

COLLEGE OF APPLIED SCIENCE AND TECHNOLOGY

PROMOTION, TENURE AND POST-TENURE REVIEW POLICY

1.0 Promotion and Tenure - Development and Dissemination

The standards for promotion and tenure shall be determined by the College of Applied Science and Technology under the conditions described below, subject to approval by the APAF&T Committee of the Faculty Senate and ratification by the Faculty Senate. These standards are incorporated by reference into the PPM. These standards must be endorsed by a two thirds vote of the faculty voting in the college and approved by the dean.

Candidates for promotion or tenure shall be provided written copies of the most recent standards in effect at the time they apply for promotion or are due for a tenure review. Recommended changes to this policy must be approved by a two-thirds vote of the faculty and must be submitted by the dean to the APAF&T Committee of the Faculty Senate on or before **February 1** prior to the academic year in which they take effect. Approval by the Faculty Senate must be given on or before **May 1 prior to** the year in which they are to take effect and disseminated to the faculty on or before June 1 of **that same** year.

1.1 Promotion and Tenure - Definitions

Promotion refers to advancement in rank based upon a candidate having met the standards for that rank as defined in the standards for promotion to that rank. If a candidate is denied promotion, the standards in effect at the time of re-application shall apply.

Tenure refers to the practice of granting to ranked faculty the contractual right to continuous appointments until the faculty member resigns, retires, becomes medically unable to perform required duties, is dismissed for adequate cause, is dismissed pursuant to a reduction in force resulting from a bona fide financial exigency, or is dismissed as the result of a formal discontinuance of a degree or program area.

1.2 Promotion and Tenure - Standards

1.2.1 Basic Responsibilities of Faculty

To be promoted or tenured, faculty members shall be expected to fulfill basic responsibilities in teaching, scholarly activity, and service in accordance with principles of academic freedom and professional ethics as described in the PPM 9-1 through 9-8. Specific basic responsibilities include the following, together with other such responsibilities appropriate to and approved by mutual consent of faculty members and their department chairs and the dean.

1.2.1.1 Basic Teaching Responsibilities of Faculty

a. Curriculum Development

Although administrators and students may make proposals, the primary responsibility for the development of new courses, deletion or changes in existing courses, the initiation of new programs, the discontinuance of existing programs, or other program modifications lies with the faculty.

b. Course Offerings and Content

Faculty members are responsible for planning and presenting course material; establishing course objectives and requirements including grading policies in accordance with University policy and making them known to students; selecting and ordering texts and supplemental materials in accordance with University policy; preparing, administering, and grading assignments; and assigning grades **on or before the university specified deadlines for grade submission.**

c. Absence and Class-related Duties

- 1) Faculty members shall meet their classes punctually unless the Department Chair has approved a substitute instructor, class cancellation, reschedule, or replacement by a substitute activity. This obligation extends from the first day of classes through the end of final examination week. If for some valid reason faculty members are unable to meet classes, **they shall immediately notify their department chair and shall do so daily unless their absence was prearranged for a predetermined period of time. The chair, in conjunction with the faculty member, shall make** arrangements ~~shall be made~~ to offer alternate instruction or cancellation. ~~as approved by the Department Chair.~~
- 2) If suitably qualified ranked faculty members serve as teaching substitutes upon assignment by the Department Chair for a period beyond one week, they shall be paid for the total time that they serve as substitutes at the prevailing overload rate, dependent upon the availability of funds; exceptions shall be approved by the dean.
- 3) Faculty members shall report evaluation of student work to students within a reasonable time with appropriate comments and/or grades.
- 4) Faculty members shall participate in the approved college program for collecting data regarding students' perceptions of teaching and learning.
- 5) By the end of the first week of classes, faculty members shall submit to their department chair a syllabus or outline for each course being taught.
- 6) Faculty members shall establish an absence policy for students and inform students in writing of the policy during the first week of each class.
- 7) Faculty members shall maintain for one calendar year appropriate records of student progress in each course to support final grades. In the event of severance from the University, faculty members shall leave such records with the department chair, who shall retain them for one calendar year.
- 8) Faculty members shall administer final examinations at the officially scheduled times during final exam week unless, for sound pedagogical reasons, the department chair and/or dean approve alternative arrangements.
- 9) Faculty members shall exercise adequate supervision of students in classroom and laboratory activities and officially scheduled related activities, such as field trips.

- 10) Faculty members shall provide instruction in safety procedures to students who are engaged in academic activities where a known potential danger is present, such as in laboratory work where **potentially dangerous** equipment or chemicals are in use.
- 11) Faculty members shall ensure that safe practices are followed by students under their supervision where a known potential danger is present.
- 12) Faculty members and department chairs shall report in writing unsafe conditions of equipment or facility to their immediate supervisors.

d. Availability and Office Hours

Full-time faculty members shall establish, post, and make students aware of at least five (5) regularly scheduled office hours each week of the semester so distributed as to be of reasonable convenience to the students. Additional office hours may be required during advising and registration periods. **Faculty are expected to be present and available during their posted office hours.**

e. Use of Copyrighted Material

Faculty are responsible for knowing and observing the laws concerning the use of copyrighted material. Applicable federal laws on the use of copyrighted material are available in the University Library. Faculty members who have questions regarding use of copyrighted material should consult the ~~Director of the University~~ **Librarian**.

f. Software Use

Faculty members are responsible for knowing and obeying the laws concerning software use. Faculty members with questions regarding the use of software should consult the campus Information Technology Division.

1.2.1.2 Basic Scholarship Responsibilities of Faculty

Faculty members have the basic responsibility to engage in scholarship in accordance with the accepted professional practices of their academic disciplines. Beyond the basic scholarship responsibilities of faculty, the basic expectations in the area of scholarship are described in Section 1.2.2.2 and the sources of evidence for such scholarship are described in Section 1.2.4.2.

Adherence to applicable law and to institutional, state, or federal policies regarding copyright, patent, uses of human or animal subjects, facility use, safety rules and regulations, or other related policies contained in the PPM is expected.

1.2.1.3 Basic Service Responsibilities of Faculty

a. Academic Advising

The college emphasizes the role of its faculty in the academic advising of students. The central element in advising is a genuine and sustained concern for students as persons and for their academic and personal growth.

The responsibilities of those faculty engaging in academic advising include, but are not necessarily limited to:

- 1) scheduling office hours (as specified in Section 1.2.1.1.d) to meet advising responsibilities
- 2) advising of the student with regard to the student's performance in classes
- 3) assisting the student in setting academic goals, informing the student of University curriculum requirements, and maintaining a record of the advisement.
- 4) providing referrals to appropriate student services. Faculty members serving as academic advisors are not authorized to make representations or commitments on behalf of the University which are contrary to or not supported by University policies, regulations, or procedures.

b. Share in Governance

Faculty members shall attend and take part in meetings of the department, the college, and the University, and shall serve if elected or appointed with their consent to University, college or departmental committees, provided that such service does not seriously interfere with scheduled classes.

c. Recruitment of Prospective Students

Faculty members may be asked to cooperate ~~involved~~ in the recruitment of prospective students.

d. Academic Community Cooperation

While members of the faculty have a primary responsibility to their own department, they are also members of the larger collegial community and should, therefore, make a demonstrable effort to work cooperatively with members of other departments, colleges, or institutional entities in matters affecting the overall welfare of the University.

e. Committee Membership

Faculty members shall not be allowed to serve on more than a total of two University committees each academic year, unless special circumstances so require and as approved by their dean.

f. Meetings and University Functions

Faculty members are strongly encouraged to attend all regularly scheduled program, department, college or University meetings which affect them and which do not conflict with scheduled classes.

g. Deadlines

Faculty members shall meet appropriate deadlines established by policies contained in the PPM or by the provost, the dean, the department chair, and the registrar.

1.2.2 Promotion and Tenure - Basic Expectations

The basic expectations in the categories of teaching, scholarship, and service, and as a function of rank, in order to be promoted or tenured are, where applicable:

1.2.2.1 Teaching

Expectations in the category of teaching shall include, where discipline is applicable:

- a. command of one's subject
- b. ability to organize subject matter and to present it clearly, logically, and imaginatively
- c. knowledge of current developments in one's discipline
- d. ability to stimulate and broaden student interest in the subject matter
- e. ability to utilize effective teaching methods and strategies

1.2.2.2 Scholarship

Expectations in scholarship shall include, where disciplinarily applicable:

- a. sustained inquiry in one's discipline
- b. ~~research~~ **scholarly inquiry** or the use of ~~research~~ **scholarly inquiry** in curriculum development or improvement of teaching
- c. sharing of expertise within the academic community
- d. sharing of expertise within the business and industrial communities
- e. **preparing and applying for grants or other sources of external funding**

1.2.2.3 Service

Expectations in service shall include, where applicable:

- a. service on departmental, college/library, or University committees or task forces
- b. service to students
- c. service in some extramural activity as an employee or representative of the University or as an expert in one's discipline
- d. service to business and industry ~~through the Technology Assistance Center, or if externally funded, through the Office of Sponsored Projects~~
- e. service to **involved with** departmental laboratories including acquisition, installation, integration and maintenance of software and hardware

Furthermore, expectations in the area of Service for Department Chairs, Program Coordinators, or Directors shall include, where applicable:

- a. Proper preparation of budget requests and appropriate allocation of funds received
- b. Proper and timely preparation of course schedules, committee assignments, and recommendations on appointments, promotions, tenure, leaves, and dismissals
- c. Holding of department and/or program meetings as needed with properly recorded minutes
- d. Completion of routine duties and assignments

1.2.2.4 As a Function of Rank

Basic expectations of faculty are also related to their rank, and are stated below. To be hired at one of these ranks, the candidate must meet the basic expectations for that rank. To be promoted to the rank of Associate Professor or Professor shown, a candidate must provide evidence that he/she has been consistently working towards fulfilling these requirements since their initial appointment or last promotion. Advances in rank bring increased levels of expectations which shall be as follows: To be hired at one of the ranks shown, it is expected that the candidate will meet or exceed the following requirements. To be promoted to the ranks shown, a candidate must provide evidence that he/she has been consistently fulfilling these requirements since their initial appointment or last promotion.

- a. ~~Instructor/Instructor Specialist - A faculty member with the rank of instructor/instructor specialist demonstrates teaching effectiveness and has the technical competence and personal skills to become an excellent teacher~~
- ba. Assistant Professor - A faculty member with the rank of assistant professor demonstrates teaching effectiveness and technical competence and is in the process of developing the skills needed to meet the long range goals of his/her program, department, college and university.
- cb. Associate Professor - A faculty member with the rank of associate professor demonstrates teaching effectiveness, technical competence, specific skills in support of his/her program area and is in the process of developing leadership skills.
- dc. Professor - A faculty member with the rank of professor demonstrates teaching effectiveness, technical competence, specific and has the necessary skills in to support of his/her program area. and They provide leadership skills and serves as a mentor in support of his/her colleagues and guidance to the other faculty in their program, in their department, in the college, and in the university.

1.2.3 Promotion and Tenure - Professional File Documentation

1.2.3.1 Professional File

The professional file for promotion or tenure shall contain the following evidential elements in the order listed:

- a. A current curriculum vitae in the approved format (see attached)
- b. A self-report of activities in the three (or four) performance review categories

- c. A summary report of student evaluations for the courses taught by the faculty member for at least one course per semester for tenured faculty and for every course for tenure track faculty. For a tenured faculty, the process of determining which course is to be evaluated each semester is outlined in section IV of PPM 8-11. If a tenured faculty has more than one class evaluated each semester, the selection of which of those evaluations are to go into the Professional File will be jointly determined between the faculty member and the chair. If they cannot come to an agreement, the selection shall be subject to binding arbitration by the dean, after consultation with the faculty member and the chair. The staff in the dean's office will place copies of all evaluations into the professional file for tenure track faculty members before they are sent to the chairs for distribution to the faculty.
- d. An evaluation report by the peer review committee (See PPM 8-11) summarizing the teaching materials for a sample of representative courses taught by the faculty member since the last tenure evaluation or for the last four years for a candidate for promotion (five years if being promoted from associate professor to professor). In the College of Applied Science and Technology, the peer review committee shall not be the Department Ranking-Tenure Evaluation Committee.

1.2.3.2 Supplemental Documentation

Candidates should include the following types of items, as appropriate, in support of the items in their Professional File. These supplemental materials could include such items as:

- a. copies of peer-reviewed papers and where and when they were published
- b. copies of peer-reviewed presentations and where and when they were presented
- c. copies of non-peer reviewed papers and where and when they were published
- d. copies of non-peer reviewed presentations and where and when they were presented
- e. titles, publishers and dates published of any books authored or co-authored
- f. copies of laboratory manuals developed by the candidate
- g. copies of reviews of papers, books, or other scholarly works
- h. copies of engineering or consulting reports if not in violation of confidentiality agreements
- i. copies of patents issued or applied for

1.2.4 Sources of Evidence

Candidates may consider the following as sources of evidence in the areas of teaching, scholarship and service. Additional forms of evidence may be used by mutual consent of the faculty member and the department chair.

1.2.4.1 Teaching

- a. self-report of activities

- b. evaluation of course materials such as syllabi, handouts, quizzes, and exams (as reviewed by peers/colleagues and/or department chair)
- c. peer/colleague evaluations
- d. student perceptions of teaching and learning
- e. student outcomes such as results on certification exams
- f. professional development activities such as participation in course work, seminars, conferences, or workshops which cover skills and knowledge of teaching
- g. peer/colleague, department chair or supervisor observations

1.2.4.2 Scholarship

- a. self-report of activities
- b. assessment or statements by peers/colleagues regarding scholarly works by the faculty member
- c. publication in refereed journals or in discipline related published works
- d. citations of research in other's works
- e. preparation and/or award of grants, prizes, or commendations, resulting from scholarly or creative activity
- f. demonstrated skill resulting from scholarship
- g. discipline related patents
- h. awards, grants, prizes, or commendations from professionally accepted organizations
- i. election or appointment to prestigious registrations or official academic duties in professional organizations
- j. participation in course work, seminars, workshops, or conferences of professional significance
- k. consulting in discipline-related activities
- l. presentations or performances in departmental, college or university seminars, colloquia, or lecture series
- m. department chair or supervisor observations
- n. presentations of papers at external seminars, workshops, or conferences of professional significance.

1.2.4.3 Administrative and/or Professionally Related Service

- a. self-report of activities
- b. assessment by student advisee-s
- c. leadership in some area of University (including college and department) life: governance, faculty development, curriculum design
- d. service as a chair or sponsor of a student club, organizer of a committee, or director of a program
- e. service as a representative of the University to the local, regional, national, or international community
- f. appointment or election to a state or national post of significance to the profession or the University
- g. participation in professional organizations
- h. service as a volunteer to the University community
- i. service as a reviewer for professional journals, magazines, or publishing companies
- j. department chair or supervisor observations
- k. ~~assessment by a center director from the Technology Transfer Cooperative of the activities performed for that center~~ involvement in accreditation or certification activities

Furthermore, sources of evidence in the area of Service for Department Chairs, Program Coordinators, or Directors shall include, where applicable:

- a. self report of activities regarding your service as a chair, coordinator, or director
- b. survey of subordinates by the immediate supervisor
- c. observations by the immediate supervisor as to whether the basic expectations have been met

1.2.5 Promotion and Tenure - Common Criteria

A necessary but not sufficient condition to be promoted or awarded tenure is that faculty meet their basic responsibilities as defined in Section 1.2.1 above. Faculty not meeting their basic responsibilities will not be promoted, awarded tenure, or considered to be making sufficient progress towards tenure.

1.2.5.1 Minimum Credentials Required

- a. ~~The rank of instructor specialist is non-tenurable in the College of Applied Science and Technology. This rank is reserved for those faculty who have very specific skills and knowledge who will be hired on term contracts only. There are no specific degree requirements for this rank. Transfer to a tenure-track position at other ranks is subject to the normal criteria as described below for appointment to those ranks.~~

- b.a. Appropriate degree and experience, by department, as defined below for the ranks of instructor, assistant professor, associate professor, or professor:

1. Telecommunications & Business Education

- a. ~~Doctor's degree~~ **Doctorate** in Telecommunications, Business Education or related field plus two years=professionally related business experience OR
- b. Master's degree in Telecommunications, Business Education or related field plus three years business related experience plus appropriate certification by a recognized subject-related professional organization.

2. Computer Science

- a. ~~Doctor's degree~~ **Doctorate** in Computer Science or related field plus two years professional industry/business experience beyond the level of a four-year Computer Science graduate OR
- b. Master's degree in Computer Science or related field plus five years industry/business experience beyond the entry level of four-year graduates plus official certification by a recognized professional computing agency.

3. Engineering Technology

- a. ~~Doctor's degree~~ **Doctorate** in Engineering, Science, or Technology plus three years of industry experience beyond the entry level of an Engineering Technology graduate OR
- b. Master's degree in Engineering, Science, Technology or a closely related field if the degree is primarily analytical and the subject clearly appropriate plus five years industry experience as a technologist, engineer, consultant, or manager.

4. Construction Management Technology

- b. ~~Doctor's degree~~ **Doctorate** in Engineering or Construction plus two years of increasingly responsible project management experience in the US construction industry OR
- b. Master's degree in Engineering, Construction, Architecture, Business, or related degree plus five years of increasingly responsible project management experience in the US construction industry.

5. Sales and Service Technology

- a. ~~Doctor's degree~~ **Doctorate** in Business, Education, or Technology plus two years of applied business experience beyond the entry level a four-year Business, Education, or Technology graduate OR
- b. Master's degree in a technology related discipline(i.e. Technology, Industrial Technology, Engineering Technology, Vocational-Technical Education) plus five years industrial/business experience with at least three years beyond the entry level of ~~program~~ **a four-year** graduate OR

- c. Master's degree in a Sales and Service Technology related discipline (i.e. Distributive Education, Vocational-Technical Education, Cooperative Education, Master's of Business Administration) plus five years business experience beyond the entry level of a four-year Sales and Service Technology graduate.

6. Automotive Technology

- a. Bachelor's degree in an automotive related field plus a Master's degree in a technology related discipline (i.e. Technology, Industrial Technology, Engineering Technology, Vocational-Technical Education or other department approved discipline) plus five years industrial/business experience with at least three years beyond the entry level of program graduates.

1.2.5.2 Ranges of Emphases

The standard ranges of emphases for evaluation for promotion or the awarding of tenure shall be 55-75% for teaching, 10-25% for scholarship, and 10-25% for service. This standard reflects the emphasis in the College on the importance of teaching and is based on the assumption of 12 semester hours (or equivalent) teaching assignment per semester. Weights of emphases, which must total to 100%, will be determined through consultation between the faculty member and his/her department chair by the date specified in the dated guidelines using the attached worksheet of "Faculty Activities for Typical Teaching Faculty" (Appendix A, page 15). These weights will then be entered on the evaluation form (Appendix B, page 16) in the faculty member's professional file.

If the faculty member and the chair cannot come to agreement on what the weights should be, they will be subject to binding agreement by the dean, after consultation with both the faculty member and the chair. Ranges of emphases outside of those above may occur to adjust for sabbatical leaves, leaves without pay, reassigned time for scholarly activities, reassigned time for program coordinators or department chairs, or other activities approved by the department chair or dean.

1.2.5.3 Evaluation Process

Evaluations of all candidates shall be done on the form shown in Appendix B using a four point scale where four is high and one is low. Decimal ratings to the nearest tenth may be used if desired. Further, the rating of four shall be reserved for an evaluation of excellent in any category, a rating of three for an evaluation of good in any category, a rating of two for an evaluation of satisfactory in any category, and a rating of one for an evaluation of unsatisfactory in any category. Detailed definitions of these ratings are given in PPM 8-13¹.

High ratings in the teaching category shall be reserved for those candidates who contribute to the teaching process beyond their classroom performance. See also PPM 8-11 through 8-34¹⁴ for more information regarding the evaluation process.

The evaluation report from the Department Ranking-Tenure Evaluation Committee should address the contributions the faculty member has made to the department and a statement regarding how well the faculty member has met his or her basic responsibilities since the last tenure evaluation. For candidates being evaluated for promotion, the evaluation should cover the last four (instructor to assistant professor), six (assistant to associate professor) or five (associate to full professor) years.

1.2.6 Criteria Specific to Promotion

The Departmental and College Ranking-Tenure Evaluation Committees and the dean shall reserve recommendations for promotion for those faculty who in their judgment have met the quality criteria and **have completed the** time in rank requirements stipulated below. In the case where there is a conflict among the recommendations, the provost shall review the professional file and make a final recommendation.

Based on the evidence contained in the Professional File described in Section 1.2.3 above, and having met the minimum degree and time in rank requirements as defined in Section 1.2.6.1 below, the faculty member must have demonstrated:

~~a.~~ **a.** for promotion to Assistant Professor:

~~Sustained meritorious performance defined as a weighted total at or above the meritorious level of 3.0 on a 4.0 scale as determined by each of the reviewing entities. In addition, the candidate must receive a minimum rating of 2.0 in all categories.~~

a. for promotion to Associate Professor:

Sustained meritorious performance defined as a weighted total at or above the meritorious level of 3.2 on a 4.0 scale as determined by each of the reviewing entities. In addition, the candidate must receive a minimum rating of ~~2.5 in all categories~~ **3.0 in either teaching or scholarship and a minimum of 2.5 in the remaining categories.**

~~e~~ **b.** for promotion to Professor:

Sustained meritorious performance defined as a weighted total at or above the meritorious level of 3.4 on a 4.0 scale as determined by each of the reviewing entities. In addition, the candidate must receive a minimum rating of 3.0 in all categories.

1.2.6.1 Time in Rank Requirements

~~a.~~ **a.** Promotion from instructor to assistant professor.

~~Four years of acceptable performance at the rank of instructor will be the minimum probationary period unless an exception is noted at the initial time of appointment.~~

~~b~~ **a.** Promotion from assistant professor to associate professor

Six years of satisfactory performance at the rank of assistant professor will be the minimum probationary period unless an exception is noted at the initial time of appointment. To be promoted from assistant professor to associate professor one must either have been granted tenure or be granted tenure at the same time as the promotion. A candidate who fails the tenure review process cannot be advanced in rank.

~~c~~ **b.** Promotion from associate professor to professor

Five years of satisfactory performance at the rank of associate professor will be the minimum probationary period. To be promoted from associate professor to professor one must either have been granted tenure or be granted tenure at the same time as the promotion. A candidate who fails the tenure review process cannot be advanced in rank.

NOTE: Candidates who are within two years of satisfying the applicable time in rank requirements may apply or be nominated for early promotion. Early promotion cases move forward from one review level to the next in the usual course even when the recommendation at a particular review level is negative. It is left to the reviewers to decide such cases in their best judgment, with the understanding that successful early promotion cases are expected to be extraordinary. (See PPM 8-11)

1.2.7 Criteria Specific to Tenure

In evaluating candidates for progress towards tenure or for the awarding of tenure, the basic considerations described in Section 1.2.7.1 below shall be used. The Departmental and College Ranking-Tenure Evaluation Committees and the dean shall reserve recommendations for satisfactory progress towards tenure or the awarding of tenure to those faculty who in their judgement have met the quality criteria specified below. In the case where there is a conflict among the recommendations, the provost shall review the file and make a final recommendation.

Based on the evidence contained in the Professional File described in Section 1.2.3 above, the faculty member must have demonstrated:

a. for satisfactory progress towards tenure:

Sustained meritorious performance defined as a weighted total at or above the meritorious level of 3.0 on a 4.0 scale as determined by each of the reviewing entities. In addition, the candidate must receive a minimum rating of 2.0 in all categories.

b. for the awarding of tenure:

Sustained meritorious performance defined as a weighted total at or above the meritorious level of 3.2 on a 4.0 scale as determined by each of the reviewing entities. In addition, the candidate must receive a minimum rating of ~~2.5 in all categories~~ **3.0 in either teaching or scholarship and a minimum rating of 2.5 in the remaining categories.**

1.2.7.1 Tenure - Basic Considerations

The following factors shall be considered in the evaluation of satisfactory progress towards tenure or in the awarding of tenure:

- a. Sustained meritorious performance and evidence of potential for significant accomplishment in teaching.
- b. Evidence of potential to meet the long range needs of the department, college, and University as documented in the plans of those entities.
- c. Evidence of potential to contribute to the discipline or profession.
- d. Evidence of commitment to students.
- e. Adherence to professional ethics.

1.3 Timetable for the Promotion, Tenure and Post-Tenure Review Processes

1.3.1 For Tenure

- a. Faculty on tenure track shall be informally reviewed by their department chair annually except in their third and sixth years when they will be formally reviewed as described in section III, TENURE REVIEW, of PPM 8-11.
- b. Faculty who have been granted one year of credit toward tenure will be informally reviewed by their department chair annually except in their second and fifth years when they will be formally reviewed as described in section III, TENURE REVIEW, of PPM 8-11.
- c. Faculty who have been granted two years of credit towards tenure will be informally reviewed by their department chair annually except in their second and fourth years when they will be formally reviewed as described in section III, TENURE REVIEW, of PPM 8-11.
- d. Faculty who have been granted three years of credit towards tenure will be informally reviewed by their department chair annually except in their second and third years when they will be formally reviewed as described in section III, TENURE REVIEW, of PPM 8-11.

These informal reviews are to be completed on or before March 31 except for faculty who are in their first year of a tenure track appointment where the review is to be completed on or before February 15. The chair is to send his/her written report of the review to the candidate, with a copy to the dean and a copy for insertion into the candidate's professional file.

1.3.2. For Promotion

Faculty may request to be promoted at any time provided they meet the time in rank requirements as described in Section 1.2.6.1; the exception is that to be promoted from assistant professor to associate professor one must either have been granted tenure or be granted tenure at the same time as the promotion. A candidate who fails the tenure review process cannot be advanced in rank to associate professor.

1.3.3. Dated Guidelines for the Promotion or Tenure Evaluation Process

The dated guidelines for the ranking and tenure review process are given in PPM 8-12. These guidelines are established for use in the ranking and tenure review processes each year. These dates are approximate and shall be considered as guidelines, not exact procedural time lines. Exceptions to these dated guidelines may be made with good cause. The guidelines identify when the various ranking-tenure evaluation committees are established and when these committees and individuals must complete their review of candidates' dossiers but do not contain all of the details of the process. . All faculty who will be absent for cause during the review period should leave a forwarding address with their department chair.

1.3.4 For Post-Tenure Review

Tenured faculty shall be reviewed by their department chair on or before March 31 **15** at least every three years after the receipt of tenure. Reviews shall be scheduled such that approximately one third of the tenured faculty are reviewed each year. The actual schedule of reviews will be established by the chair in consultation with the dean. As a basis for these reviews, faculty members must provide their chair a self-report of their activities, not to exceed three pages, since their last third year review covering the areas of teaching, scholarship and service. In addition, the chair shall include the faculty members=student evaluations as part of the evaluation process since their last third year review. As per PPM 8-11, the chair shall provide a written report of the review to their faculty with a copy to the dean for inclusion in the faculty members=professional files **by April 15 of the year of the review**. All faculty undergoing review have the right to provide a written response to the dean which must be completed on or before **April 15 May 1**.

APPENDIX A

Faculty Activities for Typical Teaching Faculty

(The following are representative and not meant to be all inclusive)

Activity

Weight

TEACHING 55-75% Weighting Selected _____

- ! Teaching and administration of regular course offerings.
- ! Developing and updating course/lab materials and methods.
- ! Developing replicable systems of instruction.
- ! Providing academic assistance to students as required.
- ! Innovative approaches to teaching such as cooperative learning, team teaching, use of instructional technology and writing across the curriculum.
- ! Fostering active student participation and involvement in learning both in and out of the classroom.

SCHOLARSHIP 10-25% Weighting Selected _____

- ! Publication of books and manuals
- ! Publication in refereed journals, magazines, and monographs
- ! Presentations
- ! Theoretical and/or applied technical investigations
- ! Studies of educationally relevant problems
- ! Activity in professional organizations
- ! Awards, honors, invited presentations
- ! Completion of advanced/additional degrees, certifications, or courses
- ! Application of one's academic expertise in the local, state, or national community

SERVICE 10-25% Weighting Selected _____

Faculty Service (major emphasis)

- ! Serving on the faculty senate; on faculty senate committees; and on departmental, college, and university committees
- ! Sponsoring or advising student groups
- ! Managing projects, studios, laboratories, shops, and computer systems
- ! Technology specialization administration (management of a program or area within a department)
- ! Advising students on programs of study
- ! Serving on master's supervisory committees
- ! Service to business and industry through the Technology Transfer Cooperative

Public or Community Service (minor emphasis)

- ! Participating in local, state, or national civic activities and organizations
- ! Service in one's discipline to local, state, or national community or professional organizations

APPENDIX B

COLLEGE OF APPLIED SCIENCE AND TECHNOLOGY

EVALUATION FORM

NAME: _____

DEPT/PROGRAM: _____

PERIOD OF EVALUATION _____

RANK: _____

Purpose: (Check One) Interim Tenure Review _____ Final Tenure Review _____ Promotion Review _____

Goal Setting _____

Merit Pay _____

Post-Tenure Review _____

If a review, reviewer will state whether or not the basic responsibilities, as defined in Section 1.2.1 of the college's promotion and tenure policy, have been met (yes or no with comments to support a no response if needed):

Overall Goals or Report (Include discussion of each of the areas of teaching, scholarship and service and if a review, please include attention to both the strong points and possible places for improvement in each (attach additional pages if necessary.)

Teaching

Percentage to be used in Evaluation _____ Rating _____

Scholarship

Percentage to be used in Evaluation _____ Rating _____

Service (includes administration where applicable)

Percentage to be used in Evaluation _____ Rating _____

Overall Rating _____

Dean/Department Chair Signature

Date

Chair/Faculty Member*

Date

*If an evaluation, signature acknowledges having read it

APPENDIX C

CURRICULUM VITA FORMAT

NAME: _____

RANK/TITLE: _____

Business Address:

Home Address:

(801) xxx-xxxx

(801) xxx-xxxx

EDUCATION [most recent degree first]

Degree	Institution	Year awarded
	Dissertation/Thesis title (as appropriate)	
	areas of concentration/emphasis (as appropriate)	
Degree	etc.	
Degree	etc.	

TEACHING EXPERIENCE [most recent experience first]

Dates	Rank/Title
	Institution
	Areas of teaching

RESEARCH EXPERIENCE/SCHOLARLY OR CREATIVE ACTIVITIES

([organized chronologically with most recent year first])

examples

Grants
Books
Articles
Reports, reviews, etc.
Presentations, colloquia
Consulting activities
Other activities
Patents

SERVICE/PROFESSIONAL ACTIVITIES

[organized chronologically with most recent year first]

examples

Professional memberships/activities
University service (committees, etc.)
Public service
Student services activities