



PROVOST AND ACADEMIC VICE PRESIDENT

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April 19, 2016

Dr. Phyllis Harris
Sociology and Criminology Dept.
John Carroll University

Dear Dr. Harris,

I have received the department's tenure and promotion policy guidelines revised as of March 30, 2015, and would like to thank the department for responding carefully to the issues of concern.

I hereby approve the Department of Sociology and Criminology Tenure Criteria and Criteria for Promotion to the Rank of Professor as revised March 30, 2015 (copy attached.) These guidelines will be in effect for any faculty members hired after March 30, 2015.

Thank you for your careful attention to this matter.

Sincerely,

A handwritten signature in blue ink that reads "Jeanne Colleran".

Jeanne Colleran
Provost and Academic Vice President

Attachment

cc: Dr. Margaret Farrar
Dr. Graciela Lacueva
Dr. James Krukones

Tenure Criteria
Department of Sociology
revised March 30, 2015

Preamble

Tenured members of the Department of Sociology are scholars who have shown evidence of their effectiveness in their research, teaching, and service. The ways in which they meet these responsibilities are varied. This document sets out a minimum set of common criteria by which a candidate for tenure can demonstrate that s/he is qualified for tenure.

A strong tenure policy in a university grants the faculty member the contingent right to retain his or her appointment until retirement. The main purpose of tenure is to protect the academic freedom of the faculty member in the university setting. This academic freedom is typically expressed in the faculty member's capability to pursue truth in research and creative activities and to express the concepts and findings of the faculty member's discipline in teaching and in scholarly writing. The appointment of a tenured faculty member may be terminated only for just cause, such as grave misconduct or neglect of academic responsibility as determined through a fair hearing.

Composition of the Tenure Committee

The Tenure Committee in the Department of Sociology is composed of all full-time faculty members in the department who have been granted tenure. Those who are granted tenure will join the Committee during the first year in which tenure takes effect.

Research

Conducting research and making available its results are activities at the core of the profession. A candidate for tenure and promotion in the Department of Sociology will show evidence of ability to conduct original, meaningful and ethical research leading to the expansion of knowledge about humans and human societies. This evidence is most strongly found in peer-reviewed journal articles and original monographs, and the Department of Sociology Tenure Committee expects that a tenure candidate will have at least two such accepted publications after coming to John Carroll University. In addition, the candidate will have published at least one of the following: a third peer-reviewed publication, a book chapter, or other scholarly writing, or will have been successful in obtaining external funding of a research proposal authored by the candidate. The tenure committee expects that the candidate will have presented his or her research findings at academic conferences. In submitting co-authored publications or papers for review by the Committee, the candidate must indicate the specific contributions that s/he has made to the work.

The candidate will also provide evidence of ongoing commitment to research through a research agenda that describes his/her achievable goals for the next 3-5 years.

Teaching

The Department of Sociology regards effective teaching as a crucial element of a faculty member's responsibilities at John Carroll University. Effective teaching takes place not only in the classroom, but extends beyond to include academic advising and working with individual students on research projects and independent studies. In a tenure application, a candidate will demonstrate teaching effectiveness by submitting:

1. summaries of peer evaluations, student course evaluations for each section and course taught, and other assessment data
2. a syllabus for each course taught
3. samples of assignments, exams, and/or innovative teaching materials
4. a report on participation in academic advising

In addition, the candidate may submit additional evidence of teaching activities, such as:

1. report of participation in workshops or conferences on teaching pedagogy
2. evidence of participation in the integrative core
3. contracts for any Independent Studies taught
4. a report of working with students beyond course requirements, such as on preparation for Celebration of Scholarship presentations
5. other supportive documentation of the candidate's choice

Service

The Department of Sociology regards a faculty member's service as an integral part of the tenure evaluation at John Carroll University. All tenure and tenure-track faculty members are expected to demonstrate basic responsibilities of departmental citizenship such as serving on department committees, attending departmental meetings and programs, and participating in departmental assessment activities. Service beyond that basic level should be demonstrated on multiple levels: departmental, university-wide, to the professional field, and to the surrounding communities. Additional service to the department and university may include, but is not restricted to: chairing department committees, joining committees that share in the administrative or curricular development tasks of the university, or participating in other university or student organizations. Service to the profession may include, but is not restricted to: becoming an active member of his/ her professional organization(s) by serving on committees, organizing and moderating conference sessions, and peer reviewing conference abstracts and journal manuscripts. As a department committed to social justice, it would also be an appropriate service activity for the tenure candidate to volunteer with local, regional, national and/ or international organizations engaged in such issues.

CRITERIA FOR PROMOTION TO THE RANK OF PROFESSOR

Department of Sociology & Criminology

John Carroll University

March 30, 2015

Preamble

Appointment to the rank of full professor in the Department of Sociology & Criminology at John Carroll University recognizes a record of outstanding professional achievement and leadership to the academic community, and acknowledges the candidate's expertise in her/his discipline. The professorship is reserved for a person who has attained this stature nationally or internationally, 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. This document sets out the procedures and a minimum set of common criteria by which a candidate for full professor can demonstrate that s/he is qualified to achieve this rank.

Process

Composition of the Promotion Committee

The promotion committee in the Department of Sociology & Criminology is composed of all full professors in the department. If there are no full professors, then the department chair will act as the committee.

Procedure

As part of the annual review process, the chairperson of the department will review the guidelines for promotion to full professor with all associate professors. In the academic year a faculty member wishes to be considered for promotion, s/he must inform the department chairperson by September 1st. The department chairperson will form the promotion committee, which will be comprised of all full professors in the department, and will notify the administration as required.. The committee at the first meeting will select its chairperson. In addition to the information requested for the promotion dossier prepared by the academic vice-president's office, the applicant may also submit to the committee any other documentation which s/he considers relevant to her/his application. These materials must be submitted to the committee chairperson by October 1st. The committee will meet and evaluate the application before November 1st. The committee chairperson will inform the appropriate administrators in writing of the committee's decision; the chairperson will also inform the applicant in writing and meet with the candidate. The committee will either recommend the applicant for promotion or decline to recommend; a fifty percent vote of all committee members is required for a recommendation. The committee chairperson must inform the applicant and the administrators of the reason for the decision in writing. Normally this will be included in the letters informing the applicant and the administrators of the committee's decision.

Criteria

Scholarship

Conducting research and making available its results are activities at the core of the profession. A candidate for promotion to full professor in the Department of Sociology & Criminology will demonstrate a continued commitment to conduct and disseminate original, meaningful and

ethical research leading to the expansion of knowledge about humans and human societies. Evidence that strongly supports this commitment includes: at least 4 published peer-reviewed journal articles, or an original published monograph by an academic press, or some combination of at least 2 published peer reviewed articles and additional works such as a text book. In submitting co-authored publications for review by the committee, the candidate must indicate the specific contributions that s/he has made to the work. Publications counted toward promotion to Full Professor in the numbers above are those that have come out subsequent to promotion to Associate Professor.

Teaching

The Department of Sociology & Criminology regards effective teaching as a crucial element of a faculty member's responsibilities at John Carroll University. Effective teaching takes place not only in the classroom, but extends beyond to include academic advising and working with individual students on research projects and independent studies. In an application for Full Professor, a candidate will demonstrate teaching effectiveness by submitting:

1. a list of all courses taught since tenure and promotion
2. summaries of student course evaluations and other assessment data
3. samples of innovative teaching materials/assignments since the last promotion
4. a report on participation in the academic advising of majors, minors, and concentrations
5. evidence of participation in the integrative core

In addition, the candidate may submit additional evidence of teaching activities, such as:

1. record of leadership positions held or presentations given related to pedagogy at conferences or workshops
2. publications related to pedagogy
3. contracts for any independent studies taught
4. a report about working with students beyond course requirements, such as on the Celebration of Scholarship or serving as an outside master thesis or dissertation reader
5. other supportive documentation of the candidate's choice

Service

In the Department of Sociology & Criminology, a Full Professor demonstrates high level of service by her/his involvement in positions demonstrating leadership. In addition to continued service to the department, s/he also takes leadership roles in the university and professional communities. In an application for Full Professor, a candidate will demonstrate this level of service by such examples as:

1. serving as a peer reviewer of manuscripts for scholarly journals and books
2. serving as an outside reviewer for the tenure and promotion applications of colleagues at other universities
3. editing of a journal or serving on the editorial board of a journal
4. leadership roles on university governance, planning, curriculum, and other university committees
5. developing and/or directing academic programs
6. serving as chairperson of the department

7. being as an officer in a professional organization
8. in accordance with the department's commitment to social justice, serving on a nonprofit board or other similar leadership position
9. other supportive documentation of the candidate's choice

As evidence of achieving this senior stature within the university, the applicant for Full Professor is also required to submit a CV, and two letters from colleagues outside of the department:

- 1) One letter must be from a senior colleague at JCU from another department discussing the applicant's contributions to the JCU community
- 2) One letter must be from a senior scholar outside the university in the faculty member's area of expertise, who was not an academic advisor or in the applicant's graduate school cohort.