Rank and Tenure Forum

University Committee on Rank and Tenure
April 14, 2014
Overview of Criteria for Tenure and Promotion

**Basis for Conferral of Tenure:**
- Successful performance of job as specified in contract
- Record of achievement at Creighton
- Continued record of achievement from previous institution
- Expectation of continued achievement
- Fits the mission and needs of Department, School, University

**Basis for Promotion in Rank:**
- Teaching (effectiveness versus distinguished)
- Scholarship (emerging record versus established nationally)
- Service (active participation versus leading positions)
- Clinical (emerging record of clinical activity versus nationally recognized activity)
RANK AND TENURE PROCESS

• *Faculty Handbook* is your guide to the process.
  – See Article III, Sections G. 9 and G.10 (pp. 22-28) for process and procedures.

• School-/college-specific guidelines are available from your deans and reflect the standards applied in evaluating requests for promotion and tenure at the school and department level.
Rank and Tenure process cont’d

• Rank and Tenure is a peer-review process.
  - Peer references, internal and external to the University
  - School/College Rank and Tenure Committee
  - Department Chair
  - Dean of School/College
  - University Rank and Tenure Committee

• Your careful preparation allows the process to function effectively.
TIMETABLE

June 1: The candidate initiates the process. Normally, consideration for conferral of tenure occurs by or in the sixth year.

October 31: The candidate submits the prepared dossier to the Dean’s Office.

December 10: The School’s/College’s Rank and Tenure Committee completes its review of dossiers and submits its determinations to the Dean for review and recommendations.

January 10: The School/College submits electronic dossiers and all supporting material to the University Committee on Rank and Tenure (UCRT), including determinations by school/college committee on R&T, department chair, and dean.

March 1: The UCRT submits its recommendations to the President.

March 31: The President announces decisions on successful applications. A negative decision is communicated earlier than March 31 to the candidate’s dean, who informs the candidate of the negative decision and the candidate’s right to appeal. The dean is encouraged to advise the candidate about the reasons for the negative decision; the candidate should consider this information in re-applying.
STEP ONE: Notification, June 1

Candidates notify their Deans of their intent to apply for promotion and/or tenure by June 1, by providing:

- A Letter of Intention to submit a dossier.
- A List of Names for Peer References (6-12) and contact information.
  - You do not have to contact these references; your dean will contact them with a request for the peer review letter.
    - Typically, the Dean’s office sends a cover letter, a copy of the school’s standards for advancement and or tenure, your CV, and examples of your scholarship.
    - Check with your Dean about your school’s process.

- All Reference Letters become part of the candidate’s dossier and are kept confidential.
Candidate Selected References

See Article III, Section G.10.e, Faculty Handbook 2013, (p. 27).

- Select 6 - 12 peer references.
  - 12 names are permitted; 7 names are probably adequate.
    - The Peer Reference’s role is to evaluate objectively the candidate’s scholarship, teaching, and service, as applicable.
    - **TWO of the peer references must be unaffiliated with Creighton University.**

- For each reference, disclose to the Dean
  - the qualifications of the reference and
  - any relationship you have with the reference that could affect the objectivity of the reference’s evaluation of your work.
Dean Selected References

- Two additional external peer references are selected by the dean or her/his delegate (e.g., department chair).
  - The goal of additional references is to ensure objectivity, clarity, expertise.

- The Dean’s Office will provide the names, method of selection, and qualifications of the dean-selected references to the candidate by July 1.

- The candidate may submit comments to the Dean’s Office on the dean-selected references no later than August 15.
  - The candidate’s comments become part of the candidate’s dossier, and those comments can be taken into account by others assessing the peer-review letters provided by the references.
STEP TWO - Dossier Preparation, October 31*

- The candidate prepares a dossier, which is the basis for evaluating her/his application for promotion and/or tenure, and submits the dossier to the dean; it is due October 31.

  - The required contents of the dossier are listed under Article III.G.10.b.1 through vi in the *Faculty Handbook 2013*, at pp. 25-26.

  - The candidate should review the standards of the University for promotion and/or tenure under Article III.G.9.viii.A in the *Faculty Handbook 2013*, at p. 24

  - The candidate should also review the guidelines for promotion and/or tenure of the School or College, available in the dean’s office, and of the Department (also available in the dean’s office).

* NOTE: Although a draft of the candidate’s CV may be submitted to references prior to October 31, the candidate may amend the CV and submit it in final form until the deadline of October 31.
DOSSIER CONTENT

• **Summary sheet**, available from your dean.

  - Some items listed will not be applicable to all candidates.

• **Faculty profile** (optional), Article III.G.10.b.ii, p. 26.

  - Candidate-selected references – 6 to 12 total
    - 2 external (unaffiliated with the University) and
    - 4 - 10 internal
    - Disclosure statement from candidate on qualifications of and relationship, if any, with references
  - Dean-selected references – 2 total
    - 2 external
    - Dean’s statement on qualifications of references

  - At least 6; check with your dean about selection process.

  - Check with your dean about obtaining copies.

  - Examples of scholarly activity and publications.


• **Letter of the school/college rank and tenure committee**, Article III.G.10.f, p. 27.

• **Letter of the dean**, Article III.G.10.g, p. 27.
I. 
Candidate's Name: __________________________________________
School (Primary Appointment): ________________________________
Department ________________________
I am now applying for: ___ Tenure and/or ___ Promotion to ___ Associate Professor ___ Professor
My years of academic service at Creighton University are #_________________
My highest professional degree is: _____________________________________
Is this the terminal degree for your discipline: ___ YES ___ NO

II. 
Date of appointment to primary full-time faculty position:* _____________________
My current primary rank is: ___ Assistant Professor ___ Associate Professor ___ Professor
Date I achieved my current primary rank: _____________________
My primary track is: ___ Tenure Track or ___ Non Tenure Track
My faculty definition is: ___ Teaching-Research or ___ Clinician-Educator
*If you are uncertain about the terms of your contract, please contact your Dean’s Office before completing this form.

III. 
Secondary Appointment (if applicable):______________________________
Date of appointment: _____________________
School: ________________________________
Department ________________________
My current secondary rank is: ___ Assistant Professor ___ Associate Professor ___ Professor
My primary track is: ___ Tenure Track or ___ Non Tenure Track
My faculty definition is: ___ Teaching-Research or ___ Clinician-Educator

IV. 
This is my ___first ___repeat application for this advancement in rank or conferral of tenure.

If this is not the first application, please check all that apply for prior unsuccessful application(s):

I was informed that my earlier application was unsuccessful because of an insufficiency in: (check all that apply)
___ Clinical work ___ Service
___ Scholarship ___ Teaching ___ Other ______________________ (please specify)

V. 
Signatures
Faculty Member: ________________________________________________________
Department Chair: ________________________________________________________
Dean: ________________________________________________________________
CURRICULUM VITAE

Contents to include in the c.v.


- Background information
- Scholarship
  - Classify the type of scholarship
    - E.g., grant, book, journal, abstract; peer-reviewed or student-based-research
  - Explain weight of publication destination
    - E.g., conference proceedings or peer-reviewed journal or journal valued in the discipline
  - List most recent work first.
  - If applicable, indicate the impact factor of the publication.
  - If not yet published, clarify whether “submitted” or “accepted”.
  - If joint authorship, explain level of participation
    - E.g., Journal Peer-reviewed
      Author name et al. Title of article. Name of Journal (year) (volume)(pages) % participation
CURRICULUM VITAE cont’d

Contents to include in the c.v. cont’d:

- **Teaching**
  - List by year all courses taught, the level, enrollment, and load since coming to Creighton.
  - List any supervised graduate and honors theses
    - Include dates of that supervision.

- **Service**
  - List international, national, regional, and state service
    - Include activities, positions held, and dates of service.
  - List university, school/college, department service
    - Include activities, positions held, and dates of service.
  - List community service
    - Include activities, positions held, and dates of service.

- **Clinical Activity, if applicable**
FACULTY PROFILE (Optional)

• The faculty profile can be useful.
  – Use it to tell the UCRT and University President something about your candidacy that may not otherwise be apparent from your c.v. or from your references,
    • e.g., changes in your teaching assignments, administrative duties, the nature of your appointment that may have affected your scholarship or teaching or service.
  – Note that “[i]t is the responsibility of the candidate ... to ensure that the significance of achievements and activities is clear to the Committees on Rank and Tenure.” *Article III.G. 9.a.iii, Faculty Handbook 2013*, p. 23.

• No page limits are stated in *Article III.G.10.b.iii*, but your school/college may have page limitations; check with your dean.
  – Prior faculty profiles have averaged 3 to 8 pages, and overly long profiles are generally not helpful to the candidate.
  – The UCRT recommends 4-5 pages.
ADDITIONAL DOSSIER ITEMS

• Peer references (discussed above)
• Student references (at least 6)
• Student evaluations (check with your dean’s office)
• Copies of scholarship materials from the last 5 years
  – Examples of scholarship go in the appendix of the dossier.
  – Select the most relevant items and those with greatest impact, if numerous publications or bodies of work are listed in the c.v.
STEP 3: The Review Process, December 10

• Evaluations of the candidate’s application take place after the dossier is completed.
  – First, department chair, if applicable, or designated substitute
  – Then, school/college committee on rank and tenure
  – Finally, dean

• Each evaluator (or evaluating group) submits a written report, which becomes part of the dossier.

• All written reports must be completed by December 10.

• Deans then submit all materials in digital form (pdf) to the University Committee on Rank and Tenure by January 10.
  – To help the UCRT navigate your dossier, submit the dossier in file folders of separate pdf documents rather than as a single mega-pdf file.
  – Submit separate file folders for c.v., references, faculty profile, department chair letter, school committee letter, dean’s letter.
STEP 4: University Committee On Rank & Tenure Receives Dossiers, January 10

• UCRT begins its review of dossiers in mid-January.
  – Usually on the first Monday after the start of the spring semester.
  – 11 members include elected representatives from each school/college, the Dean of the Graduate School, and the Provost.
    • The College of Arts & Sciences and the School of Medicine elect two representatives to the UCRT because of the larger size of their faculties.
    • For the School of Medicine, one representative comes from the clinical services faculty and one comes from the basic medical sciences faculty.
STEP 5: UCRT Recommendations, March 1

• Meets weekly to review the dossiers of individual candidates, usually considering dossiers grouped by school or college.
  – Recusal
    • Members recuse themselves from voting on a particular file whenever there is a relationship between the member and the candidate that would compromise objectivity.
    • Faculty Rules require recusal of any member when that member has a direct supervisory role over the candidate (III.G.8.a.ii.C) or may have an actual or perceived conflict of interest in voting on the candidate (ibid.).

• Submits written recommendations to the President by March 1.
• Provides a report by the Chair each fall to the Academic Council.
  – Summary of statistics about recommendations made by UCRT and
  – UCRT observations about and recommendations for best practices in the rank and tenure application process.
STEP 6: The President’s Decisions, March 31

• The Chair of the UCRT, the Secretary of the UCRT, and the Provost meet with the President to discuss the recommendations of the UCRT.
  – The Provost is a member of the UCRT as a duty of his office.
  – The Chair is present to provide the President with information about the decisions, decision-making process, and concerns of the UCRT.
  – The Secretary is present to answer questions about the confidential minutes of the UCRT that are provided to the President in advance of the meeting.

• The President, after reviewing the dossiers – and the determinations and recommendations that have been entered on the dossiers, makes the final decision on each candidate’s application (III.G.10.k, p. 27) and announces the names of the successful candidates by March 31.
  – An unsuccessful candidate will have received notice of the President’s decision from his/her dean before the President’s announcement.