

COLLEGE OF ARTS & SCIENCES PROCEDURES AND POLICIES FOR TENURE CONSIDERATION

Our policies relating to tenure consideration follow the general regulations for tenure provided in the [Winthrop University Faculty Manual](#) and the [Faculty Roles](#) document passed in April 2011. The following is an effort to summarize and systematize University procedures and policies and to specify certain other aspects of such procedures and policies which are appropriate for the College of Arts & Sciences.

Any policy or procedure in this document which is in conflict with the policies and procedures of Winthrop University as stated in the current [Winthrop University Faculty Manual](#), the [Faculty Roles](#) document, or subsequent interpretive documents is superseded by the institution-wide policies.

Necessity for separate action

Consideration of a faculty member for tenure shall always be an action separate from consideration for promotion, even if the two occur in the same year. While separate dossiers need not be prepared, a separate letter of application by the candidate and separate letters of evaluation by the departmental and college committees, department chair, and Dean are required.

Initiation of consideration

Consideration of a faculty member for tenure normally occurs during the sixth year of probationary service, including years of previous service credited toward the probationary period. The Dean will notify candidates for tenure by May 1 each year, or by the deadline stipulated by the Division of Academic Affairs in its [timeline](#).

Materials to be submitted for tenure consideration

The candidate to be considered for tenure shall prepare a dossier containing the materials listed below. These materials should cover the entire probationary period, including materials from other institutions, in cases where candidates received credit toward tenure. Candidates may include additional materials predating the probationary period.

A. A cover sheet containing the following information:

- Date employed at Winthrop;
- Rank at original appointment;
- Date(s) promoted and years in each rank; and
- Prior service credit granted at employment.

B. An application letter in the candidate's own words requesting consideration for tenure, including an analysis/statement by the candidate explaining how he/she meets the qualifications for tenure.

C. A table of contents:

- Appropriate indexing tabs should be employed.
- The location of materials outside the original binder/notebook must be indicated.

D. Current *curriculum vitae*.

E. Annual reports and evaluations, arranged in chronological order, to include:

- All Chair's and Dean's comments;
- Annual evaluations from secondary supervisors. This is relevant to faculty with secondary appointments in the Department of Interdisciplinary Studies, University College, or other campus units.

F. The [College of Arts & Sciences Roles Alignment Statements](#) regarding Student Intellectual Development, Scholarly Activity, Professional Stewardship, and Academic Responsibility. The candidate may include, at his/her discretion, the "[Types of Undergraduate Research with Respect to Faculty Credit](#)" grid appended to the Scholarly Activity Statement. These statements should be accompanied by additional departmental explanations where applicable.

G. A statement or report of activities associated with *Student Intellectual Development*, *Scholarly Activity*, and *Professional Stewardship* as defined by the College. (This statement may be integrated into B above.)

- The candidate should discuss his/her activities related to *Student Intellectual Development* and clearly articulate how they meet or exceed the requirements for tenure as defined in the [College of Arts and Sciences Roles Alignment Statement on Student Intellectual Development](#).
- The candidate should classify each artifact under *Scholarly Activity* according to the Priority levels defined in the [College of Arts & Sciences Roles Alignment Statement on Scholarly Activity](#). The candidate may refer to the "[Types of Undergraduate Research with Respect to Faculty Credit](#)" grid appended to the Scholarly Activity statement.
- The candidate should describe her/his Professional Stewardship activities and relate how these activities meet or exceed the expectations in the [College of Arts & Sciences Roles Alignment Statement on Academic Responsibility](#) and meet the criteria outlined in the [College of Arts & Sciences Roles Alignment Statement on Professional Stewardship](#) set forth for tenure.
- The candidate should include additional departmental explanation where applicable.
- The candidate should include tables or lists clearly outlining activities.
- The candidate is encouraged to describe any noteworthy accomplishments and to describe activity where the impact or time needed may not be apparent to reviewers.

H. A statement of the candidate's goals and plans for involvement and development over the next six years. This may be appended to the statement described in G above.

I. Evidence to support the activities specified in the candidate's statement.

- Evidence in the area of *Student Intellectual Development* includes, but is not limited to, student course evaluations and syllabi. In addition, candidates may include sample exams

or assignments, peer evaluations of teaching, and other information documenting the candidate's achievements in this area of faculty review.

- Evidence in the area of *Scholarly Activity* includes, but is not limited to, copies of publications, conference presentations, videos, etc. which have been developed during the probationary period. In the case of scholarly activity that is not developed in written form, the candidate should submit materials in the appropriate and accessible the form.
- Evidence in the area of *Professional Stewardship* may include, but is not limited to, letters of appointment or thanks; publications, reports, or other documents generated; letters of support from colleagues; committee rosters; and the like, as they are readily available.
- Candidates may request reference letters from former students, colleagues, research collaborators, and others with whom they have worked, at their discretion. The College recommends that such letters be sent directly to the department chair, or in the case of a department chair, directly to the dean. The chair or dean (as appropriate) should add them to the portfolio immediately upon receipt.
- Other supporting documents pertinent to the review.

Organizing the portfolio

It is the responsibility of the candidate to have the portfolio well organized so it can effectively be reviewed at each stage of the evaluation process. Candidates may submit paper or electronic portfolios, or a combination of the two, pursuant the University's policy on electronic portfolio submissions. When using electronic platforms (in part or entirely) the faculty member should make three identical copies available. One will remain in the CAS Dean's office and the other two will be used during the review process at all levels. At such time that web-based options are made available, the faculty must create a copy of all materials on a CD or flash drive to remain in the CAS Office of the Dean throughout the review process.

In the case of paper portfolios, the portfolio should be organized in the following manner:

1. All letters, statements, annual reports, vita, etc. should be collected in hard-cover notebooks with the candidate's name on the front and on the side.
2. A table of contents with appropriate indexing tabs should be employed.
3. A listing of any materials that are part of the portfolio but which are not in the notebook(s) should be included, preferably on the table of contents page. (This will ensure that no materials get separated from the candidate's portfolio.)
4. Annual evaluations and other materials should be arranged in chronological order, with the most recent materials presented last. The semester/year should be clearly indicated on teaching evaluations.

Materials included in electronic or hybrid portfolios should use descriptive file names, and be organized so that reviewers can easily identify and locate the materials. Whenever possible, documents should be saved in .pdf formats rather than in editable formats to deter changes being made after submission. Materials must be stored in a secure environment, such as a shared drive on the Winthrop University server, the Blackboard course management system, or on CD or flash drives. They should not be stored in any unsecured medium.

Candidates submitting electronic or hybrid portfolios must provide a copy of their portfolios to the Dean's office on a CD, flash drive, or similar medium. This copy will serve as a backup in case the files are corrupted or there is any suspicion of tampering during the review process.

Adding materials to the portfolio after submission

Candidates may add relevant materials to their portfolios after submission, with the permission of the dean. All individuals engaged in the review at the department or college level must be afforded the opportunity to review these materials and to revise their letters as they see fit. Once the portfolio leaves the dean's office, the candidate may no longer add materials.

Departmental committees

In each year when there are persons to be considered for tenure, the department chair, in consultation with the candidate and dean, shall appoint a departmental personnel committee consisting of no fewer than five tenured faculty members. The department chair shall name one member of the committee as chair. This person shall receive from the chair all materials submitted by candidates for tenure.

The department chair, in consultation with the candidate and the dean, may appoint an interdepartmental committee if there are insufficient qualified faculty members within a department to constitute a committee of the required size, or if for other reasons it is desirable to the candidate to have extra-departmental representation. A majority of the members of this committee should, whenever possible, be members of the candidate's home department. The department chair shall name one member of the committee as chair, preferably a member from the candidate's home department.

If a department chair is to be considered for tenure in his or her capacity as a faculty member, the dean, in consultation with the candidate and the chair of the Arts & Sciences Personnel Advisory Committee, shall appoint a special committee to consider the case. This committee shall meet the number and eligibility requirements stated above and shall ordinarily include at least one member (if eligible) from within the department. At least one member will be another department chair from the College of Arts & Sciences. Additional members shall be from outside the department. One member of the committee shall be named chair by the dean when the appointments are made. This committee shall make its recommendation directly to the Arts & Sciences Personnel Advisory Committee and the dean. The dean fulfills the role of the department chair as described in the procedures below.

Committee procedures

1. The committee shall consider all materials submitted by the candidate and any reference letters solicited by the candidate. However, neither the candidate nor any other individual may appear in person before the committee.
2. Individual members of the committee should not seek or receive information beyond what is contained in the portfolio. Committee members with relevant disciplinary knowledge (i.e.

disciplinary norms, selectivity of a journal, prestige of a conference presentation, competitive nature of an award) may use and share this knowledge in the evaluation of a candidate. Requests for clarification or additional information shall be made by the chair of the departmental committee to the department chair. The department chair, in turn, will forward the request to the candidate. The candidate shall respond to the department chair, who will then add the materials to the candidate's portfolio.

3. No minutes of transactions or deliberations of the committee shall be kept.
4. The committee in its formal deliberations shall sit alone without the department chair present. The committee may meet with the department chair to present the results of its deliberations.
5. All deliberations of the committee shall be confidential and shall not be revealed to the candidate under consideration or to other outside agents except those persons who later participate in the evaluation process.
6. The committee shall evaluate the candidate in accordance with the criteria in this document, in the [College of Arts & Sciences Roles Alignment](#) documents, the [Faculty Roles](#) document, and in the [Faculty Manual](#).
7. The committee shall review all materials and after deliberation, make a recommendation for or against tenure for the candidate under consideration. A positive recommendation shall require a majority vote.
8. After making its decision, the committee shall make a written recommendation explaining in detail the reasons for recommending for or against tenure. The written report must contain an analysis of the extent to which the candidate's scholarly activity complies with the College's alignment statement on *Scholarly Activity*, including a count by Priority Level. In addition, the report must contain a description of how the candidate meets the other criteria for tenure as described in the College's other alignment statements.
 - The committee's response must include a clear statement indicating the recommendation and must highlight pertinent information or clarification for subsequent review bodies.
 - When the decision of the committee is not unanimous, the report should indicate the areas of disagreement. If a single report cannot adequately represent the evaluation of all committee members, a minority report must be submitted along with the primary report.
 - All committee members must sign either the primary report or minority report.

Actions of the department chair

When the department chair receives a report from a departmental committee, he or she shall add to the dossier his or her independent judgment for or against tenure of the candidate. The chair shall prepare a memo to the dean indicating in detail the reasons for agreeing or disagreeing with the committee recommendation and shall forward it, along with the complete dossier and the committee report, to the dean.

Actions of the Arts & Sciences Personnel Advisory Committee

After the department chair has added her or his statement to the dossier, the Arts & Sciences Personnel Advisory Committee shall meet to consider all candidates submitted by chairs as well as those coming from special committees. This committee shall then follow the general procedures specified above for departmental committees with the exception of making reports to the dean instead of the department chair. The committee recommendation can refer to previous recommendations and documents from the department committee and chair.

In cases where a personal or professional relationship precludes a fair evaluation of a candidate, an Arts & Sciences Personnel Advisory Committee member may recuse him/herself from the deliberation of a candidate. This decision should be made in consultation with the dean.

Actions of the dean

After receiving recommendations from the departmental committee, the chair (if applicable), and the Arts & Sciences Personnel Advisory Committee, the dean shall formulate an independent judgment for or against promotion of the candidate. The dean shall add a memo to the dossier indicating the reasons for the recommendation for or against tenure.

As stipulated in the [Faculty Manual](#), all materials are then submitted by the dean's office to Division of Academic Affairs by the deadlines established in the timeline, regardless of level of support.

Confidentiality of the review process

During the period of consideration of a faculty member for tenure, all actions and recommendations of the various committees, the department chair, and the dean will be held in complete confidence.

Notification of final decision

Once the process of review has been completed at the institutional level, the Dean will share the final decision as well as the dean's own recommendation with the faculty member and with the department chair. The recommendations of the departmental committee, the department chair, and the Arts & Sciences Personnel Advisory Committee will also be shared with the candidate at this time.

Timeline for tenure reviews

Candidates, departmental committees, department chairs, the Arts & Sciences Personnel Advisory Committee, and the dean will submit materials as specified by the deadlines on the Division of Academic Affairs [timeline](#).

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