

Promotion and Tenure Document
Ball State University
College of Applied Sciences and Technology
Department of Technology

EFFECTIVE FOR

2012-2013

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**2012-2013
PROMOTION AND TENURE DOCUMENT
DEPARTMENT OF TECHNOLOGY
COLLEGE OF APPLIED SCIENCES AND TECHNOLOGY
BALL STATE UNIVERSITY**

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**2012-2013
DEPARTMENT OF TECHNOLOGY
PROMOTION AND TENURE DOCUMENT**

Approved by Faculty: 10/14/11

Approved by College Promotion & Tenure Committee:

Approved by University Promotion & Tenure Committee:

PREAMBLE

The Department of Technology values a teacher-scholar model that strives for excellence in the areas of teaching, scholarship, and professional service. The goal of the process is to tenure and promote teacher-scholars that will continue to contribute to the university and their discipline throughout their careers.

Faculty have the responsibility to assist in the promotion and tenure process by evaluating and mentoring a candidate's performance in the areas of teaching, scholarship, and professional service. Furthermore, the evaluation of a candidate's performance should be a process whereby each faculty member receives meaningful feedback that can be used for the individual's professional growth and development. Appropriate feedback and goal setting can foster an environment that encourages each faculty member to achieve maximum potential.

This document describes the procedural requirements and policies for promotion and tenure in the Department of Technology. All parties involved are encouraged to familiarize themselves with the rights, responsibilities and procedures that are outlined in the university, college, and department promotion and tenure documents. In cases where questions arise, the university document takes precedence over the college document and the college over the department.

I. GUIDELINES

1. The evaluation of a faculty member's eligibility for promotion or tenure shall be based on evidence of a continuing pattern of achievement throughout the faculty member's professional career in the following areas:

1.1 Teaching;

1.2 Scholarship;

1.3 Service in a professional capacity.

(From the Faculty Handbook, University Promotion and Tenure Document, Section I, Guidelines for Promotion and Tenure.)

2. Faculty are encouraged to achieve excellence in the areas of teaching, scholarship and professional service. The department promotion and tenure committee shall evaluate candidates relative to teaching, scholarship, and professional service, giving greater weighting to teaching and to scholarship than to service.

3. Tenure and promotion decisions shall be based on the above factors as well as any employment conditions outlined in the contract.

4. Teaching and scholarship evaluation procedures will follow the College of Applied Sciences & Technology promotion and tenure document.

5. The following criteria are to be used to evaluate creative activities (e.g., video productions, interactive computer projects, CD ROM programs, interior design works, consulting with outside organizations, proprietary research, etc.) during the promotion and tenure process:
 - 5.1 The activity must be useful to others in the profession. There must be evidence that the end product is being used by others as opposed to just the creator.
 - 5.2 There must be a planned and disciplined approach to the activity's development, design and implementation. The activity must reflect contemporary content, strategies, design or media components.
 - 5.3 The completed activity must be publicly verifiable. The activity must be documented via product, pictures, programs, models or other appropriate means.
 - 5.4 The Promotion and Tenure Vita must indicate whether the activity is non-refereed, refereed, juried, competitive, invited, etc.

6. Publications, creative activities, and grants may be included in the evaluation for tenure once they have been officially submitted, accepted, or completed. Departments shall determine the hierarchy for valuing submitted, accepted, and published works and grants, but publications in print and completed creative activities that meet criteria listed in 5.1-5.4 above shall be weighted more heavily during all evaluation periods.
 - 6.1. Verification of submission, acceptance and published status must be included in the supplemental materials, but only publications in print and completed activities may be evaluated for promotion.

7. Departmental policies and criteria are subject to approval by the College Promotion and Tenure Committee and the University Promotion and Tenure Committee and shall be on file with the Dean and with the College's elected representative to the University Promotion and Tenure Committee.

II. DEFINITIONS

1. Department and departmental refers to the Department of Technology.
2. College or collegiate refers to the College of Applied Sciences and Technology.
3. Committee refers to the Department Promotion and Tenure Committee.
4. Reconsideration is the act-whereby a candidate may request that an initial adverse decision by the departmental or collegiate committee be reexamined. Reconsideration provides an opportunity for the candidate to clarify content of materials.
5. Appeal refers to the action taken by the appellant when the outcome of the departmental reconsideration is the same as the original recommendation or when an adverse recommendation is made at the collegiate or Provost and Vice President for Academic Affairs level. Appeals examine the process followed and not the content of the materials.

6. Working days are those days when Ball State University administrative offices are open.
7. Calendar days are the days which appear on a calendar, including Saturday, Sunday and holidays. They do not relate to the Ball State academic schedule or calendar.
8. Tenure-track faculty are those faculty who are currently in the seven year probationary tenure period.
9. Tenure faculty are those faculty who have been granted tenure.
10. Terminal degree refers to an earned doctoral degree, or other criteria and degree(s) recognized by a national accrediting organization in the area of specialization.
11. External reviewer is an individual from outside the university who has demonstrated expertise in the candidate's area.
12. Scholarship is the process of attaining new knowledge, creating new work, or re-creating/interpreting existing works, and disseminating the results. Generally this takes the form of appropriate peer reviewed publications, presentations or exhibits, performances, other creative endeavors, and grant proposals. Scholarship can occur in four areas: discovery, integration, application, and teaching. Faculty shall not be required to participate in each of the four areas of scholarship.
 - 12.1 The scholarship of discovery is traditional research and creative endeavors that pursue and contribute to new knowledge for its own sake.
 - 12.2 The scholarship of integration makes connections across disciplines bringing together isolated knowledge from two or more disciplines or fields to create new insights and understanding.
 - 12.3 The scholarship of application applies knowledge to address significant societal issues.
 - 12.4 The scholarship of teaching studies the development of knowledge, skill, mind, character, and/or ability of others.

(From the Faculty and Professional Personnel Handbook, University Promotion and Tenure Document, Section II, Definitions.)

III. PROMOTION AND TENURE COMMITTEE STRUCTURE AND FUNCTION

1. Committee membership and organization is as follows:
 - 1.1 The Department of Technology Promotion and Tenure Committee shall consist of the following: a total of four tenured and/or tenure-track faculty plus the Departmental Chairperson as an ex-officio, non-voting member. A tie vote by the committee results in a failed vote. When the Department Chairperson is a candidate for promotion, he or she shall not participate in his or her ex-officio capacity during the deliberations of promotion to the same rank.
 - 1.2 Committee members must be regular full-time tenured and/or tenure-track faculty holding primary assignment within the department.

- 1.3 Three of the voting Committee members must be tenured. The fourth member shall be tenure-track unless no tenure-track faculty member is available and willing to serve.
- 1.4 Election of Committee members.
 - 1.4.1 The electorate shall consist of all full-time tenured and tenure-track faculty.
 - 1.4.2 To be eligible to serve on the Committee, tenure-track faculty must have completed the second year of the tenure review process.
 - 1.4.3 The Committee members described in 1.1 above will be elected by written ballot no later than the second week of the fall semester. The election will be supervised by the Department Chair or his/her designee. Voting is restricted to regular full-time tenured and tenure-track faculty holding primary assignment within the department.
 - 1.4.4 A quorum requires a simple majority of the voting members.
 - 1.4.5 Each year, one (1) tenured faculty and one (1) tenured or tenure-track faculty member will be elected.
 - 1.4.6 Committee members shall serve two year terms that shall be staggered.
 - 1.4.7 In the event that no one is elected to the Committee a member will be appointed by the Chair in consultation with the Dean.
- 1.5 Membership and procedures of the Committee are subject to the University "Anti-Nepotism Policy and Procedures for Faculty and Professional Personnel" as described in the Faculty Handbook.
- 1.6 A faculty member whose credentials have been submitted for promotion is not eligible to serve on the Committee.
- 1.7 Committee members pursuing tenure must be absent during tenure deliberations concerning themselves.
- 1.8 The Department Chair shall call an organizational meeting of the Committee no later than the third week of the fall semester. The Department Chair will promptly forward to the Dean the name of the Committee Chair accompanied by the names of other committee members.
- 1.9 Voting for the Committee Chair and Secretary is restricted to voting committee members.
 - 1.9.1 Only tenured committee members are eligible to be elected chair.
 - 1.9.2 The Department Chair is not eligible to be elected Committee Chair.
 - 1.9.3 The Committee Chair shall call and preside over meetings and serve as the department representative on the College Promotion and Tenure Committee.

- 1.9.4 The secretary shall record minutes of each meeting and disseminate the minutes only to committee members.
- 1.10 If for any reason a faculty member resigns from the committee their replacement will be elected by the faculty.
2. Responsibilities of the Department Promotion and Tenure Committee:
 - 2.1 In consultation with the departmental faculty, the Committee is responsible for implementing university, college, and department promotion and tenure policies and procedures and shall establish and implement department promotion and tenure policies and procedures that do not conflict with college and university policies and procedures.
 - 2.2 The committee shall make recommendations for policy changes to the college.
 - 2.3 The Committee will present to all regular full-time faculty a Calendar of Deadlines following receipt of the University-College Calendar of Deadlines from the Dean of the College. The Calendar of Deadlines will be a composite of department and college deadlines pertaining to promotion and tenure materials, as well as revisions or amendments of promotion and tenure policy or documents. The calendar will require that all tenure vita and support documentation be submitted to the Department on or before the first working day in October.
 - 2.3.1 The tenure evaluation period consists of the previous one-year period, ending on the first working day in October of the current year.
 - 2.3.2 The evaluation period for promotion ends the first working day in October of the year in which the candidate applies for promotion.
 - 2.4 Members of the Committee are responsible for the confidentiality of all discussions and actions. Committee minutes shall be taken and distributed only to committee members, and shall be maintained on file in the Department Chair's office.
 - 2.5 The Committee shall evaluate the credentials of each tenure-track faculty and forward those credentials, with recommendations, to the Dean.
 - 2.6 The Committee shall evaluate the credentials of each candidate for promotion and forward to the Dean the credentials of those candidates the committee supports.
 - 2.7 The Committee shall hear requests for reconsideration from individuals who feel aggrieved by the action of the Committee.
 - 2.8 The Committee Chair shall personally inform each candidate, in writing, of the Committee's recommendations and supporting rationale before this recommendation is forwarded to the College Dean. A copy of the tenure and/or promotion letter will be placed in the candidate's department promotion and tenure file.
 - 2.9 The Committee is responsible for reviewing all department promotion and tenure documents, including the departmental promotion and tenure evaluation rating forms, and for insuring that the documents comply with college and university policies and procedures. Changes to the document are made according to the policies set forth in Section VIII.

IV. POLICY STATEMENTS

1. Policy Statements for Tenure

- 1.1 Faculty and eligible professional personnel shall be evaluated in the light of the University Mission Statement.

(From the Faculty and Professional Personnel Handbook,, University Promotion and Tenure Document, page, Section III, Policy Statements.)

- 1.2 A tenure recommendation will be made by the department, academic dean, and the Provost and Vice President for Academic Affairs at least one year prior to the end of a faculty member's probationary period. That recommendation will be either a recommendation to grant tenure at the end of the following year or a recommendation to terminate the faculty member at the end of the following year.

(From the Faculty Handbook,, University Promotion and Tenure Document,, 2.11, Section III, Policy Statements.)

- 1.3 Work accomplished before being hired at Ball State University and work accomplished while a faculty member at Ball State will be considered in tenure deliberations. Greater attention and significance will be given to the work accomplished during the appointment at Ball State. The evidence must demonstrate a record of quality and continuous productivity in the areas of teaching, scholarship, and professional service.

- 1.4 When a candidate is hired, academic rank (if other than assistant professor) and years toward tenure (if any) must be recommended by the Department Chair in conjunction with the Department Promotion and Tenure Committee or, if unavailable, the search committee. The recommendation subsequently must be approved by the Dean, Provost and Vice President for Academic Affairs, President, and the Board of Trustees.

- 1.5 Before the end of the calendar year, the Department Promotion and Tenure Committee, with consultation with the Department Chair, shall provide each tenure-track faculty member in the department with a written assessment of that faculty member's work. This assessment shall include an evaluation of strengths and weaknesses in the areas of (1) teaching, (2) scholarship, and (3) professional service. The Committee may also suggest areas for improvement.

- 1.6 Evaluation for tenure shall be based on evidence of a continuing pattern of achievement throughout the faculty member's professional career in the areas of (1) teaching, (2) scholarship, and (3) service in a professional capacity.

1.6.1 Recommendations must be supported by documentation demonstrating that the candidate satisfies established criteria. Documentation shall include evaluation forms approved by the administrative unit concerned.

1.6.2 The first committee or individual in the tenure process not recommending a faculty member for tenure shall provide that faculty member with a written statement delineating his or her strengths and weaknesses. This assessment shall include an evaluation of strengths and weaknesses in the

areas of (1) teaching, (2) scholarship, and (3) service in a professional capacity. The committee or individual may also give suggestions for improvement.

1.6.3 Significant evidence of excellent performance and the expectation for a continuance of such must be available.

1.6.4 Possible decisions regarding tenure include:

1.6.4.1 Satisfactory progress toward tenure

1.6.4.2 Unsatisfactory progress toward tenure

1.6.4.3 Termination

1.7 If the Committee recommends termination of the appointment of a tenure-track faculty member at the end of any academic year during the probationary period, a letter from the Committee to that effect must be filed in the Dean's office at least three weeks prior to the final date set forth in the University Promotion and Tenure Calendar. The faculty member will be provided with a copy of the letter to the Dean.

1.8 The recommendation of the Committee is forwarded to the Dean. Included with the recommendation will be the opinion of the Department Chair, if there is a difference of opinion between the Department Chair and the Committee. The candidate will be provided a copy of the Department Chair's letter to the Dean.

1.9 Before the end of each academic year, the Provost and Vice President for Academic Affairs will notify each tenure-track faculty member, in writing, about his or her status with regard to progress toward tenure.

2. Policy Statements for Promotion

2.1 Faculty and eligible professional personnel shall be evaluated in the light of the University Mission Statement.

2.2 Any department member or eligible professional personnel member has the right to present herself or himself to the Department Promotion and Tenure Committee for consideration for promotion.

(From the Faculty Handbook, University Promotion and Tenure Document,, 1.1 and 1.4, Section III, Policy Statements.)

2.3 Work accomplished before being hired at Ball State University and work accomplished while a faculty member at Ball State will be considered in promotion deliberations. Greater attention and significance will be given to the work accomplished during the appointment at Ball State. The evidence must demonstrate a record of quality and continuous productivity in the areas of teaching, scholarship, and professional service.

2.4 Evaluation for promotion shall be based on evidence of a continuing pattern of achievement throughout the faculty member's professional career in the areas of (1) teaching, (2) scholarship, and (3) service in a professional capacity.

All information placed in a candidate's promotion and tenure file will be brought to his/her attention in writing at once by the Department Chair. The faculty member will have the opportunity to place materials in the file which may rebut or explain any detrimental information. Detrimental information that has not been brought to the attention of the faculty member cannot be used in promotion or tenure deliberations. Anonymous letters shall not be made a part of this file.

An individual's promotion and tenure file must be examined by the Department Promotion and Tenure Committee during promotion and tenure deliberations. All materials used by the Committee will be made available to the College Promotion and Tenure Committee, Dean, Provost and Vice President for Academic Affairs, and President, upon request.

V. ACADEMIC RANK

1. There are three basic academic ranks: Assistant Professor, Associate Professor, and Professor. Advancement in rank is based on a continuing pattern of documented achievement throughout the faculty member's professional career in:
 - 1.1 Teaching;
 - 1.2 Scholarship;
 - 1.3 Service in a professional capacity.

2. Qualifications for rank are set by the college and must be approved by the University Promotion and Tenure Committee.
 - 2.1 Assistant Professor is the rank usually assigned to a person who has achieved an earned terminal degree or an appropriate alternative as designated by the department and approved by the Dean and the Provost and Vice President for Academic Affairs. Ordinarily, a person nearing the completion of the terminal degree or one who has a Master's degree plus 30 semester hours of approved graduate work may be appointed or promoted to this rank. Individuals who hold a Master's degree and have exceptional training and/or previous experience related to the discipline may be considered for appointment as an assistant professor. These exceptions shall be approved by the Department Promotion and Tenure Committee, Department Chairperson, Dean, and the Provost and Vice President for Academic Affairs.
 - 2.1.1 Quality of Work: To be promoted or hired at the rank of assistant professor, the individual must provide evidence of potential for success in teaching, scholarship and service in a professional capacity.
 - 2.1.2 Professional Growth: Documentation of consistent professional growth sustained over a period of years must be coupled with evidence pointing to reasonable expectation of continued growth.
 - 2.2 Associate Professor is the rank usually assigned to a person who has achieved an earned terminal degree. An exceptional individual who does not hold a terminal degree but is an excellent teacher and extremely productive scholar recognized by regional/national/international experts in the discipline may be assigned the rank of associate professor. These exceptions shall be approved

by the Department Promotion and Tenure Committee, Department Chair, Dean, and the Provost and Vice President for Academic Affairs.

- 2.2.1 Quality of Work: Promotion or hiring at the rank of associate professor is granted in recognition of excellent work at the rank of assistant professor. The individual under consideration must demonstrate the impact of his or her scholarly work in the state or region beyond the confines of the University, as well as excellence in teaching and examples of professional service to the department, the University, the discipline and/or the community.
- 2.2.2 Professional Growth: Documentation of consistent professional growth sustained over a period of years must be coupled with evidence pointing to reasonable expectation of continued growth.
- 2.3 Professor is a rank ordinarily limited to a person who has an earned terminal degree. An exceptional individual who does not hold a terminal degree but is an excellent teacher and extremely productive scholar recognized by regional/national/international experts in the discipline may be assigned the rank of professor. These exceptions shall be approved by the Department Promotion and Tenure Committee, Department Chairperson, Dean, and the Provost and Vice President for Academic Affairs.
 - 2.3.1 Quality of Work: Promotion or hiring at the rank of professor is granted in recognition of superior work at the rank of associate professor. The candidate must document regional, national or international impact of his or her scholarly work, excellence in teaching and examples of professional service to the department, the University, the discipline and/or the community.
 - 2.3.2 Professional Growth: Documentation of consistent professional growth sustained over a period of years must be coupled with evidence pointing to reasonable expectation of continued growth.

VI. PROCEDURES

- 1. Procedures for Tenure
 - 1.1 Submit tenure vita and support documentation to Department on or before the first working day in October.
 - 1.1.1 Annual evaluations for tenure shall focus on a faculty member's accumulated body of work, with particular attention given to accomplishments during the past year (defined as the 12 months ending on the last day of September of the current year).
 - 1.1.2 Failure to submit materials by the established deadline will result in a letter indicating unsatisfactory progress toward tenure for the year in question.
 - 1.1.3 Due to extenuating circumstances, such as a death or major illness in the family or another major unexpected event, the candidate may request an extension to the Department Chair. The request must be made in writing prior to the October deadline. The Department Chair in consultation with

the Chair of the department Promotion and Tenure Committee and the Dean will determine if an extension is warranted and will establish a new deadline for the candidate. The decision including the appropriate deadline will be submitted in writing to the candidate within 5 business days of receiving the request for an extension.

- 1.2 The evaluation of the faculty member's eligibility shall comply with the criteria identified in the University Promotion and Tenure Document, the College Promotion and Tenure Document, and the Department Promotion and Tenure Document.
 - 1.3 The recommendations of the Department Promotion and Tenure Committee shall be forwarded to the Dean. Included with the recommendations will be the Department Chairperson's evaluations and recommendations, if there is a difference of opinion between the Department Chairperson and the Department Promotion and Tenure Committee. The faculty member will be provided a copy of the Department Chairperson's letter to the Dean.
 - 1.4 Candidates' credentials and all recommendations from the department committee and Department Chairperson regarding progress toward tenure shall be forwarded to the Dean's office.
 - 1.4.1 During the tenure deliberations, the Committee shall review the conditions for appointment and/or initial letter of appointment to assure compliance.
 - 1.5 Teaching performance will be documented by using at least the following two assessment methods.
 - 1.5.1 The Instructor Evaluation items on the University Core Form stipulated by the University for student evaluation of instructors will be administered according to College and University Guidelines.
 - 1.5.2 A Department Chair review using the Faculty Teaching Evaluation form (See Appendix D).
 - 1.6 Scholarship will be documented by following the Guidelines and Curriculum Vitae Format provided by the College of Applied Sciences and Technology.
 - 1.7 Professional service will be documented by following the Guidelines and Curriculum Vitae Format provided by the College of Applied Sciences and Technology.
2. Procedures for Promotion
- 2.1 The evaluation of the faculty member's eligibility for promotion shall comply with criteria identified in the University Promotion and Tenure Document, the College Promotion and Tenure Document, and the Department Promotion and Tenure Document.
 - 2.1.1 Failure to meet all department and college deadlines will result in no review of the promotion materials during the year in question.

- 2.2 Recommendations for promotion shall be initiated at the department level. After evaluating the candidate's qualifications, the Department Promotion and Tenure Committee must indicate whether the candidate is to be recommended for promotion.
- 2.3 Credentials and support materials of candidates favorably recommended for promotion by the department committee shall be forwarded to the Dean. The names of all candidates favorably recommended must be forwarded in an unranked alphabetical order. The department committee must forward a letter of explanation to the Dean and to each candidate who is not recommended for promotion.
 - 2.3.1 If in presenting evaluations, the Department Chairperson has serious reservations concerning a faculty member's qualifications, the Department Chairperson shall inform the Department Promotion and Tenure Committee of the bases of the reservations. If the differences between the Chairperson and the Department Promotion and Tenure Committee are not resolved, the Department Chairperson may forward to the Dean his or her evaluations and recommendations concerning the faculty member's qualifications. The faculty member will be provided a copy of the Chairperson's letter to the Dean.
- 2.4 If the Committee does not recommend a faculty member for promotion, the Committee shall provide that faculty member with a written statement delineating his/her strengths and weaknesses. This assessment shall include an evaluation of strengths and weaknesses in the areas of (1) teaching, (2) scholarship, and (3) professional service.
- 2.5 Teaching Evaluation will be documented using at least the following method:
 - 2.5.1 The Instructor Evaluation items on the University Core Form stipulated by the University for student evaluation of instructors (See Appendix C.)
- 2.6 Scholarship will be documented by following the current Guidelines and Curriculum Vitae Format provided by the College of Applied Sciences and Technology.
- 2.7 Professional service will be documented by following the current Guidelines and Curriculum Vitae Format provided by the College of Applied Sciences and Technology.
- 2.8 The Department Promotion and Tenure Committee shall accept a letter of intent to apply for promotion to full professor on or before March 15 of the preceding academic year and for promotion to associate professor on or before October 1 of the current academic year. Supporting evidence for promotion must be submitted in proper form by the candidate in compliance with College Format and Guidelines, and identified deadlines.
- 2.9
 - 2.9.1 Faculty who are seeking promotion to professor should have materials to be submitted for external review (e.g., evidence of excellence in scholarly productivity) to the Departmental Chair by the first working day in June.

- 2.9.2 The Departmental Chair will make every effort to have all external review letters for professor available for Committee and candidate review by the first working day in November.

VII. RECONSIDERATION & APPEAL

1. Any faculty member may ask for reconsideration of a negative recommendation given by the Committee. The appellant must ask, in writing, for the reconsideration within ten (10) calendar days following the date of the faculty member's receipt of the written recommendation adversely affecting him or her.

(From the Faculty Handbook, University Promotion and Tenure Document, Section VII, Right of Reconsideration.)

- 1.1 The request for reconsideration is made to the Committee and must be submitted in writing ten (10) calendar days following the date of receipt of the Committee's negative recommendation. The request must be filed in the office of the Department Chair.
- 1.2 After receiving a request for reconsideration, the Committee must meet to reconsider the adverse recommendation. The Committee must meet with the candidate if he or she so requests. The candidate may provide an oral presentation of the request for promotion or tenure. No additional materials may be introduced or added to the document or the process.
- 1.3 If, after the reconsideration at the department level, the faculty member is not satisfied with the response of the Committee, then he or she may appeal the decision. The appeal is made to the College Promotion and Tenure Committee and must be submitted in writing within ten (10) calendar days following the date of the receipt of the department's reconsideration decision. The appeal must be filed with the Dean.
- 1.4 For specific details related to the reconsideration at the department or college level refer to the Right of Reconsideration section of the University Promotion and Tenure Document.
- 1.5 For specific details related to the right of appeal at any level, refer to the Right of Appeal section of the University Promotion and Tenure Document.

VIII. AMENDMENT PROCEDURES

1. During the spring semester, the Chair of the Promotion and Tenure Committee shall invite faculty to propose amendments to the Department Promotion and Tenure Document.
2. In consultation with the Department faculty, the Committee will consider all proposed amendment(s) prior to the end of the spring semester and determine appropriate action.
3. Those proposed amendments deemed appropriate by the Committee will be submitted in writing to the entire faculty one week prior to a called vote of the entire regular full-time tenured and tenure-track faculty.
4. During a faculty meeting, a majority vote of the regular full-time tenure and tenure-track faculty is required to approve all amendments to this document initiated by the department.

5. The effective implementation date of the approved amendment(s) will be the first day of the ensuing Fall Semester following approval by the Promotion and Tenure Committees of the College and the University.
6. The committee will be charged with making appropriate revisions that address college or university document requirements.

APPENDICES

- A. Tenure Rating Procedures and Scale
- B. Promotion Rating Procedures and Scale
- C. Departmental Teaching Evaluation Form
- D. Department Chairperson Teaching Evaluation Procedure
- E. Guidelines for Supplemental External Review of Scholarship for Promotion to Professor

APPENDIX A

TENURE RATING PROCEDURES AND SCALE

1. Each tenure-track faculty member will provide a vita and supporting documentation using the current college format and guidelines.
2. Each committee member will independently review the candidate's documentation and complete the Tenure Rating Scale for each candidate.
3. The procedure used by the Promotion and Tenure Committee will evaluate each tenure candidate according to teaching, scholarship, and service in a professional capacity.
4. The committee will review each tenure-track faculty member's progress towards tenure and make recommendations based upon his/her performance.
5. Those candidates judged not satisfactorily progressing toward tenure will be required to meet with the Committee for further discussion.
6. Following the meeting described in Step 5, the Committee will meet and again review the candidate's credentials and any other pertinent materials that may have been presented by the tenure candidate in the discussion with the Committee. After this process, the Committee will vote on the candidate's tenure qualifications and then recommend to the Dean that the candidate be given:
 - a. a progress toward tenure recommendation letter
 - b. a letter of unsatisfactory progress
 - c. a dismissal letter

Department of Technology
Ball State University
Tenure Rating Scale

Name of Candidate _____ Date _____

After examining the curriculum vitae and supporting documentation of the candidate, rate the candidate by circling the appropriate number on the rating scale for each category.

CATEGORIES	Category Score
<p>A. Teaching Evaluation of this category will be made by using the information provided in the curriculum vitae document</p> <p style="text-align: center;">Category Score</p> <p style="text-align: center;">0 1 2 3 4 5 6 7 8 9 10 Poor Excellent</p>	
<p>B. Scholarship Evaluation of this category will be made by using the information provided in the curriculum vitae document.</p> <p style="text-align: center;">Category Score</p> <p style="text-align: center;">0 1 2 3 4 5 6 7 8 9 10 Poor Excellent</p>	
<p>C. Professional Service Evaluation of this category will be made by using the information provided in the curriculum vitae document.</p> <p style="text-align: center;">Category Score</p> <p style="text-align: center;">0 1 2 3 4 5 6 7 8 9 10 Poor Excellent</p>	

APPENDIX B

PROMOTION RATING PROCEDURES AND SCALE

1. The candidate requesting promotion will provide a vita and supporting documentation using the current college format and guidelines.
2. Each committee member will independently review the candidate's documentation and complete the Promotion Rating Scale for each candidate.
3. Committee members will use the completed Promotion Rating Scale as input to guide their professional judgment regarding the candidate's performance.

Department of Technology
Ball State University

PROMOTION RATING SCALE

Name of Candidate _____ Date _____

After examining the curriculum vitae and supportive documentation of the candidate, rate the candidate by circling the appropriate number in the rating scale for each category.

CATEGORIES	Category Score
<p>A. Teaching Evaluation of this category will be made by using the information provided in the curriculum vitae document</p> <p style="text-align: center;">Category Score</p> <p style="text-align: center;">0 1 2 3 4 5 6 7 8 9 10 Poor Excellent</p>	
<p>B. Scholarship Evaluation of this category will be made by using the information provided in the curriculum vitae document.</p> <p style="text-align: center;">Category Score</p> <p style="text-align: center;">0 1 2 3 4 5 6 7 8 9 10 Poor Excellent</p>	
<p>C. Professional Service at Ball State Evaluation of this category will be made by using the information provided in the curriculum vitae document.</p> <p style="text-align: center;">Category Score</p> <p style="text-align: center;">0 1 2 3 4 5 6 7 8 9 10 Poor Excellent</p>	

APPENDIX C

DEPARTMENTAL TEACHING EVALUATION FORM

University Core Form

Instructor Evaluation	1: Strongly Disagree	2: Disagree	3: Neutral	4: Agree	5: Strongly Agree
My instructor explains the course objectives clearly.					
My instructor explains course content clearly.					
My instructor uses effective examples and illustrations.					
My instructor is respectful when I have a question or comment.					
My instructor provides feedback that helps me improve my performance in the class.					
My instructor is available for consultation (e.g., after class, email, office hours, or by appointment).					
Please provide any additional written comments on the faculty's strengths and weaknesses.	<i>(Comment box)</i>				

Course Evaluation	1: Strongly Disagree	2: Disagree	3: Neutral	4: Agree	5: Strongly Agree
This course has clear objectives.					
This course is effective in meeting its objectives					
This course has assignments related to the objectives of the course.					
This course has a clear grading system.					
This course broadens my perspective and/or knowledge.					
Please provide any additional written comments on the strengths and weaknesses of the course. You may comment on such things as the use of assignments, text(s), exercises, exams, etc.	<i>(Comment box)</i>				

APPENDIX D

DEPARTMENT CHAIRPERSON TEACHING EVALUATION PROCEDURE

1. The Chairperson will request the following materials for each course taught during the current semester from each faculty member being reviewed for tenure or promotion:
 - a. Course syllabi
 - b. Class schedule of activities, lectures, labs, etc.
 - c. Examples of activity sheets, handouts, assignments, etc.
 - d. Examples of exams
2. The Chairperson will arrange at least one class visit per academic year for each faculty member being reviewed for tenure or promotion.
3. The Chairperson or instructor will briefly explain to the students why the Chairperson is observing the class.
4. After the evaluation is completed the Chairperson will arrange a meeting with the faculty member to review and discuss the evaluation within 10 working days.
5. A copy of the evaluation, signed by the faculty member and Chairperson, will be included in the tenure and promotion documentation.

FACULTY TEACHING EVALUATION BY DEPARTMENT CHAIRPERSON

NAME _____

CLASS VISIT DATE: _____

1. **INSTRUCTIONAL MATERIALS**

Course syllabus, schedule of activities, assignments, labs, activity sheets, etc.

Low

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 High

Comments:

2. **CLASSROOM INSTRUCTION:** **CLASS NUMBER:** _____

Follows syllabus/scheduling; demonstrates knowledge of subject, maintains positive atmosphere for learning; communicates effectively; interacts well with students.

Low

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 High

Comments:

3. **ASSESSMENT**

Weighting of homework, lab work and exams is appropriate; exams appear to appropriately assess student knowledge.

Low

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 High

Comments:

4. **LABORATORY MANAGEMENT (if applicable)**

Laboratory is well-organized for instruction; laboratory is neat, clean and attractive; graduate assistant/lab assistant is used effectively.

Low

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 High

Comments:

5. **STRENGTHS/RECOMMENDED AREAS FOR IMPROVEMENT**

6. **FACULTY RESPONSE (Optional)**

Faculty _____

Date: _____

(My signature does NOT necessarily indicate my agreement with all parts of the evaluation)

APPENDIX E

GUIDELINES FOR SUPPLEMENTAL EXTERNAL REVIEW OF SCHOLARSHIP FOR PROMOTION TO PROFESSOR

1. The candidate will provide the Department Chair in writing with names of three proposed external reviewers who have demonstrated expertise in the candidate's area of scholarship. This list will include a statement of the qualifications for each proposed external reviewer.
2. The Department Chair will propose three additional external reviewers. The Department Chair will consult with the candidate and other knowledgeable individuals to develop sources from which a list of appropriate reviewers may be drawn. The Department Chair will provide the candidate in writing the list of three external reviewers proposed by the Chair. This list will include a statement of the qualifications for each proposed external reviewer.
3. If the candidate objects to any of the reviewers proposed by the Department Chair, the candidate will provide the Chair reasons in writing why a particular reviewer is inappropriate. If the Chair objects to any of the reviewers proposed by the candidate the Chair will provide the candidate reasons in writing why a particular reviewer is inappropriate. If a compromise on proposed external reviewers cannot be reached between the Department Chair and candidate, the Dean will decide the issue.
4. The Department/School Chair is responsible for contacting one reviewer from each list and securing the external letters within a time frame specified within the department Promotion and Tenure document. The process of identifying reviewers will continue until two external reviewers return required letters.
5. Letters requesting external reviews will be accompanied by a copy of the (1) candidate's curriculum vitae, (2) department/school and college promotion criteria, and (3) a selection of publications or other scholarly productivity materials relevant to the area(s) of excellence agreed to by the Department Chair and the candidate. A copy of the letters and list of materials sent to external reviewers will be included with required supporting promotion materials.
6. When external review letters are received, a copy of each letter shall be made which protects the anonymity of the reviewer. All evidence of the reviewers' identities and affiliations are to be removed. The copy is to be placed in a candidate-accessible file.
7. The candidate shall be given an opportunity to read all letters placed into the candidate-accessible file prior to the beginning of promotion deliberations. The candidate may write a rebuttal to any content of received review letters perceived as inaccurate or inappropriately detrimental to the request for promotion to Professor. The rebuttal information is to be included with the external review letters.
8. The supporting materials, including all external letters and rebuttal information, will be available for review by the department Promotion and Tenure Committee in accordance with the department's promotion calendar.
9. If the department/school recommends the candidate for promotion, complete supporting materials, the external letters and any rebuttal information, will be forwarded to the Dean.
10. Upon completion of all deliberations and appeals for the promotion to Professor, all candidate-accessible external review letter files are to be destroyed by the Departmental Chair. The original letters are to be placed into a separate confidential file in the Dean's Office and cannot be reopened for purposes of subsequent promotion deliberations at any level of consideration unless requested by the candidate.