Department of Psychology - 2003

VII. Promotion and Tenure Committee

All actions of the Promotion and Tenure Committee shall be governed by the University Rules statement entitled “University Statement on Academic Freedom, Responsibility, Tenure, and Promotion” (Rule # 12.01.99.M2) and the most recent Promotion and Tenure guidelines for the College of Liberal Arts.

A. Membership and Operation.

The policies specified in University Rule # 12.01.99.M2 and in the most recent Promotion and Tenure guidelines of the College of Liberal Arts will be implemented in the Department as described below. For consideration of promotion to the rank of Associate Professor with tenure, the Promotion and Tenure Committee shall be composed of all tenured faculty holding the rank of either Associate Professor or Professor. For consideration of promotion to the rank of Professor, the committee shall be composed of tenured faculty holding the rank of Professor.

The chair of the P&T Committee shall be appointed by the Head. Typically, a person should serve as Chair of the P&T Committee no more than once every five years.

In consultation with the Chair of the P&T Committee, the Head shall appoint P&T members to each evaluation subcommittee. There will be one evaluation committee for each candidate being considered by the committee. Different subcommittees will evaluate each candidate’s research, teaching, and service.

B. Duties:

a. Annual reviews of non-tenured faculty.

b. Third-year reviews of non-tenured faculty.

c. Reviews of candidates for promotion and tenure.

d. Advising the Head on Post-Tenure reviews in accordance with the guides outlined in the University Rules statement entitled “University Statement on Academic Freedom, Responsibility, Tenure, and Promotion” (Rule # 12.01.99.M2).

C. Procedures.

1. Annual reviews

a. The candidate shall provide a vita, a description of the research program, information on teaching responsibilities (including teaching evaluations), information on service, and other information the candidate would like to have considered.

b. The P&T committee shall meet as a whole and prepare a summary report, including a recommendation for further action and suggestions for continued progress, which shall be forwarded to the Head. Following College rules, the committee will conduct two votes on the candidate. The first vote will indicate whether or not the candidate is making satisfactory progress toward promotion. The second vote will recommend for or against reappointment of the candidate. The department Head’s annual evaluation of the candidate shall report the results of both votes and whether or not the Head concurs with each one.
c. In his/her report, the Head shall convey the committee's report and votes as well as his/her own evaluation to the candidate in writing and shall also meet with the candidate to discuss the report and his/her own suggestions for progress.

2. Third-year reviews
The third-year review will assess the probability of the candidate receiving tenure. The committee shall provide an in-depth review of the candidate's progress toward tenure, using the same criteria as shall be applied for the awarding of tenure. The committee's report shall include recommendations for action and suggestions for progress and, if necessary, areas of required improvement.

a. As specified in University and College guidelines, the candidate shall provide:

(1) a vita and copies of recent publications, articles in press or submitted for publication, a description of the research program, and grant proposals or other evidence of scholarly activity.

(2) a description of teaching responsibilities and accomplishments, including course load, enrollments, syllabi, exams, formal student evaluations, and other relevant material.

(3) a description of service to the department/university, to the community, and to the profession.

(4) a statement of goals in teaching and research.

b. As specified in University and College guidelines, the committee shall provide:

(1) Peer evaluations. The committee shall obtain relevant information from the faculty regarding research, teaching, and service.

(2) Graduate student evaluations. The committee shall obtain relevant information from the graduate students regarding teaching, clinical supervision, and research supervision.

(3) Copies of all annual progress reports and all review letters previously sent to the Dean’s Office.

c. As specified in University and College guidelines, evaluation subcommittees will then prepare reports of research, teaching, and service. A final summary report will also be prepared that includes a recommendation for continuation or issuance of a terminal contract. That recommendation will be based on a vote of all committee members (by secret ballot) and the results of that vote will be reported in the candidate's summary report. The Head shall convey the results of the committee's report and his/her own report to the candidate in writing in a timely fashion. The Head shall also meet with the candidate to discuss the recommendation of the committee and the Head's decision.

3. Promotion and Tenure Reviews

a. The P&T committee is responsible for preparing four documents for each candidate: a summary report, and teaching, research, and service reports. In all cases, research quality and productivity will be the most important
criterion for promotion and tenure. However, in some cases, individuals may be hired to fill special needs. In these cases, criteria specified in the hiring contract can modify the weighting of traditional criteria.

b. Research. The committee shall consider the following information:

(1) A curriculum vitae. The candidate shall provide copies of his/her curriculum vitae, including current citation impact scores of each journal, and full citations of all publications, divided by refereed vs. non-refereed journals, and identifying co-authors.

(2) Representative research. The candidate shall provide copies of 5 recent representative publications (which may include articles in press). In press is defined as a work that has been officially accepted for publication with no further revisions needed.

(3) Outside letters. The candidate shall provide a list of up to 8 people outside the University who are qualified to evaluate the candidate's research. The candidate also may provide the names of people not to be solicited. The P&T committee also shall generate a list. The committee shall attempt to obtain between 3 and 6 letters of evaluation, ensuring that at least 1 letter is from the candidate's list.

(4) Research statement. The candidate shall provide a personal statement summarizing past accomplishments and outlining future research directions and specific goals.

(5) Other information. The candidate should provide other information that he/she believes pertinent (e.g., grant applications and reviews).

(6) Graduate students will be surveyed about teaching, clinical supervision, and research supervision by the Chair of the P&T Committee.

(7) For promotion to full professor, the Evaluation Subcommittee shall provide citation figures for all publications included in Science Citation Index and Social Science Citation Index.

c. Teaching. The candidate shall provide the committee with information regarding course loads, enrollments, syllabi, handouts, exams, and a personal statement of teaching accomplishments and future plans. The candidate also shall provide summaries of standard course evaluations. The committee shall obtain relevant information from graduate students regarding classroom and out-of-class teaching, teaching supervision, and/or clinical supervision with students specifying the nature of their contact with the candidate.

d. Service. The committee shall consider the following information in several categories: service to the Department and University, to the community, and to the profession.

(1) Department and University. The candidate shall provide a listing of committees served on in the Department and University (including dates of service), as well as other relevant activities.
(2) Community. The candidate shall provide a description of professional community involvement (e.g., speeches to community groups, volunteer consulting to organizations).

(3) Profession. The candidate shall provide a description of professional activities that may include involvement in APA or other national or state professional organizations, journal reviews, or grant reviews.