Ball State University

Department of Elementary Education
Teachers College

Promotion and Tenure Document
2015-1016

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Department of Elementary Education
Promotion and Tenure Document
2015-2016

Preamble

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 and College documents take precedence over this departmental document. The Department of Elementary Education Promotion and Tenure document reflects Ball State University’s expectations for successful promotion and tenure.

I. Guidelines
(From Faculty and Professional Personnel Handbook 2012-013, University Promotion and Tenure Document, Section I, Guidelines for Promotion and Tenure)

1. The evaluation of a faculty member's eligibility for promotion or tenure shall be conducted in light of the University Mission Statement and shall be based on evidence of a continuing pattern of achievement throughout the faculty member’s professional career in the following areas: teaching, scholarship, and service in a professional capacity.

The following standards shall be utilized by committee members in evaluating promotion and tenure materials:

1.1 Teaching shall be evaluated by considering, in order of importance, the following data:
1.11 Traditional teaching assignments and supervision
1.12 Written evaluations of teaching by the Chairperson or his/her designee
1.13 Student course evaluation data as required by University policy on evaluation of teaching
1.14 Other formal evaluation data from students, peers, or administrators
1.15 Evidence of student growth
1.16 Informal and anecdotal data
1.18 Evidence of accurate evaluation and discrimination among student performance levels (course syllabi, grade records of students, etc.)

1.2 Professional Development School (PDS) liaison performance and duties
1.21 Evaluation of PDS liaison performance and duties by the Chairperson or his/her designee

1.3 Scholarship. Publications that are in print, in press, or accepted for publication will be counted in promotion deliberations. Bona fide evidence must be presented to document “in press” or “accepted” status from journal editors, e.g., formal letter, email. In matters of tenure, publications may be counted only once.
1.4  Service. Service in a professional capacity shall be evaluated by considering, in order of importance, the following professional service categories:

1.41  Service on Ball State University committees, councils, task forces, etc., at the University, college, and departmental levels.

1.42  Service as an elected officer in professional organizations at the international/national, regional, state, and local levels.

1.43  Service on committees in professional organizations at the international/national, regional, state, and local levels, with service as committee chair being more significant than service as committee member.

1.44  Service on editorial board in professional organizations at the international/national, regional, state, and local levels.

1.45  Service as consultant or advisor for public or private educational institutions at the international/national, regional, state, and local levels.

1.46  Professional service rendered to community or civic organizations.

2.  Promotion to Associate Professor and the tenure decision are aligned and occur in year seven.

3.  A candidate may apply early for tenure and promotion to Associate Professor once in either year five or six.

4.  If an individual enters employment at the university at the rank of Associate Professor or above and working toward tenure, the tenure process is followed. Promotion to Professor is not part of the process.

5.  Experiential Learning in all its forms (internships, field trips, practica, student teaching, study abroad, immersive learning projects, etc.) is and has been a hallmark of a Ball State University education. Faculty who lead these types of activities should receive consideration for their involvement as they contribute to the established standards for teaching, scholarship and service.

II. Definitions

1.  Department and departmental refers to the Department of Elementary Education.

2.  College or collegiate refers to Teachers College.

3.  Reconsideration is the act whereby a candidate may request that an initial adverse decision by the department, college, or Provost be re-examined. Reconsideration provides an opportunity for the candidate to clarify content of materials.

4.  Appeal refers to the action taken by the appellant when the outcome of the department, college or Provost reconsideration is the same as the original
recommendation. An appeal may be filed without following the reconsideration process. Appeals examine the process followed and not the content of materials.

5. Working days are those days when Ball State University administrative offices are open.

6. 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.

7. Tenure-track faculty are those who are currently in the seven-year probationary tenure period.

8. Tenured faculty refers to faculty who have been granted tenure.

9. Liaisons are faculty who work with the Professional Development School on behalf of the department.

10. Professional Development Schools are schools that have a special working relationship with the department to provide field experiences for the students and simultaneous renewal for both faculties.

11. Scholarship is the process of attaining new knowledge, creating a 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.

11.1 The scholarship of discovery is traditional research and creative endeavors that pursue and contribute to new knowledge for its own sake.

11.2 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.

11.3 The scholarship of application applies knowledge to address significant societal issues.

11.4 The scholarship of teaching studies the development of knowledge, skill, mind, character, and/or ability of others.

III. Committee Structure and Function

1. Committee Membership

1.1 The Departmental Promotion and Tenure Committee shall consist of seven (7) full-time regular tenured faculty members only, as follows:

1.12 The faculty member elected to the Teachers College Promotion and Tenure Committee. If the faculty member elected to the Teachers College Promotion and Tenure Committee is on leave or teaching out of the country during the fall semester, the alternate to
the Teachers College Promotion and Tenure Committee will assume all duties for both committees for that academic year.

1.13 The five elected tenured faculty members (Associate Professor or above), one whom must have served on the preceding year’s committee. If an elected committee member resigns during the year, a departmental election will be held to replace that member.

1.14 The Departmental Chairperson serves as an ex-officio, non-voting, member. In the case in which the Department Chair is applying for promotion, s/he may not be present for the deliberations of any faculty member applying for the same rank, including his/her own deliberation.

1.15 If sufficient number of tenured faculty is not available, the department P&T committee and department chair will propose a solution to the Dean of Teachers College, including but not limited to using tenured faculty from other departments. All committee members should be qualified to evaluate the candidate’s credentials.

1.16 No person may serve as a member of the Department Promotion and Tenure Committee who is a candidate for promotion. An individual so elected who later becomes a candidate for promotion must resign from the committee.

1.17 No faculty member may serve on the Promotion and Tenure Committee while he/she is on a professional or personal leave of absence.

1.2 The Department Promotion and Tenure Committee shall be elected annually by either written or electronic ballot.

1.3 Electorate is full-time tenured and tenure track faculty members in the Elementary Education Department.

1.4 A quorum for the departmental committee shall be a simple majority, except at meetings involving evaluation of credentials of candidates seeking promotion or tenure. Then a quorum shall be four of the five voting members.


1.6 The Election for the Promotion and Tenure committee members is held during the latter part of the spring semester.

1.7 See Ball State University Employee Confidentiality Agreement (Appendix H).

2. Committee Responsibilities

2.1 The newly elected committee assumes its official responsibilities the first day of the fall semester. The term of office ends the last day of summer semester, except for appeals generated during the tenure of the committee.

2.2 The Departmental Promotion and Tenure Committee is responsible for establishing and implementing promotion and tenure policies and procedures that must not conflict with University and College Promotion
2.3 The committee shall establish deadline dates for submission of credentials for promotion/tenure, and shall inform potential candidates of these dates by the mid-point of the fall semester.

2.4 The committee shall review and evaluate the credentials of all departmental applicants for promotion/tenure or progress toward tenure and then forward these credentials, with recommendations, to the Dean of Teachers College. A letter, signed by the chairperson of the departmental committee, and a letter, signed by the chairperson of the department must accompany the credentials. These letters must indicate support or nonsupport for promotion/tenure, or progress toward tenure, indicating any conditions that must be met.

2.5 Minutes will be distributed at each meeting, and after approval, returned to the committee secretary before the close of the meeting. A copy of the minutes will go on file in the departmental office.

2.6 No one may serve to hear an appeal or reconsideration who has a demonstrated conflict of interest such as previous involvement with the case, assignment to the same academic department or administrative area as any of the principals in the case, business involvement, or relationship to any of the principals. The committee chairperson shall make decisions regarding such conflicts.

IV. Policy Statements

1. Tenure

2. Promotion

3. Materials to be presented for promotion and tenure
   At the mid-point pre-tenure review (year 4) and at the conclusion of the probationary period, a Notebook of Professional Evidence as described in 3.2 and 3.3 below must be submitted.

1. Tenure
   Faculty and eligible professional personnel shall be evaluated in the light of the University Mission Statement.
   *(From Faculty and Professional Personnel Handbook 2014/2015, University Promotion and Tenure Document, Section I, Guidelines for Promotion and Tenure)*

   1.1 Policies and criteria related to recommending tenure shall be clear, specific, and accessible to all personnel.

   1.2 Policies and criteria for tenure shall be subject to annual evaluation and review and to periodic revision.

   1.3 If a faculty member is hired at the rank of Associate Professor without tenure, the tenure process is followed. Promotion to Professor is not tied to the tenure process.
1.4 Departmental and collegiate policies and criteria for tenure recommendation must be approved by the University Promotion and Tenure Committee and must be on file with the University Promotion and Tenure Committee and the Office of the Provost and Vice President for Academic Affairs. 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.

1.5 A faculty member must complete at least one semester of full-time service during any academic year in order to receive a full year’s credit for purposes of tenure consideration.

1.6 Tenure for those who hold academic rank is earned in the Department of Elementary Education and held in the University.

1.6.1 For all individuals hired by the University after June 30, 1981, tenure may be granted only to those who hold academic rank in an academic department. When a candidate is hired, academic rank and tenure must be recommended by an academic department chairperson in conjunction with the Department Promotion and Tenure Committee, approved by the Dean of Teachers College, and subsequently approved by appropriate administrators, and the Board of Trustees. Years granted toward tenure at the time of hiring must be recommended by an academic department chairperson in conjunction with the Department Promotion and Tenure Committee, approved by the Dean of Teachers College, and subsequently approved by appropriate schools, colleges, administrators, and the Board of Trustees.

1.7 Work accomplished before hiring at Ball State, as well as work accomplished while a faculty member at Ball State, will be considered in tenure deliberations. It is understood that greater attention and significance will be given to the work accomplished during the appointment at Ball State. The evidence must demonstrate a record of continuous activity.

1.8 When a faculty member is employed in a tenure-track position, a probationary period of seven years is ordinarily required before the Board of Trustees grants tenure. Generally, the probationary period will not exceed seven full-time years of tenure-creditable service as a faculty member at Ball State University. The exceptions are noted below. When transferred from one academic or professional area to another, a tenure-track person may, in addition to the normal probationary period, be required to complete an additional probationary period not to exceed two years. The length of the extension of time must be established and stated in writing at the time of the new appointment.

1.8.1 A faculty member may request that certain years (normally not to exceed two years total) not be counted as tenure-creditable years if any of the following pertain:

1.8.1.1 The faculty member is seriously ill;

1.8.1.2 The faculty member is the principal caregiver for a son/stepson or daughter/stepdaughter;
1.813  The faculty member is the principal caregiver for a family member who is seriously ill;
1.814  The faculty member will be on leave for at least one semester of the academic year.

A request that a year not be counted as tenure-creditable shall be made to the Department Chairperson prior to the beginning of the next academic year. The request shall include documentation of the circumstances involved. The request shall be given immediately by the Department Chairperson to the Department Promotion and Tenure Committee. The request requires approval of the Department Promotion and Tenure Committee, the Department Chairperson, the Dean of Teachers College, and the Provost and Vice President for Academic Affairs.

1.82  In cases where the exceptional achievements of a candidate in teaching, scholarship, and other meritorious activities resulted in appointment at the associate or professor ranks, tenure may be recommended to the trustees as early as the completion of the third year, following a recommendation from the Department Promotion and Tenure Committee, and approval from the Department Chairperson, Academic Dean, and Provost and Vice President of Academic Affairs. The Board of Trustees may grant tenure in special cases to an individual who holds or will hold academic rank without any probationary period, or with a probationary period of fewer than three years, if all of the following conditions are fulfilled.

1.821  The Board obtains the prior positive recommendations of the Promotion and Tenure Committee of the academic department in which the candidate holds (or will hold) academic rank, Department Chairperson, the Academic Dean, the Provost and Vice President for Academic Affairs, and the President.

1.822  The Board concurs with the recommendation that the individual possesses superior academic and/or creative qualifications;

1.823  The Board concurs with the recommendation that waiver of the normal probationary period is necessary to induce the individual to accept an offer of employment or to continue his or her employment with the University.

1.9  Specific conditions of employment that must be fulfilled by a tenure-track faculty member (in addition to the general standards of performance) will be stated in writing by the University administration at the time of employment. In order to be eligible for a favorable tenure recommendation, the faculty member must meet these employment conditions unless he or she is released therefrom, in whole or in part, by
means of a written departmental recommendation that is approved by the Academic Dean, the Provost and Vice President for Academic Affairs, and the President.

2. No later than February 15 of each academic year, each department will send a letter to the Provost and Vice President for Academic Affairs, via the Academic Dean, and the faculty member, setting forth the status of each tenure-track faculty member with respect to his or her fulfillment of the conditions of appointment and any matter pertaining to the quality of his or her performance. This letter will contain the recommendations of the Department Chairperson and the Academic Dean.

2.1 Before the end of each academic year prior to year seven, the Provost and Vice President for Academic Affairs will notify each tenure-track faculty member in writing as to the University’s official assessment of his or her status with regard to progress toward tenure. The contents of the letter will reflect:

2.11 The University’s official record of the individual’s status with respect to fulfillment of specific conditions of employment which were stated in the letter of employment;

2.12 The University’s assessment of the individual’s performance and progress toward tenure.

2.13 In years one through six, three decisions are possible: satisfactory progress, unsatisfactory progress, or termination. If the members of a department wish to recommend termination of the appointment of a tenure-track faculty member at the end of any academic year during the probationary period, a letter to that effect shall be filed in the office of the Provost and Vice President for Academic Affairs at least two weeks in advance of the final date for giving written notice of non-reappointment or of intention not to recommend reappointment to the Board of Trustees. The letter must contain the recommendation of the Academic Dean.

3. Tenure and promotion to Associate Professor are aligned.

3.1 The tenure and promotion to Associate Professor decision will be made in the seventh year.

3.2 The recommendation will be to grant tenure and promotion to Associate Professor at the end of the year or a recommendation to terminate the faculty member at the end of the following year.

3.3 A faculty member may request consideration for early tenure and promotion to Associate Professor one time, either in year five or six, without penalty of dismissal if not granted. If approved, tenure and promotion to Associate Professor will be granted at the end of the year. If not approved, the faculty member will continue in the tenure and promotion process.
4. A pre-tenure recommendation will be made by the Department Promotion and Tenure Committee, Department Chairperson, and College Promotion and Tenure Committee to the Dean of Teachers College at a midpoint during the probationary period (typically during the fourth year of the probationary period). That recommendation will be satisfactory progress, unsatisfactory progress, or termination, recorded on the Teachers College Pre-Tenure, Tenure, and Promotion Recommendation Form along with the vote count.

5. The following are necessary prerequisites in order to be eligible for tenure:
   5.1 The faculty member must have satisfied any specific conditions of employment set forth in his or her letter of appointment;
   5.2 The faculty member must have received a positive tenure recommendation from his or her academic department; and
   5.3 There must be available significant evidence of excellent performance by the faculty member, and there must be the expectation for a continuance of such in the future.
   5.4 The faculty member meets qualifications to be promoted to Associate Professor.

6. Tenure may be attained only through official action by the Board of Trustees of the University. The Board will make its decision after receiving and reviewing the recommendations of the department, Academic Dean, Provost and Vice President for Academic Affairs, and the President, but the Board will not be bound to follow any of said recommendations.

7. Notice of non-reappointment, or of intention not to recommend reappointment to the Board of Trustees, shall be given to the faculty member in writing in accordance with the following standards:
   7.1 Not later than March 1 of the first academic year of service, if the appointment is to expire on the day the spring semester closes; or, if a one-year appointment terminates during an academic year, at
   7.2 Not later than December 15 of the second academic year of service, if the appointment is to expire on the day the spring semester closes; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination;
   7.3 At least twelve months before the expiration of an appointment after two or more years in the institution.

8. Contract full-time appointment service may be considered as part of the probationary period for those who are later placed on regular full-time faculty and professional personnel status.
9. Prior service at Ball State University may be counted toward tenure after the person has completed a one-year probationary period following the return.

10. Years of service remain with the individual when regular full-time faculty and professional personnel transfer from one academic or professional area to another.

11. Any tenure-track individual serving as a member of a Department or College Promotion and Tenure Committee must be absent from deliberations concerning his or her progress toward tenure.

12. Before the end of the academic year, the Department Promotion and Tenure Committee, after consultation with the Department Chairperson, shall provide each tenure-track faculty member in its department with a written assessment of that faculty member’s work. This assessment shall include an evaluation of strengths and weaknesses in each of the areas of 1) teaching; 2) scholarship; and 3) service in a professional capacity. The committee may also suggest areas for improvement.

13. The Department P&T Committee will make an annual recommendation to the Dean of Teachers College on progress toward tenure or tenure track faculty members. After the department P&T committee’s determination, the following recommendation letter that reviews the candidate’s determination will happen:

13.1 The Department P&T Chair will write a recommendation letter that reviews the candidate’s strengths and weaknesses and areas for improvement.

13.2 The letter will be forwarded to the Dean of Teachers College after all departmental deliberations are complete.

13.3 The department chair may agree or disagree in writing with the department P&T committee’s recommendation.

13.4 Upon request from the faculty member, the department P&T chair will meet with the faculty member to discuss and clarify the content of the letter.

At any other step in the tenure process (department chairperson if his or her recommendation is different from the Department Promotion and Tenure Committee; College Promotion and Tenure Committee; academic dean; Provost and Vice President for Academic Affairs) the first committee or individual not recommending satisfactory progress for a faculty member shall provide that faculty member with a written statement delineating his or her strengths and weaknesses in each of the areas of 1) teaching, 2) scholarship, and 3) service in a professional capacity. The committee or individual may also suggest areas for improvement.
14. Vote counts shall accompany any final recommendations.

2. Promotion:
   Faculty and eligible professional personnel shall be evaluated in light of the University Mission Statement.
   2.1 Departmental policies and criteria related to recommending promotions shall be clear, specific, and familiar to all personnel.
   2.2 Policies and criteria for promotions shall be subject to annual evaluation and review and to periodic revision.
   2.3 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 tenure and promotion to Associate Professor after tenure credible year. A request for consideration for promotion to Professor can be made any time after achieving the rank of Associate Professor.
   2.4 Recommendations for promotion shall be initiated at the level where the candidate’s qualifications can be best identified and evaluated. In most instances this would be the department.
      2.41 Each affected department, school, and college must have formal criteria, procedures, and policies for recommendations for promotions.
      2.42 Recommendations shall be supported by ample documentary evidence demonstrating that the candidate or promotion satisfies established criteria. Documentation shall include evaluation forms approved by the administrative unit concerned.
   2.5 Work accomplished before hiring at Ball State, as well as work accomplished while a faculty member at Ball State, will be considered in promotion deliberations. It is understood that greater attention and significance will be given to the work accomplished during the appointment at Ball State. The evidence must demonstrate a record of continuous activity.
   2.6 The departmental and collegiate policies and criteria for promotions must be approved by the University Promotion and Tenure Committee and must be on file with the University Promotion and Tenure Committee and the office of the Provost and Vice President for Academic Affairs.
   2.7 All promotions to Associate Professor and Professor will be granted on the basis of the spring recommendations. Regular Instructors will be promoted to Assistant Professor in September on the basis of provisions made in appointment letters. Regular Instructors appointed in 1978 and thereafter must have appointment letters that specify conditions for promotion. Regular Instructors appointed prior to 1978 whose appointment letters do not specifically state such conditions will be considered for promotion each September in accordance with criteria contained in approved departmental promotion and tenure documents.
2.8 No person may serve as a member of a Department or College Promotion and Tenure Committee who is a candidate for promotion.

2.81 An individual so elected who later becomes a candidate for promotion must resign from the committee.

2.82 The one exception to these provisions involves the chairperson of the department when he or she is a candidate for promotion. In that circumstance, he or she shall not participate in his or her ex-official capacity during the deliberations of promotion to the same rank.

3. Materials to be presented for Promotion and Tenure

(From Faculty and Professional Personnel Handbook, 2014-2015, University Promotion and Tenure document, Section I, Guidelines for Promotion and Tenure)

A departmental personnel file will be kept by the department chair for each individual faculty or professional member eligible to be considered for promotion or tenure. This file will only be used by the Chair of the Department.

A separate departmental personnel file shall be maintained by the department chair for each faculty member eligible for promotion or tenure. It shall contain only those materials relevant to promotion and for tenure. Such materials include, but are not limited to, ...vita; forms concerning changes in appointment; formal evaluations by supervisors; teaching evaluations; information concerning scholarly productivity or creative endeavors; information concerning service in a professional capacity; information concerning any disciplinary actions taken; information concerning the status of any formal charges against employee; or signed letters from students, alumni, peers, supervisors, etc., concerning teaching, scholarly productivity or creative endeavors, or service in a professional capacity. Information regarding the individual's gender, race, disability, national origin, religion, age, veteran status, citizenship, sexual orientation, or marital status may not be included.

When information detrimental to promotion or receipt of tenure of an individual is to be placed in the file, it shall be brought to his or her attention in writing at once by his or her administrative head. The faculty or professional personnel member shall have the opportunity to place in the file materials, which might rebut or explain the detrimental information. Detrimental materials that have not been brought to the attention of the faculty or professional personnel member cannot be used in subsequent promotional and tenure deliberations. Anonymous letters shall not be made a part of this file.

This file shall be examined by the Department Promotion and Tenure Committee during promotion and tenure deliberations. Materials used by the Department Promotion and Tenure Committee as a basis for recommendations shall be made
available to the College Promotion and Tenure Committee, academic dean, Provost and Vice President for Academic Affairs, and President.

3.1 For promotion and tenure, credentials will take the form of a Notebook of Professional Evidence, submitted to the Chairperson of the Departmental Committee. Once the notebook is submitted, no additional material may be added to it.

3.2 A three-ring notebook shall be used to organize the professional evidence.

3.3 Dividers shall be used to classify and structure the evidence submitted for teaching; scholarship; and service in a professional capacity.

3.4 Evidence presented should emphasize the overall competence of the candidate and offer a context for evaluation. Introductory summaries highlighting contributions to innovative teaching practices, the integration of scholarship into teaching/service and the scholarship’s impact on the field of study, and the total scope of service to the profession and the university should be included. Materials specific to each section should be incorporated in the portfolio.

3.41 Teaching. A summary page of student evaluation ratings, peer and chair evaluations, and any documents speaking to novel or innovative teaching practices/techniques should be presented.

3.42 Scholarship. Departments will recognize and reward the four areas of scholarship: discovery, integration, application, and teaching. Faculty are not required to participate in each of the four areas for promotion and tenure. Teachers College will expect evidence of scholarship operationalized as a minimum of an average of one scholarly refereed publication (e.g., journal article, refereed book chapter) per year prior to application for promotion.

For promotion from Assistant to Associate, the expectation is an average of one scholarly refereed publication (e.g., journal article, refereed book chapter) per year for a total of six. At the mid-point (fourth year) pre-tenure review, it is expected that tenure-track faculty will have a minimum of three refereed publications in print and/or in press. Tenure-track faculty with fewer than three scholarly refereed publications in print and/or in press must submit with their pre-tenure materials a rationale describing their research agenda over the last four years, the quality and significance of their publications to date, and a plan for meeting the publication requirements for tenure and promotion to Associate. It is the candidate’s responsibility to provide written documentation that the publication is refereed, as well as his/her contribution in multi-authored publications, readership and acceptance rate of refereed articles.
For tenured, assistant professors, interested in becoming promoted to Associate, Teachers College will expect evidence of scholarship. Therefore, candidates are responsible for providing a rationale describing the quality and significance of their scholarly work since being tenured. Candidates are also responsible for describing how their level of scholarship reflects a significant contribution to their specialty.

For promotion from Associate to Professor, the expectation is candidate will demonstrate a combination of scholarly productivity, for example, refereed journal publications, books, books chapters, grantsmanship, etc. Candidates are responsible for providing a rationale describing the quality and significance of their scholarly work since promotion to Associate Professor. Candidates are also responsible for describing how their level of scholarship reflects a significant contribution to their specialty.

3.43 Service. A summary of activities emphasizing the contributions the candidate makes to committees, professional organizations, and community agencies that enhance professional development should be provided.

3.5 Each candidate shall be evaluated using a rating scale approved by the Departmental and College Promotion and Tenure Committees. This rating shall be available to the candidate and shall become a part of the candidate’s cumulative record.

3.6 Names of candidates recommended for promotion and tenure will be forwarded in alphabetical order to the Academic Dean.

3.7 The Department Promotion and Tenure Committee shall forward to the College Promotion and Tenure Committee the credentials of pre-tenure candidates who are in their fourth or seventh/final year of probation along with the committee’s recommendation. For candidates in their fourth year, the recommendation will be satisfactory progress toward tenure, unsatisfactory progress toward tenure, or termination. For candidates being considered for tenure and/or promotion the recommendation will be tenure/promoted or not tenure/promotion. Recommendations will come forward with a vote count and written recommendations recorded on Teachers College Pre-Tenure, Tenure, and Promotion Recommendation Form, to the Dean of Teachers College. Letters, one signed by the Chairperson of the Committee, indicating support, and one signed by the Chairperson of the Department indicating support or non-support for promotion and tenure, must accompany the credentials. Additionally, departments from which candidates are being
considered for promotion to Professor shall submit at least two external review letters addressing the quality of the candidate's scholarship, creative endeavor, and other scholarly productivity (see Appendix G for procedures).

3.8 The Promotion/Tenure and Pre-Tenure files, including the fourth-year review will contain the following:

3.81 a comprehensive professional vita including all work completed at Ball State University through the fall semester of the review as well as work completed prior to employment at Ball State University,

3.82 a professional vita including the previous year and the fall semester of the review for the year for which progress toward tenure is being considered,

3.83 the vita shall be prepared according to suggested format found in Appendix A of this document,

3.84 copies of teaching evaluations by the Chairperson or his/her designee using the departmentally approved forms (Appendices E and F), for each semester of the tenurable year, and

3.85 evaluation of the PDS liaison performance and duties by the Department Chair or his/her designee.

3.86 For first-year faculty, the tenurable year vita shall include the period from employment until the date specified for submission of credentials. Thereafter, the tenurable year vita shall cover the period from the date materials are submitted until the date of submission. Artifacts shall include a teaching, research/scholarship, service plan in lieu of scholarly work samples and teaching evaluations.

3.87 The notebook for candidates for the 4th (refer to 3.2) and 6th year must be cumulative including documentation for teaching, scholarship, and service for all preceding years and the current year.

3.88 For 7th year candidates, evidence shall include a comprehensive professional vita, a professional vita for the previous year and fall semester of the review, a sample of publications from the previous year and the fall semester of the review, a summary of teaching evaluations and service activities. Candidates having any specific conditions of employment or cited weakness(es) in previous tenure reviews, must submit a detailed explanation of how the candidate has met or not met the condition(s) and/or cited weakness(es).

3.89 The 1st of each year, reporting of the candidate’s evaluation of teaching shall be carried out in accordance with the approved departmental policy
on evaluation of teaching. See Section 3.15 for procedures of evaluation section under tenure.

3.90 Evidence presented should emphasize the overall competence of the candidate and offer a context for evaluation. The evidence must be cumulative, including the documentation of teaching, scholarship and service for all proceeding years and the current year. Introductory summaries highlighting contributions to innovative teaching practices, the integration of scholarship into teaching/service and the scholarship’s impact on the field of study, and the total scope of service to the profession and the university should be included. Materials specific to each section should be incorporated in the portfolio.

3.901 Teaching. A summary page of student evaluation ratings, peer and chair evaluations, and any documents speaking to novel teaching practices/techniques should be present.

3.902 Scholarship. Departments will recognize and reward the four areas of scholarship: discovery, integration, application, and teaching. Faculty are not required to participate in each of the four areas for promotion and tenure. Teachers College will expect evidence of scholarship operationalized as a minimum of an average of one scholarly refereed publication (e.g., journal article) per year for the time period prior to the pre-tenure review. Because pre-tenure review materials are submitted in the fall of year four, this would mean that Teachers College would expect evidence of three scholarly refereed publications by year four.

3.903 Service. A summary of activities emphasizing the contributions the candidate makes to committees, professional organizations, and community agencies that enhance professional development should be provided.

3.904 In the years when the College Promotion and Tenure Committee does not review pre-tenure candidates, the departments forward only the materials in 3.11 and 3.12 and shall include:

3.9041 two completed Teachers College Pretenure/ Tenure/Promotion Recommendation Forms (the department P & T committee review and the department chair review). Each form must indicate satisfactory, unsatisfactory progress, or termination toward tenure with
documented statements regarding strengths, weaknesses, recommendations and a statement of progress toward tenure.

3.9042 The appropriate letter addressed to the Provost typed exactly like the sample, while leaving out the middle signature section (Approve/Disapprove Committee Recommendation and signature line of the College P & T Chairperson) except for candidates being reviewed by the College P & T Committee in their mid-point (4th year) evaluation.

3.905 In the case of a candidate seeking promotion to Professor, a minimum of two letters from reviewers external to the University shall be included. Such letters shall provide supplementary review of the candidate’s scholarship, creative endeavors, and other scholarly productivity. These letters shall be acquired and presented in accordance with departmental and college policies and procedures. (Appendix G)

V. Academic Rank

Qualifications for academic rank are defined as follows:

1. Assistant Professor
   1.1 Evidence of quality performance as a teacher in the specialty in which the candidate was hired.
   1.2 Evidence of the potential for conducting scholarship, for publishing, and for contributing other scholarly products.
   1.3 Evidence of participation in professional organizations.

2. Associate Professor
   2.1 Evidence of consistently excellent teaching.
   2.2 Evidence of high quality contributions to one’s specialty area through scholarship, publication, or other scholarly productivity, which must include refereed outlets.
   2.3 Evidence of high quality contributions in the capacity of professional service.

3. Professor
   3.1 Evidence of being a model teacher.
   3.2 Evidence of significant contribution to one’s specialty through scholarship, publication, or other scholarly productivity, which must include refereed outlets.
3.3 Evidence of significant contributions in the capacity of professional service.

VI. Procedures

1. Tenure

1.1 Each member will use the Teachers College approved rating sheet included as Appendix B in this document, to evaluate the evidence presented by candidates for tenure according to the standards outlined in I.3.

1.2 The committee will meet for deliberation and recommendations on tenure-considered name-by-name.

1.3 All motions will be positive.

1.4 All votes will be by written ballot.

1.5 Recommendation for tenure will require a “yes” vote from three of the five voting members of the committee.

1.6 The Chairperson of the committee will notify each candidate in writing within 10 working days of the committee’s recommendation regarding tenure decisions.

1.7 There are three possible recommendations/decisions for tenure. These options include: satisfactory progress toward tenure, unsatisfactory progress toward tenure, or dismissal/termination.

1.71 If a decision is not to recommend satisfactory progress towards tenure, the Department Chair shall provide that faculty member with a written statement delineating his or her strengths and weaknesses in each of the areas of 1) teaching, 2) scholarship, and 3) service in a professional capacity. The committee or individual may also suggest areas for improvement.

1.8 The recommendations of the Department Promotion and Tenure Committee shall be forwarded to the Dean of Teachers College. 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 Committee. Pre-tenure, and tenure recommendations will be recorded on the Teachers College Pre-Tenure, Tenure, and Promotion Recommendation Form. All recommendations will be accompanied by a vote count.

1.9 The College Committee shall review and evaluate the credentials of all collegiate tenure-track persons in the fourth year and forward those credentials, with recommendations, to the Dean of Teachers College.

1.91 Any recommendations from the College Committee not receiving approval by the dean shall be returned to the committee with reasons for the disapproval. A two-thirds vote of the committee shall be required to override the disapproval after which the dean must forward the recommendation.
2.0 The Dean shall forward credentials to the College Promotion and Tenure Committee and charge it with the responsibility of evaluating pre-tenure and tenure credentials and providing a recommendation of satisfactory, or unsatisfactory progress, or termination. Recommendations will be forwarded to the Dean of Teachers College and recorded on the Teachers College Pre-Tenure, Tenure, and Promotion Recommendation Form along with a vote count.

2.1 The Dean of Teachers College shall forward recommendations concerning the tenure credentials, including his or her evaluations, to the Provost and Vice President for Academic Affairs. If the recommendations are not acceptable, the Provost and Vice President for Academic Affairs shall consult with the Dean about the differences.

2.2 The Provost and Vice President for Academic Affairs, upon reviewing and being satisfied with the recommendations from the Dean of Teachers College, shall forward these recommendations to the President.

2.3 Final recommendations in all matters pertaining to tenure reside with the President who forwards these recommendations to the Board of Trustees.

2.4 Specific conditions of appointment stated in writing at the time of appointment by the President shall be given in writing to the individual, the department, the school director or chairperson, the appropriate Dean, the appropriate Vice President and the President.

2. Promotion

2.1 Departmental policies and criteria must be approved by the College Promotion and Tenure Committee and the University Promotion and Tenure Committee and shall be on file with the Dean of Teachers College and the ex-officio member of the University Promotion and Tenure Committee.

2.2 Recommendations for promotion shall be initiated at the departmental level. After evaluating the candidate’s qualifications, the Department Promotion and Tenure Committee must indicate whether or not the candidate is to be recommended for promotion.

2.3 Each member will use the Teachers College approved rating sheet included as Appendix B in this document, to evaluate the evidence presented by candidates for promotion according to the standards outlined in V. 2 and 3. Committee members’ individual rating sheets are used for the committee members’ convenience and are not to be included in the official minutes.

2.4 The “composite total rating” for each applicant for promotion will be determined. The following procedures will be used: The highest and lowest rating for each of the three sections of the notebook for each applicant will be dropped and the remaining ratings will be averaged. This average rating for each of the three sections for each individual applicant will be designated the committee’s “Composite Total Rating.” This Composite Total Rating for each of the three sections of the notebook
will become part of the official minutes and these ratings will be presented to each applicant in writing by the chairperson of the committee and cosigned by the departmental chairperson.

2.5 All motions will be positive.

2.6 All votes will be by written ballot.

2.7 Recommendation for promotion will require a “yes” vote from three of the five voting members of the committee.

2.8 The Chairperson of the committee will notify each candidate in writing of the committee’s recommendation regarding promotion decisions within two weeks of the committee’s decision. Letters to candidates not recommended for promotion should include descriptions of the candidate’s strengths and weaknesses as well as suggestions for improvement.

2.9 The committee will forward the credentials of those candidates being recommended favorably for promotion by the Departmental Committee, with a vote count and written recommendations with strengths and weaknesses recorded on the Teachers College Pre-Tenure, Tenure, and Promotion Recommendation Form (Appendix C) to the Academic Dean in alphabetical order. Letters, one signed by the Chairperson of the Committee, indicating support, and one signed by the Chairperson of the Department indicating support or non-support for promotion, must accompany the credentials.

2.91 If in presenting evaluations, the Department Chairperson has serious reservations concerning a faculty member’s qualifications, the Department Chairperson shall inform the Department Committee of the bases of the reservations. If the differences between the Chairperson and the Department Committee are not resolved, the Department Chairperson may forward to the Academic Dean his or her evaluations and recommendations concerning the faculty member’s qualifications.

2.10 The Dean shall forward credentials to the College Promotion and Tenure Committee and charge it with the responsibility for evaluating each individual’s credentials and determining whether or not candidates are to be recommended for promotion (See Appendices A and B for rating forms).

2.11 The College Committee will forward its recommendations to the Dean of Teachers College recorded on the Teachers College Pre-Tenure, Tenure, and Promotion Recommendation Form along with a vote count.

2.111 Any recommendations from the College Committee not receiving approval by the Dean of Teachers College shall be returned to the committee with reasons for the disapproval. A two-thirds vote of the committee shall be required to override the disapproval after which the Dean must forward the recommendations.

VII. Reconsideration and Appeal

1. Steps to Reconsideration
1.1 Reconsideration is the act whereby a candidate may request that an initial adverse decision at the department, college or Provost be re-examined. Reconsideration can take place before an appeal. Reconsideration provides an opportunity for a candidate to clarify content of material.

1.2 If the initial adverse recommendation has been made by the Departmental Promotion and Tenure Committee, then the candidate may ask for a reconsideration of that recommendation by the Department Committee before he or she may proceed further.

1.21 The candidate must ask, in writing to the chairperson of the promotion and tenure committee, 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. The committee will meet to consider the candidate’s request for reconsideration and will meet the candidate if the candidate requests. The P and T committee will respond to the faculty member within ten (10) calendar days on the decision of the reconsideration. The chair of the department and the P and T committee will meet with the faculty member to provide the candidate feedback on the committee's reconsideration decision.

1.3 If the initial adverse recommendation has been made by the College Committee or Dean, then he or she may ask for reconsideration at the collegiate level.

1.31 The candidate must ask, in writing, for the reconsideration within ten (10) calendar days following the date the faculty member’s receipt of the written recommendation adversely affecting him or her.

1.32 The written request for reconsideration shall be filed in the office of the Teachers College Dean.

1.33 After receiving a request for reconsideration, the College Committee or Dean must meet to reconsider its, his or her initial adverse recommendation. The College Committee or Dean must meet with the candidate if he or she so requests.

1.34 After meeting to reconsider the candidate’s materials, the committee shall vote, or the Dean shall decide to overturn or affirm the previous decision. This vote supersedes the previous vote.

1.35 The College Committee or the Dean will inform the candidate of the decision following reconsideration.

1.4 If the initial adverse recommendation has been made by the Provost, then the candidate may ask reconsideration by the Provost.

1.41 The candidate 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. For example, the Provost advises a faculty member in writing that he or she is recommending against awarding tenure to such member, the period to request reconsideration would run from the
date of receipt of the communication, rather than from the date on
which the Board of Trustees subsequently announces the names of
faculty members who have been awarded tenure. Any request for
reconsideration not filed within this time limit will be denied
automatically, unless the Provost determines that good cause has
existed for the delay.

1.42 The written request for reconsideration shall be filed in the office
of the Provost.

1.43 After receiving a request for reconsideration, the Provost must
reconsider his or her initial adverse recommendation. The Provost
must meet with the candidate if he or she 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
documents or the process.

1.44 After reconsideration the candidate’s materials, the Provost shall
overturn or affirm the previous decision. This decision supercedes
the previous decision.

1.45 The Provost will inform the candidate of his or her decision
following reconsideration.

1.46 The candidate’s materials for promotion and/or tenure shall be held
in the Provost’s Office and shall not be forwarded to the university
President until all requests for reconsideration have been exhausted

2. Steps to Appeal
Appeals examine the process, not the content. Appeal refers to actions taken by
the appellant when the outcome of the department, college or Provost
reconsideration is the same as the original recommendation. An appeal may be
filed without following the reconsideration process.

2.1 The Appellant writes a letter to the Dean.

2.11 The letter has to be written within ten (10) calendar days of receipt
of the official letter from the previous recommendation adversely
affecting him or her.

2.12 The letter must state specific reasons for appeal. The appeal must
be based on at least one of the following reasons:

2.121 Allegation of violation of approved departmental,
collegiate, and/or University policies, including those set
forth in the Faculty and Professional Personnel Handbook;

2.122 Allegation of unfair treatment on the part of the decision
makers;

2.123 Allegation of discriminatory treatment on the part of the
decision makers.

2.13 The letter must provide detail about what the specific allegations
are.

2.14 The letter is limited to a maximum of four (4) pages.
2.2 The Dean will review the appeals letter to determine whether the appeal specifies a criterion listed in VIII, 1.12 of the Teachers College Promotion and Tenure Document.

2.21 A letter, which does not specify any of the criteria, will be returned immediately to the Appellant for review and resubmission. The Appellant must resubmit or withdraw the appeal within five (5) working days from the date of notification by the Dean. Upon resubmission, assuming an established criterion has been specified, the Dean will form an appeal panel to hear the appeal.

(See Faculty and Professional Personnel Handbook 2013/2014, University Promotion and Tenure Document, Section VIII, Right of Appeal)
APPENDIX A

Suggested Format for Preparation of Vitae
for Application for Promotion, Tenure, or Progress Toward Tenure

Name
“Comprehensive Vita,”
or
“Vita from Initial Employment at Ball State,”
or
“Vita from Date of Last Promotion at Ball State,”
or
“Tenurable Year Vita”

I. EDUCATION (In order, with most recent listed first)

II. PROFESSIONAL EXPERIENCE (In order, with most recent listed first)

III. TEACHING
A. Teaching prior to employment at Ball State: Present a concise summary of teaching experiences. Include evaluations, if available, in any format you deem appropriate.
B. Teaching at Ball State:
   1. Present a summary of load assignments, ordered chronologically, from most recent, for the period covered by the vita.
   2. Present student course evaluation data as follows:
      a. For each course taught prior to Spring Semester 1992, indicate the average rating for the five University core items on the Cafeteria evaluations for that course.
      b. For each course taught between the Spring Semester of 1992 and Summer Semester of 1993 indicate the average rating for the five university core items and the average rating for the selected departmental items on the cafeteria evaluations for that course.
      c. For each course taught Fall Semester 1993 through Fall Semester, 1995, indicate the average rating for the four University core items on the University evaluations for that course.
      d. For each course taught Spring Semester, 1996 and following, indicate the mean rating for the items on the approved Faculty Course Evaluation Form in each of the categories listed below. Give the category name, followed by the mean rating of the items in that category.

      Content (items 1 & 2)
      Student Interaction and Rapport (items 3-5)
      Pacing/Timing (items 6 & 7)
      Teaching Strategies (items 8-12)
e. For each course taught Spring and Summer Semester, 2008 and following, indicate the mean rating for the items on the approved Faculty Course Evaluation Form in each of the categories below. Give the category name, followed by the mean ratings in that category.

Face-to-Face Course Evaluation
Content (items 1 & 2)
Communication (items 3, 4, & 5)
Organization (items 6, 7, 13, & 14)
Teaching (items 8, 9, 10, 11, & 12)
General (items 15, 16, 17, & 18)
Overall Competency (item 19)

Online Course Evaluation
Content (items 1 & 2)
Communication (items 3 & 4)
Organization (items 5, 6, 7, & 8)
Teaching & Assessment (items 9, 10, 11, 12, 13)
General (items 14 & 15)
Overall Competency (item 16)

f. For each course taught Fall, 2008 through Fall, 2009, indicate the mean rating for the items on the approved Faculty Course Evaluation Form in each of the categories below. Give the category name, followed by the mean ratings in that category.

Face-to-Face Course Evaluation
Content (items 1 & 2)
Communication (items 3, 4, & 5)
Organization (items 6, 7, 13, & 14)
Teaching (items 8, 9, 10, 11, & 12)
General (items 15, 16, 17, & 18)
Overall Competency (item 19)

Online Course Evaluation
Content (items 1-3)
Communication (items 4-6)
Organization (items 7 & 8)
Teaching & Assessment (items 9-13)
General (item 14)
Overall Competency (item 15)
g. For each course taught Spring 2010, indicate the mean rating for the items on the approved Faculty Course Evaluation form in each of the categories below. Give the category name, followed by the mean ratings in that category.

- Content (items 1-3)
- Communication (items 4-6)
- Organization (items 7 & 8)
- Teaching & Assessment (items 9-13)
- General (item 14)
- Overall Competency (item 15)

h. For each course taught Summer 2010 and following, indicate the mean rating for the items in each of the two categories, Instructor Evaluation and Course Evaluation (see Appendix I).

i. For student teacher supervision, indicate the mean ratings received from student teachers, and from supervising teachers, in each of the three categories evaluated (Professional Qualities, Professional Skills, and Managerial Skills) on approved OTES evaluation forms.

3. Include evaluation of PDS Liaison performance by Department Chair or his/her designee.

4. Briefly summarize any other indications of teaching or PDS liaison performance and duties, such as evidence of accurate evaluation and discrimination among student performance levels, evidence of student growth, evidence of course and program improvement, self-evaluations resulting in improvement of instruction, effective use of new instructional strategies or technologies, and professional development activities that produced improved teaching and/or learning.

IV. SCHOLARSHIP

A. FOR PROMOTION ONLY: List professional publications. Indicate those which are refereed. Publications which are in print, in press, or accepted for publication may be included. Bona fide evidence must be presented to document “in press” or “accepted” status. As appropriate, discuss status of journal or medium, readership or circulation, procedures under which proposals are reviewed and/or selected, etc.

A.1. TENURE OR FOR PROGRESS TOWARD TENURE ONLY: List professional publications. Indicate those which are refereed. Works, which are accepted or in press may be listed (but may not then appear in other tenurable year Vitas). As procedures under which proposals are reviewed and/or selected, etc.

B. List professional presentations given. These presentations must have occurred
during the tenurable year. Indicate those, which are refereed. As appropriate, 
indicate status of organization or audience, procedures for review and/or selection 
of proposals, and specific audience size.
C. List grants received. List scholarship grants and training grants separately and 
indicate competitive grants.
D. List doctoral dissertations completed under your supervision.
E. List professional growth activities

V. SERVICE
A. List Ball State University committee and service activities, including service on 
doctoral committees.
B. List professional service activities at national, regional, state, and local levels.
C. List professional consultancies.
D. List professional services rendered to community or civic organizations.

VI. OTHER
A. List professional memberships
B. List honors and awards received
APPENDIX B

TEACHERS COLLEGE PROMOTION RATING SHEET

Tenure and/or Assistant to Associate Professor

The evidence submitted by the candidate and the Departmental Promotion and Tenure Committee will be rated by each member of the Teachers College Promotion and Tenure Committee. Each section to be rated will be assigned a number from 1 through 7, with 7 representing substantial evidence of excellence and 1 representing little to no evidence of excellence.

SECTION I: Teaching

1 2 3 4 5 6 7

SECTION II: Scholarship

1 2 3 4 5 6 7

SECTION III: Service

1 2 3 4 5 6 7

Name of Candidate
TEACHERS COLLEGE PROMOTION RATING SHEET

Associate to Professor

The evidence submitted by the candidate and the Departmental Promotion and Tenure Committee will be rated by each member of the Teachers College Promotion and Tenure Committee. Each section to be rated will be assigned a number from 1 through 7, with 7 representing substantial evidence of excellence and 1 representing little to no evidence of excellence.

Only evidence of contributions during the period of time since the date of last promotion shall be acceptable.

SECTION I: Teaching

1 2 3 4 5 6 7

SECTION II: Scholarship

1 2 3 4 5 6 7

SECTION III: Service

1 2 3 4 5 6 7

Name of Candidate
# APPENDIX C

Teachers College Pre-tenure/Tenure/Promotion Recommendation Form

<table>
<thead>
<tr>
<th>Candidate's Name:</th>
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<tbody>
<tr>
<td>Department:</td>
<td></td>
</tr>
<tr>
<td>Date Tenure Track Began:</td>
<td>Current Rank:</td>
</tr>
<tr>
<td>Years Earned Toward Tenure:</td>
<td>Years Completed at Current Rank:</td>
</tr>
<tr>
<td>Year Tenured (for promotion consideration only):</td>
<td>Years Since Last Promotion:</td>
</tr>
</tbody>
</table>

**Departmental Committee**

- **Pre-tenure Recommendation:** Satisfactory Progress  Unsatisfactory Progress  Termination
- **Tenure Recommendation:** Tenure  Not Tenure
- **Promotion Recommendation:** For Promotion  Against Promotion

**Department Committee Vote Count (Indicate a number for each category.):** Yes ____  No ____  Abstained ____

Supporting Reasons (Strengths, Weaknesses, Recommendations, and Statement of Progress Toward Tenure):

---

Committee Chair ___________________________  Date of Recommendation ___________________________
Department Chair

Pre-tenure Recommendation:  Satisfactory Progress  Unsatisfactory Progress  Termination
Tenure Recommendation:  Tenure  Not Tenure
Promotion Recommendation:  For Promotion  Against Promotion

I concur with the recommendation of the Department Promotion and Tenure Committee.

or

I concur with the recommendation of the Department Promotion and Tenure Committee. I have also included additional statements on the attached addendum.

 or

I disagree with the recommendation of the Department Promotion and Tenure Committee. I have included a statement outlining the reasons in the attached addendum.

Department Chair Additional Comments:

__________________________________________________________________________

______________________
Department Chair
Date of Recommendation

Teachers College Promotion and Tenure Committee (To be completed for 4th and 7th year candidates and candidates requesting promotion.)

4th Year Pre-tenure Recommendation:  Satisfactory Progress  Unsatisfactory Progress  Termination
Tenure Recommendation:  Tenure  Not Tenure
Promotion Recommendation:  For Promotion  Against Promotion
Teachers College Committee Vote Count (Indicate a number for each category.): Yes ____ No ____ Abstained ____

The Teachers College Promotion and Tenure Committee concurs with the recommendation of the Department Promotion and Tenure Committee and the Department Chair.

or

The Teachers College Promotion and Tenure Committee concurs with the recommendation of the Department Promotion and Tenure Committee and the Department Chair. The Teachers College Promotion and Tenure Committee also included additional statements on the attached addendum.

 or

The Teachers College Promotion and Tenure Committee disagrees with the recommendation of the Department Promotion and Tenure Committee and/or the Department Chair. The Teachers College Promotion and Tenure Committee have included a statement outlining the reasons on the attached addendum.

College Committee Additional Comments:

__________________________________________________________________________

______________________
Chair, Teachers College Promotion and Tenure Committee
Date of Recommendation

Dean, Teachers College

Pre-tenure Recommendation:  Satisfactory Progress  Unsatisfactory Progress  Termination
Tenure Recommendation:  Tenure  Not Tenure
Promotion Recommendation:  For Promotion  Against Promotion

I concur with the recommendation of the Department Promotion and Tenure Committee, the Department Chair, and the Teachers College Promotion and Tenure Committee.

or
I concur with the recommendation of the Department Promotion and Tenure Committee, the Department Chair, and the Teachers College Promotion and Tenure Committee. I have also included additional statements on the attached addendum.

or

I disagree with the recommendation of the Department Promotion and Tenure Committee, the Department Chair, and/or the Teachers College Promotion and Tenure Committee. I have included a statement outlining the reasons in the attached addendum.

Dean Additional Comments:

____________________________________  __________________
Dean, Teachers College                  Date of Recommendation
ADDENDUM
Teachers College Pre-tenure/Tenure/Promotion Recommendation Form

<table>
<thead>
<tr>
<th>Candidate's Name:</th>
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<th>Department:</th>
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<tr>
<th>Completed By: Department Chair</th>
<th>Chair, Teachers College P &amp; T Committee</th>
<th>Dean, Teachers College</th>
</tr>
</thead>
</table>

Supporting Reasons (Strengths, Weaknesses, Recommendations, and Statement of Progress Toward Tenure):

______________________________________
Signature

Date

36
INTRODUCTION
The faculty of the Department of Elementary Education believe that evaluation of teaching is important for the improvement of teaching and for determination of personnel decision regarding promotion, tenure, and merit pay. This evaluation policy has been developed in compliance with University policy for the evaluation of teaching (Faculty and Professional Personnel Handbook) to assist each faculty member in the collection and use of data regarding his/her teaching performance.

POLICIES AND PROCEDURES
1. Each faculty member must arrange for the administration of the approved departmental Faculty Course Evaluation instrument (attached) in each class taught. Student evaluation results from the items on the front page of the student evaluation form will be analyzed and reported to the faculty member, and to the department Chairperson. Original evaluation forms will be returned to the faculty member, who alone will have access to comments on the back of the evaluation form.

2. Each faculty member who supervises student teachers must arrange for the administration of the approved evaluation forms utilized by the Office of Teacher Education Services. Results of OTES evaluations must be reported to the department Chairperson.

3. Each faculty member who is not tenured must arrange for observation of his/her classroom performance by the Department Chair or his/her designee at least twice per year, and no more than once per semester. A formal report of each observation must be prepared using the approved observation forms (Appendices E and F).

4. Each faculty member who is tenured must arrange for observation of his/her classroom performance by the Department Chair or his/her designee at least once each year. A formal report of the observation must be prepared using the approved observation form.

5. Each faculty member who has PDS liaison duties will receive a written evaluation of his/her performance by the Department Chair or his/her designee. This evaluation will be based on a review of PDS documents, evaluations, and visits.
APPENDIX E

Form for Evaluation of Teaching by Chairperson or Designee

Name: 

Evaluation by: 

Class Evaluated: 

Department Chair 

Date of Evaluation: 

Designee 

1. CONTENT

Was the content of the class focused (i.e. the class dealt with a clearly identified concept or concepts)?

Was the content of the class relevant (i.e., the content appeared to be related clearly and directly to the goals of the course)?

Was the content of the class accurate (i.e., the content included information that was current and consistent with scholarship on the topic being covered)?

2. STUDENT INTERACTION AND RAPPORT

Did the instructor appear to develop and maintain a friendly and open atmosphere in the classroom, treating students with respect and affirmation?

Were there direct attempts on the part of the instructor to involve and include students and prompt their participation during the class?

Were there direct attempts on the part of the instructor to prompt interaction among students during the class?

3. PACING/TIMING

Was the class begun and ended on time?

Was there some variety in the activities carried out during the class in order to allow a “change of pace” for students within the class period?

Did the class appear to move along with a lively and energetic feel?
4. TEACHING STRATEGIES

Was there a clear attempt to place the class content in perspective by reviewing previous content and summarizing the day’s content?

Was appropriate use made of presentational tools (audio-visual, technology) in teaching the class?

Was the style of delivery sufficiently engaging to maintain interest?

Was the overall presentation of material clearly organized to stress major points, which could easily be remembered by students?

5. PREPARATION/ORGANIZATION

Did the instructor appear to have all needed materials and activities readily available and accessible?

Was the instructor sufficiently free from attention to notes to be able to focus on students and content, as opposed to concentrating on his/her own activities?

Were materials utilized (overhead transparencies, etc.) of high quality, visually appealing, accurate, and helpful in focusing attention and promoting understanding?

6. SUMMARY/RECOMMENDATIONS

What is the overall impression of the quality of the instruction given in this class?

What suggestions or recommendations could be given to this instructor concerning his/her teaching in this class?
APPENDIX F

Form for Evaluation of Online Teaching by Chairperson or Designee

Course:  
Instructor:  
Reviewer:  
Date:  

1. Content  
   - Does the content of the course reflect the course’s title, description, and objectives?  
   - Is the content of the course current and consistent with scholarship and best practices for the topics covered?  

2. Communication  
   - Does the instructor provide good communication via announcements, use of the discussion board, syllabus, and/or course calendar?  
   - Does the instructor foster communication among students through the discussion board, live chats, and/or small-group work?  

3. Teaching Strategies  
   - Does the instructor offer a variety of learning opportunities, assignments, and projects?  
   - Does the instructor use a variety of texts and media to foster student learning, make learning interesting, and motivate students to learn (i.e. PowerPoints, Internet sites, readings, online texts, videos, transcripts, interviews, surveys, case studies)?  
   - Does the instructor use a variety of grouping modes to foster learning, communication, and collaboration?  

4. Organization  
   - Is the organization of and navigation through online materials simple and user-friendly?  
   - Are multiple access points provided for instructional and informational support?  
   - Is there a predictable lesson/module format that allows students to work efficiently through learning activities?  

5. Assessment  
   - Does the instructor provide clear assessment information (i.e., rubrics)?  

6. Summary  
   - What is the overall impression of the quality of the instruction given in this course?  

7. Recommendations  
   - What suggestions or recommendations could be given to this instructor to improve this course?
APPENDIX G

Policies and Procedures for the Use of Supplemental External Letters of Review of Scholarship in Promotion to Professor

1. Candidates shall submit to the Department Promotion and Tenure Committee, by no later than September 30, a list of at least five external reviewers (not in the employ of BSU) from their field of study and from whom letters of review may be solicited. Candidates shall disclose the rationale for the reviewers chosen and relationships, if any, between the candidate and a potential reviewer (e.g., collaborators on scholarship/publications, advisor).

2. In consultation with the Department Promotion & Tenure Committee chairperson, the department chairperson may include additional reviewers to the list to be contacted. The candidate, department chairperson, and the Department Promotion and Tenure Committee must approve the final list of reviewers from whom letters will be solicited. One-half of the invited reviewers must come from the candidates list. In the event the parties cannot agree on the list, the Dean of the College shall be called upon to adjudicate the decision.

3. The Department Chairperson will be responsible for contacting approved reviewers and requesting that they review the candidate’s scholarship. The candidate’s comprehensive vita and a representative sampling of his or her work (e.g., teaching evaluations, reprints, book chapters, awards and service documentation) not to exceed 100 pages should accompany the request. In a cover letter, the chairperson will provide information to the reviewers about the candidate (e.g. teaching load, service, involvement in undergraduate and graduate programs), as well as Ball State’s philosophy, and department and college procedures for promotion to offer them a frame of reference. The reviewers’ vitae will be requested and they will be told that the candidate will be given access to copies of all review letters received after they are stripped of identifying names and affiliations.

4. Upon receipt of the external review letters, the department chairperson shall create two files: one containing all original letters to be forwarded with the candidate’s materials and made available at all levels of review for promotion; another containing copies of the letters with the names and affiliations of the reviewers stripped from them. Other identifying information deemed problematic to maintaining the anonymity of the reviewer may also be removed.

5. The candidate may review the copies of the letters altered to insure reviewer anonymity and provide written responses to information contained in the reviews. These written responses will then be placed in the file with the original letters and made available at all levels of promotion review.

6. Credentials, at least 2 external letters, and departmental letters of support shall be forwarded to the College Promotion and Tenure Committee if the department recommends the candidate for promotion.

7. At the conclusion of the promotion process, the candidate-accessible file shall be destroyed by the department chair and the file with the original letters (with any response) shall be forwarded to the college dean. Materials from this confidential file cannot be accessed unless requested by the candidate.
APPENDIX H
Ball State University Employee Confidentiality Agreement

In accordance with the trust placed in us by the University and our users, The Department of Elementary Education’s Promotion and Tenure committee members are responsible for maintaining the confidentiality of the data with which they work and for keeping data secure and accessible only to those who have rights to this information. The Promotion and Tenure committee members routinely have access to highly sensitive information that could be considered unusual or of interest to other individuals both inside and outside of the University. Because of the sensitive nature of information accessible to personnel within the departmental committees, its personnel must meet the highest standards possible for managing the University’s information in a secure and professional manner.

Every Promotion and Tenure committee member in the Department of Elementary Education is responsible for maintaining the confidentiality of data to which they may have access through privileged administrator rights. This includes protecting data from those who do not have authorization to see or access this information. No unauthorized user should see, hear or use user data without the written permission of the data owner or as authorized in writing by a senior administrator with the authority to grant access. The Department of Elementary Education Promotion and Tenure committee members also have responsibility for securing data both while it is in use by authorized users and when it is stored or archived.

The Department of Elementary Education Promotion and Tenure committee members may not disclose confidential information to unauthorized persons in any manner of communication, e.g. by file transfer, through written and oral communication, or other means of disclosure.

If at any time data under the responsibility of the Promotion and Tenure committee member is thought to be compromised, the Department of Elementary Education’s Department Chair will be notified immediately. The act of intentionally disclosing user data and/or information to unauthorized persons or causing information to be compromised through gross negligence will be grounds for disciplinary action consistent with regular university procedures (i.e. immediate removal from committee, meeting with University Compliance).

I have read the above agreement and understand the condition of employment.

____________________________________  __________________
Employee Name (Printed)                  Date

____________________________________
Employee Signature

____________________________________  __________________
Manager/Supervisor                      Date

Department of Elementary Education (approved 10/14/09)
APPENDIX I
Student Evaluation for Face-to-Face and Online Courses

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

<table>
<thead>
<tr>
<th>Course Evaluation</th>
<th>1: Strongly Disagree</th>
<th>2: Disagree</th>
<th>3: Neutral</th>
<th>4: Agree</th>
<th>5: Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course has clear objectives.</td>
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<td></td>
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<tr>
<td>This course is effective in meeting its objectives.</td>
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<tr>
<td>This course has assignments related to the objectives of the course.</td>
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<tr>
<td>This course has a clear grading system.</td>
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<tr>
<td>This course broadens my perspective and/or knowledge.</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(Comment box)</td>
</tr>
</tbody>
</table>