

**Eastern Kentucky University
College of Business & Technology**

College Philosophy and Guidelines on Promotion and Tenure

Revised – March 17, 2009

Approved – April 14, 2009

Effective – August 1, 2009

Policies and procedures governing promotion and tenure are contained in the current Promotion and Tenure Policy of Eastern Kentucky University. The specific processes for faculty promotion and tenure actions are outlined therein. The policy also identifies the “Criteria for Promotion” to each academic rank and identifies the materials to be considered by department’s evaluation candidates for promotion and tenure. The department chair and department promotion and tenure committee must adhere to the policies and procedures as stated. They must also consider any exceptions and/or expectations made during the initial appointment and/or evaluations of a candidate.

It is the responsibility of the candidates for both promotion and tenure, to review the university policies on these matters. Candidates for promotion and/or tenure must be mindful of the results of the non-tenured evaluations as useful resources in preparing promotion and tenure applications.

With respect to promotions in rank and evaluating candidates for tenure, university policy requires that “Each college by majority vote of the full-time tenure-track faculty, shall develop written guidelines for promotion and tenure procedures to include at least the following (1) Criteria unique to college; (2) Procedures and methods of selecting the college committee to review candidates for promotion and tenure and the selection of the chair of that committee; (3) clear definitions of the responsibilities of the college committee and the college administration.”

Once approved, the document will be used in evaluating all applications for promotion and tenure submitted on or after August 15 of each year. This document shall remain in force unless or until it is amended or declared null and void by a majority vote of the full-time tenure-track faculty in the College of Business and Technology.

The individual departments within the College of Business and Technology will develop written guidelines for promotion and tenure that specify criteria or review processes, which are unique to these units. The business departments will use a common document. Department documents will (1) include standards at least as demanding as those in the college and university documents, (2) be approved by a majority vote of the full-time tenure-track faculty in the unit, (3) be approved by the College Promotion and Tenure Committee, and (4) be approved by the Dean of the College of Business and Technology.

Collegiality

Faculty members are expected to work productively with colleagues in activities related to teaching, intellectual contributions, curriculum development, and/or service. This is evidenced by timeliness, thoroughness and accuracy of work, with a continuous and consistent record of

willingly and effectively cooperating with colleagues in the College of Business and Technology to discharge one's duties. Collegiality is a professional, not personal, criterion relating to the performance of faculty members' duties within a department. Collegiality can best be evaluated at the departmental level. Concerns respecting collegiality should be shared with the faculty member as soon as they arise; they should certainly be addressed in the yearly review.

Procedure for Selection of College Promotion and Tenure Committee

Guidelines for Selection:

- The committee shall consist of no fewer than six voting members and shall be constituted so as to ensure fair representation in regard to diversity and department. These representatives shall hold a minimum rank of Full Professor (if available). For the College of Business and Technology, there shall be a representative from the academic departments and the associate dean.
- The dean of the college shall NOT serve as a voting member.
- If a faculty member or a member of his or her immediate family is being considered for promotion or tenure, the faculty member shall not participate in deliberations regarding that candidate.
- Members of the college promotion and tenure committee cannot simultaneously serve on the department or university promotion and tenure committees. That is, no one individual may vote upon a particular petition at more than one level in the process.
- If an elected member cannot serve, an elected alternate should serve in their stead.
- If these provisions cannot be met, the dean shall arrange for appropriate representation from other qualified faculty.
- The committee shall be selected no later than September 10 of the year in which it is to function.

Post-Tenure Review

The College of Business and Technology will adhere to the university's policies and procedures regarding post-tenure review. The individual departments within the college may develop written guidelines for implementing post-tenure review processes within their units as permitted by the university's policies and procedures.

Relationship of Promotion and Tenure and Merit Pay

Although the tenure and promotion process and the merit pay process are faculty evaluation processes, important and fundamental differences exist in their purpose and implementation. While both processes measure an individual faculty member's contribution toward the achievement of the mission of the department, the college, and the university, the processes are, however, different in several important dimensions. The merit pay process focuses on the allocation of the merit pay increment. Thus, the meritorious performance is a relative measure applied within the context of the merit allocation framework. Tenure and promotion, on the other hand, is not an allocation process but instead is a process designed to measure accomplishment in accordance with established criteria at the department, college, and university levels.

In the tenure and promotion process the cumulative performance of faculty is the focus, not that of a single annual period. Merit pay is a reward for performance at a meritorious level. Meritorious performance on one or more annual reviews may or may not equate with performance sufficient to attain either promotion or tenure.