

Tenure Renewal and Long-term Clinical Contract Renewal

STANDARDS, CRITERIA, MATERIALS, AND PROCESS SUMMARY

SUMMARY

Standards for Tenure Renewal/Long-term Clinical Contract Renewal

For purposes of assessing a candidate for re-tenure or renewal of a long-term clinical contract, a pattern of sustained, effective teaching is of paramount importance. Additionally, candidates should demonstrate a pattern of contribution to their discipline and a commitment to service. While the balance between these two areas will vary from candidate to candidate, all candidates are expected to provide evidence of both scholarship/clinical practice and service. Candidates are expected to demonstrate collegiality. Candidates are also expected to incorporate faith integration in the classroom, while maintaining a commitment to Bethel's Covenant for Life Together and Affirmation of Faith. Historically, the Bethel faculty has honored tenured-status/long-term clinical contract, regarding tenure/long-term clinical contract renewal as a time of review to ensure that each faculty member is satisfactorily carrying out his or her responsibilities. The faculty expects that recommendations for denial of tenure renewal/long-term clinical contract renewal will remain a rare occurrence.

Criteria for Tenure Renewal/Long-term Clinical Contract Renewal are:

- an appropriate terminal degree
- sustained teaching effectiveness
- commitment to scholarship (*Not needed for Clinical Faculty*)
- commitment to clinical practice (*Clinical Faculty Only*)
- commitment to service
- collegiality
- commitment to a Christian worldview

Materials that are part of review file

From the candidate:

- A Self-Assessment (not to exceed 1,250 words)
 - Candidates should address teaching, scholarship/clinical practice, service, collegiality, and faith integration in the classroom.
 - Candidates should respond to any issues or concerns raised in letters from the Tenure Renewal and Long-term Clinical Contract Renewal Committee).
 - Candidates should comment on course evaluations (which will be made available to the Tenure Renewal and Long-term Clinical Contract Renewal Committee)
 - Candidates should reflect on the growth plan submitted during their most recent tenure/long-term clinical contract review.
- An updated Curriculum Vita that documents relevant accomplishments
- A Seven Year Growth Plan (not to exceed 750 words)
- (optional) Letters of support from outside evaluators

From evaluators:

- Answers to evaluation questions from two peers
 - One from department
 - One tenured

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- Answers to evaluation questions from one committee chair
 - Committee on which candidate has served in past three years
- Answers to evaluation questions from six alumni
 - Graduated in the past five years
 - Two must have been advisees
- Answers to evaluation questions from department chair^{1*} (and program director when applicable)
 - [* If you are the department chair, ¹ Academic Affairs will ask a faculty member, who has previously been the chair of your department, to complete the department chair¹ evaluation on your behalf. If this is not applicable, we will ask the most senior faculty member in your department to complete your evaluation.]

From Academic Affairs:

- Course evaluations
 - All courses evaluated every term
 - Long form in at least one class per semester
 - Last Tenure letter
- (In rare cases) Performance Improvement Plan

¹ All references to department chair include program director when appropriate.

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PROCESS AND TIMELINE

- March 15 – Academic Affairs sends letter/email to candidate concerning application for tenure renewal/long-term clinical contract renewal, including:
 - Google form for candidate to provide reference names of peers and committee chair
 - Google form for candidate to provide reference names of alumni
- April 1¹ – Academic Affairs notifies department chair² of faculty in department applying for tenure renewal/long-term clinical contract renewal in the fall.
- April 1 – Candidate submits reference names of peers and committee chair
- May 1 – Candidate submits reference names of alumni
- June 1 – Peers submit evaluations
- June 1 – Committee chair submits evaluation
- August 1 – Alumni submit evaluations
- August 1 – Department chair¹ submits evaluation
- August 15¹ – Candidate submits portfolio electronically to Academic Affairs
- September, October, and November – Tenure Renewal and Long-term Clinical Contract Renewal Committee reviews materials
- November and December – Candidate receives decision letter from the Tenure Renewal and Long-term Clinical Contract Renewal Committee indicating their recommendation to the Provost
- November and December – Candidate makes appointment with Provost within two weeks of receiving letter
- November, December, and January – Candidate meets with **Provost**
- February – If recommended for tenure renewal/long-term clinical contract renewal, Provost takes candidate's name to Board of Trustees meeting for approval.
- March (usually early) – Candidate receives letter from Provost with tenure renewal/long-term clinical contract renewal decision

¹ If a deadline falls on a weekend, materials are due on the following Monday.

² All references to department chair include program director when appropriate.