

Promotions Committee

Purpose: The responsibilities of the Promotions Committee include reviewing promotion applications and making recommendations concerning promotions of any applicant so requesting. Promotion applicants may request review by the Promotions Committee at any time during the promotion process

Reports to: Vice President for Academic Affairs

Membership: 7

Five tenured professors and two tenured associate professors, to serve alternating two-year terms, appointed by the Committee on Committees, approved by vote of the Faculty Senate

Promotion and Tenure Committees

Each department shall establish promotion and tenure committees composed of senior tenured faculty. This may be a single committee serving both functions, or it may be the case that a department has two separate committees, one for tenure and one for promotion. For purposes of this discussion, the committee(s) will be called the Promotion and Tenure Committee. The following guidelines for membership shall apply to all Promotion and Tenure Committees:

The Promotion and Tenure Committee shall consist of five tenured faculty members, each holding rank equivalent or higher than the rank sought by the applicant. A faculty member requesting promotion to the rank of associate professor, for example, must be evaluated by a committee of five faculty members all holding the rank of associate professor or full professor. One of the five will be elected chairperson. The department head/coordinator or dean is categorically forbidden from serving on the Promotion and Tenure Committee.

In the event the applicant is not part of an academic unit with a Promotion and Tenure Committee or if there are not enough individuals in the department to constitute a Promotion and Tenure Committee, an ad hoc committee will be authorized by the appropriate dean. The membership of this committee shall consist of four faculty members, two chosen by the applicant for promotion and two chosen by the department head/coordinator or dean. All must hold academic rank equal to or higher than the rank sought by the applicant; all must be tenured. All may be chosen from the faculty of Northwestern State University or may be chosen from the faculty of another university. A combination of faculty from Northwestern State University and another university is clearly permitted, but each selection is to be based on knowledge of the candidate's field. None can be a close personal friend of or related to the applicant. One of the four will be elected chairperson. The department head/coordinator or dean is categorically prohibited from serving on the ad hoc Promotion and Tenure Committee.

The Promotion and Tenure Committee reviews applications and other relevant documentation, and makes recommendations to the department head/coordinator or dean, who in turn makes recommendations to the Vice President for Academic Affairs. All non-tenured faculty shall be

evaluated on an annual basis. Promotion and Tenure Committees shall follow timelines and procedures outlined in Chapter Two of the Faculty Handbook.

FACULTY EVALUATION

The Board of Supervisors for the University of Louisiana system requires each university under its jurisdiction to evaluate each faculty member on an annual basis. In addition to providing assistance to faculty members in performing professional duties, this evaluation process forms the basis for decisions concerning merit salary increases, retention, tenure, and promotion.

Criteria for Merit, Retention, Tenure, and Promotion

It is not possible to establish, at the University level, detailed criteria for retention, tenure, promotion and merit for the many academic units in the University. The basic criteria are clear: excellence in carrying out the responsibilities of the position, and significant promise for continued achievement. The responsibilities of a faculty member include, but are not limited to, teaching, advising students, scholarly achievement, public service, and contributing to the department and the University. Regardless of how the relevant factors are weighed in a particular case, no faculty member will be granted tenure or promotion who does not meet the requirements for overall excellence based on performance of those responsibilities. Concerning merit, the head/coordinator or dean of the department has the responsibility of weighing the different roles of each faculty member and evaluating strengths and weaknesses, taking into account the mission and needs of the department and University.

Teaching Effectiveness

Teaching of the highest quality is given top priority at NSU in any assessment of a faculty member's overall performance.

All faculty are expected to be:

- (a) academically demanding in classes;
- (b) fully prepared, well organized, informative, and intellectually stimulating in teaching;
- (c) open to trying new teaching techniques;
- (d) most conscientious and prompt in evaluations of assigned student work during the term;
- (e) prompt in reporting of grades for students at the end of the term;
- (f) willing, outside of class, to discuss the special academic interests and problems which students may want to discuss; and
- (g) accessible, helpful, and responsible academic advisors.

METHODS OF EVALUATION:

- (a) Student evaluations of teaching: The NSU Student Survey of Instruction (**Appendix J**) is administered in every class in both Fall and Spring no earlier than the 12th week of the term. This questionnaire gives students an opportunity to express anonymously views of the course and the effectiveness of instruction.
- (b) Department Head/Coordinator or Dean evaluation: In addition to the method of presentation of the material, the Department Head/Coordinator or Dean ascertains the currency of course material, the mastery of the subject, the fitness of instructional objectives, and the appropriateness of class standards, using such evidence as classroom visits, examination of grade distributions, course syllabi, examinations, assignments, and reading lists.
- (c) Student Appraisal of Academic Advising: The NSU Student Appraisal of Academic Advising (**Appendix I**) is administered during registration for both Fall and Spring terms. Appraisals are considered valid if signed by the advising faculty member after advising the student and before the student completes the appraisal form. Student appraisals are to be done immediately after advising and submitted by the student to a designated third party within the department.
- (d) Self-reported activities: The Faculty Activity Report (**Appendix C**) is filed annually. This report permits the description of new courses taught, revision of existing courses, innovative teaching projects, workshops, clinics, accomplishment of performance objectives, and other teaching-related activities.

Scholarly and Professional Activities

NSU is committed to its role as a "teaching institution," to developing a faculty composed of teacher-scholars. For effective teaching, it is essential that faculty be actively and continuously engaged in some form of scholarship, remaining a student of their discipline throughout their careers. Scholarship is at the heart of the teaching profession. Teacher-scholars keep abreast of their fields, maintain intellectual vigor, and retain excitement for their disciplines.

Research and other creative activities are absolutely indispensable for graduate education. For graduate students to understand, evaluate and, consequently, apply the results of research, they must be thoroughly familiar with research methods and procedures, an experience gained through active involvement in research problems. It is, thus, essential that graduate faculty be engaged in research because it is an essential part of the teaching of graduate students.

Considerable emphasis is placed at NSU on scholarly and professional activities. These include the following types of activities:

- (a) publication of books;

- (b) publication of articles in refereed journals;
- (c) invited articles in journals or anthologies;
- (d) book reviews;
- (e) publication of creative works such as novels, short stories, poetry, dramatic works, musical compositions, etc.;
- (f) professional performances in the performing arts and exhibition of works of art such as paintings, sculpture, etc. in juried shows or selective galleries;
- (g) development of new areas or levels of academic competence;
- (h) refereed or invited presentations at professional meetings; participation in professional seminars or symposia;
- (i) participation in professional seminars or symposia;
- (j) attendance at professional meetings and official duties in professional organizations;
- (k) professional development through workshops and short courses;
- (l) pursuit, receipt, and fulfillment of grants, scholarships, and fellowships;
- (m) serving as a referee on grants, books, and articles; and
- (n) campus wide lectures, performances, or art exhibitions.

University and Public Service

The success of governance, maintenance of academic standards, and the day-to-day workings of the University depend on faculty participation. An important part of the mission of the University is public service through training and educational programs, cultural activities, technical assistance, consulting, clinical services, and applied research. University and public service activities include:

- (a) service on departmental, college and university committees, and all other activities that contribute to the smooth functioning of the NSU academic program;
- (b) involvement in activities that promote and enrich the life of the NSU community;

- (c) recruitment of prospective students;
- (d) participation in an organizational capacity in local, regional, and national conferences and symposia;
- (e) service to professional organizations as an officer or committee member;
- (f) service on local, state, and national governmental boards; and
- (g) service to the general public through activities related to the faculty member's field of professional expertise or to the university's mission.

Evaluation Procedure

At the beginning of each academic year, each faculty member and the Department Head/Coordinator or Dean will jointly develop the faculty member's performance objectives for the year. These performance objectives are developed with consideration of the individual's potential contribution to the goals of the department and the University.

During each semester of the calendar year in which a faculty member is employed, evaluation documentation is assembled by the Department Head/Coordinator or Dean into an evaluation file for the faculty member. Evaluation items must include student appraisals of teaching and may also include, as appropriate, faculty activity reports; Department Head/Coordinator or Dean evaluations of teaching based on classroom visits; evaluation by advisees; course syllabi, reading lists, examinations, and/or assignments; grade distributions; evidence of scholarly productivity, publications and presentations; comments of committee service by committee chairmen; and/or documents indicating community and professional service and contributions to the Department, College, and the University. Faculty submit course syllabi at the beginning of each semester. Students assess the instruction in every class taught during the academic year (see Appendix J, Student Survey of Instruction). Department Heads/Coordinators visit a class taught by each instructor at least once a semester and complete a Classroom Visitation Appraisal form (see Appendix A). During registration for the Fall and Spring terms, students complete a Student Appraisal of Academic Advising form (see Appendix I). Department Heads/Coordinators have periodic conferences with faculty to discuss evaluations in a constructive, formative manner.

In February, each faculty member completes an activity report, detailing professional activities during the previous calendar year (see Appendix C, Faculty Activity Report). The Department Head/Coordinator or Dean reviews the faculty activity report, the other evaluation documents assembled during the year, and the performance objectives developed at the beginning of the academic year and the previous academic year, since the calendar year overlaps two academic years. Based on this review of documentation, a written evaluation of the quality of performance of each faculty member is prepared. The evaluation report is placed in the evaluation file which is used by the Department Head/Coordinator or Dean as the basis of a recommendation concerning merit for the past academic year, and by the departmental/college Retention, Tenure and Promotion Committee as the basis of a recommendation concerning retention, tenure, and promotion.

Merit

Upon completion of the evaluations in March, the Department Heads/Coordinators determine for each faculty member in the academic unit which of the merit rating classifications--no merit, merit, high merit, highest merit--best describes the faculty member's performance for the previous calendar year. The recommendations are forwarded to the College Dean for review. Merit ratings are forwarded from the College Dean to the Vice President for Academic Affairs. The Council of Deans, composed of the deans of all academic colleges in the University, meets with the Vice President for Academic Affairs to discuss evaluation. The College Deans and the Vice President seek to ensure that standards for merit applied by departments with comparable roles and missions are uniform. Final merit recommendations, as approved by the Vice President for Academic Affairs are forwarded to the President for approval and action. If the Board of Supervisors permits faculty salary adjustments and sufficient funds are available, faculty salary raises shall be awarded based, at least in part, on the merit category approved by the President.

Appeals Process for Annual Evaluation and Merit Recommendation

A faculty member may seek a review if, in the perception of the faculty member, there is sufficient cause to question the annual evaluation or merit recommendation. During the evaluation interview, the faculty member shall discuss differences with the Department Head/Coordinator or Dean. If these issues are unresolved at the department level, the faculty member may then follow the grievance procedure for academic appeals described in this chapter. The process shall be completed by the end of each academic year.

Retention and Tenure

Each department/college has written guidelines regarding their individual requirements for retention and tenure. A copy of these guidelines should be obtained from the Dean of the college supervising the individual faculty member's department.

All non-tenure track faculty shall be evaluated annually using criteria established by the college/department.

The Retention, Tenure, and Promotion committee in each department/college shall review the performance of each non-tenured, tenure-track member of the department annually. This review is completed before March 1 for faculty in the first year of employment, before December 15 for faculty in the second year of employment, and before the end of the Spring semester thereafter. The committee has access to the evaluation file prepared by the Faculty Department Head/Coordinator or Dean. The departmental Retention, Tenure, and Promotion Committee reviews the evaluative material and recommends to the Department Head/Coordinator or Dean either continued employment or termination of the faculty member. Termination is subject to review within the University (see Non-renewal and Termination), and subject to policies concerning notification; continuation is subject to policies concerning the maximum probationary period. The committee's recommendation along with the Department Head/Coordinator's recommendation is forwarded to the College Dean. The College Dean's

recommendation, together with that of the departmental Promotion and Tenure Committee and the Department Head/Coordinator, is forwarded to the Vice President for Academic Affairs. At all levels of the retention review process, applicants shall be kept apprised of decision outcomes.

Non-tenured faculty members should apply for tenure only toward the end of the probationary period (sixth year). Application for tenure should be made at the time the faculty activity report is submitted in February. Normally, faculty members are not considered for tenure until the end of the prescribed probationary period. The probationary period for tenure consideration in the Board of Supervisors for the University of Louisiana System is six years. However, the departmental Retention, Tenure and Promotion Committee may, in extraordinary cases, make a recommendation for tenure before the probationary period is complete. In this case, the recommendation must be accompanied by an accounting of compelling reasons for this action.

The above stated tenure policy shall supersede all existing policies with the following exceptions:

1. All persons holding tenure on the effective date of this policy shall retain their tenure.
2. Any person already employed at the University on the effective date of this policy shall be eligible to earn tenure under the terms and conditions of the policy in force and in effect at the time of that person's initial tenure-track appointment.
3. This policy shall in no way affect any rights acquired by any person employed by an institution prior to the effective date of this policy.

During the review of tenure applications, the tenure committee shall have access to the cumulative evaluation file for the applicant. After reviewing all applications and supporting material, the committee shall forward recommendations to the Department Head/Coordinator or Dean. Disapproval of tenure at the end of the probationary period is equivalent to recommending termination of the faculty member. The Department Head/Coordinator forwards recommendations for tenure or termination to the College Dean for his/her recommendation. When the tenure committee and the Department Head/Coordinator disagree, the College Dean will seek to resolve this difference. The College Dean forwards recommendations to the Vice President for Academic Affairs. The President shall make the final decision for the University, and his/her recommendation shall be submitted to the System President. Final authority for granting or denying tenure shall rest with the Board of Supervisors for the University of Louisiana System. Under no circumstances shall tenure status be achieved without specific action of the Board of Supervisors. Upon request of the affected faculty member, negative departmental/college recommendations may be reviewed by the University Promotion Committee for a recommendation to the Vice President for Academic Affairs and the President. Faculty members initially employed at the rank of professor may be granted tenure upon appointment or, may be required to serve a probationary period not to exceed four years. Faculty members initially employed at the rank of associate professor shall serve a probationary period of at least one year, but no more than four years.

Promotion

Each department/college has written guidelines regarding their individual requirements for promotion. A copy of these guidelines should be obtained from the Dean of the college supervising the individual faculty member's department.

The Retention, Tenure, and Promotion Committee in each department shall review applications for promotion. The committee shall have access to the cumulative evaluation file for promotion applicants. Promotion applications are submitted with faculty activity reports in February. After reviewing the applications and supporting material, the committee recommends promotions to the Department Head/Coordinator or College Dean, in colleges without departments. The applications recommended for promotion which receive the Department Head/Coordinator's concurrence are forwarded to the College Dean. Applications recommended for promotion which receive the College Dean's concurrence are forwarded to the Vice President for Academic Affairs. Recommendations approved by the Vice President will be forwarded to the President for approval.

At all levels of the promotion review process, applicants shall be kept apprised of decision outcomes and may ask for a review by the University Promotions Committee.

Minimum Criteria for Promotion in Rank:

Instructor. A person holding the rank of Instructor must possess the master's degree or generally comparable professional certification in his/her field of specialization. Appointment to the rank of instructor is renewable on an annual basis.

Assistant Professor. To be considered for promotion to the rank of Assistant Professor, a person must have: (1) demonstrated ability and professional promise in teaching, creative activity, scholarship and service; and (2) attained the minimum academic qualification of the master's degree in the field plus approved graduate work or a equivalent professional experience as determined by the appropriate department and college and the Faculty Committee on Promotion.

Associate Professor. To be eligible for promotion to the rank of Associate Professor, a person must possess an earned terminal degree appropriate to the individual's academic assignment (unless extraordinary service to the University and other significant credentials can be documented), and have at least five complete years of full-time teaching or academic support experience at the level of Assistant Professor; and must have given continued evidence of competency and promise in teaching, scholarship, research/creative activity, and service. Application can be made during the ~~sixth~~ *fifth* year, at the faculty member's discretion.

Professor. To be eligible for promotion to the rank of Professor, a person must hold an earned terminal degree and have completed at least five years of full-time teaching or academic support service at the level of Associate Professor; must have made significant contributions to the achievement of the goals and purposes of the University; and must

have an established record of distinguished teaching, scholarship and research/creative activity, and service. Application can be made during the ~~sixth~~ *fifth* year as Associate Professor, at the faculty member's discretion.

The entire body of the applicant's professional life will be considered when promotion is at issue, although continued achievement must be demonstrated since the last promotion. Promotion considerations will focus on activities while employed by Northwestern State University, but past performance at other institutions will be considered when deemed relevant by the review committees. Time at rank at other universities or colleges may be counted toward the required years of experience listed above.

Levels of Rank

Levels of academic rank recognize progressive levels of achievement and stature within the profession.

Procedure for Application for Promotion in Rank

Each department/college has written guidelines regarding their individual requirements for promotion. A copy of these guidelines should be obtained from the Dean of college supervising the individual faculty member's department. The following procedures apply to all faculty seeking promotion in rank.

Part I

A faculty member applying for promotion at Northwestern State University is expected to assemble a well-organized package of materials in support of the application so it can be reviewed with ease by the department or college promotion committee and the University Promotion Committee. These guidelines are designed to help an applicant assemble an application package. An applicant must assume the responsibility of submitting a complete and accurate package to the appropriate departmental or college promotion committee.

A PROSPECTIVE APPLICANT FOR PROMOTION SHOULD READ CAREFULLY THE SECTION ON FACULTY EVALUATION IN THE FACULTY HANDBOOK.

Ideally, any faculty member who expects to apply for promotion should begin collecting the supporting materials described below upon being hired by the University. These materials should be filed in one place, making them readily available for review if promotion in academic rank is requested.

Although the various departments and divisions may have slightly different criteria for determining whether to recommend a faculty member for promotion, the University Promotion Committee employs an evaluation form to rate the applicant in three areas:

1. teaching;

2. research, scholarship, and creative work; and
3. professional service activities.

An applicant should keep these three areas in mind when preparing the application and supporting materials. A serious deficiency in any one of these areas will reduce the likelihood that the applicant will be recommended for the requested promotion. A promotion is not given on the basis of longevity at Northwestern but for substantial accomplishments in the listed areas.

The term "teaching," as it is used throughout this procedure, refers to the primary work of all faculty who are eligible for both promotion in academic rank and tenure. Included in this definition are the classroom teaching faculty, librarians, and others on whom faculty status has been conferred. Individuals other than the classroom teaching faculty presently have their primary work evaluated under section 1 a. (2) Other Teaching-related Activities of the Faculty Activity Report now in use.

Applicants for promotion should first submit their applications and all supportive materials to their departmental or college promotion committees. These materials should be assembled in a maximum of two large ring binders. Any additional materials, or those that will not fit in these binders, should be kept by the applicant and supplied to the University Promotion Committee as requested. Applicants requiring assistance should consult with the chairperson of the University Promotion Committee who can advise them on presentation of their materials.

A special meeting will be held for all prospective applicants for promotion within two weeks after the beginning of each fall semester, at which time the Vice President for Academic Affairs will discuss the procedures for applying for promotion and will answer questions about the process.

An application should contain the following, in the order given:

1. A copy of the checklist of items (see Appendix N), signed by the applicant and the chairperson of the departmental or college promotion committee attesting to the completeness of the application.
2. A completed copy of form C (available from the office of the Vice President for Academic Affairs), signed by all members of the department or college promotion committee and the department or division head.
3. A letter from the department head or coordinator explaining reasons for the recommendation. (Note: Department heads cannot recommend themselves for promotion; those recommendations must come from the appropriate dean. A dean applying for promotion must apply directly to the Vice President for Academic Affairs).

4. Letters from external evaluators written in support of the applicant's candidacy may be enclosed when appropriate. Applicants holding joint academic appointments must submit letters of support from all appropriate departmental or divisional chairpersons, even though applicants submit their credentials to the department or division that holds the majority of supervisory authority.
5. A signed copy of the recommendation of the department or college promotion committee, giving that committee's reasons for recommending the candidate.
6. Signed copies of any letters initiated by the candidate in support of promotion (such letters may be contrary to the recommendations made by either the department or division promotion committee, by the head of the department, or by the approving dean).
7. A concise narrative by the applicant, summarizing accomplishments.
8. A complete and current copy of the applicant's curriculum vitae.
9. Copies of the following since the beginning of employment at Northwestern State University or since the date of the last promotion at this university.
 - a) All annual activity reports.
 - b) All student evaluations for every course taught.
 - c) Annual evaluations by department head/coordinator or dean
10. Any other materials that give clear evidence of the quality and efficacy of the applicant's teaching.
11. Copies of books, articles, reports, reviews, syllabi of courses, grant proposals, and papers delivered at professional meetings indicating the applicant's research and scholarship. An applicant in the creative and performing arts should include (for example) programs, reviews, videotapes, exhibition catalogs, fliers, and other materials that provide evidence of accomplishments. Although a manuscript submitted for publication counts as research, it DOES NOT constitute a publication unless the manuscript has been accepted for publication and proof of acceptance is submitted.
12. Letters of commendation, newspaper articles, grant proposals, evidence of recruiting activities, departmental or divisional and university committee work, sponsorship of student organizations, and other materials documenting the applicant's professional service activities.
13. Any other material directly relevant to the application.

Part II

The following is a step-by-step description of the entire promotion procedure and a calendar of critical dates.

CALENDAR OF EVENTS IN THE PROMOTION PROCESS

1. Applicants who have carefully evaluated their eligibility for promotion in academic rank meet with the Academic Vice President within two weeks after the beginning of the Fall Semester.
2. By October 1, the Faculty Senate appoints new member(s) to the University Promotion Committee.
3. By February 1, all applicants for promotion must notify their department or college dean, in writing, of their intention to apply for promotion and specify the desired academic rank.
4. By February 10, all applicants must submit their application for promotion to their department head/coordinator or dean, who shall immediately convene the department or college Promotion and Tenure Committee, and hand over to that committee the application for promotion and any other relevant documentation. If an ad hoc committee must be convened, it shall be the responsibility of the department head/coordinator to notify the dean of that necessity. The composition of the ad hoc committee is described in Chapter One, Departmental/College Committees.
5. When the department or college promotion committee (the ad hoc committee will be regarded as one of these, henceforth) has reached its decision, the chairperson of the committee will notify both the department head/coordinator or dean, as well as the applicant, of the committee's decision in writing. If the decision is not to recommend for promotion, specific reasons will be given. At this juncture the applicant must be given the opportunity to respond in writing to any and all negative comments and evaluation statements before the evaluation file can be considered complete. The applicant shall have a term of ten (10) working days to prepare the response. At this time the applicant also has the options of withdrawing the application altogether, asking for a review by the University Promotions Committee, or allowing it to go forward to the next level of review authority. Notification must be received within five (5) working days.
6. The department head/coordinator must then write a letter to the appropriate dean that either endorses the findings of the promotion committee or offers justification for an opinion that differs from that of the promotion committee; i.e., the head may agree with the candidate's reasons for justifying promotion, should the applicant and the promotion committee be at odds. The recommendation of the department head/coordinator, along with the recommendation of the promotion committee and all supporting materials, must then be sent to the appropriate dean under the cover of Form C, part one.

7. When the faculty member and committee are at odds, the appropriate dean has three options.

- a. The dean may choose to write a letter in support of either the promotion committee or the department head/coordinator; or
- b. The dean may choose to write a letter supporting the opinion of the individual faculty member; or
- c. The dean may choose not to support either, and merely indicate that the application has been reviewed by signing the "No Action Taken" line on Form C, part two.

If, however, the dean chooses to write a letter that does not support the candidate's request for promotion, the candidate shall again have the right to write a letter supporting reasons for promotion. The candidate shall again have a term of ten (10) working days to prepare the response.

8. The appropriate dean must then send all forms, correspondence, and credentials, to the office of the Vice President for Academic Affairs before, but no later than April 1.

9. Applicants receiving notification of a negative judgment shall have the option of withdrawing their applications or asking for a review by the University Promotions Committee.

10. By May 1, the Academic Vice President shall present recommendations to the President of the University. The ultimate decision for promotion rests with the Board of Supervisors. This decision will be communicated to the faculty member as soon as possible.

Rank Distribution

Special care shall be exercised in assigning faculty ranks to new appointees and in making promotions in rank from year-to-year. The following table provides guidelines on assignments of rank within each institution, as recommended by the Board of Supervisors:

Academic Rank of Professor: Typical Range 20-30%, Maximum Range 35%

Academic Rank of Associate Professor: Typical Range 25-35%, Maximum Range 35%

Schedule for Faculty Evaluation

1. Beginning of Fall Term: Department Heads meet with faculty to discuss objectives for the school year: expectations, strengths, and weaknesses.

2. Fall (Prior to December): Department Retention/Tenure committees review second-year non-tenured faculty and recommend retention/non-retention to Department Head.
3. First Week in December: Department Head, College Dean make recommendation concerning retention/non-retention of second-year faculty to Vice President of Academic Affairs.
4. December 15: Second-year faculty informed of retention decision.
5. First Monday in February: Faculty submit documentation:
 - Faculty Activity Report
 - Letter of Intent for Promotion, by Feb. 1.
 - Application for Tenure (in the 6th year).
6. February 10: Tenure Committee and Department Head review material and evaluations.
7. February 20 (Feb. 15 for first-year faculty): Department Retention/Tenure/Promotion committees review faculty evaluation files and make recommend to Department Head.
8. February 28 (Feb. 20 for first-year faculty): Department Head submits evaluations to the College Dean.
9. February 28: College Dean submits first-year evaluation recommendations to Vice President for Academic Affairs.
10. March 1: First-year faculty informed of retention decision.
11. Third Week in March: Vice President for Academic Affairs meets with College Deans' Council to discuss any adjustments in evaluation, merit ratings.
12. First Week in April: Individual faculty members notified of evaluation and merit decisions by Vice President for Academic Affairs; opportunity for faculty response.
13. First Week in May: Faculty members informed about President's tenure and promotion decisions (final decision is subject to Board of Supervisors approval).

Evaluation of Department Heads/Coordinators

Promotion and tenure decisions for Department Heads/Coordinators are determined by the policies described above. Performance of administrative duties is evaluated by the faculty, the College Dean, the Vice President for Academic Affairs, and the President. Faculty members shall complete an annual questionnaire (see **Appendix B, Evaluation of Administrative Personnel**) which provides an opportunity to express anonymous views of the effectiveness of management and leadership skills of the Department Head/Coordinator.

Evaluation of College Deans

College Deans are evaluated annually by faculty and staff within the reporting unit. The faculty and staff shall complete an annual questionnaire (see Appendix B, Evaluation of Administrative Personnel) which provides an opportunity to express anonymous views of the effectiveness of management and leadership skills of the College Dean.

NONRENEWAL AND TERMINATION

Non-Tenured Faculty With The Rank of Instructor (on continuing appointment) or Above

An appointment carries no assurance of reappointment, promotion, or tenure. Reappointments are made solely at the discretion of the institution with the approval of the Board. The non-reappointment of a faculty member does not necessarily reflect on the faculty member's work record or behavior. The determination to reappoint, or not to reappoint, should be based upon a review of the specific conditions relating to the position and the faculty evaluation procedures specified in this chapter. When a faculty recommendation or decision not to renew an appointment has first been reached, the faculty member involved will be informed in writing. As specified in the section on faculty evaluation procedures, the faculty member may request a review of the decision by the University Promotion Committee. The grievance procedure specified in this chapter can also be utilized. Unless an appointment is of a temporary nature for a fixed term, notice that a probationary appointment is not to be renewed shall be given to the faculty member in advance of the expiration of the appointment as follows:

1. Not later than March 1 of the first academic year of service if the appointment expires at the end of that year; or if a one-year appointment terminates during an academic year, at least three months in advance of its termination.
2. Not later than December 15 of the second academic year of service if the appointment expires at the end of that academic year, or at least six months in advance of its termination.
3. At least 12 months before the expiration of an appointment after two or more years of uninterrupted service at the institution.
4. Instructors on fixed-term appointments (specifying beginning and ending dates), lecturers, and other special appointees are employed on term contracts and are not covered by 1, 2, and 3 above. Non-tenured faculty may be terminated before the end of their term of appointment for cause, subject to the same procedures and policies regarding termination for cause that apply to tenured faculty, as specified below.

Tenured Faculty

Tenured faculty may be terminated for cause. Cause for discharge, termination of contract, or demotion in rank shall consist of conduct seriously prejudicial to the college or university system such as infraction of law or commonly accepted standards of morality, failure to follow proper orders, violation of institutional or Board rules and regulations, neglect of duty, incompetence, or

other conditions that impair discharge of duties and the efficiency of the institution. Financial exigency also constitutes cause. The foregoing enumeration of cause shall not be deemed exclusive. However, action to discharge, terminate, or demote shall not be arbitrary or capricious, nor shall it infringe upon academic freedom.

The President shall appoint a committee of faculty members who shall hear charges against the faculty member being considered for termination for cause. The President or his designee will provide a written statement of charges, framed with reasonable particularity, to the faculty member and the committee. The committee will provide an opportunity to the faculty member to respond to the charges, in writing or orally. The committee will forward its findings and recommendation to the President who shall make the final determination. Further appeals by the faculty member shall be in accordance with the Grievance procedures described in this chapter.

The member of the faculty who has exhausted due process procedures at the University level may petition the Board of Supervisors within 30 days when the institution is in session for a review and no official action shall be taken by the institution until a final determination is made by the Board.

Appendix N

CHECKLIST OF ITEMS FOR PROMOTION APPLICATION _____

Completed copy of Form C, Part 1.

- ___ Applicant's narrative.
- ___ Updated and current curriculum vitae.
- ___ Complete set of annual activity reports.
- ___ Additional materials dealing with teaching, to include letters from outside evaluators (as necessary) and both the departmental or divisional chairpersons if the applicant holds a joint academic appointment.
- ___ Articles, grant proposals, creative works, etc., attesting to the applicant's research, scholarship, or creativity.
- ___ Materials documenting professional activities and service to the University.
- ___ Additional material deemed necessary by the applicant or requested by the departmental or divisional promotion committees.

I certify that all checked items listed above are included in this application for promotion.

Applicant's Signature: _____ Date: _____

Checklist Continued

For Use by the Department or Division Chairperson

- ___ Letter of recommendation or non-recommendation from department or division promotion committee.
- ___ Letter of recommendation or non-recommendation from department or division chairperson.
- ___ Letter from the faculty applicant.

I certify that all letters checked above are included with this application.

/s/ _____ Date: _____

Department or Division Head

FORM C, Part 1
PROMOTION RECOMMENDATION FORM

NAME: _____

PRESENT RANK: _____ RECOMMENDED RANK: _____

DEPARTMENT: _____ COLLEGE: _____

1. PROFESSIONAL INFORMATION

A. DEGREES HELD

DEGREE	MAJOR AREA	INSTITUTION	DATE AWARDED

B. WORK COMPLETED TOWARD AN ADVANCED DEGREE

REQUIREMENTS COMPLETED

INSTITUTION	DEGREE SOUGHT	CREDIT HRS. COMPLETED	LANGUAGE			THESIS/DISSERTATION		
			YES	NO	N/A	YES	NO	N/A

C. TEACHING EXPERIENCE (In Full-time Equivalent, FTE, Years)

NSU _____ OTHER COLLEGE _____ NON-COLLEGE _____ TOTAL _____

D. OTHER PROFESSIONAL EXPERIENCE (In Chronological Order)

INSTITUTION	INITIAL APPOINTMENT		PROMOTION		YEARS OF SERVICE OLD RANK
	MO/YR	RANK	MO/YR	NEW RANK	

FORM C

PROMOTION RECOMMENDATION FORM

1) NAME OF APPLICANT: _____

DEPARTMENT OR DIVISION: _____

APPLYING FOR PROMOTION TO THE RANK OF: _____

I. DEPARTMENT OR DIVISION PROMOTION COMMITTEE.

1) _____ 2) _____
Committee Member Committee Member3) _____ 4) _____
Committee Member Committee Member

II. DEPARTMENT OR DIVISION RECOMMENDATION: Evaluate this faculty member on the following three criteria, using a rating system based on Outstanding, Excellent, Very Good, Satisfactory, Unsatisfactory, and Not Applicable.

SPECIFICATIONS: _____ EVALUATION

TEACHING _____

RESEARCH, SCHOLARSHIP, CREATIVE WORK _____

PROFESSIONAL SERVICE _____

NOTE: A justification for the rating given for each category in the above evaluation must be included in an attached letter.

III. THE RECOMMENDATION OF THE PROMOTION COMMITTEE IS:

() FOR PROMOTION () AGAINST PROMOTION

_____ DATE: _____
CHAIRPERSON FOR THE COMMITTEE

IV. () APPROVED () DISAPPROVED

A. /S/ _____ DATE: _____
DEPARTMENT OR DIVISION HEAD

() APPROVED FOR PROMOTION () DISAPPROVED FOR PROMOTION
() NO ACTION TAKEN

B. /S/ _____ DATE: _____
COLLEGE DEAN

FORM C, Continued.

IV. RECEIVED IN THE OFFICE OF THE VICE PRESIDENT OF ACADEMIC AFFAIRS

C. /S/ DATE: _____

THE RECOMMENDATION OF THE UNIVERSITY PROMOTION COMMITTEE IS:
() FOR PROMOTION () AGAINST PROMOTION

D. /S/ DATE: _____
CHAIRPERSON, UNIVERSITY
PROMOTION COMMITTEE

() APPROVED () DISAPPROVED

E. /S/ VICE PRESIDENT FOR DATE: _____
ACADEMIC AFFAIRS

() APPROVED

() DISAPPROVED
F. /S/ PRESIDENT OF THE DATE: _____
UNIVERSITY

