

## **College of Arts & Sciences Rank and Tenure Procedures and Criteria**

### **1. INTRODUCTION**

This document explicates sections in *The Faculty Handbook of Loyola University Chicago (1993)* as they pertain to the rank and tenure process in the College of Arts & Sciences (CAS). The document addresses criteria for promotion and tenure for tenured and tenure-track faculty, types of evidence needed to support a petition for promotion and tenure, and the process to be used in a promotion and tenure case. All CAS faculty members seeking promotion and/or tenure in CAS are subject to these procedures.

### **2. CRITERIA**

Individual departments contribute uniquely to the mission of CAS. Thus, each department in CAS is expected to provide and to follow departmental standards and procedures in its review of cases for tenure and promotion. The CAS Rank, Tenure, and Leave Committee must approve these departmental standards and procedures.

#### **2.1 Criteria for Tenure and Promotion to Associate Professor**

Generally, six (6) years of service at the rank of Assistant Professor at Loyola University Chicago (LUC) is required for tenure and promotion from Assistant Professor to Associate Professor in CAS. Ordinarily, the candidate for promotion petitions CAS in the fall of his/her sixth year. In CAS, early promotion is allowed for the exceptionally well-qualified candidate. The final decision to grant tenure must be made by the end of the candidate's sixth year. As presented in the *LUC Handbook (1993)*, "one full year is assumed for contracts that become effective on or before January 15 of any given academic year. No credit for the current academic year will be given to those whose contracts become effective after January 15. Effective dates are specified in the contracts" p. 25.

##### **a. Teaching**

In assessing the effectiveness of a candidate's teaching, the following should be among the qualities and abilities under consideration: the candidate's mastery of the appropriate subjects taught and evidence of activities that indicate continuous growth and development in the candidate's field; the ability to organize material and present it with logic, clarity, and confidence; the capacity to stimulate in students an awareness of the relationship of the subject to other fields of knowledge; the ability to evaluate student work fairly; the creativity, spirit, and enthusiasm which energize the learning process and the teaching endeavor; the candidate's ability to provoke curiosity in beginning students

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\*Revision to Guidelines approved by Provost in May 2007 (see highlighted section on p. 3)

and to inspire advanced students to creative work. It is understood that teaching methods can vary widely from discipline to discipline.

Primary evidence of teaching effectiveness can include, but is not limited to, the following: the results of periodic and systematic peer evaluation based on class visits; the analysis of course materials including syllabi, examinations, and other instructional products; the results of periodic and systematic student evaluation that have been appropriately documented and contextualized. Supervision of graduate and/or undergraduate student research is also an important aspect of teaching.

Additional evidence of teaching effectiveness can include, but is not limited to, presentations on teaching and student learning in public lectures, seminars, colloquia, or lectures before professional societies or organizations given by the candidate; demonstration by the candidate of effective techniques of instruction and instructional materials; and publications on pedagogy in the candidate's discipline in respected journals or presses.

An important correlative to teaching, advising is a significant consideration in the evaluation of candidates for tenure and promotion. Demonstration of advising effectiveness can include but is not limited to the following: participation in academic advising; number of students advised; number of letters of recommendation written; and unsolicited letters of appreciation from students.

## **b. Scholarship, Research, and Creative Works**

Knowledge of, and scholarship in, the appropriate field is presumed of all candidates. Whereas scholarship may vary significantly in form and amount among departments, all candidates are expected to be contributing scholars as defined by the departmental criteria for tenure and promotion. Excellence in scholarship is demonstrated in the creation, obtainment, application, integration, and dissemination of new knowledge. There should be documentation that the candidate is effectively and actively engaged in scholarship or creative work of high quality and significance.

Primary evidence of excellence in scholarship and research can include, but is not limited to, the following: publication of books by respected, preferably peer-reviewed presses; publication of articles in well-regarded journals and compendiums in the appropriate field; funded research grants; and (in some fields) display and performance of creative works. Published research should be assessed with respect to content and significance and, for works that are not monographs, the quality of the publication in which they appear. Educational materials and pedagogical endeavors, generally considered evidence of teaching ability, may be considered in this domain only to the degree that they have national or international impact on the candidate's field.

Additional evidence of scholarship and research can include, but is not limited to, the following: grant proposals submitted for external funding; presentations at professional meetings; and presentations in seminars or colloquia.

### **c. Service**

Candidates have service responsibilities to their profession, the University, the CAS, their department, and the campus and local communities. Each candidate is expected to provide professional service as defined by his/her particular departmental criteria. Activities that do not advance their profession, the mission of the University, or are not related to a faculty member's professional role and expertise will not be considered as evidence of professional service.

Demonstration of service includes, but is not limited to, the following: participating in the governance of the University at the departmental, college, or university levels; contributing to departmental projects and programs; mentoring faculty colleagues; serving in leadership roles in professional organizations or societies; serving as a journal editor or referee of scholarly journals, presses, or proposals; and providing professional expertise in public settings.

## **2.2 Criteria for Promotion to Professor**

Generally, at the rank of Associate Professor at Loyola University Chicago, application for promotion to the rank of Professor may occur no sooner than the beginning of the 6<sup>th</sup> year at the current rank. In CAS, application for promotion (i.e., less than five complete years in rank) is allowed for exceptionally well-qualified candidates.

Successful petitions for promotion to Professor should present evidence of outstanding achievements in scholarship and research, specifically scholarly publication and other academically recognized, creative achievements, as to merit admiration from recognized scholars in the candidate's field. In addition, candidates should also demonstrate abilities in teaching, advising of students, service to the University and community that warrant recognition among faculty and students as an effectual educator and faculty member who consistently makes strong and valuable contributions to the University, the CAS, and the department. Normally, a candidate for full professor must have achieved a level of national, if not international, recognition. Typically, this is accomplished through a person's research, but in rare instances it may also be achieved in the areas of teaching or professional service.

## **3. Dossier to be Presented to the CAS Rank, Tenure and Leave Committee**

Dossiers should be concise and adhere to the following format in the order outlined below.

### 3.1 Candidate's part of the Dossier

The candidate's dossier might include, but is not limited to, the following:

1. General Information
  - a. Name, present rank, and departmental affiliation(s)
  - b. Degrees earned, including institutions and dates
  - c. Academic experience, including institution(s), rank(s), and dates
  - d. Academic recognitions such as awards, fellowships, and scholarships
  - e. Candidate's statement; this narrative (not to exceed 6 pages) provides the candidate's assessment of his/her role in the mission of his/her department, the CAS, and the University.
  
2. Summary of Teaching Activities
  - a) Courses taught at LUC during the last five years
  - b) Teaching awards, including information about the criteria and the method of selection
  - c) New courses prepared
  - d) Curricular development (e.g., sample syllabi, exams, instructional materials)
  - e) Other pedagogical activities
  - f) Evidence of teaching effectiveness (e.g., summaries of faculty observation, student successes, course ratings, student evaluation summaries, etc.)
  
3. Advising
 

Evidence of advising effectiveness may include information about undergraduate and/or graduate advising, as well as involvement in student professional development, counseling, and extracurricular activities.
  
4. Research, Scholarship, and/or Creative Enterprise
  - a. Peer-reviewed publications
  - b. Other publications
  - c. Production, performance, exhibition of creative works
  - d. Reviews of the candidate's publications or creative works
  - e. Work in progress
  - f. Grants (external/internal, proposed/funded)
  - g. Lectures, papers, speeches (contributed/invited) presented at professional meetings or academic institutions
  - h. National or international recognition, including nature of recognition
  
5. Service
  - a. Professional
  - b. University
  - c. College

- d. Department
- e. Community
- f. Other

#### 6. Appendices

Candidates can include appendices when appropriate (e.g., copies of books selected reprints and pre-prints, student/course evaluations). Full appendices should be maintained in the departmental office and made available to the Department, College, and University Rank and Tenure committees.

### **3.2 Department's Part of the Dossier**

The Department Chairperson is responsible for compiling the departmental dossier. For the benefit of the CAS Rank, Tenure and Leave Committee, the dossiers should be assembled in a standard order. The following order is from top to bottom:

- 1) Cover sheet
- 2) Departmental Promotion & Tenure Guidelines
- 3) The candidate's dossier
- 4) Chairperson's recommendation
- 5) Recommendation of the departmental promotion & tenure committee
- 6) Internal/departmental evaluations, if this is part of the departmental process
- 7) Three or more letters from external evaluators

### **3.3 College of Arts & Sciences Part of the Dossier**

The Dean adds the following to the dossier:

- a) The vote of the College's Rank, Tenure, and Leave Committee
- b) Recommendation of the Dean. The Dean places his/her recommendation after the candidate's dossier
- c) In the ordering of the dossier, the Dean's Recommendation will precede the recommendation of the College's Rank, Tenure, and Leave Committee.

## **4. Process**

Each department should have written and approved promotion and tenure guidelines detailing the specific procedures, beyond those presented in this document, for how the tenure and promotion process is to be handled at the departmental level.

### **4.1 The College of Arts & Sciences Rank, Tenure, and Leave Committee**

The role of the College's Rank, Tenure, and Leave Committee is to make sure that the recommendations of the Department Chairperson and faculty are consistent with the documentation in the dossier, and to add its own analysis and recommendation on the merits of the case focusing on the criteria outlined in 2.1 and 2.2 presented above. This

committee is also charged with the review of college and departmental policies and procedures relative to rank, tenure, and leaves when such reviews are necessary. In matters relative to these policies and procedures, the Committee makes recommendations to the Dean of the College of Arts & Sciences.

On behalf of CAS, the Academic Affairs Office in conjunction with the Faculty Affairs University Policy Committee (UPC) coordinates the election of the members of the College Committee on Rank, Tenure, and Leave, which is composed of six (6) faculty members with the rank of professor, two (2) from each of the divisions of the College of Arts & Sciences (see below). The Dean of the College of Arts & Sciences may appoint one (1) additional member to the Committee for reasons of diversity and balance. Please see Attachment A for a description of the CAS Committee on Rank, Tenure and Leave election process and terms of membership.

Each spring, the Dean will announce the appointment of one of the elected members of the Committee to serve as Chairperson for the following academic year. Although serving as Chairperson, this person shall continue to have full rights of voice and vote in all Committee deliberations.

The Committee may solicit such other information either from members of the LUC academic community or from external reviewers and evaluators as it may deem helpful and relevant in coming to an informed analysis and understanding of any candidate's petition. All deliberations, recommendations, votes, letters, or materials submitted to the Committee or produced by the Committee shall be considered confidential.

All voting members of the Committee who are present when a vote is taken must vote positively or negatively on the matter at hand; abstentions shall not be permitted. Members from the department of a person whose case is being considered may neither discuss nor vote on that case; that is, a Committee member should excuse him/herself from the room during the Committee's deliberation of his/her departmental colleague. It is understood that their vote, if any, shall have been made at the departmental level. Two-thirds of the voting members of the CAS Rank, Tenure and Leave Committee who are not excused for conflict of interest shall constitute a quorum.

In making its recommendation on specific cases, the Committee will report the vote of its members and will provide a brief summary of the reasons or considerations that were deemed decisive. Staff support for the Committee will be provided by the Office of the Dean of the College of Arts & Sciences.

## **5. The Role of the Dean of the College of Arts & Sciences**

The Dean is responsible for administering the promotion and tenure process at the College-level. The Dean is charged with making sure the recommendations of the College's Rank, Tenure and Leave Committee and the Department are consistent with the documentation. The Dean adds the vote and recommendation of the College's Rank,

Tenure, and Leave Committee to the dossier as well as the Dean's own recommendation and submits the entire packet to the University Rank and Tenure Committee.

### Attachment A

Following the structure of the University governance system, the members of the CAS Rank, Tenure and Leave Committee are elected by the faculty of the CAS.

The CAS Rank, Tenure and Leave Committee will be composed of full-time, tenured Professors of the CAS who will be elected by the tenured and tenure-track faculty of the CAS. This Committee will be responsible for reviewing and recommending on individual petitions for tenure and promotion in the CAS. In addition, the Committee will also review and recommend on all institutionally-funded professional development projects, research leaves, summer stipends, fellowships, and other programs requiring releases from normal responsibilities.

For the purpose of elections and distribution of representatives, the faculty of the College of Arts & Sciences shall be divided into three groups identified as the Humanities, the Basic Sciences, and the Social Sciences. This categorization is made solely for this purpose and does not indicate how departments may be classified in other contexts or for other purposes.

#### Humanities

Classical Studies

English

Fine Arts

History

Modern Languages and Literature

Philosophy

Theatre

Theology

#### Basic Sciences

Biology

Chemistry

Computer Science

Mathematics & Statistics

Natural Science

Physics

#### Social Sciences

Communication

Criminal Justice

Political Science

Psychology

Sociology/Anthropology

All full-time, tenured and tenure-track faculty of an electorate will vote for members from their own group to serve on the Committee.

Terms of elected membership shall be three (3) years, with approximately two-thirds of the members continuing each year and one-third completing their terms. No department may have more than one (1) member of its faculty on the Committee at a time. CAS faculty members currently serving on the Faculty Affairs UPC or the University Rank and Tenure Committee are ineligible to serve on the Committee. Elections will be conducted each spring semester, on behalf of CAS, by the Academic Affairs Office in conjunction with the Faculty Affairs UPC. For the inaugural year of the Committee, elections will be held in September 2003; however, henceforth, elections will be conducted in the spring semester of each academic year.

The initial meeting of the Committee for the year will be convened by the Dean of the CAS at the beginning of the academic year. At that meeting, questions regarding procedure and process will be reviewed. At or before that meeting, the Dean will announce the appointment of one of the elected member of the Committee to serve as Committee Chairperson for the year.