Tenure and Recontracting
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SENATE T&R CHAIRPERSON

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Goals of the Review Process

- Make an accurate assessment about candidates' long term value to the university community

- Provide clear and accurate feedback to candidates in each review cycle

Four Formal Reviews (faculty/librarians)

YEAR OF SERVICE	WHO REVIEWS	FOR WHAT WHEN	CONTRACT
FIRST	DEPARTMENT DEAN	SPRING	2nd*
SECOND (and THIRD)	DEPARTMENT SENATE DEAN PROVOST, PRESIDENT	FALL	3rd & 4th (4th)
FOURTH (and FIFTH)	DEPARTMENT SENATE DEAN PROVOST, PRESIDENT	FALL	5th & 6th (6th)
SIXTH	DEPARTMENT SENATE EXTERNAL REVIEWER DEAN PROVOST, PRESIDENT	FALL	7th & Tenure

Five Formal Reviews (lecturers)

YEAR OF SERVICE	WHO REVIEWS	WHEN	FOR WHAT CONTRACT
FIRST	DEPARTMENT, DEAN	SPRING	2nd
SECOND	DEPARTMENT, DEAN	SPRING	3rd & 4th
FOURTH	DEPARTMENT, DEAN	SPRING	5th, 6th, and 7th
SEVENTH	DEPARTMENT, DEAN	SPRING	8th, 9th, 10th, & 11th
ELEVENTH	DEPARTMENT, DEAN	SPRING	$12^{th} – 16^{th}$

Resources

▶ Tenure and Recontracting MOA and forms available at:

- https://sites.rowan.edu/senate/tenure_recontracting/index.html

- https://sites.rowan.edu/academic-affairs/aftlocalagreements.html

T&R Review: Department Tasks

- ▶ Department approves criteria
- ▶ Department elects the Dept. T&R Committee
- ▶ Candidate works with Department T&R Committee to prepare application
- ▶ Department T&R Committee reviews and appraises the application, then votes
- ▶ Department T&R Committee members sign the summary, **candidate has the right to respond**
- ▶ Signed summary becomes a part of the application package reviewed by the Senate

T&R Review: Senate Committee

▶ University Senate T&R Committee Chair is elected and committee members are selected

> ▶ Representatives from faculty of all colleges, as well as professional staff

> ▶ AFT representative ensures all proper procedures are followed

Senate Committee: Review

▶ Candidate submits one original application and supplemental folder and one PDF application

▶ T&R Committee meets to discuss each candidate's packet in detail

▶ Senate committee votes and writes a summary letter(s) including numerical vote

▶ Senate committee chair and candidate sign summary evaluation letter, **candidate has the right to respond**

▶ Signed letter becomes part of the packet forwarded to the Provost/ President with the candidate's original packet

Senate Committee: Hearings

- "No" vote from the department or "no" vote from Senate triggers a hearing

- University Senate T&R Committee can schedule a hearing if it deems important information is missing

- Purpose of the hearing is to gather additional information

- Senate T&R Committee meets separately with candidate and the candidate's department committee

- Senate T&R Committee, the candidate and the department are each entitled to an AFT representative

T&R Process: Provost/President

▶ Dean reviews candidate's folder, prepares a recommendation to the Provost/President, and gives the candidate a copy

▶ Provost/President reviews the candidate's folder and all forwarded recommendations, formulates her/his own recommendation, and notifies the Senate T&R Committee and the candidate

▶ Tenure is conferred at Board of Trustees meeting and begins in September of Year 7

T&R Criteria

- Teaching

- Scholarly and Creative Activity or Professional Development (instructors and lecturers)

- Service to University Community

- Service to Wider and Professional Community

T&R Criteria

- Criteria are defined university-wide by the collective bargaining agreement

- Department documents provide specific interpretation of university criteria

Expectations

- Teaching effectiveness is an important feature of all reviews

- Scholarship/Professional Development- focus on plan early, achievement in later reviews

- Expectations for service increase through the process

- Committee is examining the trajectory for each area

Application Packet Contents

- Application Form
- Curriculum Vitae
- Executive Summary
- Job Description
- Courses Taught and Adjusted Load
- Approved Department T&R Document

Application Packet Contents

- **Candidate Self Assessment**
  - Teaching
  - Scholarly and Creative Activity or Professional Development
  - Service to University Community
  - Service to Wider and Professional Community
- Department Evaluation
- Previous Evaluations
- Supplemental Folder

Teaching

- Self-assessment
- Student evaluations (current cycle) & candidate's response
- Peer evaluations (current cycle) & candidate's response
- Student evaluations (all prior cycles)
- Peer evaluations (all prior cycles)
- Plans for future growth

Peer Evals and Student Evals

Application Packet	Peer Observations performed during
1st Year (spring)	Semester 1
2nd Year (fall)	Semester 2
4th Year (fall)	Semesters 3, 4, 5, 6
6th Year (fall)	Semesters 7, 8, 9, 10

▶ One peer evaluation per semester

▶ Student evaluations from at least half of courses taught each semester

Scholarly/Creative Activity or Professional Development

- Self-assessment

- External review (fourth cycle, Scholarly/Creative Activity only)

- Plans for future growth

Self-Assessment

- Accessible to people who are not subject matter experts

- CITE EVIDENCE

- Relate explicitly to T&R criteria

- Make the case that activity is sustainable

Recommendations

- ▶ Anticipate external reviewer feedback

- ▶ Establish a scholarly plan

- ▶ Check alignment of work with departmental document

- ▶ Consider what venues are valid and how they are valued

- ▶ Provide context for scholarly work (i.e. multiple authorship and journal standing)

- ▶ Grant expectations

Service to University Community

- Self-assessment
  - Why have you chosen particular areas of service?
  - Explain scope of the contribution if not self explanatory

- Plans for future growth
  - Leadership opportunities

Service to Wider and Professional Community

- Self-assessment
  - Why have you chosen particular areas of service?
  - Explain scope of the contribution if not self explanatory

- Plans for future growth
  - Leadership opportunities

Overall Recommendations

- **It's a living document**
  - Checklist items
  - Student evaluations
  - Peer observations
  - All prior reviews

Overall Recommendations

▶ Make a strong, positive case

▶ Be thoughtful and reflective

▶ Be thorough but emphasize accomplishments since last review

▶ Provide clear dates

▶ **Respond explicitly to feedback from prior reviews**

Organizational Notes

▶ Check and double-check file organization

▶ Check spelling and grammar

▶ Provide a blank copy of the student evaluation form completed by your students

▶ Explain the scoring of the student evaluations, including the range (0-4 or 1-5) and value (5 = poor or 5 = excellent) of points

▶ Create a table that summarizes student evaluations with dates and classes by semester

Organizational Notes

▶ Number all pages sequentially

▶ When inserting pages use letters with numbers (14, 14A, and 15, etc.)

▶ Two-sided copies are okay

▶ Put supporting material in supplemental binder

▶ Use section tabs and a table of contents for the supplemental binder

Problems to Avoid

- Missing page numbers

- Lack of reflection

- Publications not clearly described

- Missing signatures and dates

- Missing student evaluations or peer observations

- Missing copies of evaluations from previous review cycle

- Not following the Senate review check list

Questions and Discussion

Tenure-Track Deadlines for
Second and Third Year of Service Faculty/Librarians
(for Third- and/or Fourth-Year Contracts):

Who finishes?	Where does it go?	When Is It Due?
Candidate	Department	November 15*
Department	Senate and Dean	November 30
Senate and Dean	Provost	December 18
Provost	Board of Trustees (BOT)	January 22
BOT	---	February

Tenure-Track Deadlines for
Fourth and Fifth Year of Service Faculty/Librarians
(for Fifth- and/or Sixth-Year Contracts):

Who finishes?	Where does it go?	When Is It Due?
Candidate	Department	September 11*
Department	Senate and Dean	September 25
Senate and Dean	Provost	October 16
Provost	BOT	November 20
BOT	---	December

Tenure-Track Deadlines for
Sixth Year of Service Faculty/Librarians
(for Tenure Contracts):

Who finishes?	Where does it go?	When Is It Due?
Candidate	Department	October 2*
Department	Senate and Dean	October 16
Senate and Dean	Provost	November 6
Provost	BOT	December 4
BOT	---	December

* Approximate deadline (see Note 2 on p.8 of MOA 2020-2021)

T&R Deadlines for Lecturers

**SIMPLIFIED TIMELINE FOR LECTURERS
DURING THE RECONTRACTING PROCESS
ACADEMIC YEAR 2020-2021**

Who finishes?	Where does it go?	When Is It Due?
Candidate	Department	March 1*
Department	Dean	April 1
Dean's recommendation	Candidate and Provost	May 1
Provost^	BOT	June

* Approximate deadline, see Note 1 on p.9 of the MOA 2020-2021