

TENURE

(Revised May 2006)

Eligibility

A faculty member's tenure-earning and length of probationary status are specified in the initial appointment letter. Normally, tenure-earning faculty hired at the assistant professor level are eligible to apply for tenure in their fifth year.

To be eligible for tenure, a tenure-earning faculty member shall have the appropriate terminal degree, shall have served the requisite number of probationary years, and shall provide documentation of appropriate professional accomplishments. These accomplishments, as defined below, shall be of such recognizable merit, in the professional judgments of the appropriate Department and University evaluators, as to justify granting to the tenure-earning faculty member the status and commitment of a continuing appointment.

Process

Normally, names of faculty eligible to apply for tenure are published near the end of the academic year prior to the year in which they are eligible to apply. Faculty use the summer and early fall to prepare the tenure dossier, according to models available through the English Department or the Office of Academic Affairs.

The English Department follows the tenure procedure outlined in the PSU/KNEA Agreement.

Criteria

The granting of tenure within a department, besides being a reward for a candidate's accomplishments, is equally an investment in a candidate's and a department's future. To assist tenure-earning faculty in making satisfactory progress toward tenure, the Department offers the following guidelines.

The English Department Faculty subscribes in full to the tenure guidelines set forth in the Office of Academic Affairs Memorandum 80-6 of July 29, 1980 ("Recommending and Awarding Tenure: Guidelines and Procedures"), the statement on tenure in the PSU/KNEA Agreement, and the "Unclassified Personnel Handbook" (Sec. 2.6), or their current equivalents. The Performance Appraisal section of the Department "Policies Manual" lists professional activities relevant to the tenure process.

Tenure-earning faculty are responsible for making themselves fully familiar with the contents of these documents and for engaging in professional activities in the categories of Teaching, Scholarly/Creative Activity, Service, and Collegiality that form the basis of a successful application for tenure.

Teaching

1. Successful accomplishment of teaching and teaching-related duties during the probationary period as assigned by the department chairperson.
2. Use of approved course/instructor evaluations for all classes taught during the probationary period with generally consistent positive student response to classroom instruction.
3. Generally consistent positive student response to academic advisement during the probationary period as indicated by approved advisement evaluations.
4. Consistent positive departmental evaluation of classroom instruction as indicated by written critiques by department faculty, including the chairperson, who have observed the faculty member's classes on a regular basis during the probationary period.

Scholarly/Creative Activity

1. An average of at least one substantial scholarly/creative accomplishment per year during the probationary period. Such accomplishments shall preferably be on a regional/national/international level (rather than local or state). At least one of the accomplishments during

the probationary period shall be for publication in print and at least one shall be the result of a selective process (e.g., by an independent editor, editorial board, or selection committee).

2. Substantial additional scholarly/creative activity to demonstrate to the satisfaction of appropriate Department and University evaluators the tenure-earning faculty member's potential for and commitment to on-going scholarly/creative productivity and professional development.

Service

1. Reasonable and appropriate contributions throughout the probationary period in at least three of the four service areas (to the Department, the University, the Profession, and the Community) to demonstrate to the satisfaction of appropriate Department and University evaluators the tenure-earning faculty member's commitment to on-going participation in service activities.

Collegiality

A collegial academic environment is an environment in which members of the Department, whether agreeing or disagreeing, work together for the good of the Department and its programs in an atmosphere of mutual honesty, professionalism, trust, and respect. Tenure-earning faculty members shall generally consistently demonstrate their collegiality during the probationary period to the satisfaction of appropriate Department and University evaluators. Major indicators of collegiality include, but are not limited to, the capacity and willingness of a tenure-earning faculty member

1. To communicate openly and honestly with other department members,
2. To work productively with other department members,
3. To participate in and otherwise support departmental activities,
4. To shoulder his/her fair share of departmental tasks, and
5. To make a continuing positive contribution to the working atmosphere of the Department.

This expectation of collegiality shall not be construed to mean that a probationary faculty member's academic freedom or right of free speech is restricted.

Annual Faculty Performance Appraisals*

The departmental expectation is that a probationary faculty member should consistently earn ratings of not lower than Meritorious. However, annual performance appraisal ratings do not directly indicate progress toward tenure because a rating of Exceptional in any given year is reserved only for a small number of faculty across the college who excel in all three areas of endeavor (Teaching, Scholarly/Creative Activity, and Service), and the rating of Meritorious indicates only that a faculty member has met minimums of annual accomplishment set by his/her department.

To qualify for tenure, therefore, a faculty member needs to demonstrate accomplishments in all three categories well above the minimum required for an annual rating of Meritorious, even though such accomplishments may not qualify him/her for a rating of Exceptional in any one category or overall in any given year. The probationary faculty member should keep a detailed annual record of all activities and accomplishments and should consult regularly with the department chair regarding his/her progress toward tenure.

*Annual Faculty Performance Appraisal ratings, while important, do not refer directly to progress toward tenure for a variety of reasons. First, they are directed primarily toward the determination of yearly increments in salary. Second, they are formulated by the departmental chairperson and the college dean with no input from departmental faculty. Third, as snapshot evaluations of the faculty member's accomplishments for a single year, Annual Performance Appraisal ratings are often developmental and anticipative of future outcomes based on a continuation of activities that are in progress. Fourth, Annual Performance Appraisal ratings are only one of several factors that the department chair and the faculty

take into account in tenure deliberations. Some of these factors, e. g. collegiality, have almost no bearing on the Annual Performance Appraisal rating. The key tenure document during the probationary period is not the Annual Performance Appraisal rating but rather the second year letter. The departmental faculty, chairperson, and college dean collaborate in the preparation of the second year letter (first year for associate professors and professors), which takes into account the entirety of the faculty member's accomplishments and contributions to that point during the probationary period and gives an informed assessment of his/her progress toward tenure.

The Departmental Tenure Committee

The departmental tenure committee consists of all tenured members of the departmental faculty. The chairperson of the committee is the senior tenured faculty member. The department chairperson, if tenured, does not participate in the deliberations and recommendations of the tenure committee.

Signatures

This document, "Tenure," developed as the departmentally specific guidelines for tenure and adopted by the tenured faculty of the Department of English on May 17, 2006, is approved.

Stephen E. Meats
Chair, English Department

Date

Lynette J. Olson
Dean, College of Arts & Sciences

Date

Steven A. Scott
Vice President for Academic Affairs

Date