

MORGAN STATE UNIVERSITY

Policies and Procedures on Appointment, Promotion, and Tenure

Approved by the Board of Regents on April 13, 2004

THIS DOCUMENT SUPERSEDES ANY PREVIOUSLY PUBLISHED POLICY ON APPOINTMENT, PROMOTION AND TENURE AT MORGAN STATE UNIVERSITY. THE PROVISIONS OF THIS PUBLICATION SHALL NOT BE REGARDED AS A CONTRACT BETWEEN THE UNIVERSITY AND THE READER OR FACULTY MEMBER.

TABLE OF CONTENTS

I.	Preamble	1
II.	Selection And Appointment of Faculty	2
	A. Departmental Level	2
	B. School Level	3
	C. Vice President for Academic Affairs	3
	D. President Review and Final Decision	3
III.	Faculty Ranks, Minimum Qualifications And Duration of Appointments	4
	A. Tenure-track Faculty Ranks	4
	1. Assistant Professors	4
	2. Associate Professor	6
	3. Professors	7
	B. Nontenure-track Faculty Ranks	8
	1. Instructor	8
	2. Lecturer	8
	C. Other Faculty Ranks	9
	1. Visiting	9
	2. Adjunct	9
	3. Honorary Faculty Titles	10
	a. University Distinguished Professor	10
	b. Faculty Emeritus	10
IV.	Promotion And Tenure	11
	A. The Procedures to Be Followed For Review And Recommendation of Promotion And Tenure	11
	1. Application by the Candidate	11
	2. Departmental Reviews and Recommendations	12
	3. School Reviews and Recommendations	13
	4. Vice President for Academic Affairs	14
	5. President	14
	B. Criteria For The Review And Evaluation of Applications For Promotion And/or Tenure	15
	1. Instructional Performance	15
	2. Research (Scholarship and Creative Activities)	16
	3. Service	18
V.	Appeals Procedures	20
	A. Grounds For Appeal	20
	B. Procedure For Appeals	20
	1. Appeal to the Vice President for Academic Affairs	20
	2. Appeal to the President	21

**MORGAN STATE UNIVERSITY
POLICIES AND PROCEDURES ON APPOINTMENT,
PROMOTION AND TENURE**

I. PREAMBLE

In accordance with its mission, Morgan State University is committed to excellence in teaching, research and service, and believes that the faculty is the single most important element in achieving that end. The University seeks, therefore, to assemble and maintain a community of outstanding faculty through the promulgation of a policy for their appointment, promotion and tenure.

In establishing this *Appointment, Promotion and Tenure Policy* (“*APT Policy*”), the University reaffirms its commitment to academic freedom along with faculty responsibility to perform their duties consistent with University policies and procedures. Decisions regarding appointment, promotion and tenure shall also consider important institutional factors, including but not limited to: the University mission, program enrollment and interest, the direction of the respective college and/or schools as well as the goals and objectives of academic departments.

Morgan State University is Maryland’s public urban university and has a threefold mission of instruction, research and service. In order to fulfill that mission, candidates for appointment and applicants for promotion and tenure at the University must possess credentials which demonstrate a balance of instruction, research and service. The University regards effective teaching and student advising as particularly important in meeting its urban mission.

II. SELECTION AND APPOINTMENT OF FACULTY

A. Departmental Level

1. When a faculty position becomes available, the Department Chair shall develop, in consultation with the Dean, the specifications for the position to be filled, including but not limited to: the discipline/area of specialization, academic degree level, teaching experience, departmental needs, and research interest.
2. The Department Chair shall establish a Departmental Search Committee of three to five (3-5) faculty members who are equivalent in rank to the rank of the position to be filled. The Departmental Search Committee may include faculty members from a related field (from the University or other institutions of higher education) when there is an insufficient number of eligible faculty in the department. Faculty selected from the related field must be equivalent to or senior in rank to the rank of the position to be filled. The Department Chair shall either serve as or appoint the chair of the Departmental Search Committee. In instances where the Department Chair is not available, the Dean shall appoint the Chair of the Departmental Search Committee.
3. The Department Chair shall advise the Departmental Search Committee of the appropriate specifications for the position, the time frame for the search and other essential information. After proper advertisement of the position, both externally and internally, the Departmental Search Committee shall review all applications and determine those to be interviewed by departmental faculty and other appropriate personnel based on the specifications developed for the position. No interview shall be held until all documentary evidence is received from the candidate, including curriculum vitae, official transcripts, letters of recommendation and other published requirements.
4. After interviewing the candidates, the Departmental Search Committee shall recommend a maximum of three (3) qualified candidates to the Department Chair who shall, in turn, forward the Departmental Search Committee's recommendations along with the supporting documentation of the candidates to the Dean. In instances where the Department Chair is also the Chair of the Departmental Search Committee, the recommendation of the Departmental Search Committee shall be made to the Dean. The Department Chair shall also forward to the Dean the Department Chair's recommendation (independent of the Departmental Search Committee's recommendation) whether or not the Chair serves as chair of the

Departmental Search Committee.

B. School Level

The Dean shall review the recommendation of the Departmental Search Committee and the Department Chair. The Departmental Search Committee's recommendation and the recommendation of the Departmental Chair are advisory. The Dean may request the applications of every person who applied for the position. The Dean shall forward a recommendation to the Vice President for Academic Affairs (VPAA). The Dean's recommendation shall include the vitae for every candidate who applied, the Dean's recommendation for the order of preference of each candidate, the recommendation of the Department Chair, and the recommendation of the Departmental Search Committee. The Dean shall verify the credentials listed on the nominee's vitae and shall insure that all documents requested in published advertisements for the position are submitted with the Dean's recommendation to the VPAA.

C. Vice President for Academic Affairs

The VPAA shall verify that a candidate is minimally qualified for appointment at the University and that all required documentation concerning a candidate's academic status is on file at the University. The VPAA shall submit a recommendation and may provide a rationale for each candidate to the President.

D. President Review and Final Decision¹

1. Appointment - The President shall consider the recommendation of the VPAA. The President shall make a final decision regarding the appointment and shall notify the appointee in writing. All appointments shall be subject to the final approval of the President. Any attempts by any person other than the President (or designee) to effectuate an appointment shall be void.
2. Employment Contract - An appointment to a faculty rank shall have no effect until such time as a fully-executed employment contract is executed by the President (or the President's designee) and the appointee. Prior to the existence of a fully-executed employment contract between the parties, no employment relationship exists between the parties, and the appointee shall neither perform any services for the University nor have a reasonable expectation of compensation for any services that the appointee may render. Any attempts by any person other than the President (or designee) to effectuate an appointment shall be void.

¹In the event that the Applicant files an appeal under Section V of this *APT Policy*, the "final decision" may also be referred to as the "original decision".

III. FACULTY RANKS, MINIMUM QUALIFICATIONS AND DURATION OF APPOINTMENTS

- A. **TENURE-TRACK FACULTY RANKS** - There shall be three tenure-track faculty ranks: Assistant Professor, Associate Professor, and Professor. The minimum qualifications for appointment, promotion and tenure and the duration of appointments are set forth below:
1. **Assistant Professors**
 - A. **Minimum Qualifications** - The candidate must have earned the terminal degree from an accredited institution in the discipline or closely related discipline in which the candidate teaches and must show evidence of or demonstrate potential for achieving excellence in instruction (which includes student advising), research and service.
 - B. **Duration of Appointment**
 - (1) **Initial 3-Year Term and First-Year Probation**
 - (a) **Initial Term** - An Assistant Professor shall be appointed for an initial term of three (3) academic years.
 - (b) **Probationary Year** - The first year of the initial 3-year term shall be a probationary year. The appointment may be terminated upon written notice by the June 30 immediately following the end of the Assistant Professor's first academic year.
 - (c) **Review Process and Decision to Renew the Assistant Professor's Contract for a Second 3-Year Term**
 - i) **Review Period** - The Departmental Review Committee shall review the Appointee's credentials and, using forms approved by the VPAA, submit a written recommendation to the Department Chair regarding the renewal of the Assistant Professor for a second 3-year term.
 - ii) **Department Chair's Recommendation** - The Department Chair shall review the Departmental Review Committee's recommendation, develop

a recommendation regarding the renewal of the Assistant Professor for a second 3-year term, and forward both the Department Chair's recommendation and the Departmental Review Committee's recommendation to the Dean.

- iii) Dean's Recommendation - The Dean shall review the documents forwarded by the Department Chair, develop a recommendation regarding the renewal of the Assistant Professor for a second 3-year term, and forward to the VPAA the Dean's recommendation and the documents submitted to the Dean by the Department Chair.
- iv) VPAA's Recommendation - The VPAA shall submit to the President a recommendation regarding the renewal of the Assistant Professor for a second 3-year term.
- v) President's Final Decision to Terminate or Renew the Contract at the End of the First 3-Year Term - The President shall make a final decision regarding the renewal (for a second 3-year term) or termination of an Assistant Professor's first 3-year contract.
 - a) Decision to Terminate at the End of the First 3-Year Term - An Assistant Professor who serves through the probationary year but who will not be continued beyond the initial 3-year contract shall be notified by the President in writing by the end of the second academic year of the first 3-year term.
 - b) Renewal - An Assistant Professor who will be renewed for a second 3-year term shall be notified by the President in writing by the end of the second academic year of the first 3-year term of the decision to renew but the failure to timely notify of renewal shall not provide a right to renewal.

(2) Second 3-Year Term

- (a) Review Process - See IV.A. of this *APT Policy*.
- (b) Application for Promotion and/or Tenure During Initial 3-year Term - An Assistant Professor wishing to be reviewed for promotion and/or tenure during the initial 3-year term shall submit an *Application for Promotion and/or Tenure (Application)* no later than the third Monday in September of the second year of employment at the University.
- (c) Application for Promotion and/or Tenure During Second 3-year Term
 - i) When an Assistant Professor's appointment is renewed for a second 3-year term, an application for promotion and/or tenure shall be filed no later than the third Monday in September of the second year of the second 3-year term (5th year of employment at the University).
 - ii) When an Assistant Professor fails to submit a timely *Application*, the Assistant Professor shall not be entitled to be considered for promotion and/or tenure and employment shall end at the end of the second 3-year contract term with no further notice.
 - iii) Final Decision by President to Tenure or Terminate - An Assistant Professor shall be notified, in writing, by the second year of the second 3-year term (5th year of employment at the University as an Assistant Professor) of the President's decision on the Applicant's *Application* for tenure but the failure to timely notify shall not provide a right to continued employment.

2. **Associate Professor**

- A. Minimum Qualifications - The candidate must have earned the terminal degree from an accredited institution in the discipline in which the candidate teaches or in a closely-related discipline. In

addition, the candidate must have demonstrated substantial professional achievement, as evidenced by an appropriate combination of outstanding instruction, research, and service.

- B. Term of Appointment - An Associate Professor shall be appointed for a term of three (3) years.
- C. Application for Promotion and/or Tenure - An Associate Professor wishing to be reviewed for promotion and/or tenure shall submit an *Application* no later than the third Monday in September of the second academic year of the 3-year appointment. An Associate Professor who fails to submit a timely *Application* shall not be entitled to be considered for promotion and/or tenure and employment shall end at the end of the 3-year contract term.
- D. Review Procedure - See IV.A of this *APT Policy*.
- E. Official Notice of Final Decision to Grant Tenure or to Terminate the Employment Contract - The Associate Professor shall be notified by the President in writing by the end of the second academic year of the President's decision on the Applicant's *Application* for tenure but the failure to timely notify shall not provide a right to continued employment.

3. Professors

- A. Minimum Qualifications - In addition to having the qualifications of an Associate Professor, the candidate must have attained recognition as an outstanding scholar and instructor.
- B. Term of Appointment - The appointment to the rank of Professor shall be for a term of three (3) years.
- C. Application for Tenure - Professors wishing to be reviewed for tenure shall submit an *Application* no later than the third Monday in September of the second academic year of their 3-year appointment. A Professor who fails to submit a timely *Application* shall not be entitled to be considered for tenure.
- D. Official Notice of Final Decision to Grant Tenure or to Terminate the Employment Contract - The Professor shall be notified by the President in writing by the end of the second academic year of the President's decision on the Applicant's *Application* for tenure but the failure to timely notify shall not provide a right to continued employment.

4. Extensions of Time to Meet Tenure Requirements

Within the President's sole discretion, a tenure-track faculty member who has applied for promotion and/or tenure may be granted additional time (hereinafter referred to as an "Extension Period") to satisfy the criteria for promotion and/or tenure. However, the granting of an "Extension Period" shall only be made in writing by the President. In instances where a faculty member has not been granted an Extension Period by the President, the faculty member shall have no expectation of continued employment and may be terminated without notice. If within the President's sole discretion, the President determines that the faculty member who has been provided an Extension Period, has not met the requirements for promotion and/or tenure upon the expiration of the Extension Period; the applicant's employment at the University shall be automatically terminated without notice at the end of the Extension Period. The granting of an Extension Period shall not entitle the faculty member to another review pursuant to section IV.A. of this *APT Policy*.

- B. NONTENURE-TRACK FACULTY RANKS -The following list sets forth the University's nontenure-track faculty ranks. Such positions are temporary in nature and persons having such positions shall have no expectation of continuing employment beyond the term of the written employment contract and are not eligible for promotion and/or tenure.

1. Faculty with Duties Primarily in Research or Scholarship

All appointments in the following titles are renewable. Appointments with these faculty titles do not carry tenure.

A. Faculty Research Assistant

The appointee shall be capable of assisting in research under the direction of the head of a research project and shall have ability and training adequate to the carrying out of the particular techniques required, the assembling of data, and the use and care of any specialized apparatus. A baccalaureate degree shall be the minimum requirement.

B. Research Associate

The appointee shall be trained in research procedures, shall be capable of carrying out individual research or collaborating in group research at the advanced level, and shall have had the experience and specialized training necessary for success in such research

projects as may be undertaken. An earned doctorate shall normally be a minimum requirement.

- C. Research Assistant Professor; Assistant Research Scientist; Assistant Research Scholar; Assistant Research Engineer

These ranks are generally parallel to Assistant Professor. In addition to the qualifications of a Research Associate, appointees to these ranks shall have demonstrated superior research ability. Appointees should be qualified and competent to direct the work of others (such as technicians, graduate students, other senior research personnel). The doctoral degree will be a normal requirement for appointment at these ranks. Appointment to these ranks may be made for a period of up to three years.

- D. Research Associate Professor; Associate Research Scientist; Associate Research Scholar; Associate Research Engineer

These ranks are generally parallel to Associate Professor. In addition to the qualifications required of the assistant ranks, appointees to these ranks should have extensive successful experience in scholarly or creative endeavors, and the ability to propose, develop, and manage major research projects. Appointment to these ranks may be made for a period of up to three years.

- E. Research Professor; Senior Research Scientist; Senior Research Scholar; Senior Research Engineer

These ranks are generally parallel to Professor. In addition to the qualifications required of the associate ranks, appointees to these ranks should have demonstrated a degree of proficiency sufficient to establish an excellent reputation among regional and national colleagues. Appointees should provide tangible evidence of sound scholarly production in research, publications, professional achievements or other distinguished and creative activity. Appointment to these ranks may be made for a period of up to five years.

- F. Assistant Artist-in-Residence; Associate Artist-in Residence; Senior Artist-in-Residence

These titles, parallel to Assistant Professor, Associate Professor, and Professor, respectively, are intended for those persons whose professional activities are of a creative or performance nature,

including but not limited to theatre, dance, music, and art. In each case, the qualifications shall reflect demonstrated superior proficiency and excellence and progressively higher national and international reputation, as appropriate to the ranks involved. Appointment to the rank of Senior Artist-in-Residence may be made for a period of up to five years, appointment to the ranks of Assistant Artist-in-Residence and Associate Artist-in-Residence may be made for a period of up to three years.

2. Instructor

- A. Minimum Qualifications - The candidate must hold at least the master's degree from an accredited institution in the discipline in which the candidate teaches or in a discipline closely related to the discipline in which the candidate teaches.
- B. Duration of Appointment - Appointments to the rank of Instructor and all part-time appointments shall be for a term not to exceed the fiscal year during which the appointment becomes effective and shall terminate automatically without notice at the end of the fiscal year.
- C. Employment Contract - An appointment to the rank of Instructor shall have no effect until such time as a fully executed employment contract is executed by the President (or the President's designee) and the appointee. Prior to the existence of a fully executed employment contract between the parties, no employment relationship exists between the parties, and the appointee shall neither perform any services for the University nor have a reasonable expectation of compensation for any services that the appointee may render. Any attempts by any person other than the President (or designee) to effectuate an appointment shall be void.

3. Lecturer

- A. Minimum Qualifications - The qualifications for appointment to the non-tenure-track rank of Lecturer shall vary according to the nature of the instruction provided. The advertisements for the position shall set forth the minimum qualifications for the position and the salary established shall be commensurate with the candidate's experience and qualifications.
- B. Duration of Appointment - Appointments to the rank of Lecturer shall be for a term not to exceed the fiscal year when the appointment becomes effective and terminates without notice automatically at the end of the fiscal year.

- C. Employment Contract - An appointment to the rank of Lecturer shall have no effect until such time as a fully executed employment contract is executed by the President (or the President's designee) and the appointee. Prior to the existence of a fully executed employment contract between the parties, no employment relationship exists between the parties, and the appointee shall neither perform any services for the University nor have a reasonable expectation of compensation for any services that the appointee may render. Any attempts by any person other than the President (or designee) to effectuate an appointment shall be void.

C. OTHER FACULTY RANKS

1. Visiting - The prefix "Visiting" before an academic title (e.g, "Visiting Professor") shall indicate a special appointment without eligibility for promotion and/tenure. An appointee given this rank is usually associated with another academic institution or other employer. The rank accorded to a "Visiting" appointee shall be granted based on the same criteria required for the University's regular and full-time appointees holding the ranks of Assistant Professor, Associate Professor and Professor. An appointment to the rank of "Visiting" Professor, Associate Professor, or Assistant Professor shall have no effect until such time as a fully executed employment contract is executed by the President (or the President's designee) and the appointee. Prior to the existence of a fully executed employment contract between the parties, no employment relationship exists between the parties, and the appointee shall neither perform any services for the University nor have a reasonable expectation of compensation for any services that the appointee may render. Any attempts by any person other than the President (or designee) to effectuate an appointment shall be void.
2. Adjunct - The prefix "Adjunct" before an academic title (e.g., "Adjunct Professor" shall indicate a special appointment without eligibility for promotion and/or tenure. Persons appointed as adjunct faculty are persons possessing outstanding skills and/or experience who have offered to provide instruction, often without monetary compensation. Where an adjunct appointee receives monetary compensation from the University, the term of the appointment shall not exceed one fiscal year at a time. The rank accorded to an "Adjunct" appointee shall be granted based on the same criteria required for the University's regular and full-time appointees holding the ranks of Assistant Professor, Associate Professor, and Professor. An appointment to the rank of "Adjunct" Professor, Associate Professor, or Assistant Professor shall have no effect until such time as a fully executed employment contract is executed by the President (or the President's designee) and the appointee. Prior to the existence of a fully

executed employment contract between the parties, no employment relationship exists between the parties, and the appointee shall neither perform any services for the University nor have a reasonable expectation of compensation for any services that the appointee may render. Any attempts by any person other than the President (or designee) to effectuate an appointment shall be void.

3. Honorary Faculty Titles -There shall be two honorary faculty titles: University Distinguished Professor and Faculty Emeritus. Recipients of these titles shall be designated in writing by the President.
 - A. University Distinguished Professor - The title "University Distinguished Professor" shall be used in the designation of outstanding persons with careers of distinguished service characterized by scholarship and eminence on both a local and national level as adjudged by their colleagues. Recommendations for "University Distinguished Professor" shall originate with the Department Chair (with faculty input) of the candidate's department and shall be forwarded to the Dean, to the Vice President for Academic Affairs, and the President for the President's decision.
 - B. Faculty Emeritus - The status of emeritus may be granted to a retired tenured University faculty member who has provided a minimum of twenty (20) years of meritorious service to the University and shall be designated by the title of the rank held at retirement: Professor Emeritus, Associate Professor Emeritus or Assistant Professor Emeritus. Recommendations for emeritus status shall originate with the Department Chair (with faculty input) of the candidate's department and shall be forwarded to the Dean, the Vice President for Academic Affairs, and the President for the President's decision.

IV. PROMOTION AND TENURE

Promotions and/or tenure shall require the submission of an *Application for Promotion and/or Tenure* (“*Application*”), the satisfaction of the criteria established in this *APT Policy* to qualify for promotion and/or tenure and an affirmative written letter from the President granting promotion and/or tenure. Neither promotion nor tenure is automatic; nor are they achieved simply as a result of service to the University over a number of years. Similarly, successive reappointments or the completion of a specified period of service shall not confer a right to tenure. A candidate must instead meet the requirements for promotion and/or tenure as set forth in this *APT Policy*. Moreover, decisions regarding appointment, promotion and tenure shall also consider important institutional factors, including but not limited to: the University mission, program enrollment and interest, the direction of the respective college and/or schools as well as the goals and objectives of academic departments.

A. THE PROCEDURES TO BE FOLLOWED FOR REVIEW AND RECOMMENDATION OF PROMOTION AND TENURE

1. Application by the Candidate - A tenure-track faculty member wishing to be considered for promotion and/or tenure shall submit a fully completed, official *Application for Promotion and/or Tenure*² (“*Application*”) and accompanying dossier no later than the third Monday in September of the academic year in which the faculty member is eligible for review as set forth in Section IV of this *APT Policy*. A faculty member who fails to submit a timely *Application* in accordance with the time frames set forth in this *APT Policy* shall not be entitled to be considered for promotion and/or tenure. The Applicant for promotion and/or tenure shall be the Applicant’s own advocate in the review process. The Applicant shall be responsible for the preparation, compilation, and submission of a dossier³. Along with the *Application*, the Applicant shall submit a dossier to the Department Chair. The dossier shall contain the following:
 - A. An up-to-date curriculum vita,
 - B. The most recent annual report,

²An official *Application* is a form generated by the Office of the Vice President for Academic Affairs and must be completed in full and submitted in a timely manner in order to constitute an application for promotion and/or tenure.

³Dossiers become the property of the University. Applicants who wish to retain a copy of their dossier should make copies of the items that are included in the dossier submitted to the department Chair.

- C. Peer and student evaluation, and
- D. Other documentation the Applicant deems relevant to the Applicant's fulfillment of the criteria for promotion and/or tenure as set forth in Section IV.B. of the *APT Policy*.

2. Departmental Reviews and Recommendations

A. Departmental Promotion and/or Tenure Review Committee

- (1) Appointment and Composition - The Department Chair shall appoint the members of the Departmental Promotion and Tenure Committee (the "Departmental Review Committee"). The Departmental Review Committee shall consist of three to five (3-5) tenured faculty members who are senior or equivalent in rank to the rank being sought by the Applicant. In cases where the department has insufficient faculty who are senior to or equivalent in rank to the rank sought by the Applicant, faculty from a related field shall be selected to serve on the Departmental Review Committee. The Department Chair may invite departmental faculty to provide suggestions for faculty in related fields.
- (2) The Department Chair shall transmit the Applicant's dossier to the Departmental Review Committee,
- (3) The Departmental Review Committee shall review the dossier in accordance with the criteria for promotion and/or tenure set forth in the *APT Policy*. The Departmental Review Committee shall submit to the Department Chair, on forms developed by the VPAA, a recommendation to grant or deny the *Application* based on those criteria.

B. Department Chair Review and Recommendation

- (1) The Department Chair shall receive the recommendation of the Departmental Review Committee and shall make a written recommendation to the Dean of the college/school.
- (2) The Department Chair's recommendation shall take into consideration the recommendation of the Departmental Review Committee and shall assess the quality of the Applicant's performance based upon the criteria set forth in this *APT Policy*.

- (3) The Department Chair shall forward to the Dean the following:
 - (a) The full dossier of each applicant for promotion and/or tenure,
 - (b) The Departmental Review Committee's recommendation to the Department Chair including the vote of each member of the Departmental Review Committee.
 - (c) A recommendation to grant or deny the *Application* based upon the criteria for reviewing applications for promotion and/or tenure to be provided on forms developed by the VPAA.

3. SCHOOL REVIEWS AND RECOMMENDATIONS

- A. School Promotion and/or Tenure Review Committee ("School Review Committee")
 - (1) Composition and Appointment of Members - The School Review Committee shall be appointed by the Dean from a pool of ten faculty members recommended by the faculty of the school and shall consist of five to seven (5-7) members who are equivalent or senior in rank to the rank being sought by the Applicants.
 - (2) The Dean shall provide the School Review Committee with:
 - (a) The dossiers of Applicants that have been reviewed by the Departmental Review Committees and the Department Chairs of the departments within the school or college.
 - (b) The recommendation of the Departmental Review Committee and the Department Chair for each Applicant.
 - (3) The School Review Committee shall evaluate the materials provided by the Dean in accordance with the criteria set forth in this *APT Policy*.
 - (4) On forms developed by the VPAA, the School Review Committee shall submit to the Dean its recommendation to grant or deny the *Application(s)* based upon the criteria for

review of *Application(s)* as set forth in this *APT Policy*.

- B. The Dean - For each *Application*, on forms developed by the VPAA, the Dean shall forward to the VPAA a recommendation to grant or deny the *Application*. In addition, the Dean shall submit to the VPAA the recommendation of the Department Chair, the Departmental Review Committee, and the School Review Committee.
4. Vice President for Academic Affairs - The VPAA shall review the recommendation(s) of the Dean and the Dean's other submissions (as set forth in 3.b above) and make a recommendation to the President. The VPAA shall promptly notify the Applicant in writing of the VPAA's recommendation as well as the recommendations of the Department Chair and the Dean. Such notice(s) shall serve as the University's only official notice to the Applicant of the recommendations associated with the *Application*. In instances of a negative recommendation, the VPAA shall advise the Applicant of the candidate's right to appeal pursuant to Section V of this *APT Policy*.
5. President - The President shall make the final decision on the Applicant's application for promotion and/or tenure and shall provide the Applicant with written notice of that decision.

B. CRITERIA FOR THE REVIEW AND EVALUATION OF APPLICATIONS FOR PROMOTION AND/OR TENURE

The University has a threefold mission of instruction, research and service. In accordance with that mission, applicants for promotion and/or tenure are required to satisfy the criteria for promotion and/or tenure set forth in this APT Policy. Applications for promotion and/or tenure shall be reviewed and evaluated in accordance with the criteria set forth below and other important institutional factors, including but not limited to: the University mission, program enrollment and interest, the direction of the respective college and/or schools as well as the goals and objectives of academic departments:

1. INSTRUCTIONAL PERFORMANCE

Encompassed within the definition of “instructional performance” is student advising. Student advising is an essential and integral component of the instructional program. An Applicant who fails to provide substantial evidence of the satisfactory provision of student advising shall not be eligible for promotion and/or tenure. The Applicant’s availability to, interaction with, and advisement of students (including the maintenance of regular office hours) are essential factors in satisfactory instructional performance as well as the satisfactory fulfillment of faculty contractual responsibilities.

- A. STUDENT EVALUATIONS - Student evaluations shall be given great weight in the assessment of an Applicant’s teaching performance. Student evaluations shall be reported on an instrument to be approved by the President or the President’s designee. Student evaluation materials shall be examined for information regarding the strengths and/or weaknesses in the candidate’s instructional performance.
- B. COURSE MATERIALS - Current syllabi, papers, laboratory assignments, or special teaching aids (including audio-visual materials, experiments, programmed learning devices and evaluation materials);
- C. TEXTS, MANUALS, OR OTHER WRITTEN INSTRUCTIONAL MATERIALS PREPARED BY THE CANDIDATE FOR THE TEACHING OF THE CANDIDATE’S COURSES
- D. PUBLISHED INSTRUCTIONAL MATERIALS - Textbooks, anthologies, manuals, programmed learning materials, audio-visual programs, etc.

- E. OBSERVATION OF A CANDIDATE'S TEACHING - Applicants for promotion and/or tenure must permit observation of their teaching by the Department Chair and by faculty appointed by the Department Chair. The Department Chair may, but is not required to, notify the Applicant when classroom observation may occur.
 - F. SUPERVISION OF GRADUATE AND/OR UNDERGRADUATE STUDENT RESEARCH - The quality and/or quantity of quality dissertations, theses, or research papers of students supervised by an Applicant is pertinent to evaluating the Applicant's effectiveness in graduate and/or undergraduate instruction.
 - G. STUDENT ADVISING - Student advising is an integral part of the instructional program and the faculty member's availability to and interaction with students are important factors. Evidence of the maintenance or regular office hours is essential to satisfaction of this criterion.
 - H. CURRICULUM INNOVATION AND DEVELOPMENT - The development and introduction of new courses or new teaching techniques shall be important considerations.
 - I. TEACHING INTRODUCTORY OR SERVICE COURSES - An Applicant's performance of teaching duties which meet special departmental need shall be considered;
 - J. SUPERVISION OF STUDENT FIELD EXPERIENCE OR CLINICAL ACTIVITY - Where the Applicant has been responsible for supervising student field, practicum, or clinical experiences, design projects and internships, the Applicant may provide information attesting to the nature and quality of the clinical experience.
2. RESEARCH (SCHOLARSHIP AND CREATIVE ACTIVITIES) - The following guidelines shall be considered as the major criteria for the assessment of research, scholarship and creative activities. Although it is not necessary for the Applicant to comment on or provide an appraisal of the criteria outlined below for all of an Applicant's scholarly and creative attainments, often it would be useful in the evaluation by the Departmental Review Committee and/or the Department Chair to characterize the main body of the most significant pieces of work in these terms.
- A. BOOKS CHAPTERS IN BOOKS, ENTRIES IN ENCYCLOPEDIA ARTICLES AND ESSAYS IN REFEREED JOURNALS

- (1) Scope of the journal (international, national, regional, etc.),
- (2) Rigor of the journal or book reviewing process,
- (3) Publishing standards applied and the acceptance rate,
- (4) Citations or favorable review by the professional and academic communities;

B. ARTICLES OR ESSAYS IN NON-REFEREED PROFESSIONAL JOURNALS AND MAGAZINES

- (1) Nature of the scholarly work,
- (2) Method for selecting materials to be published,
- (3) Standards applied in selecting materials,
- (4) Citation of favorable reviews by professionals or academic community;

C. BOOKS, MONOGRAPHS, TEXTBOOKS AND EDITED VOLUMES FOR INSTRUCTION

- (1) Nature of the scholarly work,
- (2) Reputation of the publisher,
- (3) Professional reaction to the book, including citations, reviews, or other commentaries,
- (4) Recognition received by the book, such as awards and prizes,
- (5) Presentation of new data or new conceptual/theoretical formulations,
- (6) Adoption of the book by institutions; consideration is given to the quality of the adopting institutions and the number of adopting institutions.

D. CURRENT COMPUTER TECHNOLOGY, MULTIMEDIA AND SOFTWARE AND ITS SIGNIFICANCE IN FURTHERING THE KNOWLEDGE BASE, USE, AND APPLICATION OF THE TECHNOLOGY WITHIN THE COMPUTER INDUSTRY/FIELD.

E. ABSTRACTS, BOOK REVIEWS, AND REVIEWS OF CREATIVE ACTIVITIES

- (1) Reputation or the professional importance of the publication,
- (2) Primary audience for the abstract or review;

F. PAPERS PRESENTED AT PROFESSIONAL CONFERENCES AND/OR MEETINGS:

- (1) Criteria for the selection and level of the conference (national, regional, or local),

- (2) Professional recognition (citations, publication in anthologies, abstracts, etc.);

G. ARTISTIC, PROFESSIONAL AND CREATIVE WORK:

While methods of appraisal may vary among disciplines, along with other methods of evaluation recognized in the profession, the following criteria are to be used:

- (1) Professional or scholarly rating of the publisher,
- (2) Reaction to the work (including reviews and commentaries by recognized critics in the field),
- (3) Recognition by way of reference in other journals or collected works,
- (4) Recognition of the work (awards and prizes);

H. PERFORMANCES AND EXHIBITS:

- (1) Nature of the performance or exhibit (e.g., solo, recital, exhibit, etc.),
- (2) Standing of the forum in which it was presented,
- (3) Scope of those participating (e.g., national or international),
- (4) Criteria for participation (invitational or competitive),
- (5) Evaluation of performance and exhibit reviews,
- (6) Reputation and reliability of the reviewers or commentators,
- (7) Comments or references from other professionals,
- (8) Awards, prizes, or other formal recognition;

I. GRANTS, FELLOWSHIPS, OR OTHER AWARDS TO CONDUCT RESEARCH OR CREATIVE ACTIVITY

- (1) Rigor and selectivity of the evaluation process for the awarding of grants or other support,
- (2) Evidence that grants, fellowships, cooperative agreements, contracts and awards are based on the quality of past scholarly attainments, on performance under prior grants, or on other criteria which reflect the merit and standing of the grantee/awardee.

3. SERVICE

- A. The basic evaluation of service shall be made by the Department Chair and Departmental Review Committee based on knowledge of the Applicant's service. In the dossier, the Applicant may provide documentation from other faculty members and professionals who

are knowledgeable about the service activities of the Applicant.

- B. The Department Chair and Departmental Review Committee shall include in their evaluation the major service activities rendered by the Applicant and shall evaluate the effectiveness of that service.
- C. The Department Chair and the Departmental Review Committee shall evaluate and assess the service contributions of the Applicant and not merely to list the Applicant's service activities, including but not limited to the quality and effectiveness of the service contributions.
- D. The service activities of the Applicant being considered shall be those which assist in the conduct of the affairs of the University and those which involve the Applicant's use of expertise in the Applicant's field to benefit the larger community. In general, service activities shall be considered in three categories:
 - (1) SERVICE TO THE UNIVERSITY - These activities shall include committee work at the departmental, school, and University levels, as well as other special responsibilities or assignments that benefit the operation of the University.
 - (2) SERVICE TO THE PROFESSION OR DISCIPLINE - This includes holding offices in professional associations, acting as an editor or a manuscript reviewer for professional journals, organizing panels or other sessions at professional meetings, providing continual educational assistance to members of the profession, and engaging in other activities which strengthen the profession or discipline of the Applicant.
 - (3) PUBLIC SERVICE TO THE COMMUNITY INVOLVING THE APPLICANT'S USE OF EXPERTISE IN THE APPLICANT'S DISCIPLINE This includes membership on public boards or commissions, consultations to government agencies or private institutions, and talks or presentations to public or private organizations. Particular consideration shall be given to faculty awareness of and contributions to the social, political, cultural, environmental and economic needs of the urban community.

V. APPEALS PROCEDURES

These appeals procedures apply only to tenure-track faculty as set forth in Section III.A of this *APT Policy* who have submitted timely *Applications*.

- A. **GROUND FOR APPEAL** - The grounds for appeal shall be based on claims asserted by the Applicant in the Applicant's written appeal which shall be based only upon:
1. An allegation that the procedures set forth in Section IV.A of this *APT Policy* were not followed, and/or
 2. An alleged failure by the reviewers identified in Section IV.A of this *APT Policy* to use the criteria set forth in Section IV.B. of this *APT Policy* for determining an Applicant's qualifications for appointment, promotion, and/or tenure. The Applicant's dispute of the weight given to the criteria by the Reviewers⁴ is not a "failure to use" the criteria and therefore is not a basis for appeal under this *APT Policy*.
- B. **PROCEDURE FOR APPEALS:**
1. Appeal to the Vice President for Academic Affairs
 - A. An Applicant may appeal a negative recommendation by the VPAA by filing a written appeal with the Office of the VPAA within seven (7) working days of the date of the written notice of the VPAA's negative recommendation.
 - B. The appeal letter shall state the grounds on which objections to the VPAA's negative recommendation are made. The written appeal shall be limited to complaints of:
 - (1) An allegation that the procedures set forth in Section IV.A of this *APT Policy* were not followed and the specific facts upon which that allegation is based, and/or
 - (2) An allegation that the Reviewers of the Applicant's dossier did not use the criteria set forth in Section IV.B. of this *APT Policy* and the specific facts upon which that allegation is based.

⁴"Reviewers" are defined as persons designated in Section IV.A of this *APT Policy* to review the Applicant's dossier and to conduct a substantive review of the dossier. They include: Departmental Review Committee, Department Chair, School Review Committee, Dean, Vice President for Academic Affairs and President.

Such an allegation shall not include an allegation regarding the substantive evaluation of the Applicant's dossier or the weight given to the criteria by the Reviewers.

- C. If the VPAA receives a timely appeal in proper form, the VPAA shall schedule a meeting with the Applicant in order to provide an opportunity to be heard regarding the issues raised in the Applicant's written appeal.
- D. An appeal of an Applicant who fails to file a timely appeal shall not be considered.
- E. An appeal of an Applicant which fails to specifically set forth alleged procedural error with regard to the procedures set forth in Section IV.A of the *APT Policy* or failure to follow criteria set forth in Section IV.B of this *APT Policy* and facts upon which the allegation of procedural error or failure to follow guidelines are based shall not be considered.
- F. The Applicant may or may not wish to continue the appeals procedure following the meeting with the VPAA. The VPAA may choose to reconsider the negative recommendation after a review of the appeal.
- G. The VPAA shall notify the Applicant in writing of the VPAA's decision regarding the appeal. If the VPAA elects not to change the negative recommendation, the Applicant may appeal to the President.

2. Appeal to the President

- A. If the Applicant wishes to appeal the VPAA's negative recommendation to the President, the Applicant shall file a written appeal with the President. The written appeal must be received by the President within seven (7) working days after the Applicant has received written notice of the VPAA's decision regarding the appeal. The written appeal to the President must set forth:
 - (1) An allegation that the procedures set forth in Section IV.A of this *APT Policy* were not followed and the specific facts upon which that allegation is based, and/or
 - (2) An allegation that the Reviewers of the Applicant's dossier did not use the criteria set forth in Section IV.B of this *APT Policy* and the specific facts upon which that allegation is based. Such an allegation shall not include an allegation regarding

the substantive evaluation of the Applicant's dossier or the weight given to the criteria by the Reviewers.

B. Appeals Committee

- (1) The President shall impanel an Appeals Committee which shall consist of not less than three (3) tenured full Professors appointed by the President from a pool of five (5) tenured Professors elected by the University-wide faculty at the first formal faculty meeting of the academic year.
- (2) Members of the Departmental and School Review Committees for Promotion and Tenure who reviewed the Applicant's dossier are not eligible to serve on the Appeals Committee for that Applicant.
- (3) Faculty shall not serve on the Appeals Committee for more than two (2) consecutive terms.
- (4) The Appeals Committee may neither review the substantive evaluation of the Applicant's dossier nor the weight given the criteria by the Reviewers. To the extent the Appeals Committee reviews the use of the criteria for promotion and tenure, it shall only ascertain whether the criteria were used.
- (5) The Appeals Committee shall review the Applicant's appeal letter to the President and determine whether the procedural error set forth in the letter occurred. The Appeal Committee's review is limited to:
 - (a) An allegation that the procedures set forth in Section IV.A of this *APT Policy* were not followed, and/or
 - (b) An allegation that the Reviewers of the Applicant's dossier did not use the criteria set forth in Section IV.B of this *APT Policy* and the specific facts upon which that allegation is based. Such an allegation shall not include an allegation regarding the substantive evaluation of the Applicant's dossier or the weight given to the criteria by the Reviewers.
- (6) Members of the Appeals Committee are required to keep all Appeals Committee activities and recommendations strictly confidential.

- (7) The Appeals Committee may request from the VPAA information regarding the procedures followed in processing the Applicant's *Application*.
 - (8) Within fourteen (14) calendar days of being impaneled, the Appeals Committee shall provide the President with a report which:
 - (a) Identifies each procedural error and/or failure to follow guidelines alleged by the Applicant, and/or
 - (b) States whether the Appeals Committee determined that the alleged violation(s) of this *APT Policy* occurred.
- C. The President shall consider the Appeals Committee report along with other facts relevant to the Applicant's application for promotion and/or tenure. Based upon that review, the President shall determine whether a material error has occurred.
- D. President's Final Decision
- (1) The President shall notify the Applicant in writing of the President's decision regarding the appeal. The decision of the President is final and binding on all parties. The President may affirm or reverse the President's original decision after considering the materiality of the procedural error or failure to follow criteria which are identified. The President's original decision is final unless reversed by the President.
 - (2) The Applicant's initiation of the appeals procedure shall not dislodge or delay any formal notifications dealing with contract non-renewal or tenure denial actions.