on university and departmental committees as appointed or elected and to participate in open houses and departmentally sponsored activities. Effective counseling of majors and others when necessary is also required. Cooperation in the day to day operations of the department and in all other efforts to strengthen the professional quality and standing of the university and the department is crucial. Activities outside the university in professional organizations and the larger academic community which reflect favorably upon the university and the department will also be considered in the recommendation for tenure.

All tenured members of the department will meet at least once annually as a tenure committee to evaluate the candidate's performance as it relates to the above criteria. The candidate will be informed of strengths and weaknesses in performance immediately following the annual review.

Faculty members seeking tenure should apply to the chair of the tenure committee, submitting documentary evidence in support of the criteria outlined above. The tenure committee may ask the applicant to submit confidential letters from colleagues and students which recognize the applicant's professional competence.

Both the applicant and the Dean of Arts and Science will be notified of the action taken by the department within three weeks after receipt of all documents relating to the application.

APPROVED SEP 13 2006

Wanda M. Lovando