



PROVOST AND ACADEMIC VICE PRESIDENT

1 JOHN CARROLL BOULEVARD
UNIVERSITY HEIGHTS, OHIO 44118-4581
PHONE 216.397.4207
WWW.JCU.EDU

April 19, 2016

Dr. Sheila McGinn
Department of Theology and Religious Studies
John Carroll University

Dear Dr. McGinn,

I have received the department's tenure policy guidelines revised as of August 31, 2015, and would like to thank the department for responding carefully to the issues of concern.

I hereby approve the Department of Theology and Religious Studies Tenure Policy, revised as of August 31, 2015 (copy attached.) This policy will be in effect for any faculty members hired after August 31, 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. Anne Kugler
Dr. James Krukones

TENURE POLICY

John Carroll University
Department of Theology and Religious Studies¹

EFFECTIVE DATE: 31 AUGUST 2015

The Department of Theology and Religious Studies (TRS) presumes that any tenure applicant meets the basic qualifications required by the university for a full-time faculty position, including a doctoral degree in the appropriate field and the requisite number of years in a tenure-track position (as indicated in the *Faculty Handbook*).

The applicant should give written notification to the department chairperson, no later than September 1st, of his or her intent to apply for tenure. No later than September 15th, the department chairperson will convene the TRS Tenure Committee (TC) and inform its members of the candidate's intention.² The TC members will elect one of their number to chair the committee. The TC members will review the applicant's dossier, which must be submitted by September 30th, and, if the members deem it necessary or beneficial to their deliberations, may invite, in consultation with the candidate, one or more outside reviewers to assist in their analysis of the materials. The TC will also meet with the candidate prior to October 15th. After that meeting, the TC members will conclude their evaluation at least one week before October 31st so that the committee's recommendation can be transmitted in writing to the TRS department chairperson, who will forward it to the Dean of the College of Arts & Sciences (CAS) on or before November 3rd.

The applicant will supply the TC members with any materials necessary for their consideration. The TC will evaluate the applicant on the basis of teaching (including academic advising and assessment), scholarship, and service, with primary emphasis placed on teaching and scholarship.

In evaluating the applicant's teaching, the TC will consider the quality of syllabi and other pertinent class materials (print and digital); the applicant's range of course offerings; classroom performance measures; and academic advising and mentoring. The TC will consider the range of courses taught by the applicant to satisfy the needs of the overall JCU curriculum and of the TRS programs for majors, minors, and graduate students. The TC will also consider the candidate's participation in team-taught, interdisciplinary, and linked courses offered in the integrative core curriculum. With respect to classroom performance, the TC will rely upon peer evaluations (*e.g.*, those based on in-class observations by the department chairperson and

¹ This policy initially was approved by the TRS faculty on 12/15/14. In email messages of 12/22/14 and 1/23/15, the AVP made recommendations for modifications. The current statement has been emended to accommodate those recommendations, and was unanimously approved by the TRS faculty *via* electronic vote on 8/17–19/15. Voting members of the faculty include Drs. Hahnenberg, Kelly, Lauritzen, McGinn, Nietupski, Saritoprak, and Tobey.

² The tenured members of the TRS faculty—and exclusively those tenured faculty—comprise the TRS Tenure Committee. If the department chairperson is not tenured, her/his only actions with respect to the Tenure Committee are to convene its initial meeting, inform the TC of the candidate's intention, and convey the TC's recommendation to the dean.

members of the TC); the collection of summative student course evaluations gathered during the applicant's probationary period; and other available forms of assessment data (*e.g.*, pre- and post-course evaluation of student learning, grade distribution records, and letters of support from students whom the applicant has taught).

Assessment processes are integral to effective teaching and to the type of feedback necessary for continual improvement in individual courses and in the overall curriculum. As an aspect of the candidate's teaching excellence, the TC will take into account the candidate's participation in assessment at all levels of the curriculum—including the candidate's own courses; the TRS minor, major, and MA degree programs; and the university Core curriculum.

The department also views academic advising and student mentoring as integral to teaching. When considering excellence in academic advising and mentoring of students, the TC will evaluate the applicant's contribution on both qualitative and quantitative grounds. The TC will consider such items as participation in cohort advising; advising of undergraduate and graduate students in TRS-related degree programs; supervision of independent studies and internships/practica; direction of MA Essays and Theses; and sponsorship of student research or engaging in joint research with students. Beginning in the second year of the probationary period, candidates will be assigned a gradually increasing number of TRS major/minor/MA advisees (typically one/year); by the third-year review, the TC expects candidates to begin offering to participate in cohort advising. Supervision of independent studies, internships/practica, and MA essays/theses will be viewed as additional evidence of the candidate's support of TRS academic advising/mentoring efforts.

In evaluating the applicant's scholarship, the TC will rely upon published research. Ordinarily, in the six-year probationary period, candidates are expected to have published three articles in refereed journals and/or edited volumes, or one scholarly book (beyond an unrevised dissertation). Papers read at scholarly gatherings, receipt of grants, fellowships, and other awards will be seen as additional demonstrations of scholarship. Popular books, textbooks, non-refereed blog posts or journal articles, and book reviews will count in the applicant's favor but not as substitutes for refereed pieces. The applicant will provide a list of his/her publications, awards, and presentations; offprints of the major publications; and, if available, reviews of any books published.

The TC will evaluate the applicant's service on both qualitative and quantitative grounds. Primary consideration will be given to the applicant's contributions to and support of the activities of the TRS department itself. Contributions to the College of Arts and Sciences, to the university as a whole, to the academic profession, and to the wider public also are expected. Service in the department includes such activities as responsiveness to the basic curricular and other needs of its academic programs; work on TRS committees; participation in department meetings; development and support of special programs or events. Service to CAS and the university includes active participation in faculty, college, and university governance and programs. The candidate is expected to serve on at least one department committee annually. In addition, from the point of the third-year review, the candidate normally will be expected to serve on at least one university or faculty committee. Service to the wider community may include (but is not limited to) such activities as lectures and presentations outside the university;

sponsorship of or participation in local, regional, or national organizations; active service on committees and boards of professional associations; and involvement with community groups.

Once the TC has reviewed the tenure dossier and has discussed and evaluated the applicant's performance, a written ballot will be taken to determine whether or not the TC will recommend the candidate for tenure. A two-thirds affirmative vote is required for a positive recommendation. The TC chairperson will inform the applicant of the TC's decision and will convey that recommendation, in writing, to the TRS department chairperson, who will forward it to the Dean of CAS.

The TC annually, including at the "mid-term" review of the probationary period, will evaluate the progress of any faculty in tenure-track positions and will make a written report of each applicant's progress toward tenure. A 50% affirmative vote is required for a recommendation for continuance. The purpose of this annual review is to aid the applicant in making consistent progress toward tenure. Except in a case when the probationary faculty member is on leave, this annual review will be completed no later than April 1st. The TC chair will make a written report of this annual review to the Dean of CAS, with copies to the applicant and the TRS department chairperson. Without compromising the confidentiality of the TC's deliberations, the TC chairperson will meet with the applicant and convey any reservations TC members may express concerning the applicant's performance and suggestions for improvement.³

³ The candidate should consult the *Faculty Handbook* and Appendix for further information about tenure and promotion.

APPROVED