

**Department of History, Philosophy, and Social Sciences
Criteria for Tenure and Promotion**

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The Department of History, Philosophy, and Social Sciences faculty subscribes in full to the binding tenure and promotion guidelines set forth in the *Agreement* between PSU and KNEA. Tenure and promotion are awarded for significant achievements in teaching, intellectual contribution, service and other professional standards.

Tenure is awarded for teaching effectiveness, significant intellectual contributions, service activities, and adherence to other professional standards and a high degree of confidence that this performance will be continued.

Promotion is awarded on the basis of a continuing record of achievements in teaching, intellectual contributions, service, and adherence to other professional standards. Some flexibility in assigning weights to these areas is possible. As the individual progresses from one rank to the next, performance criteria become more demanding.

Criteria for Tenure and Promotion

The following are the requirements for a positive recommendation for tenure and promotion.

- An appropriate terminal degree
- High quality teaching
- Significant intellectual contributions
- Promise of continued academic growth and achievement
- Adherence to professional standards

Listed below are examples of the indicators of quality Teaching, Scholarly Activity, Service and Other Professional Standards that are expected of candidates for tenure or promotion. To receive a positive recommendation candidates must provide documentation of accomplishments in each of these categories that are, in the professional judgments of the evaluators, of such recognizable merit as to justify the status and commitment of a continuing appointment or of promotion.

Teaching

Demonstration of high quality teaching is necessary for tenure and promotion. Indicators of quality teaching include:

- Instructional effectiveness and student achievement. [This includes creating an environment for the students which supports learning, creative solutions to problems, and positive growth in the process of developing discipline-appropriate skills. Pursuant to the KNEA-PSU Agreement, university approved course evaluations must be provided.]
- Creation and delivery of course development.
- Ongoing enhancement of course content
- Innovation in the instructional processes
- General facilitation of student development, including significant contributions of advisory curriculum committees, accessibility to students, attention to curriculum matters [including accreditation and assessment standards], maintain standards and fairness, etc.
- Currency in instructional field(s)
- Continued improvement in teaching
- Course load, including new courses, undergraduate and graduate courses, class size, nature of courses, and availability of assistance
- Graduate theses directed and/or service on thesis committees
- Student advisement. [Summary evaluations of advisement success using the university approved instrument must be provided.]

Scholarly Activity/Creative Accomplishments

Candidates for promotion and tenure must demonstrate an on-going and sustained record of significant intellectual contributions, including off campus peer review and dissemination. Quality of scholarship is important. Successful peer-reviewed intellectual contribution is the norm for tenure and promotion. Indications of intellectual contributions include:

- peer-reviewed journal publications
- research monographs
- books
- book chapters
- proceedings from scholarly meetings
- conference papers
- research in progress may be considered

Service

Service contributions to the university (including the departmental, college, and university levels), professional organizations, and the community are required for tenure and promotion.

Contributions to the university should extend beyond departmental boundaries and they include:

- Significant committee/governance assignments
- Program and curricular organization/development
- Generation of funds through sponsored research
- Generation of funds from non-research activities
- Administrative service for which released time was granted
- Advisement of student organizations

Contributions to professional organizations include:

- Direct participation through offices held
- Participation through offices held
- Committee assignments
- Reviewing scholarly works
- Active participation demonstrated through direct engagement in annual and/or virtual meetings

Contributions to community service are clearly most relevant when they involve the faculty member's area of expertise. Such service includes:

- Serving on working committees and board of directors
- Consulting for community groups, governmental organizations, or public service organization.

Other Professional Standards

A professional academic environment is one 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, trust, respect, and collegiality. Major indicators of professionalism include:

- Open and honest communication with other department faculty
- Collaboration with other department faculty
- Participation in departmental activities
- Shouldering one's fair share of departmental tasks
- Adherence to ethical and professional standards with respect to interactions with one's colleagues and students

Professionalism does not imply any restriction on academic freedom.

The above “Department of History, Philosophy, and Social Sciences, Criteria for Tenure and Promotion”, was reviewed and approved by the History, Philosophy, and Social Sciences faculty in Fall 2010.

Delay of the Tenure Decision

Tenure earning faculty are expected to be ready to apply for tenure at the time specified in the initial employment contract. For the vast majority of probationary faculty, including in particular those who are granted time toward tenure for prior service, delaying the tenure decision is not an option. Kansas Board of Regents policy permits extending the probationary period in only two circumstances (Policies and Procedures Manual, Section 8.b (3)(4)(5):

- (3) If an untenured faculty member becomes a parent through birth, adoptive placement, or adoption of a child under the age of 5 prior to May 1 of the fifth year of the probationary period, that faculty member, upon notification to the institution’s chief academic officer, shall be granted a one-year delay of the tenure review. Notification must occur within 90 days of the birth, adoptive placement, or adoption. Faculty retain the right to opt out of this interruption policy.
- (4) Under unexpected special and extenuating circumstances, prior to the sixth year of service, and at the request of the faculty member and the appropriate dean, the chief academic officer of the university may grant an extension of the tenure clock for a maximum of one year.
- (5) No more than two extensions of the tenure clock may be granted to a faculty member for any reasons. Nothing in this provision shall be construed to guarantee reappointment of an untenured faculty member.

Petitions for delay under the provisions of (3) go directly from the faculty member to the Provost/Vice President for Academic Affairs.

Petitions for delay under (4) go directly from the faculty member to the appropriate dean. Such petitions shall be submitted well ahead of the tenure application deadline to allow the faculty member time to complete the tenure dossier if the petition is denied. The dean shall determine whether or not the faculty member’s petition meets the threshold of “unexpected special and extenuating” and make a recommendation to the Provost/VPAA, who will make the final determination.

Department chairpersons, tenured faculty, and faculty mentors are not involved in the tenure deferral process and shall make no representations to untenured faculty about the prospects for delaying the tenure decision.

Because leave without pay may also affect the tenure clock, probationary faculty shall be fully conversant with the provisions relating to leave without pay in the PSU/KNEA Agreement (Section XI.A.).

Dr. Michael A. Kelley
Chair, Department of Social Sciences

Date

Dr. Stephen Meats
Interim Dean, College of Arts and Sciences

Date

Dr. Lynette Olson
Provost and Vice President for Academic Affairs

Date