

4.10 Summative Evaluation for Initial Tenure: Procedure

A. Notification of Intention to Apply for Tenure

1. By April 1 of two years preceding the year of evaluation: The appropriate Dean of a given faculty member sends notification of eligibility to a potential applicant, with copies to the chair of the FPC and the appropriate academic program director(s). (e.g., April 1, 2006 for evaluation in Fall of 2008).
2. By June 1 of two years preceding the year of evaluation: The potential applicant will respond to the notification by writing a letter to the Dean (with copies to the chair of the FPC and his/her academic program director[s]) as to whether s/he intends to apply for tenure at that date. (Note that only one postponement is permissible and such postponement may not be longer than 12 months.)
3. Those who intend to apply shall also submit with the letter of response the names and addresses of five potential references from colleagues, at least one of whom shall be internal and one external to Eastern University.
4. The Dean shall solicit letters of reference from:
 - A. Three of the five colleagues provided by the applicant.
 - B. The head(s) of the academic program(s) in which the applicant serves; if the applicant is the head of an academic program, the Dean will prepare a letter of evaluation.
 - C. Faculty holding rank in the academic program(s) in which the applicant serves.
 - D. Any additional references recommended by the appropriate Dean(s) or the FPC.
5. By November 1 candidates who have notified the Dean that they intend to apply for tenure must submit an initial draft of their Faith and Learning Paper/Project to the FPC, i.e. two years prior to the Summative review (see Appendix 4-14).

B. Application for Tenure

6. By November 1 of the year of evaluation: The faculty applicant shall submit to the appropriate Dean all materials supporting the request for tenure, specifically a single, loose-leaf binder, including:
 - ❑ A letter of application: a cover letter addressed to the FPC, including an analysis of how the applicant meets each of the tenure criteria, with appropriate references to the supporting materials.
 - ❑ Resume: An up-to-date list of education, experience, and accomplishments.
 - ❑ Course syllabi: Copies of the most recent syllabus for each course taught since the most recent formative or summative evaluation or initial appointment.
 - ❑ Student evaluations of courses and instruction: Reports for all courses taught during the most recent academic year and one for each semester since the most recent summative evaluation or initial appointment.

- ❑ Self-evaluations of performance and development: One report for each year since initial appointment or the most recent summative evaluation (whichever occurred most recently).
- ❑ Administrative evaluations of performance and development: The two most recent reports.
- ❑ Statement of faith and spiritual development with an emphasis on the currency of one's own Christian experience and service (see Guidelines for Developing the Faith Statement).
- ❑ A copy of the final draft or edition of the Faith and Learning Paper/Project.
- ❑ Other evidence: The applicant may submit any other evidence of development and achievement since the most recent summative or formative evaluation or initial appointment (e.g., copies of publications and professional reviews of such publications; programs for performances or exhibitions; letters documenting professional, church and community service; spontaneous letters indicating appreciation for work accomplished).

7. Additional sources of information: The appropriate Dean and/or the FPC shall add the three additional sources of information to the materials submitted by the Candidate:

- ❑ Letters of reference: All letters received by the Dean's solicitation of letters of reference (see #4 of this procedure) and any received by the FPC.
- ❑ Administrative evaluations: A letter of description and evaluation by the appropriate academic program head(s) (or the appropriate dean if the candidate serves as the head of an academic program) indicating the candidate's role within the academic program and contribution to the achievement of its mission.
- ❑ Letters from academic program faculty: All letters from any faculty holding rank in the academic program in which the applicant serves concerning the applicant's qualities and contribution to their shared program.

C. Faculty Personnel Committee Review

8. The FPC shall review all of the application materials and evaluate the qualifications of the faculty member for tenure on the basis of "Performance Criteria" (Faculty Handbook, chapter 4, section I, subsection A) and "Performance Areas" (Faculty Handbook, chapter 4, section III, subsection B).

- ❑ Normally this review will be done by the FPC alone.
- ❑ If the FPC deems it necessary or the appropriate Dean requests it, there shall be an evaluation done by a team of academics from outside of the University chosen from a list of individuals mutually acceptable to all concerned.
- ❑ Any applicant or the FPC may request that the review be supplemented by a conference with the applicant.

9. After due deliberation and review, the FPC shall vote whether to recommend an applicant for tenure and forward both favorable or unfavorable recommendations with the committee's rationale to the appropriate dean, with all application materials for review by the appropriate Dean(s), the Provost, and the President.

10. Administrative review of the FPC's recommendation will be completed by the appropriate Dean(s), the Provost, and the President.

- ❑ Favorable recommendations will be forwarded to the Academic Affairs

- Committee of the Board of Trustees.
- ❑ Unfavorable decisions that have the concurrence of the FPC and the Administrative review will be communicated to the candidate by the appropriate Dean with a statement of the reasons for the decision and informing the applicant of the right to appeal the decision, following the procedures and policies found in the faculty handbook titled “Grievances and Appeals.”
 - ❑ Conflicting recommendations will first be dealt with by seeking a unified decision between the FPC and the administrator who disagrees with the conclusion. If no unified agreement can be reached between the FPC and the administrator, the President shall decide whether to recommend the applicant to the Board of Trustees or return an unfavorable decision to the applicant.
 - ❑ Decision to postpone further consideration of a candidate may occur at the request of the FPC, the administrators involved in the review, the Board of Trustees or the candidate who has applied in order to secure or provide additional information important to the decision being made. Only one such postponement is permitted by any of the parties listed and the total postponement of the decision may not be longer than 12 months.
 - ❑ Faculty who are denied tenure will be granted one additional year of employment subsequent to the year in which the final decision was made.

11. Favorable recommendations shall be reviewed by the Academic and Student Affairs Committee of the Board of Trustees who will make recommendation to the full board. (Note that the Executive Committee of the Board may act on behalf of the Academic and Student Affairs Committee).

12. The Board of Trustees takes final action on the favorable recommendation.

D. Post Decision Communication

13. The President or his/her designee shall notify the applicant in writing of the Board’s decision (with copies to the appropriate dean[s], academic program head[s], and the chair of the FPC).

14. The FPC shall prepare and send in writing to the applicant (with copies to the appropriate program head[s] and dean[s]) a frank and fair summation of the perceived competencies and deficiencies of the applicant. This letter will become a part of a faculty member’s permanent file.

15. The faculty member shall prepare a development plan that addresses any deficiencies specified by the FPC and submit it to the appropriate Dean(s) (with a copy to his/her academic program head[s]). Appropriate progress reports to these parties shall be submitted with the initial report being sent no later than one year after the faculty member received notification of deficiencies in writing. These progress reports will become a part of a faculty member’s permanent file.