

J&S – Tenure and Promotion Policy

Eastern Kentucky University College of Justice & Safety

Tenure and Promotion Policy

(Approved by the College of Justice & Safety tenured faculty – July 1, 2015)

The Eastern Kentucky University (hereinafter EKU) policies and procedures for tenure and promotion are provided in EKU [Policy 4.6.4P](#). This College of Justice & Safety (hereinafter J&S) policy document supplements the university-wide policy and provides college guidelines governing the tenure and promotion application and recommendation process.

EKU [Policy 4.6.4P](#) requires J&S to develop written guidelines for tenure and promotion. This document has been developed to comply with [Policy 4.6.4P](#). This document respects the uniqueness of department disciplines, provides appropriate professional flexibility and recognizes the EKU emphasis on teaching.

This J&S policy document shall be used in evaluating applications for tenure and promotion. This document shall remain in force for 5 years or until revised and approved by a majority of the J&S tenured faculty. A revised tenure and promotion document must be submitted for approval to the EKU Provost every 5 years.

It is the responsibility of the candidates for both tenure and promotion to review [Policy 4.6.4P](#), this document and their departmental tenure and promotion criteria. In preparation for submitting tenure and promotion applications, candidates should seek guidance from faculty colleagues, faculty mentors, departmental and college promotion and tenure committee members and the feedback on their annual faculty evaluations.

SECTION I: STRUCTURE OF COLLEGE PROMOTION & TENURE COMMITTEE

IA. College Committee Election

The J&S Promotion & Tenure Committee shall consist of six principal college faculty members and two alternate faculty members. The J&S School of Justice Studies and School of Safety, Security and Emergency Management shall each elect three committee members and one alternate based on the following guidance:

1. All principal and alternate members shall be tenured faculty members holding the rank of associate, full or foundation professor.
2. At least one member elected from each school must hold the rank of full or foundation professor.

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3. Although not required, schools should attempt to elect members who have previously served as J&S Promotion & Tenure Committee members.
4. If a J&S faculty member or an immediate family member is being considered for tenure or promotion, that faculty member is not eligible for election to the J&S Promotion & Tenure Committee for that year.
5. J&S faculty who are members of their departmental promotion and tenure committee or the university Faculty Evaluation Appeals Committee (FEAC) are not eligible for election to the J&S Promotion & Tenure Committee.
6. Department chairs and deans are not eligible for election to the J&S Promotion & Tenure Committee.
7. J&S departments shall elect J&S Promotion & Tenure Committee principal and alternate members no later than September 10 each year.

IB. College Committee Organization

J&S Promotion & Tenure Committee meetings shall include the six principal members, with substitution by one or more alternate members when one or more of the six principal members are not available. General committee operating guidelines include:

1. The committee shall elect a chair from among its principal members in attendance at the first annual meeting.
2. The elected committee chair shall also act as recorder.
3. Committee decisions shall be determined by secret ballot and simple majority votes.
4. A quorum of at least four members must be in attendance at committee meetings before votes may be taken.
5. Normally, the committee will hold its first annual meeting in early-October each year to elect a chair and determine the meeting schedule for the following year.
6. Committee review of tenure and promotion application packages submitted by J&S departments shall begin as soon as practical after December 1 each year.

SECTION II: J&S GENERAL TENURE AND PROMOTION CRITERIA

IIA. General Principles for Recommending Tenure

Tenure may be recommended for faculty members whose professionalism and achievements meet the criteria in [Policy 4.6.4P](#) and whose support to the university's mission demonstrate potential for effective, long-term performance, thus warranting the institution's reciprocal long-term commitment. Each J&S department shall publish detailed criteria for recommending faculty for tenure. The following general criteria apply to recommendations concerning tenure:

1. An applicant's achievement in the areas of teaching, scholarly/creative activities and service, and his/her years of service, shall be considered in the tenure recommendation.

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2. No faculty member, regardless of his/her scholarly/creative activities or service contributions, shall be recommended for tenure unless he/she is considered by his/her peers to be an effective teacher.
3. The evaluation of the faculty member's performance shall consider the applicant's response to recommendations in annual evaluations for improvement in his/her teaching, scholarly/creative activities and service during the pre-tenure probationary period.
4. The evaluation of faculty performance shall consider both the quantity and the quality of the applicant's achievements during the pre-tenure probationary period.

IIB. General Principles for Recommending Promotion

Promotion may be recommended for faculty members whose professionalism and achievements meet the criteria in [Policy 4.6.4P](#) and in this J&S document. Each J&S department shall publish detailed criteria for recommending faculty for promotion. The following general criteria apply to recommendations concerning promotion:

1. An applicant's achievement in the areas of teaching, scholarly/creative activities and service, and his/her years of service, shall be considered in the promotion recommendation.
2. Faculty members may advance to the rank of Associate Professor during their pre-tenure probationary period.
3. No faculty member, regardless of his/her scholarly/creative activities or service contributions, shall be advanced in rank unless he/she is considered by his/her peers to be an effective teacher.
4. Consistent achievement over the entire career of the faculty member shall be considered. Particular emphasis shall be given to accomplishments since the faculty member's initial appointment at ECU or his/her last promotion.
5. The evaluation of faculty performance shall consider both the quantity and the quality of the applicant's achievements.

SECTION III: RESPONSIBILITIES FOR TENURE AND PROMOTION

IIIA. Responsibilities of the J&S Dean

The responsibilities of the J&S Dean in the tenure and promotion process include:

1. By April 15, the J&S Dean shall send a list of faculty eligible for tenure in the next academic year to the departmental chairs for transmittal to the candidates and the departmental promotion and tenure committees.
2. The J&S Dean shall make all application materials and recommendations on tenure and/or promotion from departmental chairs available to the J&S Promotion & Tenure Committee.

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3. Upon receipt of the college committee's recommendation form and the individual application file, the J&S Dean shall review all materials and make separate recommendations regarding the promotion and/or tenure of the candidates.
4. If the J&S Dean does not concur with the recommendations of the department committee, department chair, and/or the college committee, the dean shall state in writing the reasons for the differing recommendations. The dean shall notify the candidate in writing, with a copy to the department chair, of the recommendations of the college committee and of the dean, with justification for these decisions.
5. The J&S Dean shall forward application materials and all recommendations on tenure and positive recommendations pertaining to promotion to the Provost and Vice President for Academic Affairs, in accordance with the dates published by the Provost's office.
6. Promotion applications receiving a negative recommendation by the J&S Dean shall not be reviewed further unless the candidate submits a brief letter to the dean, with a copy to the department chair, within five (5) calendar days of notification by the dean, requesting that the review process continue. This is not an appeal.

IIIB. Responsibilities of the Department

The responsibilities of the J&S departments in the tenure and promotion process include:

1. No later than May 1, the department chair shall notify faculty eligible for tenure in the next academic year of their eligibility.
2. Departments shall publish, as approved by the department's tenured faculty, detailed criteria for tenure and promotion that is in compliance with the criteria in [Policy 4.6.4P](#) and this J&S document. Revised departmental tenure and promotion criteria are due by May 1 to the J&S Dean, who upon approval will forward to the Provost, in order for the revised criteria to be effective in the following academic year.
3. Departments shall elect a departmental promotion and tenure committee in compliance with the criteria in [Policy 4.6.4P](#) no later than September 10 each year.
4. As part of the evaluation process, candidates shall be evaluated on collegiality in the areas of teaching, scholarly/creative activities and service. Collegiality is defined in [Policy 4.6.4P](#) as *"The ability of an individual to interact with colleagues with civility and professional respect; to engage in shared academic and administrative tasks necessary to meet Department, College, and University goals; and to work productively with faculty, students, and staff. Collegiality should not be confused with sociability or likability but rather is the professional criterion relating to teaching, scholarly/creative activities, and service."*
5. Departments shall forward reviewed tenure and promotion application packages to the J&S Dean by December 1 of each year. The department chair and departmental promotion and tenure committee shall in their recommendations address the specifics

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of how each candidate meets or did not meet the detailed departmental criteria for tenure and promotion, including the EKU standards for collegiality.

6. Before forwarding the recommendations to the J&S Dean, the department chair and chair of the departmental promotion and tenure committee shall meet with the applicant and review the tenure and promotion recommendations. The department chair shall provide the applicant with a copy of the recommendations and secure the applicant's signed receipt.
7. The department chair and departmental committee chair shall inform the applicant of their right to request reconsideration of the recommendations within ten (10) calendar days of the above meeting.
8. If the applicant submits a request for reconsideration, the department chair and departmental promotion and tenure committee shall reconsider the application in light of the request. The request for reconsideration should address concerns identified by the department chair and/or committee and may include additional information in support of that clarification.
9. The applicant shall be notified in writing by the department chair of the results of reconsideration.
10. The departmental tenure and promotion review process, including preparation of recommendations and applicant requests for reconsideration, must be completed to allow submission of all recommendations and application materials to the J&S Dean by December 1 each year.

IIIC. Responsibilities of the Candidate

The responsibilities of the candidate in the tenure and promotion process include:

1. Candidates shall be familiar with department, school, college and university promotion and tenure policies and procedures.
2. No later than May 1, the department chair should notify faculty eligible for tenure in the next academic year of their eligibility. If a faculty member has not been notified by May 1 of tenure eligibility and believes this to be in error, the faculty member must submit a written request for review to the department chair, with a copy to the J&S Dean. A candidate for promotion is responsible for initiating the application process by presenting a letter requesting a departmental review to the department chair.
3. No later than September 1 each year, eligible candidates for tenure and/or promotion shall notify the department chair in writing, with a copy to the J&S Dean, of the intent to apply for tenure and/or promotion in the present academic year.
4. It is the responsibility of the candidate to submit an application for tenure and/or promotion by the deadline stipulated by the department. The application package content shall follow the guidelines in Section IV.
5. Should an applicant for promotion choose to withdraw from candidacy, the applicant shall so inform the department chair, J&S Dean, and the Provost in writing.

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6. Should an applicant for tenure choose to withdraw from candidacy, the applicant shall so inform the department chair, J&S Dean, and the Provost in writing, and shall submit a letter of withdrawal prior to March 20 in the academic year the candidate is seeking tenure. Tenure candidates who withdraw from the process will be issued a terminal appointment.
7. A candidate whose promotion application receives a negative recommendation by the J&S Dean may choose to request that the review process continue as outlined in Section IIIA.6.
8. A candidate whose tenure and/or promotion application receives a negative recommendation by the Provost may choose to appeal as outlined in [Policy 4.6.4P](#).

IIID. Responsibilities of the J&S Promotion & Tenure Committee

The responsibilities of the J&S Promotion & Tenure Committee include:

1. The J&S committee shall be responsible for examining tenure and promotion materials prepared by the candidate and department chair and departmental committee recommendations. The J&S committee shall ensure departments applied standards equitably, approved criteria and procedures have been followed, tenure and promotion recommendations are consistent with the goals and needs of the college and unsubstantiated information or material that lacks documentation is not used as part of the decision process.
2. Members of the college committee shall have access to the individual application files upon their receipt by the J&S Dean.
3. The college committee shall begin its review of the recommendations no later than the first week in December.
4. The college committee may ask for clarification of any materials it is reviewing from the departmental committee, department chair, or other qualified source. The college committee may also return application packages to the departments if the packages or recommendations or required actions by the department chair or departmental committee are not complete.
5. College committee decisions shall be made by secret ballot and by simple majority vote. A tie vote will be considered a negative recommendation. No proxy votes will be allowed. Before alternate committee members may vote, they shall be given time to review the application packages.
6. Members of the college committee shall complete the appropriate forms for recommendation for tenure and/or promotion, providing any necessary addenda. Members of the committee shall sign the form(s), indicating the accuracy of the report as it was approved by the committee and verifying the results of the vote.
7. If the college committee does not concur with the recommendations of the department chair, departmental committee, or both, the college committee shall state in writing the reasons for the differing recommendations.

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8. The chair of the college committee shall submit the committee recommendations, with appropriate documentation and required forms, to the J&S Dean. The college committee chair shall also provide the J&S Dean with a record of committee meetings including names of attending members and a record of the vote count.
9. The college committee shall attempt to complete its recommendations for tenure and promotion by the end of fall semester, but may have their activities extended into early spring semester if required.

SECTION IV: SUBMISSION OF APPLICATION PACKAGES

The complete application package for tenure and/or promotion shall be submitted in two notebooks. Items required by all applicants shall be placed in Notebook 1 (smaller notebook) and are listed in the following checklist. Additional items (see second checklist) shall be placed in Notebook 2 (larger notebook) and, if appropriate, in an expandable folder. Completed application packages will be submitted to the applicant's department chair by the deadline established by the department.

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CHECKLIST FOR APPLICATIONS FOR TENURE AND/OR PROMOTION (NOTEBOOK 1)

*College of Justice & Safety
Eastern Kentucky University*

Name _____ Department _____

1. ____ College of Justice & Safety checklist for **NOTEBOOK 1 (this document)**
2. ____ A copy of the letter of intent to apply for tenure, promotion or both.
3. ____ A copy of initial terms of appointment and, if applicable, any written, previously approved exceptions to the tenure and promotion policy.
4. ____ A copy of a current curriculum vitae utilizing the Justice & Safety standard format as printed from Digital Measures.
5. ____ Copies of non-tenured annual evaluation reports (i.e. department committee and/or department chair reports on non-tenured faculty evaluations; in reverse chronological order).
6. ____ The self-evaluation on the appropriate university form printed from Digital Measures (i.e. application form on green paper; add narrative sections as needed).

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CHECKLIST FOR APPLICATIONS FOR TENURE AND/OR PROMOTION (NOTEBOOK 2)

*College of Justice & Safety
Eastern Kentucky University*

Name _____ Department _____

1. Informational Materials.

- (a) ___ College of Justice & Safety checklist for **NOTEBOOK 2 (this document)**.
- (b) ___ Coversheet (copy of first page of university self-evaluation form).
- (c) ___ Departmental tenure and promotion criteria.
- (d) ___ Systematic student opinion of instruction survey instruments if administered instead of the IDEA or eCampus instruments.
- (e) ___ Description of department's second systematic method of assessing teaching performance (include evaluation checklists, etc., as available).

2. Teaching Documentation

- (a) ___ Summary data of IDEA or eCampus reports (or department approved alternative).
- (b) ___ Summary data of second systematic method of assessing teaching performance.
- (c) ___ Other evaluations of teaching.
- (d) ___ Representative syllabi for courses taught.
- (e) ___ Other documentation of teaching effectiveness.

3. Scholarship/Creative Activities Documentation

- (a) ___ Copies of publications, monographs, and workshop materials (materials that do not fit within the notebook may be placed in an expandable folder).
- (b) ___ Letter or message of acceptance from editor/publisher for publications listed as accepted/forthcoming.
- (c) ___ Copies of evaluations for publications, presentations, exhibitions, etc., that were refereed/juried or critically evaluated.
- (d) ___ Published abstracts of presentations.
- (e) ___ Other evidence of quality scholarly/creative activities.

4. Service Documentation

- (a) ___ Evidence of service to the department, school, college, university and the profession, and of professionally-related community service. Documentation should illustrate the charge of the committee or service activity, the amount of time involved in each service commitment (frequency and length), what was accomplished by the committee or service activity, and any significant/special contributions by the candidate to the committee.

Note: Notebook 2 will be returned to the applicant after the tenure and promotion process is completed.