

PROMOTION AND TENURE DOCUMENT
COLLEGE OF APPLIED SCIENCES AND TECHNOLOGY
2009-2010

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PROMOTION AND TENURE DOCUMENT

COLLEGE OF APPLIED SCIENCES & TECHNOLOGY 2009-2010

PREAMBLE

The College of Applied Sciences and Technology values a teacher-scholar model that strives for excellence in the areas of teaching, scholarship, and professional service. The goal of the process is to tenure and promote teacher-scholars that will continue to contribute to the university and their discipline throughout their careers.

Faculty have the responsibility to assist in the promotion and tenure process by evaluating and mentoring a candidate's performance in the areas of teaching, scholarship, and professional service. Furthermore, the evaluation of a candidate's performance should be a process whereby each faculty member receives meaningful feedback that can be used for the individual's professional growth and development. Appropriate feedback and goal setting can foster an environment that encourages each faculty member to achieve maximum potential.

This document describes the procedural requirements and policies for promotion and tenure in the College of Applied Sciences and Technology. All parties involved are encouraged to familiarize themselves with the rights, responsibilities and procedures that are outlined in the university, college, and department promotion and tenure documents. In cases where questions arise, the university document takes precedence over the college document and the college over the department.

I. GUIDELINES FOR PROMOTION AND TENURE

1. The evaluation of a faculty member's eligibility for promotion or tenure shall be based on evidence of a continuing pattern of achievement throughout the individual's professional career in the following areas:
 - 1.1 Teaching;
 - 1.2 Scholarship
 - 1.3 Service in a professional capacity.

(From the Faculty and Professional Personnel Handbook, University Promotion and Tenure Document, Section I, Guidelines for Promotion and Tenure.)

2. The department promotion and tenure document shall weigh teaching, scholarship and professional service so that the weightings fall within the following limits:

<u>Teaching</u>	<u>Scholarship</u>	<u>Professional Service</u>
30% to 60%	30% to 50%	10% to 20%

3. Tenure and promotion decisions shall be based on these three factors as well as any employment conditions outlined in the contract.
4. The following criteria are to be used to evaluate creative activities (e.g., video productions, interactive computer projects, CD ROM programs, interior design works, consulting with outside organizations, proprietary research, etc.) during the promotion and tenure process in the College of Applied Sciences and Technology:
 - 4.1 The activity must be useful to others in the profession. There must be evidence that the end product is being used by others as opposed to just the creator.
 - 4.2 There must be a planned and disciplined approach to the activity's development, design and implementation. The activity must reflect contemporary content, strategies, design or media components.
 - 4.3 The completed activity must be publicly verifiable. The activity must be documented via product, pictures, programs, models or other appropriate means.
 - 4.4 The Promotion and Tenure Vita must indicate whether the activity is nonrefereed, refereed, juried, competitive, invited, etc.
5. Publications, creative activities, and grants may be included in the evaluation for tenure once they have been officially submitted, accepted, or completed. Departments shall determine the hierarchy for valuing submitted, accepted and published works and grants but publications in print and completed creative activities that meet criteria listed in 4.1-4.4 above shall be weighted more heavily during all evaluation periods.
 - 5.1 Verification of submission, acceptance and published status must be included in the supplemental materials: but only publications in print and completed activities may be evaluated for promotion.
6. For personnel decisions, each department must regularly conduct evaluations of teaching which include student ratings.
 - 6.1 Near the end of the semester, but not during final exam week, a rating form adopted by the department to evaluate teaching shall be administered to students enrolled in classes being taught during the semester.
 - 6.2 The instructor shall not be in the classroom when students are completing the rating form. The evaluation must be administered, and the forms collected and forwarded to Examination Services by someone other than the faculty member responsible for the class.
 - 6.3 Instructions for Student Rating of Teaching, as listed in Appendix A, must be followed by the person distributing the form.
 - 6.4 When Examination Services has completed its analysis, the forms and summary sheets are delivered to the department chairperson's office.

One copy of the summary sheet will be retained by the department chairperson; the second copy of the summary sheet and the forms will be given to the faculty member to be included in promotion and tenure materials.

- 6.5 Student ratings for courses being taught through distance education may use alternate procedures. These procedures must be approved by the department and college promotion and tenure committees prior to their implementation.
7. In addition to mandatory student ratings, each faculty member's teaching must be evaluated by at least one of the following methods: peer review of teaching, chairperson review of teaching, or peer and chairperson review of the teaching portfolio.
 - 7.1 Each department must choose at least one of the above methods to evaluate faculty for personnel decisions.
 - 7.2 Each department may decide whether only one, all, or a combination of the above methods will be used to evaluate faculty for personnel decisions.
 - 7.3 Each department must devise forms to assist in the review method(s) chosen.

II. DEFINITIONS

1. Department and departmental refers to the Department of Family and Consumer Sciences; Department of Technology; School of Nursing; School of Physical Education, Sport, and Exercise Science; and the Fisher Institute for Wellness and Gerontology.
2. College or collegiate refers to the College of Applied Sciences and Technology.
3. Reconsideration refers to the initial action required when there is an adverse recommendation concerning promotion or tenure at the departmental level. Request for reconsideration by the departmental Promotion and Tenure Committee is the first step to be taken by a candidate.
4. Appeal refers to the action taken by a candidate when the outcome of the departmental reconsideration is the same as the original recommendation or when an adverse recommendation is made at the College or Provost and Vice President of Academic Affairs level.
5. Working days are those days when Ball State University administrative offices are open.
6. Calendar days are the days which appear on a calendar, including Saturday, Sunday and holidays. They do not relate to the Ball State academic schedule or calendar.
7. Tenure-track faculty are those faculty who are currently in the seven year probationary tenure period.

8. Tenured faculty are those faculty who have been granted tenure.
9. An external reviewer is an individual from outside the university who has demonstrated expertise in the candidate's area.
10. Scholarship is the process of attaining new knowledge, creating a new work, or re-creating/interpreting existing works, and disseminating the results. Generally this takes the form of appropriate peer reviewed publications, presentations or exhibits, performances, other creative endeavors, and grant proposals. Scholarship can occur in four areas: discovery, integration, application, and teaching
 - 10.1 The scholarship of discovery is traditional research and creative endeavors that pursue and contribute to new knowledge for its own sake.
 - 10.2 The scholarship of integration makes connections across disciplines bringing together isolated knowledge from two or more disciplines or fields to create new insights and understanding.
 - 10.3 The scholarship of application applies knowledge to address significant societal issues.
 - 10.4 The scholarship of teaching studies the development of knowledge, skill, mind, character, and/or ability of others.

(From the Faculty and Professional Personnel Handbook, University Promotion and Tenure Document, Section II, Definitions.)

III. PROMOTION AND TENURE COMMITTEE STRUCTURE AND FUNCTION

1. Membership/Organization of the College Promotion and Tenure Committee
 - 1.1 The College Promotion and Tenure Committee shall consist of the Dean and Associate Dean of the college as ex officio, non-voting members; one voting representative from each Department Promotion and Tenure Committee; and the college representative to the University Promotion and Tenure Committee, as a non-voting liaison person. A quorum is a simple majority of the voting members.
 - 1.2 The department representative serving on the College Promotion and Tenure Committee shall be elected by each department in accordance with the department guidelines. The representative must be a tenured faculty member and a member of the Department Promotion and Tenure Committee.
 - 1.3 No person may serve as a member of the College Promotion and Tenure Committee who is a candidate for promotion. An individual elected, who later becomes a candidate for promotion, must resign from the committee. The affected department would be informed and requested to select an appropriate person to fill the vacancy.

- 1.4 No person may serve as a member of the College Promotion and Tenure Committee who is related by family or by marriage or is a former spouse of a faculty member being evaluated for promotion and/or tenure. The affected department would be informed and requested to select an appropriate person to fill the vacancy.
 - 1.5 If an appeal is brought before the College Promotion and Tenure Committee, no person may serve to hear an appeal who has a demonstrated conflict of interest such as previous involvement with the case, assignment to the same academic department or administrative area as any of the principals in the case, business involvement, or relationship to any of the principals. Decisions regarding such conflicts shall be made by the committee chairperson.
 - 1.6 The name of the department representative must be submitted to the Dean by the department chairperson no later than the second week of Fall semester.
 - 1.7 The Dean shall call an organizational meeting of the college committee no later than the end of September to elect a chairperson and a secretary.
 - 1.8 The chairperson of the college committee shall be responsible for calling meetings as needed and the secretary shall keep minutes of all committee actions.
2. Responsibilities of the College Promotion and Tenure Committee
 - 2.1 In consultation with departmental faculty, the committee shall implement university promotion and tenure policies and procedures and shall establish and implement college promotion and tenure policies and procedures that do not conflict with university policies and procedures.
 - 2.2 The committee shall make recommendations for policy changes to the university committee.
 - 2.3 The committee shall review all department promotion and tenure documents, including the department tenure evaluation rating form, and may give a recommendation of approval to the Dean only when the documents comply with college and university policies and procedures.
 - 2.4 The committee shall keep all information and all action taken confidential. Committee minutes shall be taken, will be distributed only to committee members, and will be maintained on file in the Dean's office.
 - 2.5 To assist the college committee, the Dean's office shall inform the Department Promotion and Tenure Committees of the date promotion and tenure credentials are due to the college committee.
 - 2.6 The committee shall evaluate the tenure credentials and consider the recommendations for all tenure-track faculty and forward those credentials, with recommendations, to the Dean.

- 2.7 The committee shall evaluate the promotion credentials and consider the recommendations for all candidates forwarded from the department and forward those credentials, with recommendations, to the Dean. The names of all candidates favorably recommended must be forwarded to the Dean in unranked alphabetical order. The committee must forward a letter of explanation to the Dean for each candidate who is not recommended for promotion.
- 2.8 The committee shall hear appeals from individuals who feel aggrieved by the action of the Department Committee, and/or department chairperson.

IV. POLICY STATEMENTS

1. Policy Statements for Tenure

- 1.1 Faculty and eligible professional personnel shall be evaluated in the light of the University Mission Statement.

(From the Faculty and Professional Personnel Handbook, University Promotion and Tenure Document, 2.1, Section III, Policy Statements.)

- 1.2 A tenure recommendation will be made by the department, academic dean, and the Provost and Vice President for Academic Affairs at least one year prior to the end of a faculty member's probationary period. That recommendation will be either a recommendation to grant tenure at the end of the following year or a recommendation to terminate the faculty member at the end of the following year.

(From the Faculty and Professional Personnel Handbook, University Promotion and Tenure Document, 2.11, Section III, Policy Statements.)

- 1.3 When a candidate is hired, academic rank (if other than assistant professor) and years toward tenure (if any) must be recommended by the department chairperson/director (hereafter referred to as chairperson) in conjunction with the department Promotion and Tenure Committee or, if unavailable, the search committee. The recommendation subsequently must be approved by the Dean, Provost and Vice President for Academic Affairs, President, and the Board of Trustees.

Work accomplished before being hired at Ball State University will be considered in tenure deliberations. Greater attention and significance will be given to the work accomplished during the appointment at Ball State. The evidence must demonstrate a record of quality and continuous activity.

- 1.4 Before the end of the academic year, the Department Promotion and Tenure Committee, after consultation with the department chairperson, shall provide each tenure-track faculty member in the department a written assessment of that faculty member's work. This assessment shall include an evaluation of strengths and weaknesses in the areas of (1) teaching, (2) scholarship, and (3) service in a professional capacity. The committee may also give suggestions for improvement.

The College Promotion and Tenure Committee forwards one of the following recommendations to the Dean of the College following its evaluation:

1. Satisfactory progress toward tenure
 2. Unsatisfactory progress toward tenure
 3. Termination
- 1.5 Significant evidence of excellent performance and the expectation for a continuance of such must be available.
- 1.6 If a Department Promotion and Tenure Committee recommends termination of the appointment of a tenure-track faculty member at the end of any academic year during the probationary period, a letter to that effect must be filed in the Dean's office at least three weeks prior to the final date set forth in the promotion and tenure calendar provided by the Provost and Vice President for Academic Affairs. The faculty member will be provided a copy of the committee's letter.
- 1.7 Before the end of each academic year, the Provost and Vice President for Academic Affairs will notify each tenure-track faculty member, in writing, about his or her status with regard to progress toward tenure.
2. Policy Statements for Promotion
- 2.1 Faculty and eligible professional personnel shall be evaluated in the light of the University Mission Statement.
- 2.2 Any department member or eligible professional personnel member has the right to present herself or himself to the Department Promotion and Tenure Committee for consideration for promotion.
- (From the Faculty and Professional Personnel Handbook, University Promotion and Tenure Document, 1.1 and 1.4, Section III, Policy Statements.)
- 2.3 Work accomplished before being hired at Ball State University and work accomplished while a faculty member at Ball State will be considered in promotion deliberations. Greater attention and significance will be given to the work accomplished during the appointment at Ball State. The evidence must demonstrate a record of quality and continuous productivity.
- 2.4 Evaluation for promotion shall be based on evidence of a continuing pattern of achievement throughout the faculty member's professional career in the areas of teaching; scholarship; and service in a professional capacity.
- 2.4.1 Candidates being considered for promotion to professor must include in supporting materials two letters from external reviewers who have reviewed and commented upon the evidence of excellence in scholarship. (See Appendix B)

- 2.4.2 Recommendations must be supported by documentation demonstrating that the candidate satisfies established criteria. Documentation shall include evaluation forms approved by the administrative unit concerned.
 - 2.4.3 The first committee or individual in the promotion process not recommending a faculty member for promotion shall provide that faculty member with a written statement delineating his or her strengths and weaknesses. This assessment shall include an evaluation of strengths and weaknesses in the areas of (1) teaching, (2) scholarship, and (3) service in a professional capacity. The committee or individual may also give suggestions for improvement.
 - 2.5 Department policies and criteria must be approved by the College Promotion and Tenure Committee and the University Promotion and Tenure Committee and shall be on file with the Dean and the exofficio member of the University Promotion and Tenure Committee.
3. Policy Statements for Materials Presented for Promotion and Tenure Purposes
- 3.1 Materials shall be presented to the Department Promotion and Tenure Committee by individual faculty members according to guidelines and format established by the department and college. The college Guidelines for Completing the Curriculum Vita for Tenure or Promotion Materials and the Curriculum Vita Format documents are to be delivered by the first working day in September to the candidate by the department promotion and tenure committee chair.
 - 3.1.1 Failure to substantially comply with format and guidelines may result in a letter indicating unsatisfactory progress toward tenure for the year in question.
 - 3.2 A personnel file for every faculty member shall be kept in the department chairperson's office. A promotion and tenure file will be part of the personnel file. This promotion and tenure file shall be open to the faculty member concerned and will contain information relevant to promotion and/or tenure. Appropriate materials shall be placed in the personnel file by the department chairperson in a timely manner.

All information placed in an individual's personnel file shall immediately be brought to his or her attention in writing by the department chairperson. The faculty member shall have the opportunity to place materials in the file which may rebut or explain any detrimental information. Detrimental information that has not been brought to the attention of the faculty member cannot be used in promotion or tenure deliberations. Anonymous letters shall not be made a part of this file.

An individual's promotion and tenure file shall be examined by the Department Promotion and Tenure Committee during promotion and tenure deliberations. All materials used by the Department Promotion and Tenure Committee shall be

made available to the College Promotion and Tenure Committee, Dean, Provost and Vice President for Academic Affairs, and President, upon request.

V. ACADEMIC RANK

1. There are three basic academic ranks: Assistant Professor, Associate Professor, and Professor. Advancement in rank is based on a continuing pattern of documented achievement throughout the faculty member's professional career in teaching, scholarship, and professional service.
2. Qualifications for rank are set by the college and must be approved by the University Promotion and Tenure Committee.
 - 2.1 Assistant Professor is the rank usually assigned to a person who has achieved an earned terminal degree or an appropriate alternative as designated by the department and approved by the Dean and the Provost and Vice President for Academic Affairs. Ordinarily, a person nearing the completion of the terminal degree or one who has a Master's degree plus 30 semester hours of approved graduate work may be appointed or promoted to this rank. Individuals who hold a Master's degree and have exceptional training and/or previous experience related to the discipline may be considered for appointment as an assistant professor. These exceptions shall be approved by the Department Promotion and Tenure Committee, department chairperson, Dean, and the Provost and Vice President for Academic Affairs.
 - 2.1.1 Quality of Work: To be promoted or hired at the rank of assistant professor, the individual must provide evidence of potential for success in teaching, scholarship and service in a professional capacity.
 - 2.1.2 Professional Growth: Documentation of consistent professional growth sustained over a period of years must be coupled with evidence pointing to reasonable expectation of continued growth.
 - 2.2 Associate Professor is the rank usually assigned to a person who has achieved an earned terminal degree. An exceptional individual who does not hold a terminal degree but is an excellent teacher and extremely productive scholar recognized by regional/national/international experts in the discipline may be assigned the rank of associate professor. These exceptions shall be approved by the Department Promotion and Tenure Committee, department chair, Dean, and the Provost and Vice President for Academic Affairs.
 - 2.2.1 Quality of Work: Promotion or hiring at the rank of associate professor is granted in recognition of excellent work at the rank of assistant professor. The individual under consideration must demonstrate the impact of his or her scholarly work in the state or region beyond the confines of the University, as well as excellence in teaching and examples of professional service to the department, the University, the discipline and/or the community.

- 2.2.2 Professional Growth: Documentation of consistent professional growth sustained over a period of years must be coupled with evidence pointing to reasonable expectation of continued growth.
- 2.3 Professor is a rank ordinarily limited to a person who has an earned terminal degree. An exceptional individual who does not hold a terminal degree but is an excellent teacher and extremely productive scholar recognized by regional/national/international experts in the discipline may be assigned the rank of professor. These exceptions shall be approved by the Department Promotion and Tenure Committee, department chairperson, Dean, and the Provost and Vice President for Academic Affairs.
 - 2.3.1 Quality of Work: Promotion or hiring at the rank of professor is granted in recognition of superior work at the rank of associate professor. The candidate must document regional, national or international impact of his or her scholarly work, excellence in teaching and examples of professional service to the department, the University, the discipline and/or the community.
 - 2.3.2 Professional Growth: Documentation of consistent professional growth sustained over a period of years must be coupled with evidence pointing to reasonable expectation of continued growth.

VI. PROCEDURES FOR PROMOTION AND TENURE

1. Procedures for Tenure

- 1.1 Submit tenure vita and support documentation to School or Department on or before the first working day in October.
 - 1.1.1 Annual evaluations for tenure shall focus on a faculty member's accumulated body of work, with particular attention given to accomplishments during the past year (defined as the 12 months ending on the last day of September of the current year).
 - 1.1.2 Failure to submit materials by the established deadline will result in a letter indicating unsatisfactory progress toward tenure for the year in question.
 - 1.1.3 Due to extenuating circumstances, such as a death or major illness in the family or another major unexpected event, the candidate may request an extension to the Department/School Chair. The request must be made in writing prior to the October deadline. The Department/School Chair in consultation with the chair of the department Promotion and Tenure Committee and the dean will determine if an extension is warranted and will establish a new deadline for the candidate. The decision including

the appropriate deadline will be submitted in writing to the candidate within 5 business days of receiving the request for an extension.

- 1.2 The recommendations of the Department Promotion and Tenure Committee shall be forwarded to the Dean. Included with the recommendations will be the department chairperson's evaluations and recommendations, if there is a difference of opinion between the department chairperson and the Department Promotion and Tenure Committee. The faculty member will be provided a copy of the department chairperson's letter to the Dean.
- 1.3 Candidates' credentials and all recommendations from the department committee and department chairperson regarding progress toward tenure shall be forwarded to the Dean's office. Credentials shall be reviewed and recommendations considered by the College Promotion and Tenure Committee.
 - 1.3.1 During the tenure deliberations, the college committee shall review the conditions for appointment and/or the initial letter of appointment to assure compliance and shall request from the department committee any supporting evidence needed.
 - 1.3.2 The evaluation of the faculty member's eligibility shall comply with the criteria identified in the University Promotion and Tenure Document, the College Promotion and Tenure Document, and the Department Promotion and Tenure Document.
- 1.4 The college committee's recommendation shall be submitted to the Dean. The Dean of the College will review the college committee's recommendations and supporting materials. The Dean may consult with and/or solicit additional supporting materials from the faculty member, the department chairperson, and/or other persons the Dean may deem to have relevant information.
 - 1.4.1 Any recommendation from the college committee not receiving approval by the Dean shall be returned to the college committee with reasons for the disapproval. A two-thirds vote of the college committee shall be required to override the Dean's decision, after which the Dean must forward the committee's recommendation, along with the recommendation of the Dean, to the Provost and Vice President for Academic Affairs. The faculty member will be provided a copy of the Dean's letter to the Provost and Vice President for Academic Affairs.
- 1.5 The Dean shall forward tenure recommendations to the Provost and Vice President for Academic Affairs. If the recommendations are not acceptable, the Provost and Vice President for Academic Affairs shall consult with the Dean about the differences.

2. Procedures for Promotion

2.1 The evaluation of the faculty member's eligibility for promotion shall comply with criteria identified in the University Promotion and Tenure Document, the College Promotion and Tenure Document, and the Department Promotion and Tenure Document.

2.1.1 Failure to meet all department and college deadlines will result in no review of the promotion materials during the year in question.

2.2 Recommendations for promotion shall be initiated at the department level. After evaluating the candidate's qualifications, the Department Promotion and Tenure Committee must indicate whether the candidate is to be recommended for promotion.

2.3 Credentials and support materials of candidates favorably recommended for promotion by the department committee shall be forwarded to the Dean. The names of all candidates favorably recommended must be forwarded in an unranked alphabetical order. The department committee must forward a letter of explanation to the Dean and to each candidate who is not recommended for promotion.

2.3.1 If in presenting evaluations, the department chairperson has serious reservations concerning a faculty member's qualifications, the department chairperson shall inform the Department Promotion and Tenure Committee of the bases of the reservations. If the differences between the chairperson and the Department Promotion and Tenure Committee are not resolved, the department chairperson may forward to the Dean his or her evaluations and recommendations concerning the faculty member's qualifications. The faculty member will be provided a copy of the chairperson's letter to the Dean.

2.4 The Dean shall forward credentials to the College Promotion and Tenure Committee and charge it with the responsibility for evaluating the credentials and determining whether candidates are to be recommended for promotion. The names of all candidates favorably recommended must be forwarded to the Dean in an unranked alphabetical order. The committee must forward a letter of explanation to the Dean for each candidate who is not recommended for promotion.

2.4.1 Any recommendations from the college committee not receiving approval by the Dean shall be returned to the committee with reasons for the disapproval. A two-thirds vote of the college committee shall be required to override the disapproval, after which the Dean must forward the committee's recommendation, along with the Dean's recommendation to the Provost and Vice President for Academic Affairs. The faculty member will be provided a copy of the Dean's letter to the Provost and Vice President for Academic Affairs.

- 2.5 The Dean shall forward the recommendations, including his or her evaluations, to the Provost and Vice President for Academic Affairs and provide a letter of explanation to all candidates reviewed at the college level.

VII. RECONSIDERATION AND/OR APPEAL

1. Any faculty member may ask for reconsideration of a negative recommendation given by the Department Promotion and Tenure Committee. The candidate must ask, in writing, for the reconsideration within ten (10) calendar days following the date of the faculty member's receipt of the written recommendation adversely affecting him or her.

(From the Faculty and Professional Personnel Handbook, University Promotion and Tenure Document, 3.11, Section VII, Right of Appeal.)

- 1.1 The request for reconsideration is made to the Department Promotion and Tenure Committee and must be submitted in writing within ten (10) calendar days following the date of the receipt of the department committee's negative recommendation. The request must be filed in the office of the Department Chairperson.
- 1.2 If, after the reconsideration at the department level, the faculty member is not satisfied with the response of the department committee then he or she may appeal the decision. The appeal is made to the College Promotion and Tenure Committee and must be submitted in writing within ten (10) calendar days following the date of the receipt of the department's reconsideration decision. The appeal must be filed in the Office of the Dean.
- 1.3 For specific details related to reconsideration at the department level and/or appeal at the college level, refer to the Right of Appeal described in the University Promotion and Tenure document, Section VII, numbers 1 to 3.6.
2. An appellant or respondent may appeal the decision of the College Promotion and Tenure Committee/College Hearing Panel.
 - 2.1 The appeal is made to the University Promotion and Tenure Committee and must be submitted in writing within ten (10) calendar days following the date of the receipt of the college's decision. The appeal must be filed in the Office of the Provost and Vice President for Academic Affairs.
 - 2.2 For specific details related to appeal at the university level, refer to the Right of Appeal described in the University Promotion and Tenure document, Section VII, numbers 3.6 to 4.2.

Approved by CAST P&T Committee: October 30, 2008
Approved by University P&T Committee: April 24, 2009

APPENDIX A

College of Applied Sciences and Technology

INSTRUCTIONS FOR STUDENT RATING OF TEACHING

1. Distribute one form to each student present.
2. Distribute a #2 pencil to each student present.
3. Read the following instructions aloud:
 - a. Your instructor is participating in the university course evaluation program.
 - b. Your instructor will not see any of these forms or your responses this semester. These forms and a summary of student responses will be given to your instructor AFTER grades for this semester have been submitted.
 - c. Because your responses will be scanned by a computer, please
use a #2 pencil

blacken your choice completely

erase changes, corrections, and stray marks
4. Collect the completed forms and pencils. Return pencils to the office secretary.
5. Put ALL forms (even extra unused ones) in the envelope identifying the course. Seal the envelope.
6. Return the sealed envelope and this signed sheet of instructions to the designated person in your department or school office who will send the forms to Examination Services.

Signature_____

Date_____

APPENDIX B

College of Applied Sciences and Technology

Guidelines for Supplemental External Review of Scholarship for Promotion to Professor

1. The candidate will provide the Department/School Chair in writing with names of three proposed external reviewers who have demonstrated expertise in the candidate's area of scholarship. This list will include a statement of the qualifications of each external reviewer.
2. The Department/School Chair will propose three additional external reviewers. The Department/School Chair will consult with the candidate and other knowledgeable individuals to develop sources from which a list of appropriate reviewers may be drawn. The Department/School Chair will provide the candidate in writing the list of three external reviewers proposed by the Chair. This list will include a statement of the qualifications of each external reviewer.
3. If the candidate objects to any of the reviewers proposed by the Department/School Chair, the candidate will provide the Chair reasons in writing why a particular reviewer is inappropriate. If the Chair objects to any of the reviewers proposed by the candidate, the Chair will provide the candidate reasons in writing why a particular reviewer is inappropriate. If a compromise on proposed external reviewers cannot be reached between the Department/School Chair and candidate, the Dean will decide the issue.
4. The Department/School Chair is responsible for contacting one reviewer from each list and securing the external letters within a time frame specified within the department/school Promotion and Tenure document. The process of identifying reviewers will continue until two external reviewers return required letters.
5. Letters requesting external reviews will be accompanied by a copy of the (1) candidate's curriculum vitae, (2) department/school and college promotion criteria, and (3) a selection of publications or other scholarly productivity materials relevant to the area(s) of excellence agreed to by the Department/School Chair and the candidate. A copy of the letters and list of materials sent to external reviewers will be included with required supporting promotion materials.
6. When external review letters are received, a copy of each letter is to be made which protects the anonymity of the reviewer. All evidence of the reviewers' identities and affiliations are to be removed. The copy shall be placed in a candidate-accessible file.
7. The candidate shall be given an opportunity to read all letters placed into the candidate-accessible file prior to the beginning of promotion deliberations. The candidate may write a rebuttal to any content of received review letters perceived as inaccurate or inappropriately detrimental to the request for promotion to Professor. The rebuttal information is to be included with the external review letters.

8. The supporting materials, including all external letters and rebuttal information, will be available for review by the department/school Promotion and Tenure Committee in accordance with the department/school's promotion calendar.
9. If the department/school recommends the candidate for promotion, complete supporting materials, the external letters, and any rebuttal information, will be forwarded to the Dean.
10. Upon completion of all deliberations and appeals for the promotion to Professor, all candidate-accessible external review letter files are to be destroyed (see respective departmental documents). The original letters are to be placed into a separate confidential file in the Dean's Office and cannot be reopened for purposes of subsequent promotion deliberations at any level of consideration unless requested by the candidate.