

Fairfield University

Guidelines and Timetable for Applications for Tenure and Promotion

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*As approved by the Academic Council
Up-to-date with all revisions through July 2013*

Section One: Introduction

The *Faculty Handbook* defines the basic requirements upon which the Committee on Rank and Tenure formulates its recommendations. In preparing a dossier and supporting documentation, a candidate's principal obligation is to present coherently and document substantially his or her case for promotion and/or tenure. The dossier should be organized in such a way that readers are helped to understand and interpret the data presented in support of one's teaching, service, scholarly or creative work, and other professional activities and accomplishments. These guidelines are meant to assist faculty in organizing and developing a dossier which meets the *Handbook* objectives. Not all of the recommendations contained in these guidelines are pertinent to each application. Candidates will judge which materials are appropriate for them.

The Committee on Rank and Tenure requests that the completed dossier and supporting documents be submitted to the head of the candidate's curriculum area by the date noted on the appended timetable. The University considers the materials contained in the applicant's Rank and Tenure file to be confidential. The Rank and Tenure file consists of the applicant's dossier, the applicant's supporting documentation and the letters.

Section Two: Timetable for Applications for Promotion and Tenure

1. **BY MAY 7:** The Rank and Tenure Committee will hold an informal meeting with interested faculty to discuss the guidelines and the application process for tenure and promotion. The meeting will be held on a day when no classes are scheduled.
2. **BY MAY 30:** The applicant must notify the Dean and the head of the curriculum area (normally the department chair) of his/her intent to apply for promotion or tenure. Applicants will propose a list of five possible external reviewers, accompanied by (1) a short explanation of the applicant's relationship (if any) with the possible external reviewer, and (2) the contact information for each possible external reviewer. The Dean, in consultation with the head of the curriculum area, will select at least two external reviewers from the list provided by the applicant.
3. **By JULY 15:** The Dean will ascertain the willingness of the external reviewers to provide a letter for the applicant and notify the applicant.
4. **By AUGUST 1:** The applicant will provide the Dean with materials supporting professional activities and accomplishments to be sent to the external reviewers.
5. **By AUGUST 15:** The Dean will formally contact the external reviewers to solicit letters on behalf of the applicant and send the applicants' materials supporting professional activities and accomplishments, along with the following materials:
 1. Background information on Fairfield University.
 2. A brief description of the Rank and Tenure Committee as a university committee with membership representing the College of Arts and Sciences, School of Nursing, School of Business, and the Graduate School of Education and Allied Professions.
 3. Copy of the official *Timetable and Guidelines for Tenure and Promotion*.
 4. Copy of the appropriate pages in the *Faculty Handbook*.
 5. Specific instructions to assess the professional activities and accomplishments of the applicant with qualitative comments.
6. **BY SEPTEMBER 15:** The applicant will provide the appropriate faculty (normally within the department) with one copy of the dossier and supporting documentation. Dossiers and notebooks (3 ring binders) will not be returned, therefore, please put any original journal articles or papers, etc., with the supplementary materials.
7. **BY OCTOBER 15:** Outside letters should be addressed to and received by the Dean. The Dean shall provide copies to the head of the curriculum area. The applicant should check with the Dean to verify that the letters have been received.

8. **BY NOVEMBER 8:** The appropriate faculty, normally those with rank at or above the rank sought by the applicant, should send nine (9) copies of their letter assessing the dossier directly to the office of the Dean.
9. **BY NOVEMBER 15:** The head of the curriculum area should forward nine (9) copies of his/her letter, the applicant's dossier and supporting documentation to the Dean's office.
10. **BY DECEMBER 1:** The applicant should supply eight (8) additional copies of the dossier only directly to the Office of the Senior Vice President for Academic Affairs.
11. **BY DECEMBER 15:**
 - a. The Dean will attach his/her letter and forward the applicant's file, including the dossier, faculty letters, outside letters and supporting documentation to the Office of the Senior Vice President for Academic Affairs.
 - b. The Office of the Senior Vice President for Academic Affairs will have a copy of the Rank and Tenure file available for each member of the Committee. This file will then be closed, except for information not reasonably obtainable at that time. The Committee will not consider incomplete applications.
12. **BY FEBRUARY 15:** A Committee recommendation for or against promotion or tenure will be forwarded to the applicant. Applicants may discuss reasons for the negative recommendation with the Academic Vice President.
13. **BY MARCH 1:** Appeals must be filed by the applicant in the Office of the Academic Vice President with rationale clearly stated. Additional information or clarification shall be submitted at this time. The Applicant will supply the Dean and appropriate faculty with this material for comment. The Dean and the appropriate faculty will provide these comments to the Office of the Academic Vice President by March 10.
14. **BY APRIL 1:** The Committee recommendation for or against the appeal will be forwarded to the applicant. The Committee recommendations for all applicants will be presented to the President. The Academic Vice President will make his/her recommendation to the President and provide the Committee with a copy.
15. **BY APRIL 15:** The applicant will be notified of the final decision.
16. An applicant may request written reasons for denial of promotion or tenure from the Administration in accord with the *Faculty Handbook*. That request should be presented to the Academic Vice President.

Section Three: Faculty Handbook, II.A: Personnel Policies (Criteria for Tenure and Promotion)

Excerpt from the Faculty Handbook, Eleventh Edition, 2013.

A. PERSONNEL POLICIES

1. Appointment: Procedure and Qualifications

Faculty members shall be selected on the basis of training, experience, teaching competence and research, and in accordance with the affirmative action and equal employment opportunity policies of the University.

a. Procedure

Schools shall publish their procedures for appointment. Procedures in all schools shall conform to the following guidelines: (1) all appointments shall be made upon the recommendation of the appropriate faculty; (2) the appointment procedure shall provide for separate evaluations of applicants to be submitted to the Senior Vice President for Academic Affairs by both the appropriate faculty and the Dean of the appropriate school; (3) appointments shall be made by the Senior Vice President for Academic Affairs upon the recommendations submitted by the appropriate faculty and the Dean of the appropriate school; (4) the Senior Vice President for Academic Affairs may decline to appoint a recommended applicant, in which case the Senior Vice President for Academic Affairs shall state the reasons for doing so in writing to the faculty recommending appointment; (5) schools shall define "appropriate faculty" in adequate detail in the publication of their procedure for appointment.

b. Qualifications for Appointment to a Rank

(1) Instructor

The normal requirements for appointment to the rank of **Instructor** are: (a) enrollment in and near completion of a doctoral or other terminal degree program in the appointee's field and (b) demonstrated or presumed ability to teach effectively on the college level.

(2) Assistant Professor

The normal requirements for appointment to the rank of **Assistant Professor** are: (a) the doctorate or the terminal degree in the appointee's field; (b) demonstrated or presumed ability to teach effectively on the college level and (c) demonstrated ability to engage in scholarly or creative activity.

(3) Associate Professor

The normal requirements for appointment to the rank of **Associate Professor** are: (a) the doctorate or other terminal degree in the appointee's field; (b) five years experience in the rank of Assistant Professor; (c) a demonstrated record of teaching effectiveness on the college level; (d) demonstrated scholarly or creative activity that has been subjected to peer review; and (e) evidence of service to the academic community, a learned society or professional service to other organizations. The scholarly/creative accomplishment requirement at the Associate Professor level may be waived if the candidate demonstrates professional recognition through service to a learned society, or professional service in which the candidate is evaluated by his or her peers, and if the candidate clearly demonstrates that such professional service is a valid contribution to his or her field.

(4) Professor

The normal requirements for appointment to the rank of **Professor** are: (a) the doctorate or terminal degree in the appointee's field; (b) five years experience in the rank of Associate Professor; (c) a demonstrated record of sustained teaching effectiveness; (d) a record of sustained scholarly and/or creative accomplishments that have been subjected to peer review; and (e) evidence of leadership in service to the academic community, a learned society or professional service to other organizations.

2. Promotion: Procedure and Qualifications

Promotions are made at the discretion of the Board of Trustees and the President of Fairfield University. Promotions are made in accordance with the equal opportunity policies of the University as required by law.

a. Procedure

Schools shall publish their procedures for applying for promotion. Procedures in all schools shall conform to the following guidelines: (1) schools shall define "appropriate faculty" in adequate detail in the publication of their procedure for applying for promotion; (2) the burden of proof that the faculty member should be promoted rests with the faculty member. He/she shall supply information appropriate and sufficient to sustain the case. Appropriate faculty and the Dean shall be supplied with, and shall review, this information before writing their evaluations; the Dean should review the application and, when appropriate, make suggestions to strengthen it; (3) the application procedure shall provide for written evaluations of the applicant to be submitted by the appropriate faculty to the person responsible for the applicant's curriculum area and a separate written evaluation to be submitted by the Dean

of the appropriate school to the Committee on Rank and Tenure; (4) faculty members and the Dean shall include in their evaluations a clear recommendation to grant or withhold promotions and these evaluations will become part of the candidate's Rank and Tenure file; (5) the Dean shall arrange for the submission of at least three letters from external reviewers, who will address the quantity and quality of the applicant's scholarship.

The Rank and Tenure Committee shall review the applicant's Rank and Tenure file and decide whether to recommend promotion or not to the President and the Board of Trustees of the University.

A candidate whose promotion is not recommended by the Rank and Tenure Committee may appeal that recommendation to the Committee only if he/she has additional significant information that had not been submitted with the original application file. Before considering the appeal, the Rank and Tenure Committee shall receive written comments on the additional material from the appropriate faculty in the candidate's curriculum area and the appropriate Dean, which will include a statement as to whether their initial recommendation to grant or withhold promotion has changed. If, after considering the appeal, the Committee on Rank and Tenure reverses a preliminary decision to recommend against promotion, it shall state its reasons in writing as part of its recommendation to the President.

When any recommendation is sent to the President, the Senior Vice President for Academic Affairs shall append his or her written recommendation with a copy to the Committee on Rank and Tenure.

Before the applicant is informed of a decision contrary to the final recommendation of the Committee, the President shall state the reasons for the decision in writing to the Committee. Upon request of any faculty member denied promotion, the Administration shall furnish written reasons for the denial to the candidate.

In extraordinary cases the candidate may appeal in writing directly to the President and the Board of Trustees.

b. Qualifications and Conditions for Promotion

The normal criteria for promotion to any rank shall generally follow Qualifications for Appointment to a Rank as described under II.A.1.b. However, promotion to the next higher rank shall require evidence of continuing professional accomplishments which is found to be satisfactory by the Committee on Rank and Tenure.

i. Teaching

Fairfield University recognizes conspicuous success in teaching to be of paramount importance. Promotion to any rank shall require evidence of teaching effectiveness.

ii. Recognized Professional Competence

Fairfield University also recognizes that its faculty are members of a scholarly and professional community. Promotion to any rank shall require evidence that the faculty member contributes to the advancement of the community by engaging in scholarly research or creative activities. It is the expectation that the research or creative activities have been evaluated by peers.

Normally, such a contribution shall take the form of scholarly publication. However, any scholarly or creative work that has been subjected to peer review will be considered by the Committee. In reviewing applications for promotion to the rank of Associate Professor, the Rank and Tenure Committee should seek the corroboration of the senior members of the curriculum area* involved for exception from the scholarly/creative accomplishment requirement noted in II.A.1.b.(3).

iii. Professional Services

Fairfield University also expects its faculty to serve the University through active participation in campus and faculty activities. Promotion to any rank shall require evidence that the faculty member has both participated in on-campus faculty committees, and either participated in scholarly associations or has pursued professional community activities related to the candidate's field. However, activities outside the University shall not relieve faculty of their obligations to serve the University as members of their curriculum area* and school, and as members of the General Faculty.

*Here and elsewhere in this *Handbook*, except as noted, "curriculum areas" are understood as the Departments and Programs in the College of Arts and Sciences, and the School of Business, the Departments in the Graduate School of Education and Allied Professions and the School of Engineering, and the School of Nursing.

3. Tenure

Tenure is granted at the discretion of the Board of Trustees and the President. As one of the most important and far reaching commitments that the University

makes, tenure is granted not merely when a candidate meets minimum qualifications for rank, but only when there is reasonable confidence that the candidate will continue to develop as an outstanding teacher, a practicing scholar or artist, and a contributing member of the campus community.

Tenure may be granted to those holding the rank of Assistant Professor or higher. After the expiration of a probationary period, faculty members under contract shall have academic tenure and their service shall be terminated only by retirement or under extraordinary circumstances due to the University's financial exigencies, or for the reasons stated in Section 5 below.

a. Procedure

Procedure for application for tenure shall be the same as that for promotion in II.A.2.a. *mutatis mutandis*.

b. Minimum Qualification for Recommendation to Tenure

- (1) That the Committee on Rank and Tenure find that the candidate clearly satisfies the criteria for his or her academic rank; and
- (2) That, because Fairfield University recognizes conspicuous success in teaching to be of paramount importance, the candidate shall have a demonstrated record of teaching effectiveness on the college level; that, because Fairfield University recognizes that its faculty are members of a scholarly community, the candidate shall have a demonstrated record of scholarly or creative accomplishments that have been subject to peer review; that the candidate shall have presented evidence of service to the academic community, a learned society or professional service to other organizations; and
- (3) That the candidate for tenure shall have served a probationary period of not less than five years in the academic profession, not less than two of which years shall have been served at Fairfield University. The minimum probationary period of two years served at Fairfield University shall be applicable even though the maximum probationary period hereinafter referred to shall thereby be extended. By mutual written consent of the faculty member and the University, years served in the academic profession at another institution may be omitted from the computation of the probationary period. Allowable conditions for the exclusion of prior service would be one or more of the following: the prior service was at a foreign University; the prior service was in a different discipline; there has been a significant gap in time since the prior service; the other institution was of a type which required significantly different teaching loads or had significantly different expectations of professional competence from

Fairfield; the service at the other institution was prior to the receipt of the appointee's doctorate or terminal degree.

c. Other Matters

- (1) The normal maximum probationary period shall be seven years. Included in the maximum probationary period shall be years spent in full-time teaching at Fairfield prior to the receipt of the doctorate or the terminal degree in the candidate's field and/or years spent in full-time teaching at Fairfield on a temporary contract or with an appointment for a fixed term.
- (2) Time spent on leave from Fairfield University will not count toward tenure except when such time is spent in teaching or research which has been approved by the appropriate academic officials, i.e., the applicant's academic Dean in consultation with the person responsible for the applicant's curriculum area.
- (3) A candidate may be required to spend up to two years at Fairfield University after the expiration of a leave of absence, and immediately prior to the granting of tenure, even if the total number of years exceeds the normal maximum probationary period.
- (4) If tenure is not granted, notice must be given at least one year prior to the expiration of the maximum probationary period.

4. Exception to Normal Requirements for Appointment, Promotion, and Tenure

- a. Where a candidate possesses unusual qualifications, the normal requirements for appointment, promotion or tenure may be waived by the President upon the recommendation of the Rank and Tenure Committee.
- b. Where a candidate performs University assignments which prevent him or her from meeting the normal requirements for rank and tenure, such facts shall be taken into consideration.

Section Four: Outline and Guidelines for Applicant's Dossier

I. Table of Contents

Include not only the contents of the dossier, but the contents of the appendices and other supporting documents as well.

II. Background Data

- A. Name
- B. Application for tenure or promotion
- C. Education (chronological)
- D. Academic appointments/promotions (chronological)
- E. Other background experience related to current position

Include information on experience related to current position, such as clinical appointments, consultantships, positions in museums, the theater, and the like.

III. Curriculum Vitae

IV. Detailed Statement of Case for Promotion or Tenure

This statement should give focus to the strengths of the application, specifically indicating how the application satisfies the requirements in the *Faculty Handbook* for promotion or tenure.

V. Teaching Accomplishments Since Initial Promotion or Appointment to Present Rank

A. Courses taught at Fairfield University

Identify and describe courses developed or substantially redesigned, including new or existing courses designed for community engagement, and other substantial teaching activities that are counted as part of your assigned course load.

B. Teaching evaluation

- i. Peer review - The applicant is encouraged to request colleagues with firsthand experience of his/her teaching ability to submit written reports based on these observations. Colleagues may wish to address differences between their perceptions of candidate's teaching and student perceptions if the student perceptions are known to the colleague.
- ii. Student Evaluation Summary - If student evaluations are submitted as supporting materials, a summary of the student rating must appear in this section of the application. Sufficient information about the evaluation instrument (especially a department or personal form) and results must be

provided to enable the committee to make an informed decision.

iii. Other - As appropriate, include community partner evaluations and community-based peer or student evaluations.

iv. Teaching Grants, Awards, or Citations

C. Description of involvement in curriculum development and enhancement

The candidate may include information about innovations in teaching and integrative approaches that bring together teaching, scholarship, and community engagement.

D. Student advising

E. Student supervision

Include activities such as independent studies, theses, academic student organizations, student teacher/clinical supervision, field trips, community-engaged projects/research, and the like.

F. Participation in courses/seminars of other faculty

G. Other community outreach teaching not counted as part of your teaching load.

VI. Professional Accomplishments Since Initial Promotion or Appointment to Present Rank

A. A list of publications

The *Faculty Handbook* emphasizes the importance of peer review. For each category in this section, explain the review process. Include both what was reviewed (a complete paper? an abstract for a paper? a draft of a book?) as well as who reviewed the work (double-blind referees? an editor? the conference organizers? community partners?). If possible, describe how competitive was the selection process.

The *Faculty Handbook* requires evidence that the faculty member contributes to the advancement of the scholarly and professional community by engaging in scholarly research or creative activities. Therefore, in addition to the refereed publications, monographs, and other creative works that typically comprise tenure and promotion dossiers, dossiers may include such items as policy reports, patents and licensing documentation, etc. There is an expectation that this scholarship—much like “traditional” scholarship—be a part of a rigorous, coherent body of work aimed at extending knowledge, engaging and informing others, and transforming the community.

In addition to publications that have appeared in print, include in this section accepted publications not in print with a letter of verification from the editor stating that the publication is accepted unconditionally, or accepted pending relatively straightforward revisions. If, in a previous application, a publication has been listed as accepted but not in print, that fact should be noted in this section.

If a publication has multiple authors, explain your contribution to the publication. For community engaged scholarship, demonstrate how work was conducted in partnership with the community and characterized by mutuality, reciprocity, sustainability, and shared goals.

1. Books and chapters of books

Include published reviews or publisher reviews and/or letters of evaluation.

2. Professional refereed journal papers
3. Products of community-engaged scholarship
4. Professional refereed conference proceeding papers
5. Professional non-refereed journal papers
6. Other publications and public documents
7. Book reviews and short notes

B. Accomplishments other than publications

In fields where publications are not the primary expression of professional achievement use this section to explain those activities. These may include art exhibits, performances, movies or plays written or directed, community-engaged scholarship, and so on.

The *Faculty Handbook* emphasizes the importance of peer review. In each case, explain the review process, including what was reviewed and who did the review. If possible, describe how competitive was the selection process as well as how the review process worked.

C. Sponsored research (grants)

Please also list applications for grants. The *Faculty Handbook* emphasizes the importance of peer review. In each case, explain the review process, including what was reviewed, and who did the review. If possible, describe how competitive was the selection process as well as how the review process worked.

D. Professional presentations

Include information such as the date of the presentation, location, to whom, and the topic.

Note whether presentations were to international, national, regional, or local groups, as well as indicating the prestige of the groups addressed.

Indicate whether each address was invited, submitted and refereed, or submitted and non-refereed. Explain what was reviewed (a complete paper? an abstract?) as well as how the review process worked.

E. Professional honors and/or awards

F. Professional contributions/service

Describe contributions to scholarly associations such as official positions, editorship of journals and review/referee work and committee work.

G. Consultantships

H. Presentations on media or to a community and non-professional groups

Present all relevant data.

VII. University and/or Community Service Since Initial Promotion or Appointment to Present Rank

A. University Committees

For Standing and Ad Hoc committees, list dates of service, name of committee(s) and position(s) held

B. School or Departmental Committees

List dates of service, name committee(s) and position(s) held

C. Community Engagement

Describe the candidate's application of knowledge, skills, and expertise to pressing social, moral, and civic issues and problems, by forming and maintaining sustainable working relationships (characterized by mutual benefits and shared goals) with community partners.

D. Other Service to University

For example, organizing art exhibits, lecture series, faculty seminars, and the like.

E. Service to Student Organizations

F. Service Extending beyond the University

Efforts that relate to one's academic/professional expertise and are undertaken as a representative of the university; for example: providing consultation services (without remuneration); participation in major committees of a professional society or discipline, etc.

NOTE: Please use Areas V., VI., and VII. as models for Areas VIII., IX., and X.

VIII. Teaching Accomplishments Prior to Promotion or Appointment to Present Rank

IX. Professional Accomplishments Prior to Promotion or Appointment to Present Rank

X. University and/or Community Service Prior to Promotion or Appointment to Present Rank

Section Five: Applicant's Supporting Documentation

1. Student Evaluations - Candidates may submit student evaluations covering semesters of the period under review. The Committee will accept those evaluations at the will of the candidate. A single copy of computer printouts, essay responses, or other substantiating data may be submitted.
2. Publications - Candidates should submit copies of all publications, evidence of artistic accomplishments, reviews of books and papers, etc.
3. Syllabi, tests, or other course materials sufficient to indicate currentness of courses
4. Letters - Applicants will propose a list of five possible external reviewers, accompanied by (1) a short explanation of the applicant's relationship (if any) with the possible external reviewer, and (2) the contact information for each possible external reviewer. The Dean, in consultation with the head of the curriculum area will select at least two external reviewers from the list provided by the applicant and one additional reviewer who may or may not be chosen from the list provided by the applicant. Applicants may also submit a list of non-reviewers who shall not be selected by the Dean and the head of the curriculum area as external reviewers. The Dean will contact the external reviewers. Once it has been confirmed that each external reviewer agrees to write a letter, the Dean will then send the external reviewers applicant's materials supporting professional activities and accomplishments, along with the following materials:
 - a. Background information on Fairfield University.
 - b. A brief description of the Rank and Tenure Committee as a university committee with membership representing the College of Arts and Sciences, School of Nursing, Business School, and the Graduate School of Education and Allied Professions.
 - c. Copy of the official *Timetable and Guidelines for Tenure and Promotion*.
 - d. Copy of the appropriate pages in the *Faculty Handbook* (pp. 20-25)
 - e. Specific instructions to assess the professional activities and accomplishments of the applicant with qualitative comments.

This procedure does not preclude or prohibit the applicant from soliciting additional outside letters.

5. Letters - The chairs or heads of the curriculum areas shall include in the supporting documents annual or other reviews by themselves and by the Dean, if such documents are available.