

Department of Biology Promotion and Tenure Review Policy

Committee Members: Nancy Brooker, Steven Ford, and Stephen Timme

Adopted by Biology Faculty: March 1, 1999

Revised: September 25, 2000

A. The Role of the Department

The Department's role in the promotion and tenure process is to:

1. Assist the faculty member to enhance the probability of success while maintaining and protecting the standards and integrity of the Department.
2. Form promotion and/or tenure committees.
3. Review the dossier of the faculty member at the time of application for promotion or tenure.
4. Conduct itself in accordance with the PSU Faculty Handbook (the Handbook), the PSU/KNEA Contract (the Contract), the Department's Standards of Performance, and other promulgated guidelines.
5. The Department Chairperson will provide the faculty member with a letter of evaluation at the end of the second academic year (May).

B. The Role of the Faculty Member

The faculty member must:

1. Review and understand the contents of the Handbook, Contract, and other promulgated guidelines.
2. Engage in those activities that shall eventually result in promotion or tenure to the next higher academic rank. (the Contract).

To receive a positive recommendation for tenure, candidates must provide documentation of accomplishments in the categories of Teaching, Scholarly Activity and Service that are, in the professional judgments of the evaluators, of such recognizable merit as to justify the status and commitment of a continuing appointment.

The appraisal of teaching, scholarly activity and service is often difficult to describe and quantify. We recognize that there may be activities or items not specifically listed which may be included in the faculty member's promotion and tenure document. This list attempts to recognize the diversity of faculty interests and completion of all activities is not required. This list is meant to be suggestive rather than prescriptive. It is intended to give general guidance to the kinds of activities that faculty commonly report. The actual evaluation of the qualitative degree of accomplishment of activities that are reported by the faculty member is the professional, subjective judgment of faculty and administrators who are involved in the evaluation process.

Teaching - Academic Program Planning and Development

- Prepares syllabi for each course including a grading procedure
- Reviews course syllabi, outlines and courses and makes relevant changes
- Reviews, maintains and updates curriculum materials and program/emphasis format
- Researches educational levels of entering students and adapts curriculum materials
- Makes lecture and laboratory material compatible and complementary
- Plans and develops new curriculum materials and programs/emphasis
- Conducts major upgrades/revisions of existing course
- Develops new courses
- Experiments with instructional methods and techniques
- Offers courses at non-traditional times
- Provides special topics courses that integrate instructor's expertise with the focused special needs and interests of individual students
- Uses current and relevant teaching texts or materials
- Integrates journal and magazine topics into course content
- Integrates current scholarly activities into course material
- Seeks opportunities to interact with colleagues in order to improve instruction
- Provides an interdisciplinary emphasis
- Attends conferences, conventions, and meetings relevant to teaching of general and specific biology courses
- Publishes papers or presents seminars on new and innovative curriculum materials

Teaching - Instruction

- Attends every class session, and on time (unless other arrangements have been made)
- Sufficient examinations to determine student progress
- Absence of excessive student complaints
- Class enrollments at expected levels
- Maintains reasonable grade distributions
- Keeps posted office hours
- Thorough knowledge of and participation in laboratory sessions
- Well-disciplined lecture and laboratory sessions
- High priority for safe working conditions in laboratories
- Maintains academic integrity and the academic standards of the University
- Uses a variety of teaching aids and materials
- Spends time with students in excess of scheduled class time
- Teaches honors courses and provides for individual instruction when required
- Provides for student evaluation of courses and used the information to revise course and methods of instruction
- Provides students with objectives relevant to the course taught, appropriate references, and criteria for performance
- Coursework is relevant to student needs and practical aspects of career choices, relevant modern issues, personal development, and chosen fields
- Serves on graduate committees as committee member
- Students participate in extra-curricular activities directly related to the disciplines (e.g., non-required seminars, presentation of papers and professional meetings, etc.)
- Sponsors undergraduate research or projects related to coursework

- Outstanding performance by recently graduate students, on the job or in graduate school
- Teaches graduate level courses
- Serves as graduate advisor

Teaching - Instructional Support

- Conversant with laboratory and work safety
- Knows and communicates the use and care of audio-visual equipment
- Develops or uses new and innovative techniques useful in teaching and research (e.g., computers, state-of-the art technology in instrumentation, multimedia and electronic classroom technology)
- Advises students within the biology department and individual discipline areas
- Provides academic and career counseling and advisement to students on a continuing basis
- Keeps accurate student records
- Demonstrates personal rapport with students
- Available to students during enrollment periods for advising and counseling
- Knows and communicates biology program requirements and pre-requisites for courses in other disciplines
- Knows and communicates professional programs available to students
- Shepherds a major program or track that attracts students and is above average in placement of graduates
- Knows and communicates general education requirements
- Knows and communicates fees and costs
- Knows and communicates information on PSU scholarships and financial aid available to students
- Knows and communicates information on outside scholarships, financial aid and other schools
- Knows and communicates placement options for students
- Knows and communicates information on job openings and employment trends, including salaries, etc.
- Actively involved in seeking placement opportunities for students
- Supports presentation of undergraduate student seminars
- Sponsors independent undergraduate research and projects
- Sponsors field trips
- Uses outside speakers and resource people
- Obtains financial grant for research project, educational program or other activity related to teaching

Scholarly Activity

- Presents paper, poster or seminar at national or regional professional meeting
- Publishes paper in professional journal
- Obtains financial grant for a research project, educational program or other activity related to scholarly activity
- Presents or leads at institutes, short courses, seminars and workshops that are related to the faculty member's discipline or teaching responsibilities
- Edits/reviews papers for national journal publication, reviews grant proposals for national foundations, reviews books for publication, or other scholarly activity of like nature

- Enhances and directs scientific materials and properties other than that needed for normal classroom/instructional use
- Develops enhanced teaching presentations/techniques with creative applications of biological knowledge through electronic classroom technology and integrated multimedia

Service

- Maintains membership in a professional group representing the discipline of biology or an allied science
 - Maintains membership in a “professional” education group
 - Knowledgeable concerning professional organizations
 - Serves as an appointed officer in a professional organization
 - Serves as an elected officer in a professional organization
 - Organizes or conducts a conference or meeting of a professional organization
 - Serves as a resource person for a professional organization at the state or regional level
 - Maintains membership in a community organization and uses academic expertise to enhance the organization
 - Attends meeting and conferences of professional groups such as AAS, AIBS and KATS
 - Participate in the governance of the department and university through committee memberships, assistance in special projects and participation in the decision-making process
 - Participate in the recruitment and retention of students
 - Serve as a faculty advisor to student organizations.
 - This list of activities is meant to be suggestive rather than prescriptive. It is intended to give general guidance to the kind of activities that faculty commonly report. The actual evaluation of the qualitative degree of accomplishment of activities that are reported by the faculty member is the professional, subjective judgment of faculty and administrators who are involved in the evaluation process.
3. Communicate fully with the Department Chairperson and mentor on progress.
 4. Focus on comments made in the two-year employment letter from the Chairperson. These comments should be used for self-improvement and professional enhancement.
 5. Participate fully in all performance appraisal or review milestones.

C. The Department as Mentor for New Faculty

1. The Chairperson shall facilitate faculty mentoring.
2. The Chairperson shall provide new faculty with a copy of this document and other relevant information on the process of gaining promotion and tenure, including the expectations of the Chairperson, the Departmental faculty, and the University.
3. The Chairperson shall follow all specifications in the Handbook or Contract dealing with annual reviews and promotion and tenure milestones. The Contract states:

It is the responsibility of the individual faculty member to engage in those activities that shall eventually result in promotion to the next higher academic rank. It is the responsibility of the Department Chairperson to counsel and guide the faculty member into activities that shall increase the probability of promotion being granted. The Department Chairperson is expected to meet with faculty on a frequent and regular basis (certainly more than once or twice an academic year) in order to explore ways in which the University may support the faculty member's development in the

areas of teaching, scholarly activity, and University and community service. It is to the benefit of both individuals and the University to be sensitive to opportunities that present themselves in order to enhance the professional advancement of faculty members.

4. Department faculty should assist new faculty as informal advisor(s) and mentor(s) in order to help the new faculty enter into the life of the department. This can be accomplished through discussions with new faculty or comments provided to the Chairperson or mentor.

D. The Formation of Review Committees

1. The formation of the various review committees and the time-lines involved in the tenure and promotion process are found in the Handbook and Contract.
2. At its convenience, the Department may establish separate or joint tenure/promotion committees.
3. Consistent with the policies in the Contract the tenure/promotion committee(s) will be composed of three department faculty of higher rank selected by vote of the department faculty of higher rank with a Committee Chairperson chosen by the Committee.

E. Review for Tenure

1. Both Contract and Handbook specify that:

To be awarded tenure at Pittsburg State University, faculty members must be able to demonstrate professional competence and achievement in the areas of: 1) teaching, 2) discipline research, scholarly activity, and creative endeavor, and 3) community and University service which is reasonably judged to be of such recognizable merit as to justify the status and commitment of a continuing appointment. In considering tenure, the entire length of service that a faculty member has rendered at Pittsburg State University should be considered.

2. The Department shall apply these criteria (demonstrated professional competence and achievement) in the areas of: 1) teaching, 2) discipline research, scholarly activity, and creative endeavor, and 3) community and University service in a balanced way (a high degree of excellence in every category is not necessary) considering the value of the faculty contribution to the enhancement of the Biology Program and University community. In tenure decisions, the development of the faculty member as a contributing member of the biology faculty and University community is an important consideration.
3. Outcomes

The Department Tenure Committee will review the dossier and make a recommendation. This recommendation will be recorded in the place provided on the dossier cover sheet. The Department Tenure Committee will prepare, for inclusion in the dossier of each candidate, a statement supporting his or her recommendation. The tenure dossier shall be reviewed by the Department Chairperson, who will recommend or not recommend the candidate for tenure, in writing, and provide justification for any recommendation that is made. All dossiers containing the Chairperson's and departmental recommendation will be sent forward to the Dean of the relevant College.

The Dean will review the dossier and will recommend or not recommend the faculty member for tenure. The recommendation will be in writing and will include a justification of the decision made. Reasons must be given to support both a positive and negative recommendation.

The Vice President for Academic Affairs will receive tenure recommendations from all College Committees, and the Division of Learning Resources, when appropriate. The Vice President will consider all candidates for tenure, and after the dossiers have been reviewed, the Vice President shall recommend or not recommend each candidate and provide a written rationale for that decision. Upon completion of this task, the dossiers will be forwarded to the

President. The President will review the recommendations of the Vice President for Academic Affairs. Any recommendations forwarded to the President shall become part of the candidate's official personnel file.

All actions by the Tenure Committee, Department Chairperson, Dean, and/or the Vice President for Academic Affairs shall be communicated to the candidate prior to the next level of consideration. (Upon completion of the tenure process, the President will communicate his/her decision to the faculty member.) (the Contract)

F. Review for Promotion

1. Both Contract and Handbook specify that:

To be considered for promotion, a faculty member shall be tenured or holding a tenure earning appointment and be able to demonstrate excellence in at least one of the-three areas of 1) teaching; 2) research, scholarship, and/or creative endeavor; 3) community and/or University service with accomplishment in the remaining two. Faculty are not expected to achieve excellence in each of the three areas, but they should be able to demonstrate professional accomplishments in all three. Faculty members shall select a primary basis for nomination for promotion from among teaching; research, and/or creative endeavor; and community and/or University service. It should be emphasized that the following criteria are broad and conceptual in nature and define a number of areas in which contributions to teaching, scholarship, and service may be made.

2. Promotion to specific ranks involves differing consideration of criteria. The Contract (not repeated here) provides narrative expectations for promotion to assistant professor, associate professor, and professor. The Department shall apply all these criteria (including demonstrated "excellence" and professional "accomplishments") in a balanced way considering (a) the value of faculty contributions in its enhancement of the Biology Program and University Community, and (b) the development of the faculty member as a contributing member of the Biology faculty and University community.

3. Outcomes

The Department Promotion Committee shall review the data included on the "Nomination for Promotion" form and advise on the appropriateness of the nomination. The committee shall vote to recommend the nominee to be a Candidate for Promotion or to reject such nomination to candidacy. Criteria utilized to recommend or not recommend shall be years in rank and degree terminality, including any prior service credit. The nominee shall be advanced to candidacy or will be rejected as a candidate for promotion. (the Contract)

When a faculty member's nomination for candidacy is rejected, the nominee shall be informed in writing the reasons for that decision. The nominee, if after reviewing the committee's reasons for not recommending advancement to candidacy still desires to be considered a candidate, may declare him/herself a candidate and complete the promotion procedure. (the Contract)

The Department Chairperson will provide the faculty member with a written report assessing the faculty member's progress toward promotion in academic rank. This report shall be made at the end of the second year in rank and once again at such time as requested by the faculty member. (the Contract)

Each report shall be based upon detailed departmental promotion criteria reflecting professional standards developed by the department faculty in consultation with the Chairperson and reviewed by the Dean and the Vice President for Academic Affairs. (the Contract)

G. Disclaimer

This policy is a statement of the departmental role in tenure and promotion decisions. The information in this document does not supersede any information in the Contract, the Handbook, or other University or College guidelines or rules and does not purport to be a complete statement of all information or activities related to tenure and promotion.

This document, Department of Biology Promotion and Tenure Review Policy, developed as the departmentally specific guidelines for tenure and promotion and adopted by the tenured faculty of the Department of Biology on March 1, 1999 and revised September 25, 2000, is approved.

James R. Triplett, Ph.D.
Chair, Biology Department

Date

Lynette J. Olson, Ph.D.
Dean, College of Arts and Sciences

Date

Steven A. Scott, Ph.D.
Vice President for Academic Affairs

Date