

## **EPSY Tenure and Promotion Policy and Procedures**

### **Prologue --**

The department's faculty evaluation policies are designed to promote excellence in faculty research, teaching and service activities. As such, faculty are responsible for documenting the impact of their activities through their scholarship in teaching, service and research. While quantity of current faculty activity in the department provides some guidance regarding faculty productivity, ultimately professional judgment is the basis of faculty evaluation decisions pertaining to tenure, promotion, post-tenure review, or allocation of merit salary or professional development funds.

The following are important components of the department's Tenure and Promotion Policies and Procedures.

### **Three-Year Review --**

Assistant Professor candidate's accomplishments covering the first three years will be evaluated by the tenured faculty at the beginning of the fourth year of employment. The three-year review will serve as a summative evaluation of the first three years of employment, a benchmark source of feedback to the candidate regarding perceived progress toward promotion and tenure, and a recommendation regarding the candidate's continuation is also made during this review.

### **Candidate's Advocate --**

The Assistant Professor candidate will be represented at the departmental evaluation meeting in the three-year review and the promotion and tenure review by a tenured faculty member from the department selected by the candidate. The candidate's advocate will present the candidate's case at the departmental evaluation meetings and provide feedback regarding the department evaluation meeting to the candidate. Although not a requirement, frequently the candidate's faculty mentor serves as the advocate.

### **Chair of Department Review --**

A Chair for each candidate will be selected from the departmental T&P Committee. The Chair will be from the candidate's program where feasible.

### **Candidate's Portfolio --**

The candidate's portfolio will include the following information:

- ***Candidate's Statement:*** The tenure and promotion review, and the three-year review that precedes it, will be guided by the candidate's statement of professional goals and accomplishments. The candidate's statement should provide a cohesive review and rationale for the candidate's activities and accomplishments and provide better information upon which to base faculty evaluation than a vita alone. The candidate's statement will address the areas of:
  - Teaching
    - Teaching evaluation packets (including all student feedback forms)
    - M.A. and Ph.D. students chaired and graduated
    - Graduate committees, roles
    - Collaboration with students

- Research: agenda(s), long-term foci
  - Paper(s) published or in press (letter so stating)
  - Grants/contracts as PI or co-PI
- Service
  - Editorial board listings from journal
  - Documents of appreciation, service
- *Vita and Vita Attestation*
- *External Review Letters*
- *Selected Publications*

**Timeline --**

A timeline specifying the sequencing of activities in the evaluation process is attached and addresses both the three-year and promotion and tenure review.

**Department of Educational Psychology**  
**Procedures and Timelines for 3rd-Year and Promotion and Tenure - Professoriate**

ESTIMATED DUE DATE	ACTIVITY	PERSON(S) RESPONSIBLE	REFERENCE/ELEMENT TO BE DETERMINED
March 1	Candidates identified.  A Chair for each candidate will be selected from the departmental T&P Committee. The Chair will be from the candidate's program where feasible.	Head, Program, Candidates  Faculty	
<b><u>T&amp;P Review:</u></b> April 1	External reviewer list.	Candidate	Provide 6 names (without contacting them).
April 15	External reviewer list.	Tenured/Full Professors in candidate's program.	Review 6 names provided by candidate. May reject any or all names. Program can add up to 2-4 additional names. Candidate can add names so that at least 3 are accepted by the program from Candidate's list. A total of 6 names will be forwarded, plus an alternate list that is acceptable to both.
<b><u>3rd-Yr Review:</u></b> April 1	External reviewer list.	Candidate	Provide 4 names (without contacting them).
April 15	External reviewer list.	Tenured/Full Professors in candidate's program.	Review 4 names provided by candidate. May reject any or all names. Program can add up to 1-3 additional names. Candidate can add names so that at least 2 are accepted by the program from Candidate's list. A total of 4 names will be forwarded, plus an alternate list acceptable to both.
May 1	Final external reviewer list.  Material to be disseminated to the external reviewers is compiled	Department Head  Candidate	Approval
May 4 (Approx.)	Calls to external reviewers.	Department Head	Contact selected external reviewers. Note any reviewers decision to decline (and reason, if any).  Agreements to review, follow up letters. Reviewer credentials/vitas sought; replacements sought as needed, maintaining 2 external reviewers acceptable to candidate.
June 1	Candidate's portfolio is completed for departmental T&P Committee review.	Candidate	Eligible faculty are invited to begin review of the candidate's portfolio.
August 1	Reminder letters sent to external reviewers as needed.	Department Head	
August 31	Candidate Advocate preparation completed  Program preparation completed.	Candidate Advocate  Program	
September 7	T&P Faculty Committee meeting; proxy votes may be delivered to the Chair of the candidate's review prior to the meeting for non-attendees.	Eligible EPSY faculty	Chair of candidate's review chairs, takes notes and runs voting at the department T&P Committee meeting.  Faculty vote tallied and candidate is informed of vote by the Department Head and Advocate.
September 25	Chair's report is reviewed and approved by the EPSY T&P Committee.	Chairs for each candidate's review.	Recommendation to Head.  Head reviews completed dossier, including T&P Committee recommendations.
October 2	Department Head's recommendation to Dean.	Department Head	