

FACULTY APPOINTMENT, SALARY, PROMOTION, AND TENURE (ASPT) STANDARDS

College of Arts and Sciences

January 2012

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, research, and service that genuinely advance the mission of the department/school and the University.

The most important principle of effective faculty evaluation is peer review. The strongest evidence of performance in the area of scholarship and creative activity 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 publication in scholarly venues. The best evaluators of the quality of a faculty member's teaching and service are peers within the academic department.

POLICIES

CFSC members may participate in, be present at, and vote in ASPT deliberations (including appeals) involving individuals from their own departments/schools. 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 without explanation.

Individuals may not serve on CFSC the year they are being considered for Tenure, Promotion, Distinguished or University Professor.

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 recommendations 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 or 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, validated by careful peer review by tenure line faculty within the department. Each candidate for promotion or tenure will prepare a teaching portfolio, including a summary of student teaching evaluation results placed in the context of departmental norms, a summary of the results of a second departmentally determined method of evaluating teaching and examples of course material. The portfolio also may include a reflective statement of teaching philosophy and evidence of student learning based upon the candidate's work. It is the responsibility of the D/SFSC to provide a written evaluation of this portfolio.
2. Each candidate for promotion or tenure must present high-quality publications that have been subject to external peer review. Successful scholarly records normally also include additional evidence of scholarly productivity demonstrated by activities such as conference papers or invited addresses or funded external grants.
3. Each candidate for promotion or tenure must present evidence of consequential service activities.
4. The scholarship 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. Guidelines for conducting the review will be developed by each department and added to the department's ASPT standards 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 and service before awarding promotion and tenure. For this reason, an early record of extraordinary scholarship is not in itself sufficient to warrant promotion to the rank of associate professor before the awarding of tenure. Early promotion 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 promotion or 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 or tenure must have a record that includes peer-reviewed publications 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

Departmental guidelines for the annual performance review of faculty should reflect the strategic directions and values of the department. 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 and creative productivity, and service) as either "satisfactory" or "unsatisfactory," but must provide an overall assessment as well (VII.E., p. 25-26).

Annual performance review of faculty should be consistent with the annual assignment letters provided to each faculty member by the department chair/director. Assignment letters should include information on the faculty member's teaching load for the year, the amount of time assigned to scholarly and creative activities, 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, in both the short term and the long term.

The department chair/director serves as chair of the D/SFSC, is usually the member of the D/SFSC with the longest continuous tenure, and is not personally affected by the outcome of the departmental salary process. Therefore, the chair/director shall be responsible with presenting to the D/SFSC a set of recommendations regarding the distribution of increment funds. The D/SFSC is responsible for input and final approval of salary recommendations.

While administrative increment funds are used to address a number of salary issues for faculty, those who believe that the DFSC did not fairly recognize their contributions in the salary review process may petition the dean who may use administrative increment funds to address such inequities. Such a petition to the dean is part of the annual salary review process and is not an appeal of the annual evaluation, a process covered by University ASPT policy.

The College Standards were approved by the CFSC, December 12, 2011.

The College Standards were approved by the University Review Committee, December 13, 2011.