

Promotion, Tenure, and 5-Year Clinical Contract
Departmental Review Process
(revised to include clinical faculty, April 2024)

This document is intended to guide conversation regarding the candidate's initial tenure, 5-year clinical contract, or promotion application. This document will be used by the department chair, or designated moderator, but is *not intended to be part of the candidate's file*. However, a summary of the discussion will be included in the department chair's evaluation.

The following guidelines should be used in the department review process.

- Candidate materials, including a CV, should be made available to the department.
- Tenured, tenure track, clinical, and non-tenured continuing faculty are expected to participate in the departmental review. The candidate should not be present during the discussion.
- The department chair/program director convenes the meeting and leads the discussion.
- It is recommended the department convenes the meeting during the semester, prior to the review by the Promotion and Tenure Committees. (Spring semester for initial tenure/5-year clinical contract, and Fall semester for promotion).
- If the candidate is up for both initial tenure/5-year clinical contract and promotion in the same academic year, the recommendation will carry for both actions. Make sure to consider the criteria for both initial tenure/5-year clinical contract and for promotion, based on rank. The department's recommendation may be different for initial tenure/5-year clinical contract and promotion. For the overall recommendation, we will separate tenure/5-year clinical contract and promotion. (See the bottom of the document.)
- Small departments (3 or less) should consult with the Dean of Faculty regarding other faculty who could be brought into the departmental discussion to include at least 4 faculty of instruction members in the discussion.
- The candidate will be made aware of the department chair summary of the departmental review at the same time as the department chair review. It is expected that the chair/program director will share the feedback prior to submission.
- The Professional Development team is available to consult with departments regarding effective review strategies.
- It is expected that the department comes to a consensus on each rating item. When consensus is not met then a majority vote should be taken.

Discussion Guide for Department Chair

It is expected that department faculty discuss items 1-5 in order to determine final recommendation. However, the discussion is not limited to these 5 areas.

1. The candidate contributes to the department through effective teaching (i.e., completing teaching responsibilities, positive attention to students).

Exceeds expectations _____ Meets expectations _____ Below expectations _____

Specific example(s) to justify rating:

Not Applicable to Clinical Faculty:

2. The candidate is active in developing/implementing a scholarly agenda appropriate to application (i.e. initial tenure or promotion).

Exceeds expectations _____ Meets expectations _____ Below expectations _____

Specific example(s) to justify rating:

Clinical Faculty Only:

3. The candidate is actively engaged in clinical practice that contributes to the field and enriches her/his teaching.

Exceeds expectations _____ Meets expectations _____ Below expectations _____

Specific example(s) to justify rating:

4. The candidate makes positive contributions to departmental activities (i.e., department meetings, advising responsibilities, student recruitment, departmental and/or university initiatives).

Exceeds expectations _____ Meets expectations _____ Below expectations _____

Specific example(s) to justify rating:

5. The candidate demonstrates commitment to a Christian worldview in teaching and with students.

Exceeds expectations _____ Meets expectations _____ Below expectations _____

Specific example(s) to justify rating:

6. The candidate demonstrates collegial behavior in interactions with members of the faculty and administration.

Exceeds expectations _____ Meets expectations _____ Below expectations _____

Specific example(s) to justify rating:

7. Provide any recommendations, if applicable, discussed by the review group for strengthening performance in any of the above areas.

OVERALL RECOMMENDATION

Do you recommend this colleague for initial tenure, 5-year clinical contract, and/or promotion?

Initial Tenure:

_____ Yes, with no reservations

_____ Yes, with the following reservations:

_____ No, for the following reasons:

5-Year Clinical Contract:

_____ Yes, with no reservations

_____ Yes, with the following reservations:

_____ No, for the following reasons:

Promotion:

_____ Yes, with no reservations

_____ Yes, with the following reservations:

_____ No, for the following reasons:
