



PROVOST AND ACADEMIC VICE PRESIDENT

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October 14, 2014

Dr. Rick Greci, Chair
Department of Management, Marketing
And Logistics

Dear Dr. Greci,

I have received the department's revised tenure policy guidelines submitted on October 9, 2014, and I am in agreement with Dr. Karen Schuele that the department has responded carefully to the issues of concern.

I hereby approve the Department of Management, Marketing and Logistics tenure guidelines as revised in October 2014 (copy attach.) They will be in effect for any faculty members hired after this date.

Thank you for your careful attention to this matter.

Sincerely,

A handwritten signature in cursive script that reads "Jeanne Colleran".

Jeanne Colleran
Provost and Academic Vice President

Attachment

cc: Dr. Karen Schuele
Dr. Graciela Lacueva
Dr. James Krukones
Dr. Paul Murphy

THE TENURE PROCESS

for

Department of Management, Marketing and Logistics

This policy statement establishes the tenure process for members of the Department of Management, Marketing and Logistics. The policy incorporates by reference all pertinent portions of the Faculty Handbook, as well as all pertinent written policies promulgated by the University President, Academic Vice President/Provost and Boler School of Business. This process specification includes the procedures that are to be followed for the requesting of tenure and data that must be submitted for review. Tenure is a three-tier process, with review and recommendation made first at the Departmental level, second at the Deans' level, and third at the Academic Vice President level.

Normally, all requests for tenure are to be prepared and submitted by each non-tenured faculty member by October 1. The necessary information is to be submitted to the Department Chairperson who will review and forward the material to the Department Tenure Committee.

The Department Tenure Committee (comprised of all tenured department members) will elect its own Chairperson at the beginning of each academic year, and no later than September 15. The committee will review all applications for tenure and recommend action to the Dean of the Boler School of Business by November 1.

Should the faculty member be applying in the spring, the submission dates will be February 15 (to department) and March 15 (to dean).

The portfolio of information and documentation supporting tenure should include evidence of: a) research activities and goals, b) teaching effectiveness, and c) service to the Department, School, University, and community. The burden of proof of tenurability is with the faculty member.

"Research" consists of those activities directly associated with the efforts to conduct, publish, and disseminate the results of one's scholarly investigations. Among other activities, research includes creation of a new working paper, presentation of a paper at a professional meeting, participation in a professional meeting for professional development (related to one's research activities), and publication in a proceedings or journal. Additional activities that may be considered research if the primary purpose is dissemination of one's research include submission of a grant proposal and publication of a book.

Ordinarily, research evidence must include at least three (3) articles published in refereed journals. At least one (1) of these articles must be published while the faculty member is employed by John Carroll University. If the candidate is given a reduced probationary period, articles brought in as a part of prior academic employment may be counted toward tenure (subject to the five-year time frame described on page 3 of this document.) This is the department's minimum requirement and is not a guarantee of tenure. (Candidates for tenure are

advised to confer with the Dean of the Boler School for written clarification of the length of their probationary period and what prior research will be considered.) The committee will consider such factors as the quality of the articles, co-authorship, and journal quality. Presentation at professional meetings and seminars may also be noted as supporting evidence.

Also, a faculty member seeking tenure must demonstrate a commitment to professional development by stating specific research direction, interests, and expected outcomes for the next three years.

“Teaching” consists of those activities directly associated with educating students. These activities include, but are not necessarily limited to: participating in professional development focused on teaching; course development; course preparation; participation in interdisciplinary courses; classroom teaching inside and outside of the department; academic advising of students; testing students; and preparation of grades.

Effective teaching is a difficult concept to grasp; however, some notion of it exists. This notion includes a commitment to excellence and achievement of learning. The effective teacher is knowledgeable in current issues and concepts, offers a challenging class with high standards and provides constructive evaluations. Also the faculty member must present evidence that assessment is being used in his or her courses to evaluate if the course and program outcomes/goals/objectives are being met. Effective advisors provide useful information along with academic advice to help advisees make informed decisions.

Evidence must be provided to convince the reviewers that the faculty member is an effective teacher. Suggested inputs for teaching are student evaluations of teaching and academic advising, peer evaluations, letters from students, letters from colleagues, etc. Examples of exams, syllabi and other materials developed for teaching and academic advising may also enhance the argument of effective teaching. Evidence of additional effort required for team teaching and development and/or teaching Honors courses, online or hybrid courses, or interdisciplinary courses should be submitted for consideration. In conclusion, the faculty member should provide evidence that he/she is (1) contributing to the curricular currency and level of excellence at the program level; (2) meeting the Boler School of Business learning outcomes and participating in achieving the BSOB vision and mission; and (3) contributing to the integrated core curriculum as appropriate.

“Service” consists of those activities that are not considered to be research or teaching. Examples of service include: committee membership at the university, school, or departmental level; completing various special department and school tasks as assigned or volunteered; advising student groups; activities related to recruiting students into the Boler School or the department; participating in parent/alumni functions; serving as a discussant, session chair, track chair, or program chair for a conference; serving as an editor or on an editorial review board for a journal; refereeing a paper for a conference or journal; serving on a committee or as an officer of a professional organization; and volunteering in the community.

The above list of service activities is by way of illustration and not limitation. No faculty member is expected to perform service in each of the areas listed. Additionally, certain types of

service are more valued (e.g., chairing a committee is more valuable than simply being a member of a committee). Probationary faculty should seek election or appointment to at least one university committee during the probationary period.

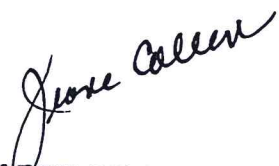
Documentation supporting research achievements, teaching effectiveness, and service contributions, as described above, shall include the most recent five (5) years of employment as a college or university professor, or such period of time employed as such if less than five (5) years). Research, teaching effectiveness, and service while employed at John Carroll University will be weighted more heavily than that done elsewhere.

This documentation of research achievements, teaching effectiveness, and service contributions is the minimum that should be submitted for review. Other contributions deemed pertinent by the faculty member may also be included in the tenure review portfolio.

A recommendation for tenure will not be made unless the candidate can also be recommended for promotion to associate professor.

For promotion from assistant professor to associate professor and for the granting of indefinite tenure, the weighting of the three categories of contributions listed above are: Research – 40%, Teaching – 40%, and Service – 20%.

This policy statement incorporates the revision to Appendix M of the Faculty Handbook. This revision specifies the timing of annual reviews, the format for the reviews (including meetings between the Tenure Committee and tenure-track faculty member), and the type of reporting required. The annual report will include a recommendation regarding continuance in the tenure-track process. In the third year, the evaluation is to be forwarded for review and recommendation by the Committee of Academic Deans and then to the Academic Vice President for decision on continuance.


APPROVED OCT 14 2014