

## Department of Psychology Policy on Tenure

10/04

The following are the criteria and procedures for the recommendation of tenure within the Department of Psychology.

### Criteria:

The following are the standards and criteria for the recommendation for tenure in the Department of Psychology.

1. The faculty member must demonstrate excellence in teaching. Determination of excellence will be made by a combination of student evaluations and evaluations by tenured members of the department's faculty. Student evaluations will be distributed to and collected from classes by the department secretary or his/her designate. Counseling of students is also an important consideration, as active participation in student advising is part of teaching.
2. The faculty member must demonstrate continuing development in his/her area of expertise by establishing a systematic program of research that a.) demonstrates knowledge of current research and thought in his/her area of expertise and b.) results in articles published in refereed periodicals and/or refereed books. Although conference presentations of research are demonstrations of scholarship, such presentations are not substitutes for peer reviewed publication.
3. The faculty member must demonstrate a commitment to render service to the department, the university, and the community. While teaching and the necessary scholarship to support it, together with research and publication, are the major criteria for tenure considerations, service, although essential for tenuring, is given less weight. The faculty member must demonstrate cooperation with the needs and overall goals of the department and the university. This includes such activities as committee involvement and participation in departmental activities.

### Procedures:

1. At the time a tenure-track faculty member is hired, the chairperson will learn by a copy of a letter from the dean to the new tenure-track member, the date by which a final tenure decision will be made.
2. The formal tenure reviews will take place yearly.
3. Each year the untenured faculty member will prepare materials for the tenured faculty to evaluate. These materials should include evidence of teaching, scholarship, and service. Untenured faculty are encouraged to submit statements of progress since the last

evaluation in addition to a discussion of how any written suggestions from a previous year's evaluation were handled.

4. Each yearly tenure review will follow the same procedures: Each tenured faculty member may request from the chairperson any documentation felt necessary by the faculty member for the evaluation. Each tenured faculty should review the materials provided by the candidate and observe at least one classroom presentation. When possible the observations should take place with two or more tenured faculty observers. Each faculty observer should develop written feedback for the untenured candidate.

5. Each member of the tenure committee should review the materials submitted by the untenured faculty. Following the classroom observation, the written comments should be shared in an individual meeting with the untenured faculty member. All points, positive and negative, should be discussed at this meeting. Upon the conclusion of the meeting, a copy of the written feedback will be given to the chair of the tenure committee as well as the untenured faculty member.

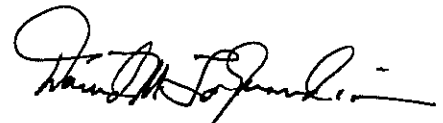
6. At a time agreed upon, each untenured faculty member will meet with the tenure committee. Each area of the untenured faculty member's performance (teaching, scholarship, and service) will be discussed. Tenured faculty members are only free to bring up those issues previously discussed with the untenured faculty member.

7. During the meeting specific suggestions will be shared with the untenured faculty member for addressing any weaknesses in teaching, scholarship, and service.

8. At the conclusion of the group meeting, the untenured faculty member will leave and the tenure committee will take a vote of continuation.

9. The chair of the tenure committee will draft a letter and circulate it to the members of the committee for approval. The chair of the tenure committee will submit in writing to the Dean of the College of Arts and Sciences a recommendation for or against continuation. For the final tenure review the vote will be a recommendation for or against tenure. This recommendation will reflect as closely as possible the spirit and letter of total departmental opinions and will be the final definitive statement on the matter from the tenured faculty. An affirmative recommendation, in accordance with university guidelines, will require a 2/3 or greater positive vote of the tenured faculty. The chairperson will inform the untenured faculty of the nature of the departmental recommendation within three days after it is given to the Dean of the College of Arts and Sciences.

10. This document may be periodically reviewed at the request of a tenured faculty member.

  
APPROVED FEB 12 2008

# **PSYCHOLOGY DEPARTMENT POLICY ON PROMOTION**

## **March 12, 2001**

The Department of Psychology will adhere to the promotion criteria and procedures proposed by the university, as stated in the Faculty Handbook and several clarifying memoranda. The department guidelines specify the conditions, criteria, rationale, and procedures which guide the Promotion Committee in deliberations and the decision making process, based on university criteria.

The Promotion Committee, like the Tenure Committee, consists solely of the tenured members of the department. The promotion to associate professor will be considered by all the tenured members of the department holding the ranks of associate professor or professor, whereas the promotion to professor will be considered by only the tenured professors in the department.

### **CRITERIA FOR PROMOTION TO ASSOCIATE PROFESSOR**

The following statement regarding the definition of associate professor is adapted from the Faculty Handbook and is accepted by the Psychology Department:

Appointment as an associate professor involves, in comparison with lower ranks, a more searching scrutiny of the qualifications of the candidate and assurance that peers, colleagues, and superiors recognize mature professional and personal development. In general, the standards for this rank differ from those for the professorship in degree rather than in kind, and the appointment to it is conferred only if the sponsoring department is confident that the member clearly has the potential to achieve a professorship. A minimum of five years experience in the rank of assistant professor is expected although for extraordinary merit three years in the lower rank may be accepted. The doctorate is required. For sufficient reason an appointment as associate professor may be tendered to a new faculty member transferring from another institution. Promotion to associate professor does not imply conferral of tenure.

### **DEPARTMENTAL EVALUATION**

The requirement described in the university promotion guidelines as: "assurance that peers, colleagues, and superiors recognize mature professional and personal development" will be evaluated by three criteria of performance.

1. Excellence in teaching;
2. Continuing development in one's area of scholarly expertise;
3. Cooperation with the needs and overall goals of the department and university.

Determination of excellence in teaching will be based on periodic student evaluations and evaluations by tenured members of the department's faculty, including classroom observations of the candidate.

## Psychology Department Policy on Promotion

Professional development must be established through a research program that results in publication in peer reviewed journals or their equivalent. Paper presentations at conferences, published books or chapters, and supervision of independent study projects are encouraged, but by themselves will not result in a positive promotion decision. It is expected that each member of the department will engage in a systematic program of research and will provide opportunities for the better students to collaborate in their research efforts. These achievements characterize the work of the tenured faculty of the department, both associate professors and professors; thus to be considered an integral member of the department the candidate should perform on the same level.

Cooperation with the needs and overall goals of the department and university are measured by such activities as committee work at the departmental and university levels, participation in departmental meetings and functions, attendance at student sponsored functions, maintaining an active counseling involvement, conforming to departmental practices in grading, orientation of students, adequacy of testing, team orientation towards course preparation and content, maintaining high standards of conduct in relation to students and student appeals, cooperation with the chair and in general, performing in a professional manner.

### PROCEDURES FOR PROMOTION TO THE RANK OF ASSOCIATE PROFESSOR

The procedure for promotion to the rank of associate professor involves the department and the administration. The department's role is to recommend for or against promotion. The department's recommendation is forwarded to the administration along with all pertinent documents. The final decision will come from the academic vice president's office.

The chair of the Promotion Committee is elected by the members of the committee at the beginning of the academic year. The candidate submits a dossier to the chair of the Promotion Committee by October 1, who makes it available to the other members of the Promotion Committee. Each member of the committee conducts an investigation and gathers sufficient data to make an informed judgment. The chair of the department will make necessary information available, such as syllabi, grade distributions, student evaluations, and faculty self-evaluations. Promotion committee members should schedule an interview with the candidate and should observe the candidate's classroom activity. The chair of the Promotion Committee then calls for a meeting of the committee and the candidate, after which a final vote is taken. A majority favorable vote is required for a recommendation for promotion to associate professor. Less than a majority vote in the affirmative is a vote for denial of promotion. It should be evident to the candidate applying for promotion to the rank of associate professor that the results of previous tenure evaluations will be taken into account and will be given serious weight in the final decision for promotion to associate professor. By November 1, the vote, together with all pertinent documentation, will be sent to the dean of the

College of Arts and Sciences by confidential handling. The candidate will be informed that the final decision on promotion will come from the academic vice president's office.

If the final university decision is counter to the recommendation of the department, the reasons for the decision should be communicated to the Promotion Committee of the department by the academic vice president. If the final decision is unfavorable to the candidate, and if the candidate so requests, the candidate should be advised by the academic vice president of the reasons that contributed to that decision and, if further requested by the candidate, these reasons should be confirmed in writing.

### PROMOTION TO THE RANK OF PROFESSOR

With one exception the same procedures will be followed in considering promotion to the rank of professor as are outlined for the rank of associate professor. The exception is that the Promotion Committee consists of all tenured faculty members holding the rank of professor in the department. In general, all the requirements noted for associate professor will be taken into account but with the key condition that the candidate meets the university's criteria for promotion to the rank of professor in a clear and unambiguous manner.

Below is a description of the university's definition of professor. It will be measured by the same performance criteria as are used for the associate professor.

Appointment to the rank of professor recognizes an advanced degree of professional and personal maturity accompanied by a record of outstanding accomplishments 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.

c: TENURE March 12, 2001.doc

APPROVED SEP 13 2006

*David M. Solomon*