

DRAFT

November 8, 2004

## DEPARTMENT OF BIOLOGY

In Part Three, Section IV.D the Faculty Handbook lays out the intrinsic criterion for granting tenure as "... some suitable combination of excellence in teaching and the scholarship it entails."

In an amendment adopted October 19, 1994 the section continues: "each department will establish written standards and procedures for tenure and meeting at least annually with candidates to review their progress. This review will be separate from the annual Faculty evaluation process (Part Four, Section II). This document outlines the Biology Department procedures and standards for granting tenure as mandated by the Faculty Handbook.

## PROCEDURES AND STANDARDS FOR TENURE

- I. Composition of the tenure committee.
  - A. The Department of Biology Tenure Committee (BTC) shall consist of all tenured faculty of the department who are on faculty contract and have voting rights as defined in the Faculty Handbook.
  - B. At the beginning of the academic year, the Tenure Committee Chairperson shall be elected by the Tenure Committee and shall not be the Department Chairperson.
  
- II. Procedures.
  - A. Each tenure-track faculty member will be given a copy of this statement prior to or at the time of issuance of the initial contract.
  - B. As established in the University Tenure Policy (Jan. 9, 1991), the Tenure Committee shall meet during the Spring semester and before the end of March with the candidate to discuss progress toward tenure. The candidate shall have one month prior notice and the opportunity to submit a written statement of activities of the past year.
  - C. A written statement from the Tenure Committee shall be prepared at least annually by May 1 for each individual on tenure track. This statement shall address the candidate's strengths and weaknesses and whether his/her progress toward tenure in the preceding year was satisfactory. The report includes a recommendation on whether or not the faculty member should continue in the tenure-track process. A 50% vote is required <sup>to</sup> a recommendation of continuance. The report shall represent consensus and individual views of the BTC and shall be prepared by the Committee Chairperson.
  - D. The Committee will provide the report to the candidate. The candidate shall have the opportunity to meet with the Chair of the BTC and can subsequently meet with other members of the Committee and to make a written response to the report. The BTC will forward the annual report and responses by the faculty member to the Dean of the College of Arts and Sciences by the end of the academic year.
  - E. By March 1 of the third year on tenure track, the tenure-track faculty members will submit a dossier documenting progress on teaching and scholarship. After making its evaluation, the Committee will forward the dossier by April 15 to the Dean of the College of Arts and Sciences along with its annual report and recommendation and service

- F. In the year in which the decision on tenure recommendation is made, the tenure-track faculty member will prepare a dossier which supports his/her candidacy for tenure and presents this dossier to the BTC. After meeting with the candidate, the Committee will vote by closed ballot on whether or not to recommend the candidate for tenure. At least two-thirds favorable vote is needed for a positive recommendation. The recommendation will be communicated to the candidate.
- G. The Chairperson of the Department shall transmit the Tenure Committee recommendation, <sup>to</sup> the Dean of the College of Arts and Sciences.

### III. Standards.

- A. The candidate shall give evidence of excellence in teaching. This may include the number and nature of courses taught, innovation, instructional grants, laboratories, preparations and quality of teaching. Members of the Tenure Committee shall periodically visit the candidate's classes. Student evaluations shall be submitted, and other forms of feedback shall be considered.
- B. The candidate shall give evidence of continuing scholarship leading to a sustainable research program. This may include publications in peer reviewed journals, papers accepted for publication, presentations at scientific meetings, books or book chapters, research grants, reviews and ongoing research. The candidate must have publications in peer reviewed journals and at least one of these must be on work initiated at John Carroll University. The Department values a research program that involves students.
- C. The candidate shall give evidence of competence in advising students. This may include approximate time spent advising and number of freshman/sophomore, major, graduate and other advisees. Student feedback shall be considered.
- D. The candidate shall give evidence of service. This may include service on Departmental and University committees, participation in the Summer Orientation Program, participation in student recruitment, participation in other Departmental or University activities, involvement in professional organizations, or participation in community based activities which benefit the Department or University. During the tenure review process, the specifics of service will be discussed and agreed upon in writing by the candidate and the BTC.


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Biology -  
Promotion To  
Professor - 2002

## PROFESSOR

Appointment to the rank of professor recognizes an advanced degree of professional and personal maturity accompanied by a record of outstanding accomplishment in teaching, scholarship, and general service to the needs of the University. In general, the professorship is reserved for those persons who have attained the stature of leaders in the academic community and whose presence on the Faculty adds to the prestige of the University. It presupposes normally a minimum of five years experience as an associate professor at this University. For sufficient reason an appointment as professor may be tendered to a new Faculty member transferring with a record of distinguished service from another institution.



January 25, 1995

## DEPARTMENT OF BIOLOGY

### PROCEDURES AND STANDARDS FOR TENURE

- I. Composition of the tenure committee.
  - A. The Department of Biology Tenure Committee (BTC) shall consist of all tenured faculty of the department.
  - B. The Tenure Committee Chairperson shall be elected by the Tenure Committee and shall not be the Department Chairperson.
  
- II. Procedures.
  - A. As established in the University Tenure Policy (Jan. 9, 1991), the Tenure Committee shall meet during the Spring semester and before the end of March with the candidate to discuss progress toward tenure. The candidate shall have one month prior notice and the opportunity to submit a written statement of activities of the past year.
  - B. A written statement from the Tenure Committee shall be prepared at least annually by May 1 for each individual on tenure track. This statement shall address the candidate's strengths and weaknesses and whether his/her progress toward tenure in the preceding year was satisfactory. This statement shall represent consensus and individual views of the Tenure Committee and shall be prepared by the Tenure Committee Chairperson.
  - C. The candidate shall have the opportunity to discuss this statement with the Department Chairperson and/or the Tenure Committee Chairperson.
  - D. In the year in which the decision on tenure recommendation is made, that decision shall be by closed ballot of the Tenure Committee. At least two-thirds favorable vote is needed for recommendation.
  - E. The Chairperson of the Department shall transmit the Tenure Committee recommendation together with his/her separate statement to the Dean of the College of Arts and Sciences.
  
- III. Standards.
  - A. The candidate should give evidence of excellence in teaching. This may include the number and nature of courses taught, innovation, instructional grants, laboratories, preparations and quality of teaching. Members of the Tenure Committee shall periodically visit the candidate's classes. Student evaluations may be submitted, and other forms of feedback may be considered.
  - B. The candidate shall give evidence of continuing

scholarship in the form of research. This may include publications in peer reviewed journals, papers accepted, presentations at scientific meetings, books or book chapters, research grants, reviews and ongoing research. The candidate must have publications in peer reviewed journals and at least one of these must be on work initiated at John Carroll University. Also included as evidence of interest in research, but not as a substitute for independent faculty research, are direction of student research and other student related research activities.

- C. The candidate shall give evidence of competence in advising students. This may include approximate time spent advising and number of freshman/sophomore, major, graduate and other advisees. Student feedback may be considered.
- D. The candidate shall give evidence of service. This may include service on Departmental and University committees, participation in the Summer Orientation Program, participation in student recruitment, participation in other Departmental or University activities, involvement in professional organizations, or participation in community based activities which benefit the Department or University. During the tenure review process, the specifics of service will be discussed and agreed upon in writing by the candidate and the BTC.

#### IV.

Linkage of tenure and promotion.

Ordinarily, tenure and promotion to the rank of associate professor are linked. The candidate should refer to the document "Department of Biology Procedures for Promotion to the Rank of Associate Professor" for the procedures and standards for promotion.

April 27, 1993

DEPARTMENT OF BIOLOGY

PROCEDURES AND STANDARDS FOR PROMOTION TO THE RANK OF  
ASSOCIATE PROFESSOR

- I. Composition of the promotion evaluation committee.
  - A. The Department of Biology Promotion Evaluation Committee (BPEC) shall consist of all tenured faculty of the department of the rank of Associate or Full Professor.
  - B. The Promotion Evaluation Committee Chairperson shall be elected by the Promotion Evaluation Committee and shall not be the Department Chairperson.
  
- II. Procedures.
  - A. The Committee shall meet every two years or at the request of a candidate currently at the rank of Assistant Professor and seeking promotion to Associate Professor. The candidate seeking promotion shall submit a written statement of activities supporting the application for promotion according to the guidelines described in "Format for Presentation of Tenure and Promotion Materials" (Aug. 1990) by October 1 of the year in which the evaluation will take place.
  - B. The candidate shall have the opportunity to meet with the committee to discuss the candidate's credentials.
  - C. Following the meeting, a written statement from the Evaluation Committee shall be prepared. This statement shall address the candidate's strengths and weaknesses and whether his/her performance is sufficient for promotion. This statement shall represent consensus and individual views of the Evaluation Committee and shall be prepared by the Evaluation Committee Chairperson. The candidate shall have the opportunity to discuss this statement with the Department Chairperson and/or the Evaluation Committee Chairperson.
  - D. In the year in which the decision on promotion recommendation is made, that decision shall be by closed ballot of the Promotion Evaluation Committee. At least a 50 percent favorable vote is needed for recommendation.
  - E. The Chairperson of the Department shall transmit the results of the vote and the Promotion Evaluation Committee recommendation together with his/her separate statement to the Dean of the College of Arts and Sciences by November 1.
  
- III. Standards.
  - A. The candidate should give evidence of excellence in teaching. This may include the number and nature of

courses taught, innovation, instructional grants, laboratories, preparations and quality of teaching. Members of the Evaluation Committee shall visit the candidate's classes. Student evaluations may be submitted, and other forms of feedback may be considered.

- B. The candidate shall give evidence of continuing scholarship in the form of research. This may include publications in peer reviewed journals, papers accepted, presentations at scientific meetings, books or book chapters, research grants, reviews, and ongoing research. The candidate must have publications in peer reviewed journals and at least one of these must be on work initiated at John Carroll University. Also included as evidence of interest in research, but not as a substitute for independent faculty research, are direction of student research and other student related research activities.
- C. The candidate shall give evidence of competence in advising students. This may include approximate time spent advising and number of freshman/sophomore, major, graduate and other advisees. Student feedback may be considered.
- D. The candidate shall give evidence of active involvement in Department, University and professional activities. This may include outside lectures, Department and University committee memberships/chairpersonships, service as a resource person, student recruitment, consulting, contributions to a positive/favorable image of the Department and University, and academic and club advisorships. Also included are memberships in professional societies, meetings attended and offices and services in those societies. Cultural, government, public and other community involvement will also be weighed.