

FACULTY APPOINTMENT, SALARY, PROMOTION, AND TENURE (ASPT) STANDARDS  
College of Arts and Sciences  
January 2021

The College of Arts and Sciences is committed to a system of faculty evaluation and compensation that promotes the highest quality professional work by faculty. The College standards are meant to encourage departments/schools to set high expectations for faculty performance and to offer appropriate rewards to faculty based upon their accomplishments in teaching, scholarly or creative productivity, and service that genuinely advance the mission of the department/school, College, and the University.

The most important principle of effective faculty evaluation is peer review. The strongest evidence of performance in the area of scholarship or creative productivity comes from one's peers within the discipline. Generally, the best judges of the quality of such work are those who have similar academic interests and whose judgments influence dissemination in appropriate scholarly or creative venues. The best evaluators of the quality of a faculty member's teaching and service are peers within the academic department.

#### CFSC POLICIES

The College Faculty Status Committee (CFSC) shall be composed of the Dean of the College, who is an ex officio voting member and six members of the College faculty who represent the three groups (Natural Sciences and Mathematics, Social Sciences, Humanities). Each group has two members elected for two-year staggered terms. No department/school can have more than one representative. All members of the committee must hold tenure. College Council members shall not be eligible to serve. No faculty member may serve more than two consecutive terms. Faculty members may serve on only one ASPT committee at a time (URC, FRC, CFSC, D/SFSC).

CFSC members may participate in, be present at, and vote in ASPT deliberations involving individuals from their own departments/schools, excluding disciplinary proceedings. However, requests to have a CFSC member recused (regardless of departmental/school affiliation of the member) can be made by the applicant or by the Chair/Director/DFSC/SFSC of the department/school. Persons making such a request must provide the Dean a brief written explanation. These requests will be considered by the Dean and the CFSC on a case-by-case basis. A CFSC member may recuse herself/himself at any time but should not provide an explanation for his or her recusal. Individuals may not serve on CFSC the year they are being considered for promotion.

CFSC members may not participate in, be present at, or vote in disciplinary proceedings involving individuals from their own departments/schools. If fewer than five CFSC members remain eligible to participate in disciplinary proceedings, a replacement member for an elected CFSC member will be selected by the Dean, or designee if the Dean is recused, from past CFSC members in accordance with XII.B.3.a. Faculty members currently serving on a D/SFSC are not eligible for selection. If the Dean is recused from the disciplinary proceedings, the Associate Dean for Personnel, Budget and Planning will be the designee. If the Associate Dean for Personnel, Budget, and Planning is unable to serve due to a conflict or lack of availability, the Dean will designate the Associate Dean for Academic Programs and

Student Affairs. If the Associate Dean for Academic Programs and Student Affairs is unable to serve due to a conflict or lack of availability, the Dean will designate the Associate Dean for Research, Facilities, and IT.

## PROMOTION AND TENURE

Evaluation of the professional performance of faculty cannot be reduced to simple numeric standards. D/SFSCs and the CFSC must make judgments about the overall quality of a candidate's performance in accordance with the unit's "satisfactory" and "unsatisfactory" standards as these committees make recommendation on promotion and tenure. Given these assumptions, the following standards should apply in considering all applications for promotion and tenure within the College:

To qualify for promotion and tenure, a faculty member must exhibit sustained and consistent high quality performance in all faculty roles.

1. Each candidate for promotion or tenure must present evidence of high quality achievements in teaching. Evidence of high quality teaching must include a statement that addresses the candidate's teaching philosophy and goals, as well as examples of course materials (e.g., syllabi, selected assignments). It is the responsibility of the Chair/Director to provide a summary of systematically gathered student reactions to teaching performance, with results placed in the context of departmental norms.
2. Each candidate for promotion or tenure must present high-quality scholarly or creative productivity. These works may have appeared in any medium, but the scholarly or creative productivity will have been subject to external peer review appropriate to the discipline. Successful scholarly or creative records normally also include additional evidence of scholarly productivity demonstrated by activities such as conference papers, performances, invited addresses or funded external grants. Evidence of high quality scholarly or creative productivity should include a statement that addresses how the work contributes to the discipline and plans for future work.
3. Each candidate for promotion or tenure must present evidence of service activities that advance the mission of the department, college, university, discipline, or community.
4. The scholarship or creative productivity of each candidate for promotion or tenure will be evaluated by at least three and no more than six scholars from his or her discipline and external to Illinois State University. The external reviewers should be at or above the rank that the candidate is seeking and should not be former mentors, former students, spouses or significant others, co-authors, or co-investigators on grants. Guidelines for conducting the review will be developed by each department/school and added to the department/school's ASPT document.
5. The College regards the customary six-year probationary period in rank as an opportunity to observe a candidate's sustained performance in teaching, scholarship or creative productivity and service before awarding promotion and tenure. Early promotion and tenure is unusual in the College and shall occur only when the candidate has exhibited an extraordinary scholarly record, an exceptional record of teaching performance, and appropriate service.
6. Each candidate for tenure will undergo a mid-probationary tenure review conducted by the D/SFSC in the candidate's third or fourth year in order to assess the candidate's progress toward tenure.

Written departmental assignments for faculty may emphasize one of the faculty roles over others for purposes of evaluation. However, all candidates for promotion and tenure must have a record that includes peer-reviewed scholarly or creative productivity, and strong teaching.

To ensure uniformity in the presentation of information on candidates for promotion or tenure, all D/SFSCs shall utilize the College format for documentation of promotion and tenure cases.

#### PERFORMANCE REVIEW

Department/school guidelines for the annual performance review of faculty should reflect the strategic directions and values of the department/school. These guidelines should be designed to recognize faculty contributions in both short-term and long-term performance.

Faculty's overall annual performance will be evaluated in accordance with "satisfactory" and "unsatisfactory" standards developed by each Department/School's Faculty Status Committee (D/SFSC). Departments/schools may choose to provide separate assessments of faculty performance in each evaluation category (teaching, scholarly or creative productivity, and service) as either "satisfactory" and "unsatisfactory," but must provide an overall assessment of "satisfactory" or "unsatisfactory." In addition, a separate interim appraisal of the faculty member's progress towards tenure and/or promotion must be included (see VII.E. in the University ASPT policies).

Annual performance review of faculty should be consistent with the annual assignment letters provided to each faculty member by the Chair/Director. Assignment letters should include information on the faculty member's teaching load for the year, the amount of time assigned to scholarly or creative productivity, and any other assignments expected to utilize significant portions of a faculty member's time.

#### SALARY REVIEW

Annual salary review should be directed toward ensuring that faculty salaries are consistent with performance and contributions to the department/school, in both the short term and the long term. The Chair/Director serves as chair of the D/SFSC and is responsible with presenting to the D/SFSC a set of recommendations regarding the distribution of salary increment funds. The D/SFSC is responsible for input and final approval of salary recommendations.

The College standards were approved by a majority vote of the departments/schools, November 11, 2019.

The College standards were approved by the CFSC, December 2, 2019.

The College standards were approved by the University Review Committee, September 30, 2020.