PROCEDURES FOR THE COLLEGE OF SCIENCES AND HUMANITIES
PERTAINING TO TENURE AND PROMOTION

I. PREPARATORY WORK OF THE COLLEGE PROMOTION AND TENURE COMMITTEE

A. Available to all candidates in the Dean’s Office: Six (6) model vitae (two from each Domain, i.e., Sciences, Social Sciences, and Humanities) of colleagues who have been promoted to Associate Professor and Professor who have granted permission for such inspection by others.

B. Available to all Department Promotion and Tenure (P&T) Committees: Detailed guidelines and information concerning College P&T priorities, concerns, internal procedures, and forms.

C. The Dean will state priorities and concerns pertinent to P&T.

II. PREPARATORY WORK WITHIN DEPARTMENTS

A. Departments will use the approved College P&T vita form.

B. Fourth year candidate tenure review by the College P&T Committee

1) Departments will complete the fourth year tenure review following their departmental procedures for annual tenure review and write a strengths and weaknesses letter to the candidate covering the areas of Teaching, Scholarship, and Service and providing detailed suggestions for improvement.

2) Departments will complete the standard letter provided by the Provost’s Office.

3) Department P&T Committee Chair and Department Chair will write the letter(s) of recommendation to the Dean.

4) Departments will forward the standard letter to the Dean’s Office.

5) Departments will forward two printed copies of the candidate’s fourth year review packet to the Dean’s Office. This packet will include:

   a) The current academic year original Progress Toward Tenure or Unsatisfactory Progress Toward Tenure Recommendation Letter or Fourth Year Dismissal Recommendation Letter complete with department P&T Chair and Department Chair signatures (sample letters are located in the P&T packet from the Provost’s Office sent to all Department Chairs)

   b) The department P&T committee/Department Chair recommendation letter(s) to the Dean including vote count. If the Department P&T Committee and the Department Chair agree on the progress toward tenure recommendation of a candidate, a single letter, signed by both the P&T Chair and the Department Chair, explaining the recommendation should accompany each candidate’s vita. If the Department P&T Committee and the Department Chair do not agree on the recommendation, then separate letters, one signed by the Department P&T Chair and one signed by the Department Chair should accompany the candidate’s vita.

i) The accompanying letter(s) should characterize the candidate’s accomplishments in the context of the department’s expectations and culture and address each of the following areas in a separate paragraph.

   (a) Candidate’s major role(s) vis-à-vis department priorities.

   (b) Comments on candidate’s teaching.

   (c) Comments on candidate’s research/creative projects.

   (d) Comments on candidate’s service.
(e) Other dimensions/areas pertaining to the candidate.

c) The candidate’s P&T vita
d) The candidate’s strengths and weaknesses letters from years one through four

6) Parts b, c, and d of the packet should also be uploaded to the appropriate digital folder. The candidate uploads the P&T vita; the department uploads the remaining materials. (See Appendix A for instructions on digital submission.)

7) Departments will maintain supporting material during the review process. This material may be requested by the College P&T committee for review.

C. Tenure/Promotion to Associate Professor

1) Tenure/Promotion review by the College P&T Committee (committee of the whole) is mandatory for all faculty in year seven of the probationary period, but only required for candidates in year five or six if a positive recommendation for tenure/promotion has been made by the Department P&T Committee and forwarded to the Dean and College P&T Committee. Tenured assistant professors may apply to their Department P&T Committee for promotion to associate professor at any time.

2) The Department Chairperson will forward to the Dean the list of candidates and each candidate’s tenure/promotion recommendation as determined by the Department Promotion and Tenure Committee by the deadline date set by the college.

3) Included with the list shall be the following:

   a) For tenure and promotion candidates include:
      i) The current academic year original Recommendation for Granting of Tenure Letter for 5th, 6th, and 7th year Candidates; or Recommendation for 7th Year dismissal Letter, complete with department P&T Chair and Department Chair signatures (sample letters are located in the P&T packet from the Provost’s Office sent to all Department Chairs)
      ii) Original Department P&T Chair/ Department Chair recommendation letter(s) to the Dean, including the departmental vote count (see College Procedures item C4 for letter details)
      iii) The candidate’s vita
      iv) Please submit one set of electronic supplemental materials.
      v) All strength and weakness letters beginning with year one, placed in the electronic supplemental materials
      vi) Materials from the P&T portion of the personnel file (electronic materials)

      The department will provide three printed copies of i, ii, and iii. The department will upload ii, v and vi and the candidate will upload iii and iv to the appropriate digital folder. (See Appendix A.)

   b) For promotion only candidates include:

      i) The original Department P&T Chair and/or Department Chair recommendation letter(s), including the departmental vote count (see College Procedures items C4 and 5 for letter details)
      ii) The candidate’s vita
      iii) Please submit one set of electronic supplemental materials.
      iv) Materials from the P&T portion of the personnel file (electronic materials)
The department will provide three printed copies of i and ii. The department will upload i and iv; the candidate will upload ii and iii to the appropriate digital folder. (See Appendix A.)

c) Candidates will upload supporting materials to the appropriate digital folder. These materials are to be indexed in the vita, and consideration of appropriateness, selectivity, and length are appreciated.

4) If the Department P&T Committee and the Department Chair agree on the tenure/promotion recommendation of a candidate, a single letter, signed by both the P&T Chair and the Department Chair, explaining the recommendation should accompany each candidate’s vita. If the Department P&T Committee and the Department Chair do not agree on the recommendation, then separate letters, one signed by the Department P&T Chair and one signed by the Department Chair should accompany the candidate’s vita.

5) The accompanying recommendation letter(s) should characterize the candidate’s accomplishments in the context of the department’s expectations and culture and address each of the following areas in a separate paragraph.
   a) Candidate’s major role(s) vis-à-vis department priorities.
   b) Comments on candidate’s teaching.
   c) Comments on candidate’s research/creative projects.
   d) Comments on candidate’s service.
   e) Other dimensions/areas pertaining to the candidate.

D. **Promotion to Professor**

1) When seeking promotion to Professor, a minimum of two evaluative letters from reviewers external to the University shall be included. Department Chairs shall ask external reviewers to describe their relationship, if any, to the candidate. The review letter shall provide the reviewer’s assessment of the quality of the candidate’s scholarship, creative endeavors, and other scholarly productivity. Please refer to the College P&T document for directions on selecting external reviewers and the external review process.

2) All letters received from external reviewers will be available to evaluators in the promotion review process.

3) The Department Chairperson will forward to the Dean the list of candidates being recommended for promotion to professor as determined by the Department Promotion and Tenure Committee by the deadline date set by the college.

4) Included with the list shall be the following:
   a) Original Department P&T Chair/Department Chair recommendation letter(s) to the Dean, including the departmental vote count (see College Procedures items D5 and 6 for letter details)
   b) The candidate’s vita
   c) Please submit one set of electronic supplemental materials.
   d) All external letters of evaluation of scholarship received from reviewers
   e) Materials from the P&T portion of the personnel file (electronic materials)

The department will provide three printed copies of a, b, and d. The department will upload a, d and e and the candidate will upload b and c to the appropriate digital folder. (See Appendix A.) These materials are to be indexed in the Vita, and consideration of appropriateness, selectivity, and length are appreciated.
5) If the Department P&T Committee and the Department Chair agree on the promotion recommendation of a candidate, a single letter, signed by both the P&T Chair and the Department Chair, explaining the recommendation should accompany each candidate’s vita. If the Department P&T Committee and the Department Chair do not agree on the recommendation, then separate letters, one signed by the Department P&T Chair and one signed by the Department Chair should accompany the candidate’s vita.

6) The accompanying recommendation letter(s) should characterize the candidate’s accomplishments in the context of the department’s expectations and culture and address each of the following areas in a separate paragraph.
   a) Candidate’s major role(s) vis-à-vis department priorities.
   b) Comments on candidate’s teaching.
   c) Comments on candidate’s Research/Creative Projects
   d) Comments on candidate’s Service.
   e) Other dimensions/areas pertaining to candidate.

III. EVALUATION PROCEDURES

A. Evaluation procedures for the fourth year tenure review

1) The Dean will grant access to the digital materials to the appropriate Domain P&T Subcommittee which will include the Department P&T and Chair recommendation letter(s), the strengths and weaknesses letters (years one through four) and the P&T vita for each fourth year candidate for tenure review. See Addendum 1 for the departmental assignment to the three domains.

2) Prior to discussions of an individual candidate’s materials, each member of the Domain P&T Subcommittee will review the candidate’s vita and strengths and weaknesses letters and complete the evaluation form.

3) A random list of candidates will be compiled by the Dean’s Office and distributed to subcommittee members. This random list will determine the order in which the credentials of candidates will be discussed.

4) Each candidate’s credentials will be discussed by the Domain P&T Subcommittee. The discussion will begin with introductory statements, not to exceed three minutes in length, by the department representative and will be followed by questions, answers and comments concerning the candidate’s qualifications for progress toward tenure, as well as information provided by the departmental representative. The discussion for each candidate will be limited to twenty minutes unless the committee votes (majority required) for a ten-minute extension. More than one such extension is possible if the Committee so votes. Following discussion the department representative may make concluding remarks not to exceed two minutes.

5) If a Domain P&T Subcommittee member is absent, the following procedure will be followed:
   a. Recordings of the Subcommittee’s deliberations are permitted if members of the Subcommittee are absent.
   b. Recordings are to be kept in the Dean’s Office.
   c. Recordings are to be destroyed after the final deliberations when other materials are shredded.
   d. No member of the Subcommittee is to record the Subcommittee’s deliberations in any electronic medium.
   e. Members of the Subcommittee are to add their personal notes to the material to be shredded at the end of deliberations.
f. All materials pertaining to the Subcommittee’s deliberations, including recordings, are to be destroyed within five business days of the end of deliberations.

6) After the close of the discussions of all candidates and after reviewing each candidate’s record of teaching, scholarship, and professional service, voting will occur by a Subcommittee motion on recommendation of progress toward tenure on each candidate. Approved motions are: satisfactory progress toward tenure, unsatisfactory progress toward tenure, or termination. Voting will be by paper ballot. A simple majority passes the motion.

7) The Domain P&T Subcommittee chair will write a recommendation letter for each candidate and, along with the vote counts, forward to the Dean. In cases where the Domain P&T Subcommittee is the first to make a negative recommendation, the Chair will write a strengths and weaknesses letter and forward to the Dean along with the recommendation and vote counts.

8) Any recommendation from the Domain P&T Subcommittee not receiving approval by the Dean shall be returned to the Subcommittee with reasons for the disapproval. A vote of at least two-thirds of the Subcommittee shall be required to override the disapproval after which the Dean must forward the recommendation.

9) The Dean will communicate the College’s final recommendation including a copy the recommendation letter to the Dean from the College Domain Subcommittee to the candidate, the Department P&T Chair, and Department Chair following all deliberations.

10) The academic Dean shall forward recommendations concerning the tenure credentials, including his or her evaluations, to the Provost and Vice President for Academic Affairs. The vote counts for each candidate from the College P&T Subcommittee will be included with the Dean’s recommendations. If the recommendations are not acceptable, the Provost and Vice President for Academic Affairs shall consult with the academic Dean about the differences.

B. Evaluation procedures for tenure/promotion to Associate Professor and promotion to Professor

1) Prior to discussions of an individual candidate’s materials, the Dean will grant access to the candidates’ digital materials. Each member of the College P&T Committee (committee of the whole) will review the candidate’s vita. Members from each of the three domains (Natural Sciences, Social Sciences, and Humanities) will study the supporting materials for candidates in their area and will serve as resource persons during the discussions. In the case of those being evaluated for tenure/promotion to Associate Professor, members from each domain will review the strengths and weaknesses letters for each candidate within their domain (not required for tenured assistant professors applying for promotion to associate professor). See Addendum 1 for the departmental assignment to the three sub-groups.

2) Two random lists of candidates will be compiled by the Dean’s Office and Chair of the College P&T Committee. These lists will include:
   a) Candidates for tenure and/or promotion to Associate Professor
   b) Candidates for promotion to Professor

3) The random lists will be distributed to Committee members and will determine the order in which the credentials of candidates will be discussed.

4) Discussion will begin either with candidates for tenure and/or promotion to Associate Professor or with discussion of candidates for promotion to Professor depending on the number of candidates for each and the approved calendar.

5) Each candidate’s credentials will be discussed by the Committee. The discussion will begin with a report summarizing the recommendation of the Department P&T Committee, not to exceed three minutes in length, by the department representative and will be followed by questions, answers and comments concerning the candidate’s qualifications for tenure and/or promotion as

1 Items in italics include wording directly from the University Promotion and Tenure document.
well as information provided by the resource persons and the departmental representative. The discussion for each candidate will be limited to twenty minutes unless the Committee votes (majority required) for a ten-minute extension. More than one such extension is possible if the Committee so votes. Following discussion the department representative may make concluding remarks not to exceed two minutes.

6) If a College P&T Committee member is absent, the following procedure will be followed:
   a. Recordings of the Committee’s deliberations are permitted if members of the Committee are absent.
   b. Recordings are to be kept in the Dean’s Office.
   c. Recordings are to be destroyed after the final deliberations when other materials are shredded.
   d. No member of the Committee is to record the Committee’s deliberations in any electronic medium.
   e. Members of the Committee are to add their personal notes to the material to be shredded at the end of deliberations.
   f. All materials pertaining to the Committee’s deliberations, including recordings, are to be destroyed within five business days of the end of deliberations.

7) After the close of discussions of all candidates for tenure and/or promotion to associate professor, the College Committee will have an open discussion that may include additional questions and clarification related to each candidate’s file.

8) The procedures in #7 above will also be applied to candidates for promotion to professor.

9) At the close of the open discussions (procedures #7 and #8), ballots will be given to members of the College Committee with candidates listed in alphabetical order. College Committee members are welcome to review vitae and supplemental materials again before completing the ballot. The ballots are to be turned in to the Dean’s Office by the close of office hours on the first Wednesday following the close of discussions.

10) The Dean’s Office and College P&T Committee officers will compile the votes and create two lists, one for tenure and/or promotion to associate professor and one for promotion to professor. A recommendation for tenure and/or promotion requires a simple majority of affirmative votes. The Chair of the College P&T Committee will report the voting results (in two lists) to the Dean of the College. The Dean will review the voting results and submit the two voting results lists to the College P&T Committee and inform the committee of his agreement or disagreement with the vote results.

11) Any recommendations from the College P&T Committee not receiving approval by the Dean of the College shall be returned to the College P&T Committee with reasons for the disapproval. A vote of at least two-thirds of the College P&T Committee shall be required to override disapproval after which the Dean must forward the recommendation.

12) For the final meeting, members of the committee may provide a written proxy to any other member of the committee, with an authorization of the proxy filed in writing with the secretary.

13) The Dean of the College is instructed to mail letters to all persons whose names have been submitted for tenure/promotion by their department informing them of the committee’s recommendations.

14) For those candidates not being recommended favorably for tenure and/or promotion by the College Committee and/or the College Dean, despite having been recommended favorably by the department, the letter must include written statements delineating the candidate's strengths and weaknesses in each of the areas of 1) teaching, 2) scholarship, and 3) service in a professional capacity. The College Committee and/or the College Dean may also suggest areas for improvement.
15) *The academic Dean shall forward recommendations concerning tenure and promotion, including his or her evaluations, to the Provost and Vice President for Academic Affairs.* The vote counts for each candidate from the College P&T Committee will be included with the recommendations. *If the recommendations are not acceptable, the Provost and Vice President for Academic Affairs shall consult with the academic Dean about the differences.*

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2 Items in italics include wording directly from the University Promotion and Tenure document.
**Addendum I**

**DOMAINS**
**COLLEGE OF SCIENCES & HUMANITIES**

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<th><strong>NATURAL SCIENCES</strong></th>
<th><strong>SOCIAL SCIENCES</strong></th>
<th><strong>HUMANITIES</strong></th>
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<td>English</td>
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<td>Chemistry</td>
<td>Criminal Justice &amp; Criminology</td>
<td>History</td>
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<td>Geography</td>
<td>Modern Languages &amp; Classics</td>
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*Approved by 2017-18 College P&T Committee – March 16, 2018*
Appendix A
Instructions for Submission of Digital Promotion and Tenure Materials
College of Sciences and Humanities

Materials for 4th year tenure review, promotion to associate professor and/or tenure, and promotion to professor should be submitted to the CSH P&T Committee electronically using Box.

The College will create a folder in Box for each candidate and share their specific Box link with them. This folder, which will be labeled with the candidate’s name, will also contain the following first-level subfolders, depending on candidate rank:

For 4th year tenure review:
  01. P&T Vita
  02. Personnel Files

For promotion to associate professor and/or tenure or promotion to professor:
  01. P&T Vita
  02. Personnel Files
  03. A. Evidence of Outstanding Teaching
  04. B. Evidence of Scholarship
  05. C. Evidence of Professional Service
  06. D. Additional Accomplishments

Candidates can access their Box folder via the Box.com link on the Faculty & Staff page of the University’s website or by using the following link: https://ballstate.app.box.com/login

Tutorials for Box are available at the following link: https://box.csod.com/LMS/catalog/Welcome.aspx?tab_page_id=-67&tab_id=-1 and tutorials developed specifically for this process will be available on the College Web Site with the other P&T documents. The Help Desk is also available for assistance with Box at 5-1517 or online at http://www.bsu.edu/helpdesk.

Training for the use of Box for submission of P&T materials to the College will be offered in the summer of 2018 – dates TBD.

Candidates will be responsible for adding materials and second-level subfolders, as needed, to folders 1, 3, 4, 5, and 6. Departments will be responsible for adding materials and second-level subfolders to folder 2.

Whenever possible, uploaded files in PDF format. Documents should be named without spaces (e.g. Chatot_teachingevaluations). Please do not upload files in Word, Excel or PowerPoint. Save Word, Excel, other file formats, web pages etc. as a searchable PDF if possible. URL links to sites outside of Box can be used in the PDF.
Document. We are not implementing links directly from one document to another in Box at this time although book marked PDF files can be used for individual files in a subfolder (See tutorial for this process on the College Website).

Contents
01. P&T Vita
Candidates will upload their promotion and tenure vita into this folder using the following naming conventions: Last Name CV (e.g. Grigsby_CV)

02. Personnel Files
Departments will upload relevant personnel files into this folder. Second-level subfolders may be added, as desired (e.g. “01. Committee & Chairperson Recommendation Letters,” “02. Strengths and Weakness Letters,” “03. External Letters,” “04. Materials from the P&T portion of the Personnel File,” “05. Other Relevant Materials,” etc.).

NOTE: The folders listed above are for example purposes only. Departments may add and label folders as desired with one caveat: When adding subfolders, please include numbers in all labels (use a leading 0 for numbers below 10). This ensures folders appear in the order the department desires, rather than alphabetically.

Items for Inclusion (as needed)
- Letter of appointment or change in appointment
- Department P&T Committee/Department Chair recommendation letter(s) to the Dean with vote count
- Chairperson’s recommendation letter if not in agreement with the Department P&T Committee
- Strengths and weakness letters for each year of review (for tenure and promotion to associate professor candidates)
- External review letters (for promotion to professor candidates)
- Any letters that pertain to promotion and tenure from the personnel file

03. A. Evidence of Outstanding Teaching
Candidates will upload relevant teaching-related files into this folder. Second-level subfolders may be added, as desired (e.g. “01. GEOL 100 Course Evaluations,” “02. GEOL 600 Course Evaluations,” “03. Peer Evaluations,” “04. GEOL 100 Course Materials,” “05. GEOL 600 Course Materials,” etc.).

NOTE: The folders listed above are for example purposes only. Candidates may add and label folders as desired with one caveat: When adding subfolders, please include numbers in all labels (use a leading 0 for numbers below 10). This ensures folders appear in the order that candidates desire, rather than alphabetically. **Order of materials should follow the order and labeling of the Vita categories** when possible.
Items for Inclusion (as needed)

- Original Digital Measures or IOTA Course evaluations forms including student comments
- Peer and/or Chairperson review of teaching
- Peer and/or Chairperson evaluation of the teaching portfolio
- Example course materials (syllabi, exams, notes, PowerPoints, etc.)
- Teaching awards/recognitions

04. B. Evidence of Scholarship
Candidates will upload relevant scholarship-related files into this folder. Second-level subfolders may be added, as desired (e.g. “01. Refereed Publications,” “02. External Grants,” “03. Internal Grants,” “04. Non-Refereed Publications,” “05. Manuscripts Under Review,” etc.).

NOTE: The folders listed above are for example purposes only. Candidates may add and label folders as desired with one caveat: When adding subfolders, please include numbers in all labels (use a leading 0 for numbers below 10). This ensures folders appear in the order that candidates desire, rather than alphabetically. **Order of materials should follow the order of the Vita categories** when possible.

Items for Inclusion (as needed)

- Refereed publications (currently in print or accepted for publication)
  - If a book is not available in electronic format, include a copy of the title page, colophon, and a sample chapter (all merged into one document). Indicate on the CV that a paper copy of the book is available in the Dean’s Office.
- Contracts, grants, and funding for research/creative endeavors
  - External Grants (funded and not funded)
  - Internal Grants (funded and not funded)
- Published abstracts
- Invited/Refereed Presentations abstracts
- Non-refereed publications
- Manuscripts under review
- Manuscripts in progress
- Scholarship awards/recognitions

05. C. Evidence of Professional Service
Candidates will upload relevant service-related files into this folder. Second-level subfolders may be added, as desired (e.g. “01. Departmental Service,” “02. College Service,” “03. University Service,” “04. Regional/National Service,” etc.).

NOTE: The folders listed above are for example purposes only. Candidates may add and label folders as desired with one caveat: When adding subfolders, please include numbers in all labels (use a leading 0 for numbers below 10). This ensures folders
appear in the order that candidates desire, rather than alphabetically. Order of materials should follow the order of the Vita categories when possible.

*Items for Inclusion (as needed)*
- Examples of department service
- Examples of college service
- Examples of university service
- Examples of professional regional and/or national service
- Service awards/recognition

06. D. Additional Accomplishments
Candidates will provide information in this folder that helps support their file. This folder is to be used at the discretion of the candidate. For instance, rather than include Teaching, Scholarship, or Service awards and recognitions in the associated folders above, candidates may choose to document such things in this folder.